

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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PURCHASING & CONTRACT SPECIALIST #415-6

Serves as Contract Specialist responsible for a variety of Construction, Facility Support and Architect-Engineering Contracts awarded and administered by the Facilities Engineer and Acquisition Division (FEAD) Yokosuka, a field office of NAVFAC FE.

Responsible for all aspects of the contracting process from receipt of the requirement to close out of the contract. Performs the pre-award and post-award functions for contracts, purchase orders, task orders, simplified acquisitions and commercial items procurements to include modifications and change orders. Contractual actions range from simple one-time requests, to highly complex contracts with a variety of pricing arrangements such as fixed price, indefinite delivery type or combination type, providing a variety of services to various customers and organizations. Duties include, but are not limited to the following:

1. Receives solicitation package. Reviews specifications to become familiar with the requirements. Obtains clarifications through direct interface with the customer commands or through the engineer in charge. Reviews finding reservation documents to ensure they are in proper order. Verify that the priority indicated matches the required by date. Records transactions in the computer database for performance reporting. (10%)
2. Prepares complete solicitation package ready for advertisement on NAVFAC's Electronic Solicitation (ESOL) website in accordance with the FAR, DFARS and NFAS, incorporating the required provisions and clauses determined by the method and amount of the procurement. Sealed bidding, negotiated and simplified acquisition procedures are used. Prepares all pre-award documents and initiates necessary action. Prepares amendments and initiates necessary action. Prepares amendments as required. Schedules and conducts pre-proposal meetings for the purpose of forestalling any misunderstandings and advising the contractors of various requirements. Serves as the central point of contact on assigned procurements for response to inquiries. (15%)
3. Obtains abstracts of bids, proposals and quotes. Participates in bid openings and ensures the sanctity of the sealed bids. For both sealed bid and negotiated acquisitions, the employee performs detailed analysis to determine responsiveness and responsibility of the bidder or offeror. This includes a review of contractor past performance and experience. Conducts pre-award surveys to include review of financial capability and establishment of price reasonableness by analysis of cost or price. Recommends rejection of non-responsive bids. Reviews offer for irregularities and possible mistakes. Obtains verifications as necessary. Participates in the source selection process. Upon receipt of offeror's proposals, prepares pre-negotiation business clearance memorandum when required or a pre-negotiation position memorandum (PNP). Prepares post-business clearance memorandum when required or post-negotiation position memorandum (PNM). Prepares recommendation for award of contract, documenting reasons for decisions including justifying the basis for not recommending award to the lowest offeror or bidder. (15%)
4. Upon completion of evaluation, prepares and assembles contract with necessary documentation, including specification, inspection instructions, all other special and standard clauses, in final form and submits to the Contracting Officer with award recommendation for necessary review, approval, coordination and signature. Prepares notice of award and unsuccessful bidder/offeror letters. Distributes executed documents and records transactions into the computer database. (10%)

5. Administers contracts assigned to ensure contractor performance is in accordance with all contract provision and clauses. Acts as primary interface with customer commands in all contract matters, advising, counseling, and informing customer commands of the status of on-going actions and other information of concern to customer activities. Is also the primary interface with contractors. Prepares correspondence to contractors and documents the contract files accordingly. (10%)
6. Performs contract funds management by informal electronic accounting system to ensure funds provided are appropriate, adequate and available for the contract actions interned. Prepares and maintains a Financial Status Report and balance sheet which reflects the payment status, the balance of customer command funds and total contract funds. Review invoices for accuracy and prepares certification. Maintains invoice log sheet. Forwards invoices to applicable paying office. Prepares Contract Action Reports (CAR) and Facilities Information System (FIS) reports for all awarded contracts, task orders and modifications to track work in place and contract statistics. (15%)
7. Advice customer organizations on functions pertaining to contractual maintenance. Ensures that contractual services are properly utilized and that maximum cost limitations are not exceeded without proper justification. Ensures that indefinite quantity balances are not exceeded and monitors quantity balance reports generated by ordering officers to ensure maximum quantities are not exceeded. Prepares determination and findings and justification and approvals for extraordinary contractual actions and sole source actions related to contract award and contract administration. (10%)
8. Prepares and distributes task orders. Reviews customer request and ensures that IQ quantities are available from balance sheet and funds are available. Prepares requests for proposals for contract modifications and task order modifications. Upon receipt of the contractor's proposal, prepares pre-negotiation business clearance memorandum when required or a pre-negotiation position memorandum (PNP) for actions requiring negotiations. Review proposal, specification, drawings and Government Estimate prior to negotiations. May conduct negotiations with the contractor as the Contracting Officer's representative. Prepares post-business clearance memorandum when required or a post-negotiation memorandum (PNM). Upon approval, prepares the modification document for signature s and distributes executed documents and records transactions into the computer database. (15%)
9. Performs other related and incidental duties as assigned.