



**United States Department Of Energy  
Southwestern Power Administration**

**Merit Promotion Vacancy Announcement**

**Job Announcement #:**  
**SW-2008-30**

**Opening Date:**  
**09-05-2008**

**Closing Date:**  
**09-16-2008**

**POSITION:**

**Contract Specialist, GS-1102-11/12  
(One Vacancy)**

**THIS IS A CAREER LADDER  
OPPORTUNITY**

**SALARY:**

**GS-11: \$54,494 - \$70,843  
GS-12: \$65,315 - \$84,913**

Southwestern Power Administration delivers the most reliable and clean wholesale power benefiting 7 million users, across a six-state region, at the lowest cost possible. In addition to supporting that significant mission, this position provides:

**ORGANIZATIONAL LOCATION:**

**U.S. Department of Energy  
Southwestern Power Administration**

➤ A mission-focused career providing the opportunity to promote a clean, reliable, and renewable source of energy—hydroelectric power—through serving as a Contract Specialist responsible for all pre-award and post-award functions in a contracting/acquisition program.

**DUTY LOCATION:**

**Tulsa, OK**

➤ A salary and benefits plan second to none.

**PROMOTION POTENTIAL:**

**GS-12**

➤ Networking opportunities with a wide range of industry stakeholders on the cutting edge of this dynamic field.

**REPORT OF FINANCIAL INTEREST:**

**Yes.**

➤ A possible relocation incentive for highly qualified applicants.

**WHO CAN APPLY:**

Federal status employees. (Status candidates are current career or career-conditional employees of the Federal Government.) All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor.

**HOW TO APPLY:**

**See Page 6 for a list of required documents to include in your application package.**

**DUTIES**

Serves as a Contract Specialist responsible for all pre-award and post-award functions, including solicitation, price/cost analysis, negotiation, award, and administration for engineering, professional, and technical support services, architect and engineering services, supplies and components, construction, and complex equipment to meet the consolidated requirements of program offices responsible for the maintenance and upgrading of Southwestern's electric power transmission system. Procurements cover both cost reimbursement and fixed price arrangements and Basic Ordering Agreements. Contracting procedures include formal advertising, negotiating, and commercial contracting. Requirements typically involve the following:

- Equipment—highly specialized instruments and devices, such as electro/mechanical testing equipment or newly developed items, major components, or information technology systems, or similar equipment of special design to required specifications not available as standard off-the-shelf items; and/or,
- Services—professional or technical services and state-of-the-art control technology for electric power transmission; develop items, major components, or information technology systems; or similar equipment.
- Construction—maintenance and upgrading of facilities for the transportation of electric power
- Procurements—also may cover phased procurements requiring options or follow-on work which are negotiated and frequently involve personnel unfamiliar with Government contracting.

At the GS-11 level: Provides guidance to technical personnel in the development of the statement of work or data requirements. In formally advertised procurements, ensures that the bid schedule is properly structured, prepares the solicitation, determines sources to be solicited, conducts pre-bid conferences, processes protests, and awards or recommends award of the contract.

At the GS-12 level: Performs the full range of Contracting Officer responsibilities (inception to closeout) in accordance with applicable Federal, Department of Energy (DOE), and Southwestern regulations, policies, and procedures.

## **QUALIFICATIONS**

The qualifications are *highlighted* as follows:

**Basic Requirements:** The qualification requirements are specifically addressed by the Office of Personnel Management's (OPM's) Qualification Standards for General Schedule Positions, Individual Occupational Requirements for GS-1102: Contract Specialist, located on the Internet at <https://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm> and in the DOE Directive DOE O 361.1A, dated 4-10-2004, Acquisition Career Development Program, located on the Internet at <http://www.directives.doe.gov/cig-bin/explhcgi?qry1689650850;doe-120> and are as follows:

(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/management;

**AND**

(C) One-year specialized experience at or equivalent to at least the next lower grade level which provided the knowledge, skills, and abilities to perform successfully the work of the position;

**AND**

(D) Completion of DOE core training of the Federal Acquisition Career Certification (FAC-C) Program (or equivalent Federal program), including mandatory courses to qualify at the Level I; i.e., Fundamentals of Contracting (CON 101), a 20-day course; and Contract Pricing (CON 104), a 14-day course with a basic algebra prerequisite.

**OR**

(E) *Mandatory DOE training requirements (DOE Order 360.1B) to qualify for Level II certification must be completed within 18 months of the effective date of assuming this position.* (Mandatory Level II certification courses are: Government Law [CON 210], a 10-day course; Intermediate Contracting [CON 202], a 19-day course; and Intermediate Contract Pricing [CON 204], a 10-day course.) *Specialists must also obtain 80 hours of continuing education/learning every two years.*

Note: Status applicants must meet qualification and time-after-competitive appointment requirements within 30 days of the closing date of this announcement.

