

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

**DUTIES** Serves as Contracting Officer (CO) in the Procurement and Contracts Department (Department), Office of Supply Chain Management, Metropolitan Washington Airports Authority (Airports Authority). Performs a variety of CO functions, from pre-award to post award: reviews, plans, solicits, evaluates, awards, and administers procurements and contracts, typically over the simplified acquisition threshold. Procurements and contracts cover service contracts, supply contracts, and maintenance agreements for Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (IAD), the Dulles Toll Road and supporting corporate functions. This is a developmental job at the 'first rung of a career ladder' that is intended to lead to the full performance level work; the work typically involves learning while performing a range of CO duties and involves acquiring and improving knowledge and skills. As experience is gained and ability to handle more complex assignments is demonstrated, more complex/varied work is assigned and independent purchasing/contracting authority is increased. Performs related functions.

--Participates in program reviews and pre-negotiation conferences with technical and management personnel on proposed procurement programs.

--Reviews procurement requests, statements of work (SOWs), specifications, etc., submitted by requesting offices for conformance with Airports Authority procurement policy/regulation. Recommends revisions as needed. Works closely with a Contracting Officer's Technical Representative (COTR) to help finalize the evaluation factors, as necessary. May perform technical evaluation of professional services contracts with a COTR. Prepares a draft procurement plan after conferring with Airports Authority technical, legal, and equal opportunity personnel and reviews with supervisor.

--Selects contract type, such as firm-fixed-price, fixed unit price, incentive contracts, etc., based on a variety of considerations, such as complexity of the project, dollar value involved, availability of comparative price data and period of contract performance. Determines method of procurement, e.g., request for proposal (RFP), which is used most often, request for quotations (RFQ), or invitation for bid (IFB), and identifies sources of competition, in coordination with the COTR. Plans procurement schedule for advertisement, pre-proposal conference, review and award, and generates required documentation.

--May conduct market research to identify potential offerors that can satisfy solicitation requirements and meet Local Disadvantaged Business Enterprises (LDBE), Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women's Business Enterprises (WBE) requirements.

--Prepares solicitation documents for supervisor's review and approval. Incorporates specific terms and conditions covering a variety of provisions such as contract type, LDBE/DBE/MBE/WBE requirements, subcontracting, split awards, modifications, options, disputes, billing, insurance, safety, security, liquidated damages, etc., as determined by Airports Authority procurement procedures. Obtains concurrence on the solicitation and the solicitation plan from

the COTR and appropriate Airports Authority units (General Counsel, Equal Opportunity Programs, and Risk Management).

--May chair pre-proposal conferences for potential offerors, with representation from affected Airports Authority offices for technical issues under the supervision of supervisor. Reviews the scope of work, terms and conditions of the solicitation and responds to questions concerning contracting issues. In coordination with the COTR, prepares contract amendments covering changes in technical specifications and clarification of questions raised by offerors.

--Conducts a preliminary review of submitted proposals for responsiveness (such as proper submission of documents, representations and certifications, equal opportunity documentation, signatures, bonds, number of copies). Conducts cost and price analyses, as required. Works with evaluation panels in an advisory capacity to ensure the proper application of ranking criteria and that correct procedures are followed. For the low offeror, completes a detailed review for contractor responsibility, including licensing and credit ratings. Calculates LDBE/MBE/WBE percentages and presents information to the Equal Opportunity Programs Department for concurrence or independent evaluation. Obtains technical evaluation from COTR. Determines if best and final offers (BAFOs) are required and issues BAFO amendments, as needed.

--With supervisor, holds pre-award conference, when necessary, with contractor and Airports Authority technical staff to review with the contractor his/her responsibility with respect to the scope of work, contract requirements and procedures, scheduling, etc. Prior to award, obtains payment and performance bonds, certificates of insurance and final approval from the Office of General Counsel and the Equal Opportunity Programs Department. Following review and approval by supervisor (or Department Manager or Deputy), awards contracts within delegated CO authority. Prepares letters of notification to unsuccessful/non-responsive offerors and may conduct debriefings of unsuccessful offerors as required. Researches protests, as necessary, and prepares draft protest determination for supervisory review.

