

## Addendum 1

### Procurement Duties -- 50% of Time

Incumbent will review procurement requests for completeness and necessary technical information; when necessary, conferring with the originator to establish a thorough understanding and clarification of the exact needs of the requester. Consult listings of suppliers to identify probable sources of supplies or services. Contact suppliers by telephone, fax, email, or in person to communicate exact requirements of the purchase, establish pricing, resolve any misunderstandings and clarify specifications, and identify possible substitutions. Procure a variety of commodities and services off-the-shelf locally, through US domestic sources, or internationally via the Internet. Review quotations and prepare summaries and analyses, including recommendations for award based on the best offer, considering price and quality of supplier (responsibility). Assigned a Government Purchase Card (GPC) with purchasing limits of \$3,000.00 per transaction and \$50,000.00 monthly -- both may be waived to be increased if the Contracting Officer deems it necessary. Responsible for conducting local procurements through payment mechanisms which include, but are not limited to, GPC, imprest fund disbursements, purchase orders, and through approved orders against existing IDIQ (Indefinite Delivery/Indefinite Quantity) contracts and BPAs (Blanket Purchase Agreements) -- and as such, will be assigned as a Caller on various BPAs the USG establishes with local vendors. To perform these tasks incumbent shall be familiar with applicable laws and regulations, especially the Federal Acquisition Regulations (FAR), Part 13, 6 FAM (Foreign Affairs Manual), Department of State Acquisitions Regulations (DOSAR), Overseas Acquisitions Cookbook, and all applicable local policies relating to procurement and ethics.

### Administrative Duties -- 45% of Time

Incumbent will be required to thoroughly document all aspects of every procurement action per the requirements of the above listed regulations and guidance. Documentation includes hard copy documents that are part of official purchasing records and those stored electronically in the Integrated Logistics Management System (ILMS) Ariba system. ILMS Ariba will be accessed daily and updated throughout the procurement process. "Close out" procedures will be completed on all purchases which includes, but is not limited to, administering disputes with vendors, tracking invoicing actions, and ensuring payments have been completed. At the end of each Fiscal Year (FY), incumbent will be required to contribute to the annual files maintenance program, to include retirement and/or disposal of records.

Performs other duties as assigned -- 5% of Time