

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 a Contracting Officer (CO) in the Procurement and Contracts Department (Department), Office of Supply Chain Management, Metropolitan Washington Airports Authority (Airports Authority). Performs a wide range 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 architect/engineering (A&E) and construction projects (typically of limited dollar value), consulting, supply/service contracts and leasing and maintenance agreements for Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (IAD), the Dulles Toll Road supporting corporate functions, and, as assigned, the Dulles Corridor Metrorail Project. This is a developmental job at the 'middle rung of a career ladder' that is intended to lead to the full performance level of work; the work typically involves learning while performing a wide range of CO duties and may involve acquiring or 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, blueprints, draft advertisements, sole source and limited procurement justifications, as applicable, submitted by requesting offices for conformance with Airports Authority procurement policy/regulation. Recommends revisions, as needed. Works closely with the Contracting Officer's Technical Representative (COTR) to help finalize the SOW or technical evaluation factors, as needed. Prepares a procurement plan after conferring with Airports Authority technical, legal, and equal opportunity personnel; may submit a complex procurement plan to supervisor for review and comment.

--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 quotation (RFQ), or invitation for bid (IFB), and identifies sources of competition, in coordination with the COTR and others. Ensures that requests for sole source procurement contain proper documentation. Plans procurement schedule for advertisement, pre-proposal conference, and review and award, and generates required documentation.

--As needed/assigned, conducts market research to identify potential offerors that can satisfy solicitation requirements and meet Local Disadvantaged Business Enterprise (LDBE), Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Women's Business Enterprise (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/MBE/WBE requirements, subcontracting, split awards, modifications, options, disputes, billing, insurance, safety, security, liquidated damages, etc. 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). After supervisory review and approval, may forward solicitation plan for an Airport Improvement Program (AIP) project to the FAA for review and approval.

--Chairs pre-proposal conferences for potential offerors, with representation from affected Airports Authority offices for technical issues. Reviews the scope of work, terms and conditions of the solicitation with the attendees, and responds to their questions concerning contracting issues. In coordination with the COTR, prepares contract amendments covering changes in technical specifications and clarification of questions raised by offerors. Acts as the point of contact to potential offerors during the pre-award period.

--Conducts a preliminary review of submitted proposals for responsiveness (such as proper submission of documents, representations and certifications, equal opportunity documentation, signatures, bonds, and 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, as necessary. Determines if best and final offers (BAFOs) are required and issues BAFO amendments, as needed.

--Conducts 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 other required documentation from contractor, and final approval from the Office of the General Counsel and the Equal Opportunity Programs Department. After reviews by supervisor (or Department Manager or Deputy), awards contracts within delegated CO authority. Prepares letters of notification to unsuccessful/non-responsive offerors and conducts debriefings of unsuccessful offerors, as required. Researches protests, as necessary, and prepares initial protest determination for supervisory review.

--Chairs pre-construction/pre-performance conference with contractor and Airports Authority technical staff when assigned a construction project. Reviews contractor responsibility with regard to requirements, scheduling, site conditions, billing procedures, disputes, etc. Prepares Notice to Proceed and COTR letters, and signs when approved.

--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. Monitors contractor's performance through site visits and attendance at progress meetings.

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 contract modifications and associated correspondence. Evaluates claims and disputes, coordinates with supervisor or higher graded Contracting Officer, Airports Authority technical and legal staff, and prepares responses. Drafts Contracting Officer Final Decisions on dispute issues. May terminate or suspend contracts, as necessary. Processes contract closeout upon verification of completion.

--Keeps abreast of the Capital Construction Program (CCP), the Capital, Operating and Maintenance Improvement Program (COMIP), and the Operations and Maintenance (O&M) Program as they affect procurement plans, priorities and activities, and of the body of knowledge for purchasing through mandatory and voluntary formal training.

--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, especially when procurements/contracts involve construction.

--*Performs other duties as assigned.*

Critical features of this job are described under the heading 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. Four 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 four 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 management.
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 as well as A&E projects.

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. Knowledge of the requirements and procedures of Local Disadvantaged Business Enterprise (LDBE), Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Women's Business Enterprise (WBE) programs of the Airports Authority, the Owner Controlled Insurance Program (OCIP) of the Airports Authority, the Airport Improvement Program (AIP); of accounting basics; and of design and construction management methods, altogether to explain standard procedures, to determine applicable contract provisions and to coordinate with other offices.
4. General knowledge of projects authorized under CCP, COMIP and O&M programs, including A&E and construction projects, to participate in procurement planning, help determine scheduling, and help set priorities.
5. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in 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.
6. 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 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).
7. 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.
8. Skill in negotiating with bidders and contractors to obtain best price, delivery, and other terms.

9. 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, accounting and project management, to ensure effective planning and execution of work and customer service satisfaction.
10. 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. Skill in managing multiple procurements and administering multiple 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 a wide range of pre-award and post-award functions for limited dollar value of construction or A&E project contracts, a 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 construction, 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 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 regarding any substantive deviations from precedents and any sensitive issues as they arise. The Supervisor works with the incumbent to resolve especially 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 the 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; the Federal Acquisition Regulation (FAR); Federal Transit Authority (FTA) Third Party Contracting Guidelines; Airports Authority Equal Opportunity Program principles 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 the Supervisor. The incumbent uses judgment and initiative in selecting and applying the appropriate guidelines to plan the contracting steps, to 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). When multiple guidelines are present or may conflict, or specific guidelines are not present or clear, the incumbent uses knowledge and resourcefulness in selecting and applying the most applicable guidelines and in devising terms and conditions tailored to the specific procurements. The Supervisor or higher grade CO may be contacted for assistance or guidance.

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 some adverse weather conditions and dust/grease/dirt when visiting field work sites. Wears hard hat and other personal protective equipment/clothing, as needed, at a construction work site.

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.