

**Company: GSA**

**Position: Contracts Specialist**

**Post Date: 07/02/18**

Overview

- **Open & closing dates 06/28/2018 to 07/12/2018**
- **Service Competitive**
- **Pay scale & grade GS 09 - 12**
- **Salary \$55,909 to \$105,400 per year**
- **Appointment type Permanent**
- **Work schedule Full-time**

## **Locations**

FEW vacancies in the following location:

- Boston, MA

**Relocation expenses reimbursed**

No

**Telework eligible**

Yes as determined by agency policy

## **This job is open to**

- Federal employees - Competitive service

Current or former competitive service federal employees.

- Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a "surplus" or "displaced" employee.

- Veterans
- Individuals with disabilities
- Military spouses
- Family of overseas employees

Family members of a federal employee or uniformed service member who is, or was, working overseas.

- Peace Corps & AmeriCorps Vista

**Announcement number 1801029DDMP**

**Control number 503831800**

## • **Duties**

### **Summary**

As a Contract Specialist, you will be responsible for the full range of pre-award and post-award functions, e.g., price/cost analysis, negotiation, administration and termination in a Public Buildings Service organization.

### **Location of Position:**

New England Region  
Public Buildings Service  
Acquisition Management Division

Boston, MA

We currently are filling 2 vacancies, but additional vacancies may be filled as needed.

GSA has been repeatedly named as one of the '[Best Places to Work](#)' in the Federal Government'. [LEARN MORE](#) about why you should choose GSA.

You will have access to many [benefits](#) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development
- Flexible spending accounts
- Long-term care insurance
- Training and development

### **Responsibilities**

- Performs acquisition planning tasks
- Awards & administers a variety of contracts, including those awarded under Section 8(a) and other socioeconomic programs including sole source procurements

- Develops and prepares contract solicitations, modifications, terminations, and other contracting documents
- Develops negotiation plans and objectives; holds conferences; and conducts discussions and negotiations with contractors
- Evaluates technical submissions, bids or offers for responsiveness to the solicitation and responsibility
- Performs post-award duties including monitoring contractor's performance, ensuring contract compliance, ensuring payments are processed, negotiating modifications, and dealing with protests and/or terminations
- Conducts or facilitates various contracting meetings such as pre-proposal and post award meetings

## **Travel Required**

Occasional travel - Work is performed primarily in an office setting with occasional visits to project sites. Travel to contractor's facilities and work performance sites may require special safety precautions or severe weather protection, such as protective clothing or gear such as masks, coveralls, coats, boots, hard-hats, goggles, gloves or shields.

**Supervisory status No**

**Promotion Potential 12**

## **Who May Apply**

### **This job is open to...**

- Current Federal Employees
- Former Federal Employees
- CTAP
- ICTAP
- VRA
- VEOA
- 30% Disabled
- Individuals with Disabilities
- Military Spouses
- Former Overseas Employees
- Peace Corps/AmeriCorps/Vista

Questions? This job is open to 7 groups.

- **Job family (Series)**

[1102 Contracting](#)

## • Requirements

### Conditions Of Employment

- U.S. Citizenship or National
- Meet all eligibility requirements within 30 days of the closing date.
- Meet time-in-grade requirements within 30 days of closing date
- Males born after 12/31/1959 must have registered with the Selective Service
- Apply online (See How to Apply section.)
- Direct Deposit of salary check to financial organization required.

If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, **if you are or were (within the last 5 years) a Schedule A, Schedule C, or non-career SES political appointee**
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 2 investigation level).
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.

All the information you provide will be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

### Qualifications

For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#).

The **GS-9** salary range starts at \$55,909 per year, the **GS-11** salary range starts at \$ **67,643** per year, and the **GS-12** salary range starts at **\$81,077** per year.

If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

**To qualify for any of the grade levels, you must meet A or B below:**

**A.** A 4-year course of study leading to a bachelor's degree with a major in any field; **OR**

**B.** At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**In addition to the basic requirement stated above, you must meet the following requirements for each grade level:**

**GS-9:** You must have at least one year of specialized experience equivalent to the GS-07 level in the Federal service. Specialized experience is defined as experience performing recurring and developmental contracting assignments. Procurement at this level include:

- Determine appropriate contract vehicles (i.e. purchase orders, blanket purchase agreements, etc...) to plan and carry out acquisition actions;
- Evaluating vendor offers for responsiveness;
- Identifying excessive or underestimated prices and negotiates prices;
- Responding to and resolving common acquisition issues/questions.

**OR**

A Master's (or equivalent graduate degree) or have completed 2 years of progressively higher graduate education leading to a Master's or equivalent degree. To be creditable, graduate education must be in one or a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**OR**

A combination of graduate education and specialized experience that when combined together qualify for this position.

**GS-11:** You must have at least one year of specialized experience equivalent to the GS-09 level in the Federal service.

Specialized experience is defined as experience procuring building services, professional and/or non-professional services, and/or construction using a range of contracting methods and contract vehicles (i.e. purchase orders, blanket purchase agreements, etc...) This experience must include planning and carrying out routine pre-award and/or post-award acquisition actions including:

- Preparing solicitation documentation and drafting the final contract including recommendations for award;
- Evaluating vendor offers for both technical and price/cost factors to ensure best value to the organization/agency;
- Negotiating contracts, orders and/or modifications using standard language/templates with few clauses or addendums;

- Responding to and resolving acquisition questions/issues some of which require additional research to provide recommendations/responses;
- Analyzing routine contracting issues and identifying alternative courses of action.

**OR**

Have completed three full academic years of progressively higher level graduate education or have earned a Ph.D. or equivalent doctoral degree that is in one or a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**OR**

Have a combination of graduate education and specialized experience that when combined together qualify for this position.