--Performs contract administration. Receives invoices, coordinates review and approval with the COTR and certifies payment. Works closely with the COTR, Accounts Payable and the contractor to resolve invoice discrepancies. Implements any required contractual actions. Responds to questions from contractors/ subcontractors and attempts to resolve problems on own before seeking assistance. Evaluates and negotiates, in conjunction with the COTR, contract changes which require price cost adjustments, and prepares modifications and associated correspondence. Evaluates claims and disputes in coordination with supervisor or higher grade Contracting Officer, Airports Authority technical and legal staff, and prepares responses. Processes contract close out upon verification of completion.

--Communicates and interacts effectively with internal and external business contacts, including but not limited to other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), and vendors/suppliers/tenants.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email); plan; schedule, word process; prepare presentations and graphics; manipulate data (spreadsheets and databases); and research (includes Internet use to search out new products

and technologies and keep up with technology); (b) enterprise systems/software for requisitioning, budgeting, time and attendance reporting, and other functions, and (c) specialty systems/software used in the Department for tracking procurements.

–Uses a sedan or similar vehicle to travel to meetings, work sites, etc., landside and airside.

--\*Performs other duties as assigned.\*

***Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.***

### **MINIMUM QUALIFICATIONS (MQs)**

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A Bachelor's Degree in any field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.
2. Three years of progressively responsible experience in procurement and contracting that includes substantive work in most of the DUTIES in this job description, including, but not limited to, (a) selecting contract type (such as firm-fixed-price and fixed unit price, indefinite delivery, work order, incentive, and cost-reimbursement) and of methods of contracting (such as RFP, RFQ, and IFB), altogether to plan appropriate strategies to contract for construction, A&E projects, or goods/ services, evaluate contract offers for responsiveness, and negotiate modifications and claims, (b) identifying sources to identify potential offerors that can satisfy the technical pricing and delivery requirements and meet socio-economic (and other types of special programs) requirements/goals, (c) responding to questions from COTRs and contractors, attempting to resolve problems, evaluating and negotiating contract changes which require adjustments to the contract price and scope, and overseeing modifications to the contract, and (d) participating in procurement planning and other administrative activities.

A master's degree in any field providing a strong foundation for successful performance of the DUTIES in this job description may be substituted for two years of these three years of experience.

3. A Universal Public Procurement Certification Council (UPPCC) Procurement Certification, or another nationally or federally recognized procurement certification/credential or ability to obtain a Universal Public Procurement Certification Council (UPPCC) Procurement Certification or another nationally or federally recognized procurement certification/credential within two years from the date of the Final Offer Letter.

### **PREFERRED QUALIFICATIONS**

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. A Bachelor's Degree with concentration in procurement, business administration, public policy, contract law, or another field directly related to the DUTIES in this job description.
2. Public sector procurement and contracting experience.
3. Experience using an automated procurement processing system, such as an enterprise resource planning (ERP), covering procurement-supply chain.
4. A Universal Public Procurement Certification Council (UPPCC) Procurement Certification.

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)**

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of various types of contracts (such as firm-fixed-price and fixed unit price, work order, and cost reimbursement) and methods of contracting (such as RFPs, RFQs, and IFBs) to plan strategies to contract for goods and services.
2. Knowledge of generally accepted contracting principles, policies, and procedures for full and open competition in the procurement process applicable to pre-award and post-award actions; and of associated Airports Authority-specific requirements, altogether to issue solicitations, evaluate contract offers for responsiveness, award contracts, and negotiate modifications and claims.
3. Basic knowledge of the requirements and procedures of Local Disadvantaged Business Enterprises (LDBE), Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women's Business Enterprises (WBE) programs of the Airports Authority, the Owner Controlled Insurance Program (OCIP) of the Airports Authority; accounting basics, altogether to explain standard procedures, to determine applicable contract provisions, and coordinate with other offices.
4. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems, identify relevant information and make balanced recommendations or decisions. Examples include determining the method of procurement, conducting research on various issues, and reviewing the content of proposals by offerors and sole source justifications by Airports Authority offices.

