



Facilities Project Procurement Specialist (Consultant)

Department: Purchasing

Reports To: Center Director and Corporate Project Management

Location: Office - Lanham, MD. Project Site – Washington, DC

Job Summary: Conducts Center procurement activities in support of Facilities-specific requirements, including building, grounds, and infrastructure/system maintenance and repairs.

Work Schedule: Part-Time, 6-month assignment with potential for one 6-month option.

Duties:

- Procure facilities-related services and repairs as assigned in a cost-efficient and timely manner in accordance with company and government policies.
- Develop and post requirements via Request for Proposals (RFP), Invitations for Bids (IFB), or Requests for Quotations (RFQ), as required on company website and/or Sub-Net.
- Coordinate with DOL Engineer Support Contractor (ESC) and corporate facilities maintenance staff on the development of Construction Scopes of Work to complete CRA projects in a timely manner.
- Assure compliance with procurement rules and procedures by all staff members involved in the purchase, receipt, or supervision of procured services.
- Follow all applicable procurement regulations, to include those contained in company policy, the Federal Acquisition Regulations (FAR), Department of Labor Acquisition Standards, OMB Circulars, Executive Orders, and the Job Corps Program Requirements Handbook (PRH).
- Follow applicable Center-specific purchasing SOPs and guidelines.
- Assists with preparation of and adherence to procurement schedules.
- Schedules and conducts pre-proposal vendor site visits and post-award contractor kickoff meetings.
- Participates in mid-project contract progress and substantial completion meetings.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

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knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions

Experience: Ten or more years of experience with procurement of Facilities and Physical Infrastructure/Systems repair services, construction management, or closely related experience in a Government environment is required. Specific experience in procuring and/or managing building maintenance, construction, HVAC, plumbing, or electrical areas from a contract administration perspective preferred. Experience with Microsoft Office and Government purchasing applications. Ability to develop and adhere to aggressive schedules and to anticipate/mitigate issues that may result in schedule delays. Ability to work as a key resource within a management team.

Education: Bachelor's degree and related Federal procurement training are required.

Certifications: Certification from an accredited procurement program (such as the Institute for Supply Management, the National Institute for Governmental Purchasing, etc.) as a Certified Public Purchasing Officer (CPPO), Certified Public Purchasing Buyer (CPPB), designation as a Federal Government Acquisition Professional certified to Level II or higher, or equivalent. Project Management training and certifications preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

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