

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. DOIA002		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i> Standard PD		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
14. Agency Use									
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment		Contract Specialist		GS		1102		12	
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision					
a. First Subdivision				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature				Date		Signature			
						Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action Renae Lockwood, Sr. HR Specialist (Class/Comp)				Position Classification Standard for Contracting Series, GS-1102, December 1983					
Signature <div style="display: flex; justify-content: space-between;"><div>RENAE LOCKWOOD</div><div><small>Digitally signed by RENAE LOCKWOOD Date: 2017.03.09 13:52:43 -05'00'</small></div><div>03/09/2017</div></div>				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

Contract Specialist GS-1102-12

I. Introduction

This position is located in the <Office/Branch Name> of the <Division Name> within the <Bureau Name> and serves as a senior specialist performing a full range of contract activities. The incumbent provides acquisition support and guidance to Bureau/Agency customers and team members for a wide range of contracting types and methods, and performs the full range of pre-award and/or post-award functions for complex contracting types.

II. Major Duties

The incumbent provides formal advertising and/or negotiated methods of contracting support and guidance to the Bureau/Agency customers and team members (i.e., lower graded contract specialists) and performs pre-award and/or post-award functions using a wide range of contracting methods and types to procure complex purchases (e.g., price redetermination provisions, cost reimbursement, contracts with incentive provisions, special pricing of Government furnished property, inspecting and testing requirements, ownership of patents and payment of royalties, and/or presence of unfavorable market conditions in supplies, systems, services, equipment, and/or construction). The incumbent serves as an acquisition business advisor on contract matters and may serve as an acquisition lead on project management teams. The incumbent drafts replies to other agencies, appeal boards, or Congressional inquiries for management review and approval. The incumbent analyzes difficult issues, identifies alternative courses of action, and represents the interest of the government in meetings with various stakeholders outside the Bureau/Agency (e.g., claims, protests).

Pre-Award Duties:

- Provides acquisition services by planning and negotiating complex purchases in supplies, systems, services, equipment, and/or construction. Demonstrates sound business judgment in providing best value products or services that meet customer needs. Provides acquisition guidance to Bureau/Agency customers and officials on contracting matters.
- Provides acquisition support with socio-economic considerations involving small businesses (e.g., Service-disabled Veteran-owned Small Business, Woman-owned Small Business, HUB Zone Small Business, and 8(a)). Provides acquisition guidance to contractors on contracting matters.
- Responsible for acquisition duties assigned and executed in accordance with all applicable regulations and guidelines, including the provisions of the Small Business Act, Executive Orders, Public Law, and internal control procedures (e.g., OMB Circular A-123).
- Independently prepares acquisition plans, which may include: statement of need, risks, source selection strategy, inherently governmental functions, budgeting and funding, competition, socio-economic considerations, contract type, contract vehicle, appropriate milestone charts, related schedules and/or other relevant elements of acquisition planning. Serves as a liaison to program officials in acquisition planning.
 - Details the acquisition objectives to be used and provides guidance, when needed, in the

preparation of statements of work.

