

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) at the full performance (journey) level. Performs the full range of CO functions, from pre-award to post-award: reviews, plans, solicits, evaluates, awards, administers and closes out procurements and contracts, typically over the simplified acquisition threshold. Procurements and contracts cover architect/engineering (A&E) and construction projects (often of high 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. 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 and other documents, as applicable, submitted by requesting office for conformance with Airports Authority procurement policy/regulation. Recommends revisions as needed. Works closely with the Contracting Officer's Technical Representative (COTR) to develop or help finalize the SOW or the technical evaluation factors. Prepares a procurement plan after conferring with Airports Authority technical, legal and equal opportunity personnel.

--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 appropriate method of procurement, such as request for proposal (RFP), which is used most often, request for quotation (RFQ), or invitation for bid (IFB), and identifies sources of competition (by conducting market research to identify potential offerors who can satisfy the technical and delivery requirements and meet socioeconomic goals/requirements) 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; generates required documentation.

--Works to identify new sources or methods to stimulate small or disadvantaged business participation, researching trends within an industry or the region and recommending new provisions to cover unusual requirements.

--Prepares solicitation documents for supervisor's review and approval. Incorporates specific terms and conditions covering a variety of provisions such as contract type, Local Disadvantaged Business Enterprises (LDBE), Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women's Business Enterprises (WBE) requirements, subcontracting, split awards, modifications, options, alternates, 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). For FAA Airport Improvement Program (AIP) projects, forwards solicitation 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 attendees, and responds to questions from potential offerors and prepares written amendments to the solicitation, as required. Determines any required extensions to the procurement period based on the amount of information contained in amendments and other factors. Issues amendments covering changes in technical specifications and clarifications of questions raised by potential offerors. Acts as the sole point of contact to potential offerors during the pre-award period.

--Conducts commercial review of submitted proposals. Makes a preliminary review of all 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 analysis as required. (Large dollar value contracts often require a detailed analysis of subcontracting proposals and pricing structures and schedules.) Ensures each evaluation committee member is properly reviewing proposals and applying ranking criteria. For construction contracts, prepares a detailed evaluation review of the selected or lowest priced offeror, including past performance, licensing and financial data. Calculates LDBE/DBE/MBE/WBE percentages and presents information to the Equal Opportunity Programs Department for concurrence or independent evaluation. Obtains technical evaluation from COTR. Conducts interviews or exchanges as required by the solicitation. Determines if best and final offers (BAFOs) are required and issues BAFO amendments, as needed.

--For A&E contracts, geotechnical, archeological and other service contracts, coordinates the Evaluation Committee (EC) review of qualification statements submitted by A&E firms for determination of the 'short list'. Issues a detailed scope of work to short listed firms and arranges for interviews. Coordinates EC scoring of firms. Upon approval of the selected firm, issues RFP, receives proposals, and in coordination with the COTR, prepares the Airports Authority's negotiating position; chairs the negotiations and documents results thereof for review/approval and subsequent award.

--Chairs pre-award conference with contractor and Airports Authority technical staff. Reviews contractor 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 documents from the contractor, and necessary approvals from the legal and equal opportunity offices. Obtains approval from FAA for AIP projects. After review by supervisor or manager, 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.

--Chairs pre-construction/pre-performance conference with contractor and Airports Authority representatives. Reviews contract requirements scheduling, site conditions, billing procedures, correspondence procedures, authority of various staff to issue instructions and changes, disputes, etc. Prepares Notice to Proceed and COTR letters, and signs as authorized.

--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 performance through site visits and attendance at progress meetings. Responds to questions from contractors/subcontractors and works to resolve problems. Evaluates and negotiates, in conjunction with the COTR, contract changes which require adjustments to the contract price and scope, and prepares modifications to the contract as well as associated correspondence. (Modifications for large dollar value contracts are often numerous and require extensive coordination and negotiation with contractors and subcontractors.) Evaluates claims and disputes, coordinates with Airports Authority technical and legal staff, and prepares responses. Prepares Contracting Officer Final Decisions on dispute issues. Terminates or suspends contracts as necessary. As needed, responds to requests for information from the Government Accountability Office (GAO). Processes contract closeout upon verification of completion.

