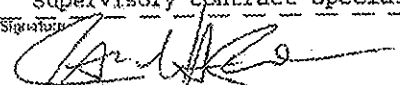
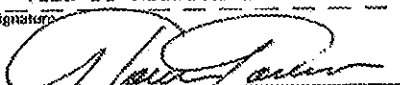
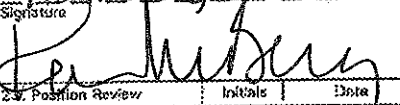


PERSONNEL OFFICE COPY

POSITION DESCRIPTION (Please Read Instructions on the Back)					1. Agency Position No. 04623A				
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Indus <input checked="" type="checkbox"/> Field		4. Employing Office Location VISN 18		5. Duty Station SAVAHCS			
6. OPM Certification No.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive (Personnel Financial Statement) <input type="checkbox"/> Employment and Social Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Explanation (Show any positions replaced) replaces POS #04240A		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CFR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Non- <input type="checkbox"/> Superior <input type="checkbox"/> Managerial		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Modestly Sensitive <input type="checkbox"/> 4-Special Sensitive			
13. Competitive Level Code V01		14. Agency Use 2065 1272		15. Classified/Graded by		Official Title of Position			
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Pay Plan		Occupational Code			
d. First Level Review		e. Second Level Review		Grades		Initials Date			
f. Recommended by Supervisor or Initiating Office		Contract Specialist		GS		1102 12 hms 3/23/07			
16. Organizational Title of Position (if different from official title) Contract Specialist		17. Name of Employee (if vacant, specify)		GS		1102 12			
18. Department, Agency, or Establishment Department of Veterans Affairs				c. Third Subdivision Logistics Office					
a. First Subdivision Veterans Health Administration				d. Fourth Subdivision Southern AZ VA Health Care System					
b. Second Subdivision VISN 18 Southwest Health Care Network				e. Fifth Subdivision Resource Management Service Line					
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 Paulette N. Pereira Supervisory Contract Specialist				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Gloria Garcia VISN 18 Network Contract Manager					
Signature:  Date: 11/27/06				Signature:  Date: 11/27/06					
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 OPM ACS Contracting Series, GS-1102, TS-71 December 1983 HRML 05-04-04					
Typed Name and Title of Official Taking Action Karen M. Barry, SPHR Human Resources Manager				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.					
Signature:  Date: 3/23/07									
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks Position is at the full performance level. Not a DT position - Position Risk Level: Moderate									
25. Description of Major Duties and Responsibilities (See Attached)									

POSITION DESCRIPTION

Contract Specialist, GS-1102-12

Position Number:

Organizational Code:

Organizational Location: VISN 18 Southwest Health Care Network, Mesa, AZ.

INTRODUCTION

Solicits, evaluates, negotiates, administers awards, analyzes, advises on, and/or terminates contracts for the procurement of supplies and services for the Department of Veterans Affairs.

Performs work related to the contract pre-award process, i.e., the work necessary to secure a contract to acquire goods and services.

Performs contracting work using formal advertising procedures. Prepares invitations for bid or requests for proposals, publicizes the requirements for items and services to be procured, issues the solicitation document, reviews the bids/offers for responsiveness to the solicitation, determines financial responsibility and performance capability of the bidders/offerors, and awards the contract.

MAJOR DUTIES

Contract Work:

Procures a variety of products and/or services. Serves as contract specialist responsible for procurements that contain a number of different processes or elements resulting in extensive contracting. Performs procurement planning. Develops procurement objectives in terms of competition and price range, and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies, and similar considerations. Prepares current acquisition plans, appropriate milestone charts, and related schedules. Serves as advisor to program officials in procurement planning. Advises program officials of the procurement objectives to be used and assists in the preparation of statements of work (SOW). Prepares determinations and findings and solicitation documents. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. Determines the responsiveness of bids and determines the responsibility of the apparent low bidder based on an analysis of financial and technical information gained during the pre-award survey and awards the contract.

