



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD  
1250 H Street, NW Washington, DC 20005

VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE: Contract Specialist, GS-1102-12/13  
(one vacancy)

LOCATION: Federal Retirement Thrift Investment Board (Agency)  
Office of Administration  
Washington, D.C.

VACANCY ANNOUNCEMENT NUMBER: TIB-05-01

SALARY: GS-12: \$60,638 to \$78,826 per annum  
GS-13: \$72,108 to \$93,742 per annum

PROMOTION POTENTIAL: GS-13

OPENING DATE: October 6, 2004

CLOSING DATE: October 27, 2004

AREA OF CONSIDERATION: Open To All Qualified Persons.

The Agency is an independent Federal agency, which operates the Thrift Savings Plan (TSP), a retirement savings plan similar to private sector plans under Section 401(k) of the Internal Revenue Code. The Office of Administration is responsible for administrative matters of the Agency, including contracting and procurement actions for investment and annuity services, computer hardware, software development and maintenance, printing and distribution, office space rental maintenance, payroll, and personnel services in liaison with the General Services Administration. The incumbent works a senior contracting specialist and with a small purchasing agent.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent performs a wide variety of contracts related tasks, including contract formulation, administration and termination, and pre-award and post award communications. The incumbent explores new and unusual purchase procurement approaches, develops

broad strategy for filling mid to large procurement requests by outlining the type of contract(s) needed, conducts pre-award surveys to identify potential sources, applying statutory, regulatory and agency policies and procedures, recommends negotiation strategy, conducts negotiations, reaches agreement on pricing, performance, and technical terms, prepares requests for information and requests for proposals, prepares the contract vehicle, monitors contract performance, identifies potential problems, maintains contract files, prepares status reports, issues changes and modifications, attempts to resolve problems, and closes out or terminates the contract. The incumbent also maintains the agency's procurement directive and acquires supplies as needed.

## QUALIFICATIONS AND EVALUATION CRITERIA

### MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet minimum qualification requirements as defined in the Office of Personnel Management, Qualifications Standards Handbook for General Schedule Positions using the Group Coverage Qualification Standard for Administrative and Management Positions under the GS-1102 Contracting series. Qualifications for the GS-12 or the GS-13 requires one year of specialized experience equivalent to at least the next lower grade level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

IN ADDITION TO THE BASIC REQUIREMENTS STATED ABOVE, TO BE CONSIDERED ELIGIBLE, ALL APPLICANTS MUST HAVE THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH HAVE BEEN IDENTIFIED AS ESSENTIAL FOR SUCCESSFUL PERFORMANCE IN THIS POSITION. NOTE: TO ENSURE FULL JOB CONSIDERATION, APPLICANTS MUST DESCRIBE EXPERIENCE IN EACH KSA SEPARATELY.

### EVALUATION FACTORS (KSAs)

1. Practical knowledge of Federal contracting laws and regulations, including the Federal Acquisition Regulation, principles and procedures, and of the types of contracts and provisions and methods of contracting applicable to the acquisition of goods and services.

2. Skill in negotiation techniques in order to participate in negotiating the agency's position on pricing, terms and conditions, contract modifications and settlements with contractors/vendors.
3. Skill in the acquisition of desktop and network ADP hardware, software and support services, including mainframe-based services; and understanding to make recommendations on the procurement of such services/equipment.
4. Ability to analyze and evaluate proposals for responsiveness, compliance with contract law, cost and past performance factors and the ability to present contract/procurement related issues orally and in writing.
5. Ability to handle numerous contracts at various sizes and at various stages of development or implementation and ensures timely progress and completion of procurement and administrative actions.

#### BASIS OF RATING

Eligible candidates meeting the minimum qualification requirements will be rated on the basis of the quality and extent that their background meets the KSAs. These items are assigned value and defined by a crediting plan. This rating process will determine who will be referred to the selecting official.

#### DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you MUST submit a copy of the appropriate documentation such as a Reduction In Force (RIF) separation notice, or a Standard Form 50, Notification of Personnel Action, stating you were separated by RIF, or a letter from OPM or your agency documenting your priority consideration status with your application package. You must be applying for a position at or below the grade level of the position from which you have been separated, and the position must not have greater promotion potential than your previous position. You must be applying for a position in the same commuting area from which you were separated. You must provide all required information specified in the vacancy announcement, e.g., narrative statements, appraisals, etc.

Failure to comply with ALL instructions in the vacancy announcement will mean that you will not be considered for the position. Additionally, you must be determined to be "Well-Qualified" for the position, which means an eligible applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position.

HOW TO APPLY

You must submit a signed and dated SF-171, resume, or Optional Application for Federal Employment (OF-612) containing narrative information clearly addressing all experience (including dates and number of hours spent per week), relevant to the KSAs. FAILURE TO INCLUDE THIS INFORMATION WILL RESULT IN YOUR NOT BEING CONSIDERED FOR THE POSITION.

Status applicants must also include:

- A copy of their most recent performance appraisal, and
- A copy of their most recent SF-50, Notification of Personnel Action.

YOUR RESUME' OR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:

- Vacancy announcement number, title and grade-level of the position for which you are applying.
- Full name, mailing address, Zip Code, and day and evening telephone numbers.
- Social Security Number (SSN): We request your social security number under the authority of Executive Order 9397 in order to keep your records accurate, since other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans. If you do not give us your SSN or any other information requested, we cannot process your application.
- Country of citizenship.

- Veterans' Preference. To claim 5-point veterans' preference, attach a copy of your DD Form 214 or other proof. To claim 10-point veterans' preference, attach form SF-15 (Application for 10 point Veterans' Preference) plus the proof required.

- This information will also be used to calculate total service for the purpose of determining a service computation date for annual leave accrual.

- Reinstatement eligibility, if applicable. Attach SF-50 proof of your career or career-conditional status.

- Highest Federal civilian grade held, if applicable (include job series and dates employed).

#### EDUCATION

- High school (name, city state, Zip Code, and date of diploma or GED).

- Colleges or Universities attended including name, city, state, Zip Code, majors, and type and year of any degrees received. If no degrees, show total credits earned and indicate whether semester or quarter hours.

#### WORK EXPERIENCE

- Paid and unpaid work experience related to the job applied for (include job title, series, and grade or level if Federal job); duties and accomplishments; employer's name and address; supervisor's name and telephone number; month and year of starting and ending dates; hours worked per week; and salary. Indicate if we may contact your current supervisor.

#### OTHER QUALIFICATIONS

- Job-related training courses (title and year).

- Job-related skills (e.g., other languages, computer software/hardware).

- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional honor societies, leadership activities, public speaking, and performance awards). Provide dates but do not send documents.

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Relocation expenses may be paid.

All current or reinstatable Federal (status) candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. If only one (1) application is received, it will be considered under the merit promotion program only.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply.

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

All applications must be received in the Board's Personnel office no later than the closing date of this announcement at the following address:

Federal Retirement Thrift Investment Board  
ATTENTION: Personnel Office  
1250 H Street, N.W.  
Suite 200  
Washington, D.C. 20005

To request application materials and information about the vacancy, please call (202) 942-1680. Applications may be faxed to the Personnel Office at (202) 942-1674.

THE FEDERAL RETIREMENT THRIFT INVESTMENT BOARD IS AN  
EQUAL OPPORTUNITY EMPLOYER