

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



**PROCUREMENT ATTORNEY**  
**Commercial Division,**  
**Vacancy Announcements: OAG—15-027**  
**Salary range: LS-13/1-13/10; \$87,849-\$114,201\***

The Commercial Division of the Office of the Attorney General for the District of Columbia (“OAG”) is seeking a Procurement Attorney to provide legal services to the Department of Health Care Finance (“DHCF”) in the area of acquisition of goods and services. The mission of DHCF is to improve health outcomes for District residents by providing access to comprehensive, cost-effective and quality healthcare services. In addition to the Medicaid program, DHCF also administers insurance programs for immigrant children, the State Child Health Insurance Program (“S-CHIP” or “CHIP”) and Medical Charities (a locally funded program). The incumbent will advise DHCF in drafting and solicitation of all contracts, and will work almost exclusively on DHCF procurement matters. This position is critical in ensuring that OAG is able to deliver procurement services to DHCF in an efficient and effective manner. The incumbent will review contracts for legal sufficiency, handle protests, and provide general legal advice on procurement matters.

The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your initial hire as an attorney with the District.

The successful candidate must also have experience and demonstrated skill in (1) conducting close, detailed, and thorough reviews of complex procurements and procurement documents, including solicitations (both Invitations for Bids and Requests for Proposals), contracts, Determinations & Findings, and evaluation documents; (2) researching and drafting legal memoranda and litigation documents; (3) advocating legal positions in bid protests before the Contract Appeals Board or other administrative bodies; (4) providing legal advice to agency clients in procurement matters; and (5) government contracting.

This position is within the Collective Bargaining Unit. Candidates for the position may be subject to a background check.

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

If interested, please submit a resume, cover letter, writing sample, and a list of three 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: July 8, 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.