

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000072

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment	3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
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Explanation (Show any positions replaced) Standard Position Description	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 checked="" type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <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"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive	13. Competitive Level Code	14. Agency Use
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Contract Specialist	GS	1102	12		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment U. S. Department of the Interior	c. Third Subdivision
a. First Subdivision U. S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Regions	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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 (optional)
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 GS-1102, 12/83
Typed Name and Title of Official Taking Action	

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

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Approved for Servicewide Use

25. Description of Major Duties and Responsibilities (See Attached)

Contract Specialist GS-1102-12

A. INTRODUCTION

The purpose of this position is to serve as a senior Contract Specialist for the US Fish & Wildlife Service with responsibility for performing professional work involving the procurement of supplies or services using formal advertising or negotiation procedures. Some examples of items procured would include: construction material, heavy equipment, construction of hatchery/refuge facilities, structural and living quarters, rehabilitation of public buildings, construction of dams and bridges, architect-engineer services, janitorial services, ADP programming services, ADP hardware and software, various supplies in support of the hatchery/refuge facilities, contracts for installation of building equipment systems. Other unique requirements include intra/interagency agreements, cooperative agreements, and grants.

B. MAJOR DUTIES

1. Pre-award

Plans, develops and coordinates the entire acquisition. Provides guidance to technical personnel involved in the development of the statement of work or data requirements and formulates the contracting approach to be taken that will best satisfy the requirement and ensure a legally sufficient contract.

Coordinates with the Fish and Wildlife Services Business Utilization Development Specialist (BUDS) on matters relevant to small, socio-economically disadvantaged firms for set-asides under Section 8(a) of the Small Business Administration Act.

Performs a complete review of recommended sole source requirements and conducts a market analysis to test the noncompetitive assumptions of requisitions. Prepares required findings and determinations in this regard.

Advises technical personnel as to inadequate, ambiguous or vague specifications to avoid Government liability. Acquisitions are accomplished using sealed bid or request for proposal procedures. Incumbent is responsible for planning and preparing the solicitation document for issuance, insuring regulatory and legal sufficiency, maximum competition, and for implementing socio-economically legislated mandates.

Conducts public bid openings, evaluates bids and determines responsiveness and responsibility of low bidder in accordance with applicable regulatory requirements. Resolves protests, mistakes in bids, late bid situations and coordinates with the Small Business Administration for Certificate of Competency.

Conducts negotiations before and/or after contract award for A & E; Request for Proposals; and Section 8(a) contracts and for modifications to existing contracts. Formulates negotiation strategy, and consults with technical personnel concerning data submitted by proposers and conducts the negotiation. As required, coordinates with the Office of the Inspector General (Audits). Chairs the session and coordinates the negotiation team comprised of technical personnel, and depending on the complexity, coordinates with representatives from the Office of the Solicitor.

Prepares cost and price analysis of offerors' proposals and reviews auditors' reports and reports from technical specialists for adequacy of analysis and conclusions and considers all information in developing an overall pricing strategy. Identifies deficiencies in contractors' cost accounting systems and estimating systems for discussion during formal contract negotiating session.

Coordinates the establishment of a technical evaluation proposal committee to determine acceptability of technical proposals. Reviews recommendations from the committee in establishing a competitive range. Eliminates unacceptable proposals and notifies proposers concerning further negotiation or elimination.

Determines responsibility in the areas of capability to perform and fiscal soundness through questionnaire survey and direct interface with responsive low bidders. When necessary conducts a pre-award survey on the contractor's facilities to ascertain the capability to perform the contract. Writes determination of responsibility as part of the award documentation.

Prepares detailed pre-negotiation and price negotiation memorandums, outlining in writing the details of negotiations with contractors in competitive and noncompetitive negotiations.

Responsible for immediate notification of unsuccessful proposers in competitive negotiations by written correspondence. Conducts debriefings as requested by the unsuccessful proposers, and technical staff.

Prepares other documentation for award including Federal Procurement Data System reports, synopsis, and administrative correspondence.

Serves as warranted Contracting Officer and as such executes all obligating documents through IDEAS to the Federal Procurement Data System.

Responsible for reviews and execution of all supply, heavy equipment, A & E, construction, service, ADP programming services, ADP hardware and software, interagency agreements, cooperative agreements and grants.

2. Post-award

Serves as contract administrator on awarded contracts.

Conducts post-award conferences with Contractor personnel and Government personnel to provide information and clarify standard and special contractual provisions of the contract. Makes changes to contract conditions that could jeopardize performance.

Resolves problems of delivery, production, quality, differing site conditions, inspection, and other pertinent matters.

Performs cost/price analysis on change order proposals and analyzes of delivery requirements.

Negotiates prices and/or additional time required for performance and consideration on behalf of the Government.

Assesses liquidated damages for days of delay and resolves matters relating to excusable delays.

Administers payment provisions of the contract for partial payments, progress payments and final payments.

Assures compliance with applicable labor laws. Reports to Business Utilization Development Specialist on 8(a) contractor's performance.

Establishes position of the Government in disputes and issues final decision of the Contracting Officer.

Prepares appeal and coordinates with Solicitor's Office during the appeal process.

Represents the contracting activity for discovery during the appeal process and when necessary, provides testimony to the Board of Contract Appeals.

Issues show cause letters and cure notices as a prelude to terminations.

Determines the Government's position and issues terminations for Convenience or Default, and negotiates any settlements related thereto.

Closes out contract upon completion of the contract, resolution of all conflicts, and final disposition of payment.

C. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of Federal Acquisition Regulations, Department of Interior Acquisition Regulations and Fish and Wildlife Service Regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.

Knowledge of cost/price analysis techniques used in evaluation of contractor proposals, change order proposals and for the conduct of negotiation.

Knowledge of various types of contracts, including fixed price and cost reimbursable and contract methods (sealed bid, simplified acquisition, two step and competitive negotiated), cost sharing, multiple awards, commercial items and special provisions.

Knowledge of negotiation techniques sufficient to negotiate prices, terms and conditions, contract modifications and settlements.

Knowledge of program objectives, technical terminology, and uses of equipment, A & E services, or construction procured sufficient in planning, negotiation and administration.

Knowledge of commercial and industrial business practices to identify sources, analyze cost and pricing data.

Knowledge of the market and sources, including small and disadvantaged businesses eligible for set-asides.

Knowledge of contract administration principles and practices to monitor contract performance over the life of contracts and to solve a broad range of problems relating to change proposals, claims, payments, and similar problems.

Ability to communicate orally including interpersonal relationships.

Skill in writing and ability to communicate in writing.

Knowledge of Architecture/Engineering contracting methods.

Knowledge of IDEAS PD and Electronic Commerce

2. SUPERVISORY CONTROLS

The supervisor assigns work in terms of overall procurement projects. The employee and the supervisor, in consultation develop the deadlines, projects, and the work to be accomplished. The incumbent must exercise initiative and judgement in completing the work. Completed work is reviewed by the supervisor from an overall standpoint in terms of feasibility, compatibility with other work and to insure that assigned objectives are being met. When required, meets with supervisor to discuss controversial or sensitive issues. Through independent decision making authority carries out all aspects of the work, coordinating with others and resolving problems that occur.

3. GUIDELINES

Guidelines include Federal procurement laws, agency contracting regulations, directives and instructions and Comptroller General decisions. These guidelines typically cannot be applied directly and require a significant degree of interpretation to determine the extent of relevance to each acquisition. The employee exercises experienced judgement, initiative and resourcefulness to identify those aspects of broadly stated regulations and laws which do or do not apply to the particular procurement, to devise new contractual provisions or innovative financial arrangements, to develop justifications for adopting a contractual posture, which includes new or modified contractual positions or which appears to be at variance with established guidelines and to develop criteria or justifications to offset Contractor's claims against the Government.

4. COMPLEXITY

The work typically involves varied duties requiring many different and unrelated processes and methods, with full operating competence in the well-established aspects of the contracting assignment. Assignments involve developing and implementing contracting plans characterized by such complexities as:

Requirements involve new or unique equipment, extensive technical or professional services, or complex construction projects where there is a lack of previous experience or competition, extensive subcontracting, or similar problems;

Technical complexity of commodities or equipment. As need warrants, makes changes in requirements due to increase in quantity, technological advances or improvements in design. These changes are made within the funds made available through congressional appropriations.

Decisions involve interpretation, analysis and negotiating regarding modification of contract terms and conditions, evaluation of contractual progress and identification and solution of problems involving the contracts assigned. Factors vary for each situation because of variations in terms of the contracts, product and services involved and contractor capability and characteristics. The work requires making final decisions on a variety of issues, such as cost and price allowableness, negotiating settlements, resolving legal and technical problems, profit determinations, and fairness of salaries paid to contractor's employees. Decisions to deviate from prescribed regulations (e.g., protests and mistakes in bids, disputes determinations and determinations of non-responsibility) require assessment of unusual conditions to identify mitigating circumstances and result in recommendations for action by higher approval authority.

5. SCOPE AND EFFECT

The purpose of the work is to serve as Contract Specialist in procuring and administering a variety of complex supply, heavy equipment, commercial items, A & E services, ADP, and

construction contracts, cooperative, inter-agency, intra-agency agreements and grants including the administration of 8(a) contracts after award, which involves planning, coordinating, negotiating and administering a variety of procurements considered essential to the organization's mission. This includes resolving unusual problems which arise, recommending changes or settlements which legally commit the Government. Effective and timely procurements enable the serviced organization to carry forth their various mission. The work affects the costs to the Government and the costs and expenses allowed or profit realized by the Contractor.

6. PERSONAL CONTACTS

Contacts are with officials, managers and representatives of public and private organizations including manufacturing concerns and consulting firms technical representatives including architectural-engineering firms, personnel of various Government organizations and officials, managers, and acquisition personnel. Contacts may also include representatives of the Solicitor's Office, Office of the Inspector General, and auditors. Contacts occur generally in a moderately unstructured situation with the roles and authorities of the parties varying and the purpose and extent of each contract being defined at the time.

7. PURPOSE OF CONTACTS

Contacts external to the employee's organization are to conduct prebid and preconstruction conferences, settle a variety of contractual problems, to negotiate contracts, and to negotiate difficult issues such as price adjustments, modifications and other changes, administer and to defend procurement actions to higher level Government organizations. Frequently, these contacts have conflicting objectives between industry and the employee's organization, such as obtaining maximum profit versus a fair and reasonable price. Within the employee's organization, contacts are to exchange information and justify or defend proper contractual approaches to technical experts and managers.

8. PHYSICAL

The subject position is primarily of an administrative nature in an office setting, however where travel to work sites is required there may be light physical work required, such as walking over uneven surfaces, or assisting technical personnel in taking measurements or elevations.

9. WORK ENVIRONMENT

Work is normally performed in an office setting with periodic visits to the field offices. Occasionally the incumbent may be exposed to hazardous working area/conditions when visiting contractor's facilities or construction sites.