

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 46-2016	POSITION TITLE: Contract Specialist
POSITION GRADE & SERIES: CS-1102-13 step 1 to 13 step 10	SALARY RANGE: \$85,104 – \$109,665 per year** **This position is budgeted to \$109,665 per year only. Offers will not be made outside of this range.
OPENING DATE: September 23, 2016	CLOSING DATE: October 14, 2016
DURATION OF APPOINTMENT: Permanent	AREA OF CONSIDERATION: OPEN TO THE PUBLIC
	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Support Services Division 441 4th Street NW Washington, D.C. 20001	NO. OF VACANCIES: One (1)

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Attorney General Support Services Division. Under general direction, this senior-level professional position performs “cradle to grave” acquisition work including but not limited to planning and carrying out pre-solicitation, evaluation, vendor selection, contract administration and ensuring contractor performance in the well-established aspects of contracting. The incumbent serves as a senior specialist and is fully qualified to procure materials for the Office of the Attorney General. The incumbent uses advanced knowledge of purchasing activities to procure highly specialized and complex goods, services and/or equipment. At this level, the emphasis is on managing the bid selection process, conducting pricing analyses, and negotiating with potential contractors. The incumbent provides technical advice, guidance, and ad hoc training to senior staff, agency contract administrators, agency requisitioners and other staff. Major duties of the Contract Specialist include: Developing the bid solicitation including reviewing the statement of work (SOW), terms and conditions, and other requirements of complex and/or highly-specialized procurements; conducting pre-proposal meetings with prospective contractor(s) to ensure they have a clear understanding of what is required under the proposed contract; developing pre-negotiation position, determining the types of contracts and negotiation authority to be used, and preparing required justification; Determining the most appropriate method of procurement and the competitiveness of the cost range; leading the bid evaluation committee; providing instructions and guidance to committee members on how to evaluate the bids, as required; and checking bidder references and recommending and/or selecting winning vendor and making award; Reviewing procurement actions to determine cost effectiveness and compliance with legal and regulatory requirements. Conducting market place analyses to construct pricing arrangement, subcontracting policy, and similar considerations, preparing and maintaining current acquisition plans, milestone

charts, and related schedules; Notifying vendors of all concerns, while working together to ensure that both OAG and the vendor resolve our issues in a timely manner to ensure that OAG is developing a stronger professional relationship; Reviewing all requisitions to ensure the request for goods and/or services are entered appropriately and all supporting documentations are attached. Developing innovative solutions for unique contracting challenges; Using assigned systems and tools (e.g. PASS) to input, track and report on work items; Maintaining a complete and accurate record of all procurements; and Performing other related duties as assigned.

QUALIFICATIONS: Candidates must have at least one (1) year of specialized experience equivalent to the CS-12 grade level in the District of Columbia government service. This experience could have been obtained in the public or private sector. Specialized experience is defined as: (1) Expert knowledge of contracting methods, contract types, and acquisition planning and implementation of contracts to carry out pre-award and post-award procurement actions such as formal advertising negotiation, fixed price cost contracting, and use of special provisions and incentive programs. ; (2) Professional knowledge of cost/price and market analysis techniques such as cost estimating sufficient to evaluate a contractor's proposal and prepare a pre-negotiation position with justification. ; and (3) Advance knowledge and proven experience with all aspects of bids including responsiveness ranges, contractor responsibility and contractor performance measurements; and comprehensive knowledge of small purchasing arrangements, procedures and practices.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Professional knowledge of cost/price and market analysis techniques such as cost estimating sufficient to evaluate a contractor's proposal and prepare a pre-negotiation position with justification.

Ranking Factor #2: Proven leadership and knowledge of project/program management, with demonstrated success in application of customer servicing and problem resolution skills including conducting root cause analyses.

Ranking Factor #3: Excellent skills and abilities in oral and written communications and interpersonal skills required to respond effectively to requests and complaints.

HOW TO APPLY: Candidates should e-mail one PDF file which includes the following, addressed to Doris Roseborough (202-724-7316) at OAG.Recruitment@DC.gov by 11:59pm of the closing date indicated above:

- 1) A cover letter;
- 2) Completed DC-2000 Employment Application for the District of Columbia Government;
- 3) Résumé; and
- 4) Responses to each of the Ranking Factors.

Applications received after the closing date will not be considered.

FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS. Therefore, to be considered, all applicants must submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION**, which can be found at oag.dc.gov.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Re-employment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: A background investigation will be conducted.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) 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, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also 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.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

