

Position Description: Procurement Agent

❖ Basic Function of the Position:

Based in the Procurement Section of GSO, this position is responsible for local and off-shore commercial and non-commercial item and service procurements needed for the operation and maintenance of the U.S. Embassy in Colombo. The Procurement Section handles 11-13M USD of procurement and contracting actions per annum from a total of six USG ICASS agencies. The incumbent will handle a wide variety of procurement actions, typically below the Simplified Acquisition Threshold of 150K USD and will be required to have extensive knowledge of local/international market conditions and reliable vendors. He/she must ensure full regulatory compliance of all procurement actions with the Federal Acquisition Regulations (FAR) and other pertinent guidelines and laws.

❖ Major Duties and responsibilities:

• Daily Procurement Requirements

Handles all types of ILMS Ariba Purchase Requests under 150K USD. Receives procurement request from Supervisor through ILMS Ariba. Determines type of action necessary and sources from which the commodity or service can be procured. Obtains or prepares specifications, estimates probable cost, and identifies fiscal accounts to be charged. Prepare documents for ordering of items to be obtained from GSA, agency headquarters, etc. Request bids or quotations for local purchases by telephone, correspondence or advertisement. Review responses and prepares summaries and analyses, including a recommendation as to best offer, considering price, bidder's capability and similar factors. May visit bidder's establishment to determine capabilities and to negotiate price and other factors. May participate in further negotiations between bidder, the Contracting Officer, and the Procurement Supervisor. Drafts contracts, purchase orders, and related documents, and obtains necessary signatures. May negotiate or participate in negotiating contract terminations and revisions. Updates procurement spreadsheets and/or software with status of orders. Follows up on pending procurement actions, to ensure there are no delays in delivery. Ensures requesting office is regularly informed of status of orders. Generates procurement related information needs through ILMS Ariba and develops various kinds of reports to determine ways in improving cost and operational efficiency. Analyzes performance under contracts as a guide to future contract procurement. Develops and maintains market data relative to suppliers and prices. Maintains procurement reference materials including agency regulations and instructions, GSA catalogue, U.S. Federal Specifications and Standards and examples of contracts and purchase orders which constituted or may be used as precedents. Will procure a variety of commodities and services, including, but not limited to, office furniture, equipment, maintenance agreements for office equipment including coordinating regular servicing and needed spares, supplies, household furniture and appliances, automotive vehicles, petroleum products, building and equipment maintenance and repair and cleaning services, conference services, etc. Subject Matter Expert on ILMS Ariba e-Filing software. Ensures all vendors handling orders over 25K USD are fully registered in SAMs, NCAGE, and DUNS databases. Buildup good rapport with all important vendors and their key personnel as a way of improving negotiation power and quality of service.

- **Purchase Card Holder**

Responsible for using the Citibank Government Visa Purchase Card in accordance with established policies and procurement regulations, maintaining a Purchase Card Buying Log and reconciling a monthly Card Statement of Account.

Reviews all Purchase Card procurement requests for completeness, accuracy and compliance with all federal regulations, policies and procedures.

Ensures adequate funding is available: Prior to making a purchase, the Cardholder must verify that funds are available to include any related shipping and handling charges. This may be accomplished by bulk funding and/or obtaining funding for each separate purchase.

Obtains prior written approval for each purchase in the form of an approved Procurement Request (PR), email or other written approval.

Ensures all purchases are based on official need only.

In accordance with the "Seven Steps in the USG Buying Process", checks all mandatory sources of supplies and services before buying commercially.

Maintains a Purchase Card Spending Log in Microsoft Excel and monitors the payment history until the goods are delivered and payment is fully charged.

- **Cafeteria MOU Management**

Manages Cafe64 memorandum of understanding with service provider. This includes six outside cafeteria personnel, assorted equipment needs, security access, health/cleanliness requirements, quality control, customer feedback, etc. The MOU is not a contract and does not involve USG funds to contractor, however, incumbent will be single point of contact for all daily requirements and will supervise the conduct and execution of the MOU. Incumbent will plan and execute an annual Cafe64 Quality survey and solicit input from all customers who regularly eat in the cafeteria.

- **Other Duties as Assigned**

Will be required to handle other actions outside of normal procurement duties occasionally. This list may include, but is not limited to, handling hotel reservations, GSO administrative actions, and other internal management needs.