

## OUTREACH NOTICE



## ANGELES NATIONAL FOREST

*For more information on the Angeles National Forest, visit the forest's website at [www.fs.fed.us/r5/angeles](http://www.fs.fed.us/r5/angeles)*

<b>TITLE:</b>	Contract Specialist	<b>DUTY LOCATION:</b>	Supervisor's Office, Arcadia CA.
<b>SERIES:</b>	GS-1102		
<b>GRADE:</b>	GS-05/07/09/11/12		

***Please respond by November 06, 2009***

The Angeles National Forest will be filling a Contract Specialist position at the Supervisor's Office. This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest. A referral list will be generated from this announcement shortly after November 06, 2009 and there will be more than one position to be filled in.

This position will be filled from an open and continuous vacancy announcement. The announcement numbers are as follows:  
 PERM-OCR-1102-5/12-CNTRG-G, Contract Specialist GS-1102-5/7/9/11/12  
 PERM-OCR-1102-9/12-CNTRG-DP, Contract Specialist GS-1102-9/11/12

**DUTIES: (The duties described does not reflect the full performance level of this position.)**

Performs peer review contracts and assists team members on work methods, policies, procedures and guidelines. Resolves minor complaints of internal and external customers. The incumbent serves as a contract specialist responsible for planning and directing accomplishment of contracting and procurement services functions. Contracts include thinning, planning, site preparation, and other services contracts, and complex construction projects normally using formally advertised procedures. Items procured by negotiations are varied and include such things as medical services, training, cadastral surveys, archeological exploration, or professional services at a Job Corps Center. The candidate will be responsible for the full spectrum of pre-award, post-award contract responsibilities including planning, soliciting, evaluating, negotiating, awarding, administering, modifying, advising on and/or terminating contracts.

Uses a variety of contract types, such as performance based, fixed price, purchase orders, and other transactions to procure items and/or services for a wide variety of procurements including services, supplies, construction, Architect and Engineering, and Fire Emergency procurements.

Advises/assists the program customer or acquisition procedures, the development of Statements of Work and acquisition planning documents in order to deliver basic best value products and services on a timely basis in response to agency requirements. Reviews procurement submissions for adequacy and completeness, and resolves any problems prior to initiation of contractual action.

Primary method of procurement is by using a variety of negotiation techniques. This may include procuring products and services where little or no contractual precedent exists. Explores new or innovative contracting approaches, develops acquisition strategy and constructs the solicitation documents, including pricing arrangement and other terms and conditions. Develops competitive source selection plans to select contractors who have demonstrated a record of successful past performance or who demonstrate a current superior ability to perform. As required by the acquisition plan, performs market research and communicates with the commercial sector as early as possible in the acquisition cycle to determine the capabilities available in the commercial marketplace.

After receipt of bids, quotes, or proposals, performs and documents cost/price analysis, plans the negotiation strategy, coordinates the negotiation team and conducts negotiations with contractors. Prepares award documentation.

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Monitors outstanding contracts to ensure satisfactory progress, to assure compliance with the terms and conditions of the contract, and to identify problems that threaten contractor performance. Negotiates contract modifications and the terms and costs of contract changes.

**TO APPLY:** At the close of the outreach a certificate of candidates applying under Merit and Demo will be drawn from the **Open and Continuous** vacancy announcements. That announcement numbers are **PERM-OCR-1102-5/12-CNTRG-G** and **PERM-OCR-1102-9/12-CNTRG-DP**. In order to be considered you must check the box for Arcadia in the section of the Avue application where you are asked for job locations. You may acquire a copy of the announcement from the internet, at [www.jobsearch.usajobs.opm.gov](http://www.jobsearch.usajobs.opm.gov) or [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html). This web-based application provides individuals interested in employment opportunities with the Forest Service to apply for jobs. You can create and update Applicant Profiles, search for current vacancy announcements, create a job search profile, apply for jobs, and check the status of jobs for which they have applied.

**FOREST:** The Angeles National Forest resides among the Greater Los Angeles basin communities and has numerous activities and attractions. There are numerous world-class beaches and communities within one hour thirty minutes from the District Office such as the communities of Santa Barbara, Ventura, Camarillo, Moorpark, Simi Valley, Valencia, San Fernando, Thousand Oaks, and West Lake Village as well as many other desirable communities in the area.

Educational opportunities are also supported in the surrounding areas with access to all levels of public education. UCLA, Pepperdine University, as well as many other reputable community colleges reside within the effective commute areas of the basin.

Housing in the surrounding communities is a challenge while working on the Angeles National Forest. Costs can range from \$275,000 dollars or greater in the surrounding communities and can escalate as high as the \$800,000 in the communities adjacent to the forest.

This position will be located at the Supervisor's Office, Arcadia California.

The Supervisor's Office is located at 701 N. Santa Anita Avenue, Arcadia, CA. 91006 and serves as the main office for the Angeles National Forest. Arcadia resides in the San Gabriel Valley just north of the city Los Angeles.

**If you are interested in this opportunity and/or plan on applying to the position noted above, please let us know by returning the reply form before 11/06/2009** If you want more information please contact Edmond Avakem, Supervisory Contract Specialist.

Phone: 626-574-5225  
E-Mail : eavakem@fs.fed.us

10/9/2009

**OUTREACH RESPONSE FORM**  
**Contract Specialist, GS-1102-09/11/12**  
**Angeles National Forest**  
**Supervisor's Office**

**Please return your completed response form by**  
**November 06, 2009**

**If you are interested in this opportunity and/or plan on applying for this vacancy, please let us know by returning this Outreach Response Form to Edmond Avakem at [eavakem@fs.fed.us](mailto:eavakem@fs.fed.us). If you want more information please contact:**

Contact: Edmond Avakem  
Phone: (626) 574-5225  
Fax: (626) 574-5363  
Internet: [eavakem@fs.fed.us](mailto:eavakem@fs.fed.us)

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_

If Current Federal Employee, Agency Employed With:  USFS,  BLM,  
 OTHER (specify) \_\_\_\_\_

If Current Federal Employee, Type of Appointment:  Permanent  Temporary  Term  
 VRA  PWD  Other

Current FS Employee, Region/Forest/District: \_\_\_\_\_

Current Series and Grade: \_\_\_\_\_

Current Position Title: \_\_\_\_\_

If you are not a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities:

- Person with Disabilities
- Veterans Readjustment
- Disabled Veterans with 30% Compensable Disability
- Veterans Employment Opportunities Act of 1998
- Former Peace Corps Volunteer
- Student Career Experience Program
- Other \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

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*Thank you for your interest and response!*

USDA is an equal opportunity provider and employer