dchr

Job Title: Contract Specialist

Grade: CS Grade 9\11\12

Salary Range: $57,162-$109,023

Job Summary:

The DC Office of Contracting and Procurement (OCP) is a dynamic public agency proudly serving the over 700,000 residents of the District of Columbia. OCP provides contracting services for client agencies and offices in the District. The mission of OCP is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost, while ensuring that all purchasing actions are conducted fairly and impartially. OCP manages the acquisition of over $5.7 billion in goods, services, and construction annually on behalf of 79 District agencies. OCP is powered by a diverse team of innovative professionals committed to helping our client agencies reach their goals and accomplish their missions. In addition to contracting and procurement services, OCP's Surplus Property Division collects, manages, and reuses District-owned and federal surplus property.

This is being advertised for Grades 9; Grade 11 and Grade 12 as a 'career progression' series for Contract Specialist role.

Duties and Responsibilities:

Contract Specialist I is the most junior entry to the Contract Specialist job series who applies basic knowledge and principles to closely manage procurement activities for items assigned. Major duties of the Contract Specialist I include: - Working with senior staff in developing the bid solicitation such as the statement of work (SOW), terms and conditions, and other requirements for basic procurements; developing pre-negotiation position, determining the types of contracts and negotiation authority to be used, and preparing required justification;
- Under close supervision, reviewing requisitions prepared by program or agency staff to detennine that the proper specifications/purchase descriptions are included; assists program and agency staff in developing SOW;Evaluating bids and proposals for compliance with specifications, purchase descriptions/purchase descriptions; analyzing submitted bids, as well as past bids and awards, to determine the responsiveness and responsibility of the bidder;
- Assisting higher level Contract Specialist, on occasion and as required, in determining the most appropriate method of procurement and with contract administration activities such as contract modifications and development of change orders; issuing stop work orders; reviews settlement proposals, and tenninates contracts, as appropriate and as required;

Qualifications and Education

Certification in public purchasing is desirable and may be required to comply with some legislation.
Associate's degree in Business Administration, Materials Management, Purchasing, or a related field and O to three (3) years of experience in procurement or related field is required.
- Basic knowledge of cost/price and market analysis techniques such as cost estimating sufficient to evaluate a contractor's proposal
- Basic knowledge of contracting procedures, methods and contracting types including formal advertising schemes, cost contracting and use of special provisions and incentive programs; ability to evaluate bid responses; and basic knowledge of small purchasing arrangements, procedures and practices;
- Familiarity with business practices and market conditions applicable to program and technical requirements sufficient to evaluate

: 1015 Half Street SE, Washington DC, 20003
: dchr@dc.gov
: (202) 442-9700