

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**

**PROCUREMENT ATTORNEY-ADVISOR**  
**Commercial Division**  
**Procurement Section**

**Vacancy Announcement #OAG-15-026**

**Salary range: 13/1-15/1 \$87,849-\$122,110\***

The Office of the Attorney General for the District of Columbia is seeking an experienced attorney to handle procurement matters for the District of Columbia Department of Transportation (“DDOT”). The Attorney will report to the Chief of the Procurement Section within the Commercial Division of the Office of the Attorney General and will provide legal advice and assistance exclusively within DDOT regarding procurement matters and other matters as assigned.

The incumbent will support the mission of DDOT with the responsibility for procurements of transportation services funded from federal, local, intra-jurisdictional, and alternative project delivery and financing sources, including procurements for architectural and engineering, planning, design, engineering, environmental, construction services, and of Intelligent Transportation Systems, construction materials, capital equipment, and other business-serving goods. The incumbent will review information presented, applicable statutes, regulations and relevant case law to determine whether the RFPs, RFQs, RFIs, and similar requests are legally sufficient; and will assist in preparing RFPs, RFQs, RFIs and similar requests as appropriate in DDOT’s bid process. The incumbent will, in coordination with DDOT contracting personnel, draft and review drafts of contracts for complex transportation services, supplies, materials, equipment and goods; and negotiate terms of complex contracts for transportation services, supplies, materials, equipment, and goods. In addition, the incumbent will provide legal advice and assistance on alternative project delivery contracting vehicles, litigate contract disputes before the District’s Contract Appeals Board (“CAB”), and provide advice and assistance to the Civil Litigation Division on contract litigation in the Superior Court and the Federal District Court.

The successful candidate must have: (1) significant knowledge of District of Columbia contracting and procurement laws, principles, regulations, strategies, practices and procedures sufficient to provide legal advice and counsel to DDOT on a variety of construction contract issues; (2) expertise in all phases of government contract formation, administration, and procurement, from identification and planning for government contract opportunities, to preparation of bids and proposals, to subcontract administration, to contract administration and closeout; (3) expertise in various types of contracting instruments and processes, including source selection, design-bid-build and design-build acquisition processes and procedures; (4) understanding of design-build, construction management and construction management at risk, and alternative project delivery; (5) experience conducting detailed and thorough reviews of complex procurement documents, including solicitations, contracts, D&Fs, and construction documents; (6) experience researching and drafting legal memoranda; (7) knowledge of the various types of construction contracts and the allocation of risk provided by each type of contract; (8) knowledge of the various methods of construction delivery and the relationship among the owner, contractor and design professional; (9) the ability to provide legal advice to agency clients in procurement matters and an understanding of local procurement laws and regulations; and (10) experience related to dispute resolution in the context of construction contracts.

Applicants for this position should have strong interest and knowledge in the area of procurement law; and preferably a minimum of five (5) years of procurement work experience.

This position is an intra-agency funded position and, therefore, is a 13-month term appointment, subject to annual renewal by the agency. The position is within the Collective Bargaining Unit. Candidates for the position will be subject to a background check. The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the successful candidate must be sworn into the District of Columbia Bar within 360 days of initial hire.

Please reference vacancy announcement number in your cover letter.

\* Salary in this range will be based on applicable rules, regulations and guidelines.

If interested, please submit a cover letter, resume, writing sample, transcript, if out of law school less than 5 years; and a list of 3 references to [oag.recruitmentattorney@dc.gov](mailto:oag.recruitmentattorney@dc.gov), or mail to Kim McDaniel, Director of EEO, Recruitment and Hiring, Office of the Attorney General for the District of Columbia, 441 Fourth Street, N.W., Suite 1100 South, Washington, DC 20001. Closing Date: June 30, 2015.

#### **NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 *et seq.*, the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.