



**DISTRICT OF COLUMBIA RETIREMENT BOARD  
Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 20210630	<b>POSITION:</b> Contract Specialist
<b>OPENING DATE:</b> June 30, 2021	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday - Friday	<b>STARTING RANGE:</b> \$64,309 - \$80,386 DOQ (Grade 7) (Career Service) Entire Range: \$64,309 - \$104,385
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Probationary to Regular
<u>This position is <b>NOT</b> in a collective bargaining unit.</u>	

**\*\*\* Successful pre-employment criminal, financial, educational and certification background check required \*\*\***

**ABOUT THE D.C. RETIREMENT BOARD**

The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

**POSITION SUMMARY**

The Contract Specialist is responsible for performance of DCRB's procurement and contract functions, including acquisition-planning, market research, assisting with Statements of Work (SOW), issuing and managing Requests for Proposals (RFPs) and the evaluation process, conducting negotiations, making contract awards, and coordinating contract administration functions, including vendor management, contract modifications, preliminary disputes, and close-outs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works closely with DCRB managers and program office staff to understand their requirements, assist with the development of effective statements of work, and guide the program office staff through the process.
- Collaborates with DCRB managers and program office staff on request for proposal structure and technical evaluation factors to maximize competition. Coordinates the receipt and reply from the program staff office to all offeror's questions regarding the RFPs. Issues amendments to solicitations, as needed and controls and manages the receipt of all proposals.
- Based on requests from program office staff, initiates and processes requests for quotations/proposals for purchases, researching, evaluating and making appropriate selection of product or service-based on DCRB organizational needs and budget constraints.
- Conducts cost/price analysis for cost reimbursement and time and materials contracts.
- Provides assistance and direction to DCRB staff on appropriate purchasing procedures; maintains knowledge and understanding of District and Federal purchasing policies.
- Assists the Supervisory Contract Specialist, DCRB managers, and program office staff on post-award/contract administration activities, including the nomination of Contract Administrators (Cas), adherence to schedule and quality requirements, resolves disputes between DCRB and vendors based on contract language, and contract modifications, and manages the inspection and acceptance process.

- Coordinates vendor-contract information, as needed, with DCRB's Legal department.

### **FUNCTIONAL COMPETENCIES**

- Knowledge of contract formation, solicitation, award and post-award activities.
- Knowledge of vendor management, procurement methods and practices, including types of contracts, methods of procurement, cost and pricing principles.
- Ability to translate organizational needs into succinct, measurable requirements for Statements of Work and Request for Proposals.
- Excellent verbal and written communication skills; ability to compose written materials on procurement related issues.

### **REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS**

- Bachelor's degree or equivalent years of college and work experience.

### **JOB EXPERIENCE (Years & Type)**

- Minimum of four years of experience in procurement/contracting roles.
- Previous CA training preferred.

*DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*

### **WORKING CONDITIONS**

- Normal office environment.

**COMPENSATION LEVEL:** DCRB Grade 7

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

**RANKING FACTORS:** NONE

**HOW TO APPLY:** Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here: <http://dcrb.dc.gov/service/working-dcrb>

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

**WHERE TO APPLY:** Via Email to: [dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov)

**NOTE:** It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

**DRUG-FREE WORK PLACE ACT OF 1988:** "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES**