Uses Variety of Contract Types

Uses a variety of contract types to procure items and/or services. Contract methods and types used to procure large, highly complex, and significant equipment systems, programs, services, or construction where little or no contractual precedent exists.

Locates Sources for the Products/Services Procured

Locates sources for the products/services procured. Develops new or innovative acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements that may serve as models for future major system acquisitions.

Performs contracting work through use of negotiation techniques. Prepares a written request for proposal, publicizes the requirement, issues the solicitation document, analyzes offers received, prepares a negotiation position, evaluates technical and cost proposals, negotiates costs, fee or profit as well as technical issues, and enters into a formal contract with the offeror. Performs other related duties as assigned.

Procures Products and Services

Procures products and services using negotiation techniques. Serves as Contract Specialist responsible for procurements that contain a number of different processes or elements that may result in extensive subcontracting. Performs procurement planning. Develops procurement objectives in terms of competition and price range, and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies, and similar consideration. Prepares current acquisition plans, appropriate milestone charts, and related schedules. Serves as advisor to program officials in procurement planning. Advises program officials of the procurement objectives to be used, and assists in the preparation of statements of work. Prepares determination and findings and solicitation documents. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract. Plans the negotiation strategy, coordinates the strategy with the negotiation team, and conducts the negotiations which are performed with contractors to develop the contract prices, terms, and conditions. Awards the contract.

Analyzes Sources for the Items/Services Procured

Analyzes sources for the products or services to be procured. Develops new or innovative acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements that may serve as models for future major system acquisitions.

To ensure the procurement will be obtained from responsible sources at a fair and reasonable price, the position evaluates the responsiveness of the contractor's bid or offer to the solicitation, or the contractor's cost or price proposal.

Determines Responsiveness of Bids/Proposals

Evaluates bids or offers for responsiveness to the particular solicitation and ability to perform the contract used to procure large, highly complex, and significant equipment systems, programs, services, or construction where little or no contractual precedent exists.

Price/Cost Analysis

Examines and evaluates the contractor's prospective cost estimates or price proposals to determine the necessity and reasonableness of proposed contract costs. Analyzes proposals that extend for more than one year and require projecting expected changes in labor and material costs and technology that do not permit price comparisons because of restricted competition.

Performs work related to the contract post-award process, i.e., the work accomplished after contract award.

Performs contract administration work such as monitoring of contract performance and negotiation of necessary contract modifications to ensure satisfactory progress and completion of contract activities.

Monitors Contractor's Performance

Monitors outstanding contracts to ensure satisfactory progress, to assure compliance with the terms and conditions of the contract, and to identify problems that threaten contractor performance. Performs contract administration activities for significant, highly specialized procurements. Responsibilities typically include functions such as incremental funding, redirection of effort, coordination of time extension, incorporation of change orders issuance of stop work orders, approval of progress payments, and final payment to the contractor.

Negotiates Contract Modifications

Negotiates contract modifications and the terms and costs of contract changes. Serves as lead negotiator for contract modifications for programs involving several interrelated contracts. Changes to one contract affect other contracts. Decisions involved in modifications involve uncertainties or problems such as production scheduling, which arise during the performance of the contract.

Performs work related to the termination of contracts for either convenience of the government or default of the contractor.

Negotiates Contract Termination Settlement

Negotiates the termination settlement with the contractor including equitable adjustments, change proposals, costs, profit, and other related matters. Terminates major project contracts after several years of work have been expended. Review termination notices for extent of action (partial or complete), 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. Executes modifications in settling terminations and/or claims and obtains contractor's release of claims. Issues a unilateral determination when an agreement cannot be reached and advises the contractor of appeal rights.

Performs Termination Actions

Performs work associated with the termination of contracts. Terminates highly specialized procurements that are significant to the agency. Analyzes settlement proposals/claims involving disposition of large amounts of Government inventory and/or property.