--May assist in the training of lower graded COs as well as COTRs. May be assigned a lower graded Contracting Officer for assistance on large/complex procurements/contracts.

--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 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 success in the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.
2. Five 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 five 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 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, indefinite delivery, work order, incentive and cost-reimbursement) and methods of contracting (such as RFP, RFQ and IFB) to plan appropriate strategies to contract for construction and A&E projects or 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. 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 and the Airport Improvement Program (AIP), the Owner Controlled Insurance Program (OCIP); of accounting basics; and of design and construction management methods, altogether to explain procedures, to determine applicable contract provisions and to coordinate with other offices.
4. Knowledge of procurement and contracting principles for capital construction, operating and maintenance improvement, and construction projects authorized under the Airports Authority's Capital Construction Program (CCP), the Capital, Operating and Maintenance Improvement Program (COMIP) and the Operations and Maintenance (O&M) Program to fully participate in procurement planning, determine scheduling, and set or advise on 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 recognizing subtle aspects of problems, identifying relevant information, and making balanced recommendations or decisions. Examples include selecting contract type based on various factors; conducting research on the full range of issues (including sources, disputes, claims and basis of costs in terms of time, material, etc.); reviewing the content of proposals by offerors and sole source justifications by Airports Authority offices; and resolving claims on contracts when the variables include competing contract law principles or conflicting or competing Airports Authority policies or program desires.

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 or persuaded (at times regarding protests, claims and other sensitive issues). 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).
7. Skill in written communication to understand written information (facts, and sometimes conflicting assertions and arguments or 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 (at times regarding protests, claims and other sensitive issues). This includes skill in reviewing the written work of others, including peers, COTRs and contractors, such as proposed new standard clauses for contracts, proposals and routine/non-routine memoranda about contracting issues; in reviewing sole source justifications; in documenting procurement data; and in developing evaluation factors in concert with technical representatives.
8. Skill in negotiation 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.
11. Skill in managing multiple, major procurements and administering multiple, major contracts concurrently and in ensuring coordination and integration among related efforts. This includes attention to detail in planning and scheduling.

RESPONSIBILITY Is responsible for serving as a CO at the full performance level, which includes exercise of delegated contracting authority for an unlimited dollar amount (subject to established approval and review procedures). The work directly and significantly 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 objectives and priorities, and assigns special projects, as needed. Most work flows to the incumbent based on functional responsibilities. The incumbent works independently on a day-to-day basis in determining the type of contact and method of procurement, developing the schedule for solicitation, review and award, originating contract provisions and finalizing the SOW in conjunction with the COTR, evaluating the responsiveness of offerors, administering the contract to completion, and taking the lead in resolving disputes and protests, resolving most conflicts which arise, such as disagreements over technical descriptions, elements of cost, economic indices used, and similar matters, while keeping the Supervisor informed of critical problems or sensitive issues. [Contract administration for large projects is often complex, involving complicated technical requirements, multi-year terms, major task orders, myriad indirect costs, extensive subcontracting, negotiation of numerous modifications of the contract or negotiation of claims and disputes, and the intensity of and details involved in possible contract terminations and suspensions. In addition, inexperienced COTRs may need to be guided.] The Supervisor works with the incumbent to resolve especially difficult technical problems or issues which impact on established policy or may have far reaching consequences for the Airports Authority. Completed contract documents (such as solicitations, amendments, awards, modifications and correspondence) are reviewed by the Supervisor or the Department Manager/Deputy for conformance with policy prior to issuance. Completed work is reviewed in terms of providing a good procurement approach for meeting established objectives, accuracy, 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); AIP guides; the Thomas Register, Dun & Bradstreet, vendor periodicals and publications; and project plans and specifications. The incumbent uses sound, experienced judgment and initiative in selecting and applying 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 specific guidelines are not present or are unclear, the incumbent uses full performance level knowledge and resourcefulness in selecting and applying the most applicable guide(s), in devising terms and conditions tailored to the specific procurement, and in balancing the application of the guidelines in relation to novel program or technical needs.

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; and 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.