

A. Introduction

Serves as a Purchasing Agent for one or more ARS locations. The incumbent performs a wide range of purchasing and contracting functions which include but are not limited to negotiating and recommending awards on the open market or under government contract. Work is conducted and completed within the scope of the assigned agency procurement authorization. When work exceeds the procurement authorization, the incumbent prepares and submits purchase orders and service contracts to the Area office for signature. The incumbent may serve as the purchase card and/or government purchase card program coordinator, and accountable property officer.

B. Major Duties

Makes purchases of complex technical scientific equipment, and construction contracts. These purchases are difficult to obtain due to technical specifications, research requirements, and the urgency of need. Purchases are usually complicated by one-of-a-kind requirements and unique characteristics, lack of sources, and difficulty in locating compatible equipment. Purchases require use of competitive procurement procedures and incumbent must have signature authority to sign for all purchases up to the specified dollar threshold.

Reviews and edits purchase requests to ensure the item or service is adequately described based on the requestor's need. Ensures all information has been provided and the request is consistent with local and area policies. Advises requestors on purchases, policies, methods of procurement, and issues with a potential conflict on competition. Advises on the best methods of procuring complex, specialized, scientific equipment not normally found on the open market.

Conducts open market negotiations and makes competitive or sole source small purchases for complex, non-routine scientific equipment and/or services not commonly available on the open market. Collects data to determine price reasonableness for new items, prepares detailed written solicitations, and tailors special terms and conditions. Uses federal and agency acquisition regulations, federal property management regulations, internal procedures and guidelines, and other references to identify possible sources and other pertinent information. Prepares written solicitation for purchases estimated to meet and exceed the requirements in Federal Business Opportunities to solicit specific sources, build vendor questions, post amendments, and publish solicitation and award notices. For sole source purchases, ensures purchases are compatible with existing systems and equipment, when necessary. Awards contracts up to the delegated dollar threshold.

Purchases a variety of commercial supplies and equipment using competitive open market procedures or against established contracts. Identifies sources from

established lists, history files, catalogs, etc. Determines whether to order from a mandatory source or whether to solicit vendors on the open market. Negotiates accelerated deliveries, price breaks for items ordered, and reduction in service charges. Requests price lists to ensure the government is being accorded "best customer" status. Awards orders primarily based on comparing price and delivery terms. Determines the best offer through review and comparison of different terms, conducts negotiations as necessary to ensure reasonable prices, and makes the award. Ensures that procurement actions are set aside for small and disadvantaged businesses as established by public law.

Responsible for contract oversight and administration; represents the agency in post-award meetings or discussions with contractors to obtain agreement of change in small purchases, to ensure contractor compliance or to terminate the order. Negotiates minor price consideration changes, changes in terms of delivery, and cancellation of orders, etc. Ensures timely submission of invoices to avoid any loss of discounts due to late submissions or late penalty fees.

Advises customers and program personnel on the preparation of Statements of Work for construction and special services contracts when costs are below the procurement authority. Negotiates construction contracts using simplified acquisition procedures. Works with the customer and the area engineer and contracting officer to provide assistance when constructions costs are above their procurement authorization. Obtains specifications and drawings from architecture and engineering agent; solicits bids for construction work; initiates change orders; serves as contact for Contracting Officer's Representative (COR); conducts pre-work meeting with contractor and COR; and keeps track of construction progress reports and payments.

Advises approving officials and purchase card holders on purchase card program procurement procedures to include responsibilities for use. Conducts random reviews in accordance with established departmental policy. Identifies unauthorized purchases and prepares reports. Ensures cardholders enter appropriate data into the automated system.

Maintains the location area purchase card program. Monitors purchases and reconciles credit card billing statements. Establishes user IDs and passwords, ensures proper card usage, and conducts random account reviews. Reports cases of fraud and prepares unauthorized credit card purchase reports.

Maintains the location accountable property program. Maintains accountable property records and reconciles the accountability report; reports theft, loss, or property damage; and prepares appropriate reports. Coordinates with the area office to dispose of excess property.

Maintains catalogs, contract files and listings of firms offering particular goods.

Works with administrative officer and area office to establish procurement preference goals.

Utilizes a variety of automated systems to enter, update, revise, sort and calculate data; monitor purchase requests; process receipts, and monitor active and delinquent notices. Develops reports and spreadsheets.

C. Evaluation Factors

Factor 1. Knowledge Required by the Position Level 1-4, 550 pts

Broad and in-depth knowledge of federal, departmental, and agency acquisition policies, regulations, laws (Service Contract Act of 1965, Davis-Bacon Act and associated labor laws, Walsh Healey Act and Public Law 95-507), methods, procedures, and business practices in order to make competitive and/or sole source purchases.

