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

### POSITION VACANCY ANNOUNCEMENT

<table>
<thead>
<tr>
<th>ANNOUNCEMENT NO:</th>
<th>23-2017</th>
<th>POSITION TITLE:</th>
<th>Senior Contract Specialist</th>
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</thead>
<tbody>
<tr>
<td>POSITION GRADE &amp; SERIES:</td>
<td>CS-1102-15/16</td>
<td>SALARY RANGE:</td>
<td>$101,658 – $143,467 per year**</td>
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<tr>
<td>Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.</td>
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<td>OPENING DATE:</td>
<td>March 2, 2017</td>
<td>CLOSING DATE:</td>
<td>March 12, 2017</td>
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<td>DURATION OF APPOINTMENT:</td>
<td>Permanent</td>
<td>AREA OF CONSIDERATION:</td>
<td>OPEN TO THE PUBLIC. Applicants who have applied to Vacancy No. 10-2017 need not apply as you are still under consideration for this position.</td>
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<td>COLLECTIVE BARGAINING UNIT:</td>
<td>This position is outside of the collective bargaining unit.</td>
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**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Office of the Attorney General (OAG) Support Services Division. The Senior Contract Specialist is responsible managing OAG’s procurement program by awarding and administering contracts and purchase orders for OAG in order to achieve OAG’s mission, goals, and objectives. The contracting staff provides vital procurement and logistic services to OAG’s programs, and leadership in applying fundamentally sound business practices to OAG’s acquisition of goods and services. Under general direction, this senior-level professional will oversee and be responsible for the obligation of millions of dollars annually in support of assigned program; will plan, develop and establish long and short-range procurement and contracting plans, strategies and approaches for overall acquisitions; apply knowledge of District of Columbia contracting statutes, regulations, procedures, and program objectives to determine the appropriate types of contracts and negotiation authorities; and provide expert advice to senior program personnel on procurement and contracting matters affecting planning for each program. The Senior Contract Specialist performs “cradle to grave” acquisition work, including but not limited to: planning and carrying out pre-solicitation, evaluation, vendor selection, and contract administration 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, and other staff. Major duties of the Senior 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 positions.
- Determining the types of contracts and negotiation authority to be used, and preparing required justification.
- Determining the most appropriate procurement method 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.
- 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 their 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 documentation is 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.
- Performing other related duties as assigned.

**QUALIFICATIONS:** Candidates must have at least one (1) year of specialized experience equivalent to the CS-14 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 by either typing directly into the area provided on the DC 2000 form or by saving as a separate document. Be sure to describe relevant experience, education,
training, achievements, etc. that demonstrate your ability to perform the position. 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:** Specialized knowledge of government contracting principles, methodologies, applicable rules, and regulations, including the District of Columbia Procurement Practices Reform Act.

**Ranking Factor #2:** Specialized knowledge of cost/price and market analysis techniques, such as cost estimating sufficient to evaluate a contractor’s proposal and preparing pre-negotiation positions with justifications.

**Ranking Factor #3:** Proven leadership and knowledge of project/program management with demonstrated success in customer service and problem resolutions.

**Ranking Factor #4:** Excellent oral and written communication skills along with interpersonal skills required to effectively respond to requests and complaints.

**HOW TO APPLY:** Candidates should e-mail one PDF file addressed to Doris Roseborough (202-724-7316) at OAG.Recruitment@DC.gov by 11:59pm EST on March 12, 2017. A complete application file must contain:

1) A cover letter;
3) Résumé; and
4) Responses to each of the Ranking Factors

Untimely and incomplete applications will not be considered.

**PRIORITY CONSIDERATION:** 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 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 applicant, 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 at the time of
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