

Procurement Agent (Contracting Agent)

Major Duties and Responsibilities (___% of time)

The incumbent is responsible for:

1. Contracting and Procurement Duties (90%)

- Administering formal written contracts by utilizing the commercial items and uniform contract format for construction contracts, and services.
- Conducts acquisition planning, reviews statements of work (SOW) to ensure it is clear and definitive, Takes the necessary steps to create pre-solicitation documents, solicitation documents, pre-award documents, post-award documents, contract administration, and contract and modifications and closeout.
- Advertise solicitations utilizing the consulate Internet webpage. Works closely with the Financial Management Office to confirm funds availability.
- Drafts Contracting Officer's Representative and Government Technical Monitors appointment letters for the contracting officer's signature.
- Organizes and executes post award conferences, informs new contractors on the Mission's and Federal Government regulations, serves as the liaison between the contractor and the end user for any discrepancies or clarifications.
- Debriefs participating vendors on the competition process when requested. Negotiates, extends, and terminates contracts to include preparing technical evaluation documents.
- Directs and coordinates activities of workers engaged in formulating bid proposals. Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. Approves or rejects requests for deviations from contract specifications and delivery schedules. Arbitrates claims or complaints occurring in performance of contracts. Analyzes price proposals, financial reports, and other data to determine reasonableness of prices.
- May serve as liaison officer to ensure fulfillment of obligations by contractors.
- Accurately interpret the terms of a contract and verifying the credentials of the company with which the contract is made. Once the terms are clear and the validity of the company has been established,

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makes sure the contract terms comply with company, local and regional policies and guidelines.

2. Database Management (10%)

- Maintains consulate webpage for vendors to register and post their interest to conduct contractual business and maintains an excel spreadsheet to record vendors information.
- Maintains a file for contracting officer's representatives with certificates. Maintains Contractor/vendor performance evaluation forms and database.