## **QUALIFICATIONS-Continued**

**BASIS OF EVALUATION:** Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below. **To receive consideration, ALL Applicants MUST address the set of five ranking factors listed below as a supplemental to their resume/application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration. Each ranking factor should be addressed individually with no more than two per sheet of paper. Applicants are encouraged to limit their response to each ranking factor to no more than one page.**

In addressing the ranking factors, our subject-matter experts (raters) are looking for clear, concise examples that show an applicant's level of accomplishment and degree of responsibility. Examiners and raters are not permitted to infer anything about an application, so applicants must ensure their statements are specific and complete. Examples that show depth of knowledge, level of skill, degree of ability, and evidence of what the applicant actually did and the results that were obtained are essential to ensure an appropriate rating of the application.

### **Ranking Factors are:**

- 1. Thorough knowledge of the principles and theories of Government contracting, including selection, negotiation, award, and administration, plus thorough knowledge of their applications for independent work on situations of complexity within the field.**
- 2. Ability to perform construction and operational contracting (to include basic service and supply contracts).**
- 3. Demonstrated ability to communicate with personnel at all levels of a Federal government entity (including tactful diplomacy in supporting customer procurement requirements).  
(Instructions: Provide examples of the written and verbal complex/technical information you have communicated, discussing special circumstances or approaches.)**
- 4. Skill in presenting a logical and persuasive approach in dealing with technical and administrative personnel to obtain appropriate and timely action on contract matters.**
- 5. Good working knowledge of cost and pricing techniques for accomplishment of independent analysis and appraisal or pre-award and post-award contract actions and activities.**

### **SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:**

Applicants must be citizens of the United States (or owe allegiance to the United States) and must be at least 16 years of age to apply for this vacancy. Public Law 103-356 requires direct deposit of Federal wage, salary, travel reimbursement, and retirement payments by electronic funds transfer from recipients.

The selectee is subject to a brief background investigation prior to entering on duty. This brief background investigation may take up to three weeks to successfully adjudicate before selectee may begin employment. Unfavorable adjudication will require non-selection. (A comprehensive background investigation will commence upon the effective date of hire and may take up to 9 months to adjudicate.)

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from registration under the Selective Service Law.

**BENEFITS AND OTHER INFORMATION**

An **incentive** (i.e., a lump-sum payment not to exceed 25% of adjusted base pay) may be authorized.

Relocation expenses may be authorized depending upon the availability of funds.

**Placement Assistance Programs:**

Individuals entitled to priority consideration under the Department of Energy's Career Transition Assistance Program (CTAP) **MUST** submit the documentation listed below with their application package:

1. RIF separation notice; a letter from OPM or DOE documenting your priority consideration status;
2. Current (last) performance appraisal rating of record (must be successful or equivalent—or better);
3. Narrative statement addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
4. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies that have no higher promotion potential.)

Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities that clearly exceed the minimum qualification requirements for the position. For this vacancy, refer to Basic Requirements under Qualifications (Page 3).

**REASONABLE ACCOMMODATION:**

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

## **HOW TO APPLY**

Candidates may submit a resume, curriculum vitae, other documents such as an optional Federal employment application, or a general employment application form.

A. Your application must contain, at a minimum, the following information: Announcement number (SW-2008-30), title (Contract Specialist), and grade of position applied for (GS-11, or GS-12, or both) on front page of application or resume, your full name, mailing address, telephone numbers, your social security number, country of citizenship, and your work and education background.

**B. The following material should be included in your application package:**

- Most recent copy of your SF-50, Notification of Personnel Action, if applicable.**
- Supplemental address of ranking factors (mandatory for consideration)**
- Copy of college/educational transcripts (unofficial copy is ok)**
- Copy of most recent performance evaluation**
- Ethnicity and Race Identification form (SF-181) (optional)**

Submission of the form, *Ethnicity and Race Identification*, is voluntary and can be found at Southwestern Power Administration's website at: <http://www.swpa.gov/jobopenings.aspx>. Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.**

**IMPORTANT:** Applications must be RECEIVED in Southwestern's Human Resources Management Office (address below) *on or before the closing date*. Hand-delivered, mailed, e-mailed, or faxed application packages must be received by 5:00 p.m. on the closing date. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted.**

Submit complete application package to:

**Southwestern Power Administration  
Attn: Lynn King, S-6200  
One West Third Street  
Tulsa, OK 74103**

**E-mail: [Lynn.King@swpa.gov](mailto:Lynn.King@swpa.gov)  
Phone: (918) 595-6617  
Fax: (918) 595-6656**

There is only one vacancy for a permanent position in the competitive service. However, management reserves the right to hire more than one individual should another position become available within 90 days of the closing date of this announcement. This job announcement is only one source of candidates the selecting official can use to fill positions.

***THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER***