

## POSITION DESCRIPTION SUMMARY

**PD Tracking** 9368  
**Series, Title and Grade** 1102 Contract Specialist GS-11  
**Department** Veterans Affairs

### Introduction Statement

The purpose of this position is to serve as a Contract Specialist for the US Department of Veterans Affairs with responsibility for performing professional work involving the procurement of supplies and services using procedures outlined in the Federal Acquisition Regulations, VA Acquisition Regulations, Public Laws, and Agency policy. Some examples of equipment, supplies, and services procured include but are not limited to: medical or facility equipment, medical/surgical supplies, nursing home services, readjustment counseling services, medical services, architect-engineer services, construction, information technology (IT) services to include hardware and software. Other unique requirements include intra/interagency agreements, sharing agreements, contracts under the selling authority, contracts with affiliates, research and development, and real estate leases.

Incumbent must meet all eligibility requirements to receive and maintain a Level II FAC-C certification within 12 months upon appointment into the position. Although work leading to contract award can be accomplished without a contracting officer warrant, in many instances incumbent will be required to execute their own contract awards. When requested by supervisor, incumbent must apply for up to a Level II Contracting Officer Warrant, accept contracting officer warrant, and provide the signatory authority for contracts within their warrant authority. Warrants will be granted based on workload, needs of the agency, and upon recommendation of the supervisor. The incumbent will be required to possess those requisite skills and experience to effectively deal with an assortment of contract issues at a full performance level.

### Major Duties

Post-award/Closeout 34%

Serves as contract administrator on awarded contracts. Conducts post-award conferences with Contractor and Government personnel to provide information and to clarify standard and special contractual provisions of the contract. Negotiates required changes to contract conditions to protect the agency.

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

Performs cost/price analysis on change order proposals and analysis 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 using the Department of Veterans Affairs On-line Certification system

Assures compliance with applicable labor laws.

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

Prepares required documentation and coordinates with the Office of the General/Regional Counsel during any legal proceeding. Represents the

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

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

Ensures that the Office of General/Regional Counsel is involved in required contract reviews, terminations, show cause orders, modifications.

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 and obtains adequate release of Claims documents to protect the agency. Archive contract records in accordance with agency procedures. Input contractor performance data in appropriate databases.

#### Pre-award through Contract Award

33%

The incumbent assists the requiring activities by serving as a member of acquisition planning teams. In this role the incumbent aids requiring activities in performing market research, reviewing specifications and statements of work, and approving acquisition milestone plans. The incumbent will ensure that specifications and statements of work are prepared in a manner which adequately describes the Government's requirements without restricting competition. Advises technical personnel as to inadequate, ambiguous or vague specifications to avoid Government liability. Performs a complete review of recommended sole-source requirements and conducts necessary market analyses to test the noncompetitive assumptions of requisitions. Prepares required findings and sufficiently documents determinations in this regard.

The incumbent is solely responsible for selecting the appropriate method of procurement i.e. simplified acquisition procedures, sealed-bidding, negotiations.

Incumbent is responsible for advertising all applicable requirements and preparing the solicitation document using agency contract writing systems for issuance, insuring regulatory and legal sufficiency, and promoting maximum competition. Coordinates with the appropriate Agency, Service Area Office (SAO), VISN, or Small Business Administration (SBA) Small Business Liaison on matters relevant to all aspects of socio-economic goal requirements.

Conducts public bid openings, reviews bids and determines responsiveness and responsibility of low bidder in accordance with applicable regulatory requirements when using sealed bidding. For negotiated procurements incumbent determines the selected offeror(s) represents the best value (price and other factors considered) and meets regulatory requirements to be considered a responsible contractor.

Resolves protests, mistakes in bids, late bid situations and coordinates with the Small Business Administration for Certificate of Competencies (COC's).

Serves as the Source Selection Authority (SSA) and establishes Technical Evaluation Boards (TEB) to determine acceptability and ranking of technical proposals. Identifies appropriate negotiation team members; formulates pre-negotiation objectives; and facilitates the negotiation as the team leader and chief negotiator.

Eliminates unacceptable proposals and notifies offerors concerning further negotiation or elimination from the competitive range.

Conducts negotiations for competitive and noncompetitive procurements. Conducts cost and/or price analysis of offerors' proposals, reviews auditors' reports for adequacy of analysis and conclusions, and considers all information in developing an overall pricing negotiation strategy.

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

Provides signatory authority and executes contract awards within warrant authority, as requested by supervisor.

Conducts debriefings with non-successful offerors or bidders as requested.

Incumbent is responsible for generating contract documents using agency contract writing system.

## Data Systems

33%

Incumbent shall fully utilize electronic systems for contract writing (i.e. eCMS), contract management, contract reporting (i.e. FPDS), financial management (i.e. IFCAP), in accordance with Agency policies.

Prepares other documentation for award including Federal Procurement Data System (FPDS) reports, solicitation and award synopses, e-CMS documents, and administrative correspondence.

Performs other duties as assigned.

## Factor Levels

### **Factor 1 Knowledge Required by the Position Factor Level 1-7 1250 pts.**

Knowledge of Federal Acquisition Regulations, Department of Veterans Affairs Acquisition 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 to conduct negotiations.

Knowledge of various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, and cost reimbursement; and contract methods to include simplified acquisitions, sealed bidding, negotiations, cost sharing, multiple awards, commercial items and special provisions.

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

Sufficient knowledge of program objectives, technical terminology, and uses of equipment, architect-engineering services, or construction services to be procured to plan, negotiate and administer the contract.

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

and pricing data.

Knowledge of the market and sources to include identification of offerors in specific socio-economic categories eligible for set-asides.

Knowledge of contract administration principles and practices sufficient to monitor contractor performance and compliance with all terms and conditions of the contract.

Ability to take appropriate action related to issues of noncompliance.

Ability to communicate orally and in writing in a clear and concise manner. Maintains good interpersonal skills when communicating with internal and external customers.

Knowledge of Architecture/Engineering contracting methods.

Knowledge of the Agency's electronic Contract Writing and Management System (i.e. e-CMS) and ability to fully solicit, award, and administer contracts.

**Factor 2      Supervisory Controls      Factor Level 2-3      275 pts.**

The supervisor sets the overall objectives of the work as well as the available resources. The employee, in consultation with the supervisor, develops specific objectives and priorities. The employee plans and carries out the work (with minimal supervisory input and oversight), selecting the approaches and techniques to be used, and informs the supervisor of progress and significant problems. Work is evaluated on the degree to which program and regulatory requirements are met.

**Factor 3      Guidelines      Factor Level 3-4      450 pts.**

Guidelines include but are not limited to Federal procurement laws, agency contracting regulations, directives, policies, national, and local procedures. These guidelines typically cannot be applied directly and require a significant degree of interpretation to determine the extent of relevance to each acquisition. The incumbent exercises judgment, 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.

**Factor 4      Complexity      Factor Level 4-4      225 pts.**

The incumbent serves as a Contract Specialist responsible for large volume procurements for commodities, supplies, equipment, and services to meet consolidated requirements of several VHA organizations. Complexities typically include: technological changes, urgent government needs that override normal production; great volume of production, technical complexity of commodities or equipment; commodity shortages; lack of competition among vendors; and in-depth price analysis.

Contracts are characterized by urgency of need, complexity of materials, repair and maintenance of proprietary items, multiplicity of awards, and extensive administrative problems, e.g. repair and maintenance of all office machines dispersed throughout a geographical region.

Decisions are based on analysis of industry to balance the award and impact of high dollar government contracts on suppliers, on the availability of items to others, on the productive capacity of firms, on small and disadvantaged business, and the timely meeting of agency needs. The work requires careful planning, solicitation development, originating contract clauses; determine government wide needs, and developing new sources.

**Factor 5      Scope and Effect      Factor Level 5-4      225 pts.**

The purpose of the work is to serve as Contract Specialist in procuring and administering a variety of procurements. This includes acquisition planning, resolution of contract disputes, recommending changes or settlements which legally commit the Government. Effective and

timely procurements enable the serviced organization to carry forth their various missions. The work affects the costs to the Government and the costs and expenses allowed or profit realized by the Contractor.

**Factor 6 Personal Contacts Factor Level 6-3 60 pts.**

Contacts are with the general public, representatives of local and state organizations, personnel from other Government agencies, and other VA organizations (e.g., Office of the Inspector General, Office of General/Regional Counsel). Contacts occur generally in a moderately unstructured situation with the roles and authorities of the parties varying and the purpose and extent of each contact being defined at the time.

**Factor 7 Purpose of Contacts Factor Level 7-3 120 pts.**

The purpose of the contacts external to the employee's organization are to conduct pre-award and post-award conferences, administer the contract to resolve a variety of contractual issues, negotiate contracts and contract modifications, and to defend procurement actions to higher level Government organizations. Frequently, these contacts are uncooperative and have conflicting objectives between industry and the employee's organization, such as obtaining maximum profit versus a fair and reasonable price. The employee must be skillful in dealing with such persons to obtain the desired effect, such as obtaining compliance with procurement requirements through persuasion, or obtaining reasonable prices, terms, or settlements for the Government through negotiation. Within the employee's organization, contacts are to exchange information and justify or defend proper contractual approaches to technical experts and managers.

**Factor 8 Physical Demands Factor Level 8-1 5 pts.**

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. Government travel for training, meetings, or customer interactions will be required in this position.

**Factor 9 Work Environment Factor Level 9-1 5 pts.**

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.

**Factor Points 2615**

**Position Classification Standard Used**

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