National Institutes of Health

Competency Model

GS - 1102 Contracting

Occupation Competency Model

Contracting Competency Model

Competency	Definition	Key Behaviors
Acquisition Management	Manages post-award contract activities through contract close-out	- Serves as primary point of contact concerning contractual matters - Works closely with customer/partner to ensure terms of contracts are fulfilled in compliance with the terms of the contract and applicable laws and regulations - Plans, directs, coordinates, and manages the various contracting functions, including administering, modifying, closing out and terminating contracts
Acquisition Planning	Develops and guides customers/partners through a comprehensive plan for fulfilling acquisition needs in a timely manner and at a reasonable cost in accordance with the Federal Acquisition Regulation (FAR) and Departmental and NIH regulations, policies and procedures	- Analyzes and assesses customer/partner acquisition needs - Develops and documents the overall strategy for managing the acquisition in coordination with the customer/partner - Collects and analyzes relevant market research information from Government and non-government sources to facilitate development of the acquisition plan - Uses the appropriate sourcing approach and defines solicitation terms and conditions based on the business strategy - Defines and prepares the requirements document
Contracting Financial Management	Understands and applies financial management concepts and practices related to contracting	- Works with project officer to develop cost estimates - Uses financial analysis to evaluate cost and price proposals - Selects the appropriate contracting financing terms and /or conditions for a given contract - Tracks expenditures to ensure compliance with contract terms - Analyses and renegotiates cost/price of contract as appropriate - Understands cost accounting and reporting systems - Understands and monitors the overall financial performance of the contract and draws accurate conclusions from financial information
Contract Negotiation and Source Selection	Facilitates discussions between customers/partners and potential vendors to agree on contract terms and evaluates bids or proposals to make contract award decisions.	- Understands customer/partner's scientific and technical requirements - Gathers information to make sound decisions - Employs established processes and techniques (e.g., tradeoffs, lowest price technically acceptable) to make well informed source selection decisions - Guides customers/partners through the review, negotiation and evaluation of bids and proposals process - Makes award decisions that meet the mission needs of the organization - Works with customers/partners and vendors to craft mutually agreeable contract terms, conditions and price - Documents source selection decisions and drafts contracts that include the agreed upon terms, conditions, special provisions and negotiated price - Engages in other source selection activities where required (e.g., debriefing offerors, responding to protests)

Competency	Definition	Key Behaviors
Federal and Departmental Acquisition Policies and Procedures Knowledge	Understands the Federal Government industry and how it functions as a buyer of services and products	• Demonstrates knowledge of and compliance with the Federal Acquisition Regulation (FAR), the OMB Circulars, the HHS Acquisition Regulation (HHSAR), the Peer Review Regulation (42 C.F.R 52h) where required, the Procurement Integrity Act and NIH policies and procedures • Informs, advises and educates others regarding federal government contracting policies and procedures
Project Management	Creates and maintains an environment that guides a project to its successful completion	• Explains the processes involved in the initiation phase of a project and the development of an overall project plan • Identifies key stakeholders in the project • Identifies and analyzes environmental influences impacting on the project • Develops and manages the scope of a project • Describes in detail the process of resource allocation including human resources, and how cost, work, and time estimates are developed • Understands the risks involved in starting a project • Understands the importance of quality assurance and control • Develops effective communication skills to interact with members of the project team
Quantitative Analysis	Examines and evaluates numerical data to manage and achieve results	• Analyzes data in order to make comparisons and draw conclusions • Uses established data analysis models and tools for analyzing quantitative data • Identifies cause and effect relationships to solve complex problems for the organization • Gathers and interprets pertinent data from a variety of sources and identifies trends available through regular channels and alternative sources
Solicitation	Understands and employs methods for obtaining submission of offers or quotations to the Government from industry/vendors.	• Facilitates the process of seeking and obtaining bids and proposals in compliance with applicable laws, regulations, policies and procedures • Facilitates exchange of information among interested parties early on, and throughout the process to improve the understanding of Government requirements and state-of-the-art private sector and academic capabilities • Develops and ensures distribution of proper notices and requests regarding solicitation (e.g., pre-solicitation notice, request for proposal, request for information) • Employs various methods and tools, such as requests for information and pre-proposal conferences, to facilitate the most effective and efficient solicitation process

Proficiency Scale

Score	Proficiency Level	Description
N/A	*Not Applicable*	You are not required to apply or demonstrate this competency. This competency is not applicable to your position.
0	*Not Demonstrated*	You have not demonstrated this competency and likely have not had related training or experience.
1	*Baseline* (theoretical knowledge)	Shows basic knowledge and understanding sufficient to handle routine tasks. Focus is on learning. • You are training or on-the-job training; beginning to develop this competency and have completed formal • You understand and can discuss terminology, concepts, principles, and issues related to this competency; • You utilize the full range of reference and resource materials in this competency.
2	*Progressing* (limited practical application and experience)	Has depth/breadth of knowledge to handle non-routine situations. Begins to take initiative. Focus is on applying and enhancing knowledge or skill. • You have applied this competency in occasional situations and still require minimal guidance to perform successfully; • You understand and can discuss the application and implications of changes to processes, policies, and procedures in this area.
3	*Proficient* (practical application and experience)	An expert who can handle broad organizational/professional issues; works independently; has long-term perspective; coaches, guides and empowers others. • You have consistently provided practical/relevant ideas and perspectives on process or practice improvements which may easily be implemented; • You are capable of coaching others in the application of this competency by translating complex nuances relating to this competency into easy to understand terms; • You participate in senior level discussions regarding this competency; • You assist in the development of reference and resource materials in this competency.
4	*Master* (recognized thought leader)	An expert whose advice is sought out by administrative staff in other NIH offices or in other OPdivs; shapes the organization/profession; is visionary; focus is strategic; copes with the unknown. • You have demonstrated consistent excellence in applying this competency across multiple projects and/or organizations; • You are considered the "go to" person in this area from within NIH and/or outside the OPDIV; • You create new applications for and/or lead the development of reference and resource materials for this competency; • You are able to diagram or explain the relevant process elements and issues in relation to organizational issues and trends in sufficient detail during discussions and presentations, to foster a greater understanding among internal and external colleagues and constituents.