

DCAM-16-NC-0121
Temporary Staffing Services
Attachment J2

Aggregate Group B
Contracts and Procurement Division

AGGREGATE GROUP B

Contracts and Procurement Division

Contract Specialist II– (PSB)

Duties include but are not limited to the following:

- Develops solicitation such as the statement of work (SOW), terms and conditions, and other requirements for basic procurements; develops pre-negotiation position, determining the types of contracts and negotiation authority to be used, and preparing required justification
- Reviews purchase orders and contracts for completeness, accuracy, and compliance with government and agency policies and procedures; determines the most appropriate method of procurement; determines if requested items can be obtained via an existing contract; conducting pre-bid meeting and distribution of bid invitations
- Gathers, compiles and tabulates bids; evaluates price quotes and compares to specifications; researches vendors and evaluates their ability to provide quality materials, equipment, and services; selects or recommends the most advantageous bid; drafts final contract and notifying winning vendor
- Conducts market place analyses to construct pricing arrangement, subcontracting policy, and similar considerations; prepares and maintains current acquisition plans, milestone charts, and related schedules; using assigned systems and tools (e.g. PASS) to input, track and report on work items
- Performs basic analysis of costs based on prevailing material and labor costs; recommends modifications to contractual arrangements

Job Requirements and Essential Skills:

- Knowledge and proven experience with all aspects of conducting on-line bids and/or auctions including responsiveness ranges, performance measurements; and comprehensive knowledge of most common web-based bidding sites (i.e. eBay)
- Knowledge of project/ program management, with demonstrated success in application of customer servicing and problem resolution skills including conducting root cause analyses; proven ability to manage projects from concept through implementation
- Excellent knowledge of automated procurement support systems and Microsoft Office; advanced experience in working hands-on with web-based applications
- Excellent oral and written communication skills, including interpersonal skills

required to respond effectively to requests and complaints

Education:

- Bachelor's Degree from an accredited College required.

Procurement Data Analyst - (PRPB)

Duties include but are not limited to the following:

- Collect, analyze and interpret DGS acquisition data and update systems
- Assist in identifying operational breakdowns and developing corrective action plans before major problems occur; responsible for monitoring the implementation of such plans
- Critically evaluate data or information gathered from multiple sources, reconcile conflicts, establish connections amongst disparate data sources, and uncover the root cause of problems
- Collaborate with the Office of the Director, Department of Small and Local Business Development, Council and other personnel in the formulation and monitoring of acquisition planning and execution efforts
- Relate data from various sources and integrate into various ad hoc and custom reports
- Analyze multiple sources of structured and unstructured data
- Work closely with program and senior level managers to distill analytical & decision support data requirements
- Develop data handling requirements including data audit, data quality and gap analysis
- Create multi-dimensional data visualization
- Support end users on ad hoc analytical analyses and develop subject matter expertise relative to Department operations
- Complete some data entry as needed

Job Requirements and Essential Skills:

- Expert knowledge of government contracting procedures
- Current knowledge of District procurement regulations preferred
- Data Analytics experience
- Firsthand operational experience in project management and building database systems
- Proficient computer skills in Microsoft Office, including Word, Excel and PowerPoint
- Strong communication skills with capability to provide briefings and oral and written presentations
- Government agency experience preferred

Education:

- Bachelor's Degree from an accredited College required.

Program Analyst (Contract Administration and Close-Out) – (PEB)

Duties include but are not limited to the following:

- Collect, analyze and interpret procurement acquisition data
- Serve as project lead and System Administrator for online Contractor Evaluation (E-Val) system and Contract Administration program
- Perform data analytics and reporting of procurement metrics to senior leadership
- Assist with special data projects for internal and external stakeholders
- Coordinate with Office of the General Counsel (OGC) and Finance personnel to process Cure Notices, Ratifications, and Settlements
- Monitor use of E-Sourcing tools

Job Requirements and Essential Skills:

- Expert knowledge of government contracting procedures
- Current knowledge of District procurement regulations preferred
- Data Analytics
- Firsthand operational experience in project management and building database systems
- Proficient computer skills in Microsoft Office, including Word, Excel and PowerPoint
- Strong communication skills with capability to provide briefings and oral and written presentations
- Government agency experience preferred

Education:

- Bachelor's Degree from an accredited College required.

Senior Policy Analyst- (PRPB)

Duties include but are not limited to the following:

- Crafts procurement policy with minimal direction
- Periodically updates policy documents
- Participates in directing acquisition planning efforts, formulating negotiation strategies, analyzing cost and price data and providing advisory support for source selections
- Collaborating with the Office of the Director, Department of Small and Local Business Development, Council and other personnel in formulating and monitoring acquisition planning and execution efforts
- Researches procurement best practices
- Coordinates and frequently leads vendor debriefings

Job Requirements and Essential Skills:

- Expert knowledge of government contracting procedures
- Current knowledge of District procurement regulations preferred
- Knowledge of Acquisition Planning concepts and processes
- Knowledge of DC Council/Legislative process
- Firsthand operational experience in wide range of contracting methodologies (competitive contracts, sole-source, simplified acquisitions, cost/price analysis, and negotiation)
- Proficient computer skills in Microsoft Office, including Word, Excel and PowerPoint
- Strong communication skills with capability to provide briefings and oral and written presentations
- Government agency experience preferred

Education:

- Bachelor's Degree from an accredited College required.

Purchasing Agent (Entry Level Contract Specialist) - (PSB)

Duties include but are not limited to the following:

- Verifies purchase requisitions by comparing items requested to master list, clarifying unclear items and recommending alternatives
- Prepares purchase order agreements or related documents as directed by team lead/management
- Keeps information accessible by sorting and filing documents electronically and manually (if required)
- Provides acquisition planning and control information by collecting, analyzing and summarizing data and trends

Job Requirements and Essential Skills:

- Technical Capacity
- Experience with Budget and Expense Tracking
- Track Record of Maintaining Positive and Professional Vendor Relations
- Strong Organizational and Documentation Skills
- Superior Customer Service Orientation

Education:

- High School Diploma required.