- Prepares determinations documents (e.g., price with redetermination provisions, cost reimbursement, or contracts with incentive provisions) as well as findings and solicitation documents.
- Explores new or innovative contracting approaches to arrive at an equitable contract arrangement.
- Conducts pre-proposal conference(s) with prospective contractor(s) to arrive at a clear understanding of what is required under the proposed contract.
- Plans and coordinates the negotiation strategy with contractors to develop contract prices and terms.
- Executes award of the contract based upon results of negotiations and evaluation of the financial, technical capabilities, and the past performance of the contractor.
- Performs contracting work through use of negotiation techniques. Prepares a written request for proposal, publicizes the requirement, issues the solicitation package, analyzes offers received, prepares negotiation positions, evaluates technical and cost proposals, negotiates cost, fee or profit as well as technical issues, and/or enters into a formal contract with the offeror. Performs a full range of contract negotiation tasks for complex procurement actions such as:
 - Develops the pre-negotiation memorandum including negotiation objectives;
 - Handles all aspects of the exchanges with the offerors after receipt of proposals and clarifications;
 - Establishes the competitive range and conducts financial analysis of various factors affecting cost;
 - Coordinates a team consisting of technical and other special advisors to obtain thorough, mutual understanding of the scope of effort and the establishment of an equitable fee or profit or delivery dates; and/or
 - Negotiates terms and conditions and documents the source selection decision.
- Provides guidance to a technical evaluation team concerning the proper evaluation techniques pertinent to the respective acquisition. Ensures evaluation team adheres to the established acquisition strategy identified in the acquisition plan, solicitation, and source selection plan. May serve as the source selection authority and is independently responsible for ensuring that the proposal selected offers the best value to the Government.
- Performs a more complex analysis and verification of contractor responsibility, contractors past performance, and production and technical ability on current and previous acquisitions for award management of more complex contracts.

Post-Award Duties:

- Provides consultation for post-award contract administration. Negotiates contract modifications and the terms and costs of contract changes. Negotiates the termination settlement with the contractor which may include: equitable adjustments, change proposals, costs, profit, or other related matters. Reviews termination notices for extent of action (partial or complete), and for

special conditions or instructions. Analyzes the contract and related documentation and establishes the contract price of items terminated. Issues, monitors, or revokes delegations of authority to settle subcontractor's claims without Government approval.

- Makes contractual determinations based on current policies concerning complex issues and/or controversies arising from contracts. Issues and manages contract changes and serve as lead contract negotiator for contract modifications to prime contractors.
 - Reviews and approves contractor vouchers. Reviews and consents to placement of subcontractors and purchase orders. Effects close-out of contracts.
 - Determines contractor liability in the event of loss, damage, or destruction of Government property. Reviews and approves delivered documentation as required by the contract provisions. Terminates contracts by negotiation or determination.
 - Reviews and approves payments on various contract types. Reviews, evaluates, and approves, where applicable, contractor systems, such as purchasing, accounting, wage and salary, incentive and pension, and insurance. Reviews contractor compliance with the labor laws and other statutory requirements included within the contract's general provisions.
 - Evaluates contractor claims, issues Contracting Officer determinations, and resolves contractor disputes when necessary. Interprets contract provisions for contractors and for Bureau/Agency officials and provides appropriate advice and guidance.
- Acts as a contractual authority at a variety of industry meetings. Conducts post-award conferences as required. Serves on project review committees and collaborates in the development of evaluation criteria.
- Prepares position on protests and claims and renders or recommends a decision. If required, may represent the Bureau/Agency, with the presence of counsel, in defense of acquisition actions before the Comptroller General or the US Court of Claims. Develops the acquisition position upon which the defense will be based.
- If required, may coordinate with the Department's Office of the Inspector General and obtains legal advice from the Office of the Solicitor on an as-needed basis or as required.

Develops materials to support meetings and presentations at government and non-government conferences, seminars, and meetings for pre-award and post-award acquisition matters.

Keeps management informed of anticipated workload demands. Anticipates problems and provides advice to project personnel on effective implementation and time frames required. Escalates problems/issues to supervisor and/or senior Contracting Officer.

Performs other similar duties as assigned.

Other Significant Facts:

The incumbent may be required to obtain and maintain an appropriate FAC-C level and to hold and maintain a Contracting Officer Certificate of Appointment (COA) commensurate with the workload of the office.

III. Factor Levels

Factor 1 - Knowledge Required by the Position FL 1-7 1250 Points

Extensive knowledge of Federal government and Departmental contracting methods and procedures. Knowledge of Government contract administration concepts, principles, and practices to monitor contractor performance over the life of a contract, and to solve a broad range of contract administration problems relating to specification interpretation, safety issues, payrolls, delinquent/unsatisfactory performance, constructive changes, change proposals, claims, contractor business systems, value engineering, progress and other payments, subcontractor consent, pre-award functions, unilateral determinations, and other issues.