5. Skill in oral communication to understand verbal information (facts, assertions and ideas) and to express such information verbally so that others will understand and in certain circumstances be convinced and/or persuaded. This includes skill in encouraging effective oral communication by others concerning procurement issues and their wants and needs. Examples include chairing procurement conferences, working with the Accounts Payable function and contractors in the resolution of payment issues, and explaining programmatic objectives, processes and procedures as well as competitive procurement decisions (including protests and disputes).
6. Skill in written communication to understand written information (facts, assertions, and ideas), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and in certain circumstances, be convinced and/or persuaded. This includes skill in preparing solicitation documents, reviewing proposals of offerors for responsiveness, reviewing sole source justifications, and documenting procurement data.
7. Skill in negotiating with bidders and contractors to obtain best price, delivery, and other terms.
8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes skill in developing and maintaining relationships with key stakeholders, such as, but not limited to, those involved in contracting and accounting, to ensure effective planning, execution of work, and customer service satisfaction.
9. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email); plan; schedule; word process; prepare presentations and graphics; manipulate data (spreadsheets and databases); develop reports; and perform research (Internet use, as in searching for performance information and keeping up with technology); (b) enterprise systems/software (such as ERP) for requisitioning, budgeting, time and attendance reporting, and other functions; and (c) specialty systems/software used in the Department for procurement.
10. Skill in managing procurements and administering contracts concurrently and in ensuring coordination and integration among related efforts. This includes attention to detail in planning and scheduling.

**RESPONSIBILITY** In this developmental position, incumbent is responsible for performing pre-award and post-award functions for a limited dollar range of goods and services contracts and other procurements as assigned. Is delegated award authority of a limited dollar amount, which is subject to a review and approval process and increases as experience is gained and increased knowledge, skills and abilities are demonstrated. The work directly impacts fair and open competition and the cost, quality and consistency of goods and services provided on contract to the Airports Authority.

Typically reports to a Contracts Manager (Supervisor). The Supervisor makes initial assignments in the form of functional responsibilities, indicating overall priorities, and provides

special instructions, as needed. The incumbent works fairly independently within established procedures on a day-to-day basis in determining the type of contract and method of procurement, developing the schedule for solicitation, review and award, evaluating the responsiveness of offerors, administering the contract to completion, and handling disputes and protests while coordinating with the Supervisor deviations from precedents and any sensitive issues as they arise. The Supervisor works with the incumbent to resolve difficult technical problems or issues with impact on established policy/regulations. Procurement plans are typically discussed with the Supervisor in detail. Completed contract documents (such as solicitations, amendments, awards, modifications, and correspondence) are reviewed by the Supervisor or Department Manager/Deputy for sufficiency and conformance to policy prior to issuance. Completed work is reviewed in terms of providing a viable procurement approach for meeting established objectives, accuracy, adequacy, timeliness of submissions, conformance with established contracting policies and procedures, sufficiency of documentation, customer service, and such other factors as specific performance management goals and measures.

Guidelines include the Airports Authority's Contracting Manual and related policies and procedures; Federal Acquisition Regulation (FAR); Federal Transit Authority (FTA) Third Party Contracting Guidelines; Airports Authority Equal Opportunity Program principals and requirements (EEO and equal contracting programs, such as LDBE, DBE, WBE, and MBE programs); FAA AIP guides; the Thomas Register, Dun & Bradstreet, vendor periodicals and publications; project plans and specifications; and instructions/guidance from Supervisor. The incumbent uses judgment and initiative in selecting and applying the appropriate guidelines to plan the contacting steps, coordinate the procurement process with the COTRs and with the appropriate Airports Authority technical staff, contractor representatives, etc., to negotiate contracts or modifications to contracts, and to make recommendations concerning claims and disputes (to the Airports Authority's advantage and benefit), in coordination with the Supervisor. When multiple guidelines are present or conflict, or specific guidelines are not present or clear, the incumbent consults Supervisor or a higher grade Contracting Officer in selecting and applying the most applicable guidelines and in devising terms and conditions tailored to the specific procurements.

**EFFORT** The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze cost proposals and perform other tasks; operates other office equipment. Frequently exchanges information by telephone. Regularly reviews contracts and regulations containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

**WORKING CONDITIONS** Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms. May experience some job pressure from tight deadlines, changing priorities or business conflicts with contractors and claimants. May be exposed to dust/grease/dirt when visiting work sites.

**OTHER SIGNIFICANT JOB ASPECTS** Certification from the Universal Public Procurement Certification Council (UPPCC) or another nationally or federally recognized procurement

certification/credential is required within two years of placement in this job consistent with the certifying body's eligibility standard(s), testing schedule(s) and other requirements (if any). Must maintain required certification(s). Must meet in-service and continuing education/training requirements.