Plans, analyzes, or evaluates different aspects of procurement policies and programs to develop policies or procedures or provide advice and guidance to agency activities concerning a variety of procurement issues.

Performs work associated with procurement policy research, analysis, and interpretation or review of contract actions for compliance with applicable policies and procedures.

Policy Research, Analysis and Interpretation

Performs work related to the review, analysis, and/or interpretation of procurement policy, concepts, guidance, or procedures for use in the solution of problems or the accomplishment of projects or programs. Formulates new or improved contracting policies in a functional area of procurement, e.g., pre-award or price/cost analysis, including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation to subordinate contracting activities.

Contract Compliance Review

Performs work related to the review of contract actions or provisions to determine regulatory compliance or improve contract competition. Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher level approval.

Performs work associated with the analysis of automated contracting systems, or with providing advice and guidance on contracting and procurement issues including procurement using small/disadvantaged businesses.

Contract/Procurement Advice and Assistance

Provides procurement advice and assistance to program managers (customers), technical and financial specialists, on contract or procurement policies, problems, or issues. As the recognized procurement expert, advises on contracting actions, including policy interpretation, for VISN wide systems or programs.

Small/Disadvantaged Business Program

Reviews, evaluates, or provides advice on the Small/Disadvantaged Business Program. Plans, implements, and manages the small/disadvantaged business program for an activity with subordinate offices carrying out programs for small and disadvantaged

businesses. Decisions or recommendations, affect subordinate small and disadvantaged business program goals and operating procedures, contracting operations, private firms, and the accomplishment of program objectives.

FACTOR 1. KNOWLEDGE REQUIRED

Knowledge of the VA Health Care Facilities program objectives, technical requirements of assigned commodities or services, engineering and manufacturing processes, business practices, sources of supply, and market conditions to assist technical specialists in the preparation of the statement of work, plan appropriate procurement strategies, and, identify potential contractors and/or sources of supply.

Knowledge of Federal, Department of Veterans Affairs, comptroller General, and local contract laws, regulations, principles, methods, procedures, contract types, special provisions, and incentives to determine the best contractual method for the procurement of a variety of agency-wide, or Government-wide specialized equipment, services, or construction requirements.

Knowledge of contracting policies and procedures, negotiation techniques, technical requirements, and the contractors' operations to negotiate contracts for supplies, services, construction, or research and development.

Knowledge of contract administration principles, policies, regulations, practices, and procedures for contracts with technical specifications and special contract provisions to administer contracts, such as fixed-price with re-determination provisions, cost reimbursement, or contracts with incentive provisions.

Knowledge of Government contract termination concepts, procedures, and precedents, the intent of specific contract provisions, cost and price techniques, and industry practices to evaluate contractor claims or settlement proposals, using technical and financial reports, and to execute settlement agreements relating to contract termination or claims problems, e.g., partial payments, claims, unsettled change proposals, and subcontract problems.

Knowledge of regulations and requirements governing cost accounting practices, the principles and techniques of economic, statistical, accounting, and financial analysis, cost and price analysis principles, procedures and techniques, and business and industry principles and practices to use results of reviews performed by auditors, or technical specialists, analyze technical and historical production and statistical

reports, and evaluate price and/or cost data for a variety of pre-award and/or post-award procurement actions.

Knowledge of the procurement process, the activity's procurement needs, market sources, and related business practices, operations, and structures to identify contractual opportunities for small and disadvantaged businesses, advice small and disadvantaged business community of opportunities, and ensure procurement instruments satisfy small and disadvantaged business program objectives.

Knowledge of procurement statutes, Executive orders, policies and regulations, policies, procedures, and related material to identify and analyze procurement issues and their impact on local procedures.

FACTOR 2. SUPERVISORY CONTROL

The supervisor sets the overall program objectives and resources available. The employee and supervisor, in consultation, develop program goals and objectives.

The employee independently plans and carries out assignments to include determining the approach to be taken or methodology to be used, developing a fact finding plan and/or determining the depth of analysis required to carry out assignment(s). Coordinates matters with technical specialists, financial personnel, legal specialists and/or other contract personnel both in the Government and in the contractors' organization. Employee obtains required information to resolve most conflicts, which arise. Employee keeps supervisor informed of controversial conflicts or issues, which arise, and/or matters which may affect policy or have other far-reaching implications.

Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirement or expected results, e.g., providing a viable contracting approach for meeting program needs and established objectives, or for impact on future procurements. In some positions, review is minimal with employees being delegated contracting officer authority with prescribed limited dollar amounts. As the dollar threshold increases, requirements for formal reviews by higher authority or board of experts are generally prescribed by agency regulations rather than by a supervisor. Such reviews are to assure compliance with all legal and regulatory requirements, as well as for effectiveness of procurement strategy.

FACTOR 3 GUIDELINES

Guidelines include procurement regulations and precedents applicable to any of the contracting specialties. Precedents and written policies exist for procurement action, however, most generally require adaptation by the specialist, (e.g. clarification of the statement of work, adaptation of clauses or provisions, use of options for additional quantities or advance and partial payment clauses, or similar requirements).

Guidelines typically cannot be applied directly and require interpretation to determine the extent of relevance to procurement situation. Employee uses guidelines in interpreting, adapting procurement procedures, or recommending approaches or solutions for specific problems.

FACTOR 4. COMPLEXITY

Contracts are primarily firm fixed price or of comparable nature for complex and/or diversified supplies, services, construction or research and development or the purchase of large quantities of items to meet the consolidated requirements of one or more facilities within the VISN, commands agencies or departments. Such contracts may cover a variety of procurement actions such as proposals for production equipment subject to design changes or changes in the manufacturer or process, proposals projecting changes in labor and material cost or technology, and/or involve determining to have all or part of a procurement set-aside exclusively for small business performance.

Actions are based on an analysis of alternatives, adaptation or modification of procedures and/or resolution of incomplete or conflicting technical, program or contractor data.

The work requires making many decisions concerning such issues as interpreting a considerable amount of technical data and policy and regulatory information, and the planning and coordination of procurement activities for the assigned contractual functions.

FACTOR 5 SCOPE AND EFFECT

The purpose of the work is to provide expertise as a specialist in one or more of the contracting specialty areas by furnishing advisory, planning or reviewing services on problems, projects or program involving complex contracting actions.

The work supports the operation of the activity thereby contributing to the timely and economical accomplishment of the organizational objectives.

The work has an economic impact on contractors involved, usually within the local area.

FACTOR 6 PERSONAL CONTACTS

Personal contacts include a variety of specialists, managers, officials or groups from outside the employing agency in a moderately unstructured setting, e.g., the purpose and extent of each contact is usually different and the role and authority of each party is identified and developed during the course of the contact. Contacts at this level include contractors, specialists, auditors, and representatives of universities, nonprofit organizations, State and local governments, professional organizations, or other Federal agencies, e.g., other departments or activities outside the chain of command.

FACTOR 7 PURPOSE OF CONTACTS

Contacts are to obtain agreement for procurement actions based on goals and objectives. Employee must be skillful in dealing with such persons and planning a procurement strategy to obtain program objectives.

FACTOR 8 PHYSICAL DEMANDS

The work is sedentary. Typically, the employees may sit comfortably to do the work. However, there are occasional working, standing, bending, carrying light times such as reports or files, or driving and automobile. No special physical demands are required to perform the work.

FACTOR 9 WORK ENVIRONMENT

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as conference rooms or offices, commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips or falls, observance of fire regulations, traffic signals, safe driving practices, and similar practices.

EXPLANATORY STATEMENT

Work requires the employee to have a security clearance.