**GS-12:** You must have at least one year of specialized experience equivalent to the GS-11 level in the Federal service.

Specialized experience is defined as experience procuring building services, professional and/or non-professional services, and/or construction using a wide range of contracting methods and contract vehicles (i.e. purchase orders, blanket purchase agreements, etc...). Procurements at this level include:

- Planning and carrying out routine pre- and post-award acquisition actions;
- Preparing solicitation documentation incorporating necessary specialized provisions, and drafting the final contract;
- Evaluating vendor offers for both technical and price/cost factors as well as evaluating bidders capacity to perform/comply with contract clauses and specifications;
- Planning and conducting negotiations on price, technical requirements, terms, and conditions of the contract;
- Responding to and resolving acquisition questions/issues that require research to provide recommendations/responses;
- Analyzing contracting issues and identifying alternative courses of action.

Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

Incumbent may be required to obtain and maintain a warrant; as required the incumbent ensures that all required training and FAC-C certifications are current, keeping apprised of changes to procurement regulations and policies.

NOTE: Qualifications are based on length and level of experience. Therefore, in addition to describing duties performed, applicants must provide the exact dates of each period of employment (from month/day/year to month/day/year) and the number of hours

per week if part-time. Qualification determinations cannot be made when resumes do not include the required information, so failure to provide this information may result in disqualification. For a brief video on How to Create a Federal resume, [click here](#).

## **Education See Qualification Requirements**

### **Additional information Bargaining Unit status: AFGE**

[Fair Employment Opportunities for Applicants Who Are Unemployed or Facing Financial Difficulty Through No Fault of their Own](#)

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.

Relocation-related expenses are not approved and will be your responsibility. All the information you provide will be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

## **How You Will Be Evaluated**

You will be scored on the questions you answer during the application process, which will measure your possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.

- Knowledge of a full range of contracting laws, regulations, principles, methods, contract types, and set aside programs in order to perform acquisition planning; identify sources; determine procurement method; evaluate recent market developments, trends, conditions, and economic factors affecting procurements; and award and administer contracts.
- Skill in writing clear and concise communications in order to advise stakeholders of project status and procurement issues and develop a variety of complex contracting documents, including planning documents, solicitations, modifications, protests, terminations, Source Selection Decisions (SSDs), Price Negotiation Memorandums (PNMs), Price Analyses, Ratifications, Justifications and Approvals (J&As), Determinations and Findings (D&Fs) and Contracting Officer Final Decisions.
- Knowledge of contract negotiation techniques to negotiate complex contracts.
- Skill in the use of negotiation techniques in order to negotiate prices, terms and conditions, contract modifications and settlements resulting in the best value for the government.
- Knowledge of source selection procedures and related policies/regulations.

- Ability to evaluate and analyze complex information, determine technical objectives, and prioritize the importance of competing interests in order to develop recommendations and make well-informed, effective, and timely decisions.
- Knowledge of post-award procedures to administer firm fixed-price, time and materials, indefinite delivery, or other contracts of similar complexity.
- Ability to apply judgment to effectively initiate, advise and coordinate the performance of a wide range of contract administration duties including contract compliance, negotiating and resolving contract performance problems, and awarding contract modifications.
- Ability to communicate effectively to keep GSA managers, customers, and contractors apprised of project status and procurement issues of mutual concern. Strong interpersonal and communication skills and the ability to work effectively with a wide range of personnel, including contractors, internal and external customers, and managers.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan ([ICTAP/CTAP](#)), you must receive a score of 85 or higher to receive priority.

To preview questions please [click here](#).

## Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)

Drug test required

No

## • Required Documents

ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

**Note:** If required to submit an **SF-50** (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: effective date, position, title, series, grade, and rate of basic pay, tenure group 1 (career) or 2 (career-conditional), position occupied group, and name of agency. If you are a **GSA employee** (except in the OIG), you are not required to submit an SF-50.

- **If you are a 30% or more disabled veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:**
  - a. Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.



- b. If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, submit both of the following in addition to the DD-214:
  - 1. completed [SF-15](#) form; and
  - 2. proof of your entitlement (refer to [SF-15](#) for complete list).
- o **If you are active duty military**- Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).
- o **If you are a current Federal employee or [Reinstatement](#) Eligible**: Submit your latest SF-50.
- o **If you are eligible under an [Interchange Agreement](#)**: Submit your latest SF-50.
- o **If you are a [former Peace Corp or VISTA volunteer](#)**: Submit your Description of Service.
- o **If you have a disability**: Submit proof of eligibility. For information on eligibility and required documentation, refer to USAJOBS's [People With Disabilities](#) page.
- o **If you are applying under another special appointment authority**: Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.
- o **If you are [ICTAP/CTAP](#) eligible - submit a, b, and c: (a)** proof of eligibility including agency notice; **(b)** SF-50, and **(c)** most recent performance appraisal.
- o **College transcripts**: You must submit a photocopy of your college transcript(s). If selected, an official transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## • **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- o [Benefits for federal employees](#)
- o [Healthcare insurance](#)
- o [Pay and leave](#)

[http://www.opm.gov/insure/federal\\_employ/index.asp](http://www.opm.gov/insure/federal_employ/index.asp)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## • **How to Apply**

Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the REQUIRED DOCUMENTS section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

**Need Assistance in Applying?** Contact the HR representative listed on the announcement prior to the application deadline. You must receive HR approval before deviating from these instructions.

### **Agency contact information**

**Debra DeVingo**

**Phone 617-565-5907**

**Fax 617-565-6633**

**Email [debra.devingo@gsa.gov](mailto:debra.devingo@gsa.gov)**

**Address**

*GSA, Public Buildings Service  
General Services Administration*

*Human Resources (CPAA)  
Boston, Massachusetts  
United States*

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