Knowledge and experience with acquisition procedures and techniques sufficient to award complex contracts, using competitive and sole source negotiation and sealed bidding, and to prepare required determinations, findings and other justifications.

Knowledge of a wide range of contracting methods and contract types in order to plan appropriate procurement strategies, to review and evaluate for sufficiency specific statements of work, specifications, etc., on a variety of complex procurements or projects.

Knowledge of contracting principles and techniques currently employed in the design and construction fields such as competitive proposals, design/build concepts, construction management, partnering, design-build acquisitions, and alternative dispute resolution.

Knowledge necessary to accomplish pre-award surveys including workload analysis, performance capabilities, financial stability, staffing plans, and accomplishment projections.

Ability to work with the Small Business Administration concerning Certificates of Competency.

Knowledge of pre-award and post-award activities associated with the award and administration of fixed price and cost reimbursement type contracts such as fixed price with incentives, Indefinite Delivery Indefinite Quantity (IDIQ), etc.

Knowledge and skill sufficient to perform contract termination functions, including reviewing and analyzing settlement proposals, audit reports, technical evaluations, and subcontractor claims; to determine allowable costs, proper profit, termination inventory value, government property disposal, and similar issues; and to negotiate settlements with contractors.

Knowledge and skill to effectively apply the socioeconomic programs mandated by labor laws and regulation (i.e., Service Contract Act, Davis-Bacon Act, Employment of the Handicapped, Listing of Employment Openings, Equal Opportunity in Employment, FAR Part 19) and Small Business Act legislation (i.e., small business and Section 8(a) set-asides).

Knowledge of Bureau/Agency accounting systems, account structures, and object classes and their appropriate uses sufficient to ensure that contract awards are properly recorded in the automated financial system. Knowledge of Bureau/Agency automated acquisition processes and related systems in order to procure supplies, services, or construction.

Knowledge of and ability to identify the appropriate legal instrument for the action requested (e.g.,

contract, Federal Financial Assistance Agreement, Interagency Agreement, etc.).

Ability to communicate verbally and in writing in order to negotiate acquisitions, produce contract documents and related correspondence, clarify specifications, and explain contract terms and conditions.

Factor 2 - Supervisory Controls

FL 2-4

450 Points

The supervisor sets the overall objectives and resources available. The incumbent receives technical management, direction, and oversight of procurement work and may receive work assignments from a higher-graded specialist or Major Acquisition Buying Office (MABO) senior Contract Specialist. The incumbent and contracting office supervisor, or MABO Principal Contract Specialist, in consultation, develop deadlines, projects and work to be accomplished. The incumbent plans and carries out work independently, determining the approach to be taken, and performing required planning and coordination. Tasks exceeding delegated authority are reviewed for approval and award by a higher-level contract specialist, or MABO Principal Contract Specialist. Completed work is subject to review from an overall standpoint in terms of feasibility, compliance with acquisition policies, to ensure that unit objectives are being met, and that all assignments are performed in a competent and ethical manner.

Factor 3 – Guidelines

FL 3-4

450 Points

Guidelines include Federal, Departmental, Agency, Bureau, and office precedents, rules, regulations, and policy resources provided by the Office of Federal Procurement Policy, Department of the Interior, and the Policy Branch. Other guidelines include: Federal Acquisition Regulation, Federal Property Management Regulation, Federal Management Regulation, Department of the Interior Acquisition Regulation, Interior Property Management Regulation, Department of the Interior Manual, and the Bureau Manual. Regulations and guidelines are general and often do not provide specific instructions for a resolution to a problem; therefore the incumbent must also use independent judgment and initiative to interpret, modify and extend guides, techniques, and precedents to situations that lack specific guidelines. The incumbent proposes new policies and procedures based on investigations performed or on trends and patterns identified.

