

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/>	3. REPLACES PD NUMBER <input type="checkbox"/>

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED				
4. TITLE		6. PAY PLAN GS	8. SERIES 1102	7. GRADE 12
8. SING TITLE (Optional)			9. INCUMBENT (OPTIONAL)	

OFFICIAL

10. TITLE
Contract Specialist

11. PP GS	12. SERIES 1102	13. FUNC	14. GRADE 12	15. DATE	16. I/A <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER G. Lyman
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE <i>Jeanne W. Simms</i>	20. DATE 08/30/95	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE Jeanne W. Simms, Director, Office of Human Resources, ARH		24. SECOND SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE <i>Mary C. Lyman</i>	30. DATE 10/19/95
31. NAME AND TITLE Classification Work Group	
MARKS	33. OPM CERTIFICATION NUMBER

CONTRACT SPECIALIST

GS-1102-12

I. Introduction

The incumbent serves as a Contract Specialist within the Contracting Division, Administrative Service Center (ASC). As such, the incumbent is responsible for supporting program client procurement needs and developing contract documents for pre-award and post-award procurement functions across the entire spectrum of HUD programs. The incumbent strives to provide clients with high quality, timely, and cost-effective contracting services.

The Division is responsible for reviewing requests for contract services from program offices within the ASC, or as delegated for action by: the Senior Procurement Executive; the Director, Office of Procurement and Contracts; or, another ASC Director/ASC Contracting Division Director. Develops the overall procurement plan/strategy; advertises requirements in appropriate media; solicits and evaluates bids and proposals; negotiates contract terms, conditions, and cost/price; determines contractor responsibility; and prepares contract documents. The Division is also responsible for executing instruments covering the entire spectrum of the procurement cycle, encompassing contract award, administration, and close out. In addition to direct placement and administration of contracts and assistance agreements, the Division develops directives and procedures governing the award and administration of such agreements. The Division is a technical resource to all contracting personnel within the ASC. It provides advice and guidance to all management personnel and, as time permits, recipients of HUD funding within the ASC, concerning efficient and effective procurement and grants management policies and procedures.

II. Duties and Responsibilities

1. Responsible for contract award and administration functions including cost/price analysis, negotiation, evaluation, and award. Requirements typically involve supplies and services which have unique Government requirements such as:
 - Services (professional and/or technical) in support of HUD's property management and disposition programs and the origination of new mortgage insurance. Such requirements cover both multifamily and single family programs;
 - Construction and Architect/Engineering - including alterations and repairs to HUD-held/owned properties to preserve and protect assigned properties

and to enhance marketability; and, Interagency agreements - as required by HUD program offices.

2. Reviews requests for contract services to assure its conformance with legal requirements. Recommends revisions to the request to the client based upon the review. Determines procurement strategy which is the most timely and cost effective. Prepares any required determinations and findings.

3. Develops the solicitation. Determines quantities to be procured, examines specifications to match requirements to various options available, identifies exceptions or changes needed in standard contract provisions, selects appropriate contract type, coordinates socioeconomic factors with appropriate activities, and makes determinations concerning minimum or maximum order limitations, methods of award, and socioeconomic set-asides (e.g., small business, 8(a), labor surplus area, etc.).

4. Evaluates bids or offers for responsiveness/conformance to the particular solicitation and ability to perform the contract. Determines if competition is sufficient. Obtains reports and evaluates fiscal soundness, quality control, present business commitments, previous record of performance, and other indicators of capacity to perform. Coordinates with technical specialists and program personnel. Evaluates protests and mistakes in bid, and coordinates with Small Business Administration regarding contractor responsibility, as required.
5. Coordinates with program clients serving on Technical Evaluation Panels or Source Evaluation Boards during the proposal evaluation process. Directs them through the contractor selection process, assuring compliance with solicitation provisions and the procurement strategy chosen. Performs cost/price analysis and develops negotiation strategy based, using audits and pricing reports as necessary.
6. Negotiates with potential contractor(s), determines responsibility of those in line for award, and prepares contract documents for execution. Recommends award executes contract actions within scope of delegated authority.
7. Prepares initial Departmental position on protests of award.
8. Plans and conducts postaward conferences to ensure compliance with, and full understanding of, contractual requirements and to preclude unauthorized changes or alterations in contract provisions.
9. Performs contract administration functions including issuance of modifications, negotiation of changes, exercise of options, investigation and resolution of contractor delays, surveillance of contractor performance, consent to subcontracts, resolution of claims and appeals, assessment of liquidated damages, imposition of deductions, approval of payments, and issuance and settlement of contract terminations.
10. Serves as technical expert and advisor to management, customers, and contractors in assigned area relative to the market, industry, specifications, socioeconomic concerns, and similar matters.
11. When assigned, serves as a mentor to lower graded specialists, providing technical direction and guidance on unusual problems and new assignments.
12. Closes out contracts upon completion, including resolution of any valid findings or administrative issues.

Statements of Difference

GS-5 Statement of Difference: This position is developmental to the full performance level of GS-12. The duties performed are those of an entry-level trainee and are commensurate with the grade of the position. At this GS-5 level the supervisor or higher-grade employee provides work with specific and detailed instructions. Work is performed under close supervision and reviewed both while in progress and upon completion. This is not a complete position description without the full performance position description attached.

GS-7 Statement of Difference: This position is developmental to the full performance level of GS-12. The duties performed are those of an advanced trainee and are commensurate with the grade of the position. At this GS-7 level the employee performs assignments which are planned to provide further technical development. Completed work is thoroughly reviewed for accuracy, adequacy and adherence to HUD policies and methods. This is not a complete position description without the full performance position description attached.

GS-9 Statement of Difference: This position is developmental to the full performance level of GS-12. The duties performed are those of a first-level journeyman who works with higher-grade staff and who independently utilizes standard and well-established techniques and methods. The supervisor provides advice and reviews work for compliance with policies, completeness and technical adequacy. This is not a complete position description without the full performance position description attached.

GS-11 Statement of Difference: This position is developmental to the full performance level of GS-12. The duties performed are those of a journeyman who functions with substantial independence on a full range of assignments. The supervisor may provide advice and some technical review on the more complex, broad or unusual projects assigned. This is not a complete position description without the full performance position description attached.

67R Training Jan. 14-15
Basic Training Feb. 10-14
Contract Law - Spring