

Addendum 1

Under the direction of the Procurement Supervisor, the incumbent is responsible for preparing for the Contracting Officer's signature all non-personal services contracts and modifications necessary to extend or terminate contracts. Prepares cost estimate for budgetary purposes and where monetary limits or other factors are involved, determines what may require special attention from the requirements office, general Services Officers and/or his Supervisor. Prepares bid packages for non-personal services, in consultation with the requirements of agencies/offices, conducts pre-proposals conferences and minutes, attends site visits, solicits quotations, prepares contract documents such as price analysis, award determination memos, notifications to successful and unsuccessful offerers and requests for debriefing for final approval by the Contracting Officer and obtain approval from the Office of the Procurement Executive for actions exceeding the Contracting Warrant limitation. Monitors progress to ensure the fulfillment of contract requirements directly or through the use of Contracting Officer's Representative (COR). Ensures that contracts and all related documentation are complete and auditable. 70%

Prepares requests for bids or quotations from local vendors based on instructions received from Contracting Officer or Supervisor. 5%

Reviews progress and final payment from all NPSC's, obtains COR approval and prepares and submits to the FMO the voucher for payment. Assuming that all documentation is complete and that files are closed when transactions are completed, informs in writing the FMO to de-obligate excess funds. 10%

Received all incoming correspondence pertaining to NPSC's and composes and types replies in accordance with established precedents or Supervisor's instructions. Reviews documents for typographical accuracy, clearances and proper format. Ensures that various types of action documents are processed in accordance with Department of State guidelines. 10%

The incumbent is responsible for the contract files in accordance with DOS Overseas Contract File Table of Contents and other duties as assigned 5%