Factor 4 – Complexity

FL 4-4

225 Points

The work requires versatility and innovation to originate new techniques or compromises with standard requirements in order to accomplish the large programs and projects. The majority of the contract and agreement requirements cannot be precisely defined. The work requires the adaptation of processes to obtain the required commodity while ensuring compliance with all laws, regulations, policies, and guidelines. The incumbent's multi-level decision making process takes into account the requirements of the contract or agreement, applicable laws and regulations, and the confines of the contracting authority granted. Decisions are based on analysis of alternatives, adaptation or modification of procedures, or resolution of incomplete or conflicting technical, program or contractor data. Since the associated procurement and contract documents have the potential to adversely affect the Government, a high degree of accuracy, application of knowledge and consistency in administration of the process must be observed. Competitive negotiation procedures are frequently employed for highly complex projects, on major historic preservation projects, on specialized projects where little or no established practices or precedents are available to assist in problem solving, or other projects identified by the supervisor. These projects require extensive analysis in the preparation of a proper solicitation package, the development of formal plans that include documentation from a variety of disciplines, and the development of

methods to control source selection processes and negotiations.

Factor 5 - Scope and Effect

FL 5-4

225 Points

The purpose of the work is to provide expertise as a specialist in a functional area of contracting by furnishing advisory, planning, or reviewing services on specific problems, projects or programs. In addition, the incumbent provides support as a contract specialist in an area or contracting office to plan, develop, and execute major contracts (e.g., time and material, cost reimbursement, firm fixed price, incentive type, use of subcontractors, multi-year contracts, and socio-economic small business). The incumbent formulates approaches to procurement problems or issues which require extensive analysis of a variety of unusual conditions, questions or issues. Assignments involving contract award, administration or termination may carry contracting officer authority within prescribed limitations. Examples include: (1) planning, coordinating, and/or leading negotiations for a variety of complex contracts, contract modifications, or termination actions, e.g., those which accommodate possible changes in program requirements, require accounting for Government equipment, or involve consolidated requirements for several agencies or departments; (2) formulating approaches to procurement problems or issues when the problems require extensive analysis of a variety of unusual conditions, questions, or issues; (3) establishing procedures for implementing procurement policies or regulations; (4) conducting in-depth analyses of contractors' financial and management systems and facilities for ability to perform or for compliance with Government or contractual requirements; or (5) planning and conducting program evaluations of subordinate procurement activities.

The work products affect a wide range of procurement activities such as the operation of procurement programs in various offices or the accomplishment of significant procurement or technical program goals; the timely support of other departments or agencies; contractors' operations or management systems; and have significant economic impact on contractors.

Factor 6 - Personal Contacts

FL 6-3

60 Points

Internally, personal contacts are most frequently with unit contracting staff members, program managers, other-Bureau, and Agency support personnel. Externally, the contacts are with contractors, manufacturers' representatives, attorneys, auditors, and members of the Solicitor's office. For high value, complex, or politically sensitive projects, contacts also include high-ranking officials from outside the employing Bureau/Agency.

Factor 7 - Purpose of Contacts

FL 7-3

120 Points

The purpose of the contacts is to obtain agreement on previously determined goals and objectives through negotiation, persuasion, and advocacy. Contacts are to justify, defend, negotiate, or settle matters involving significant or controversial issues or problems and may occur under close scrutiny by top management of the Department and/or other agencies and private foundations. Negotiations involve procurements of considerable consequence and importance in terms of completing major projects within budget and on time to meet top management deadlines. Contract administration or termination settlements involve resolving very difficult or complicated issues such as settling contracts which have significant adverse impact on the contractor's financial status or allocating controversial corporate overhead expenses.

Factor 8 - Physical Demands**FL 8-1****5 Points**

The work is mostly sedentary. Some travel to construction sites and/or contractor facilities may be required.

Factor 9 - Work Environment**FL 9-1****5 Points**

Work is normally performed in an office setting. Periodic on-site visits prior to and during contract performance may be required.

Total Points: 2790**Point Range: 2755 – 3150 = GS-12**