Ability to identify national and local supply sources to evaluate, solicit, and award contracts.

Knowledge of market conditions to advise requestors on products, available sources, prices, and vendor reputation.

Knowledge of price analysis techniques to evaluate prices or costs and determine reasonableness.

Knowledge of post-award procedures to discuss equitable price adjustments for modifications to a purchase order, determine when to recommend termination of an accepted purchase order for convenience, or perform similar actions.

Knowledge of various acquisition clauses to select or tailor clauses for purchases that involve special handling.

Knowledge of Federal property management regulations and policies in order to perform functions related to a personal property program, e.g., tracking inventory, disposing of property, reconciling reports, rectifying problems, and assuring completion of bi-annual personal property and vehicle reconciliation reports.

Knowledge of the government purchase card program to review, analyze, and reconcile credit card purchases.

Skill in operating a personal computer and ability to utilize a variety of software programs to enter, maintain, and reconcile information.

Factor 2. Supervisory Controls Level 2-3, 275 pts

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3. Guidelines

Level 3-3, 275pts

Guidelines include historical procurement and property files; Federal and Agency Acquisition Regulations; Federal Property Management Regulations; Government Accountability Office (GAO) case decisions; Federal, Departmental, and Agency purchasing regulations and procedures; Federal procurement policy letters; and standard operating procedures. The guides are not always directly applicable to the problem because of complicating factors due to the complex scientific requirements or circumstances. For example, when a subcontractor is not paid by a prime contractor, there are no directly related guides to assist in developing a course of action to resolve the problem.

The employee uses judgment in researching, interpreting, and adapting the guidelines to specific problems, such as contract administration issues related to modifications, terminations, claims, payments, and non-routine purchases. Determines the relationship between guidelines and the effect on performance deficiencies. The employee analyzes results and recommends changes.

Factor 4. Complexity

Level 4-3, 150 pts

Work consists of duties involving different steps, processes, or methods in order to procure highly technical and/or complex buys including construction, professional services, and specialized needs.

In making decisions, the employee must consider the interrelationships of purchasing actions that affect technical or complex items and determine best procurement strategies, sources, and clauses to include, acceptance, availability of funds, and delivery schedules.

Methods and procedures used to process purchasing actions vary according to circumstances of each case. The employee identifies the most advantageous offer, and executes and administers awards. The employee determines terms of the purchase, special clauses, and work schedules.

Factor 5. Scope and Effect

Level 5- 3, 150 pts

The purpose of the work is to procure various commercial and/or items or services using conventional practices to resolve a variety of purchasing problems, e.g., inadequate or restrictive specifications, lack of multiple suppliers, urgent need, and insufficient price history.

The advice, decisions, and activities directly affect the ability of the location to conduct research, and meet mission requirements adequately. The work also affects the quality and timeliness of items and services purchased.

Factor 6. Personal Contacts and
Factor 7. Purpose of Contacts

Level 2-b, 75 pts

Contacts include employees within the immediate organization and the same agency. Contacts outside of the work unit include commercial suppliers, contractors, and other government agencies such as the General Services Administration, Small Business Administration, the Department of Labor, and the National Finance Center.

Purpose of contacts is to plan and coordinate work efforts with requestors and suppliers; verify information; resolve operating problems; and advise on the status of purchase orders. The employee may have to identify alternate supply sources and address supplier concerns. In some situations a moderate amount of persuasive skill may be needed to encourage reluctant vendors to submit a quote, resolve minor conflicts, or get agreement on changes affecting product, price, or delivery.

Factor 8. Physical Demands

Level 8-1, 5 pts

The work is primarily sedentary, although there may be some walking, standing, bending, and carrying of light items, such as papers and books.

Factor 9. Work Environment

Level 9-1, 5 pts

Work is typically performed in an adequately lighted and climate controlled office. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, labs, or commercial vehicles. Work requires the observance of fire regulations and safe work practices.

Total points = 1,485 which is equivalent to GS-7 (1,355- 1,600 points)

D. Other Considerations (Check if Applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety Officer Collateral Duties
- Radiological Protection Officer Collateral Duties
- Environmental Management Officer and Member Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Special Agency Check (SAC) and limited background investigation required for Research Leader positions
- SAC and full background investigation required for positions working with BSL-3 (or higher) agents, or in BSL-3/BSL-4 facilities.
- Other: _____