



## POSITION DESCRIPTION

**TITLE:** PROCUREMENT SPECIALIST

**REPORTS TO:** All PTAC personnel report to and are under the direct supervision of the Program Manager unless otherwise delegated in writing by the Program Manager.

**PRIMARY FUNCTION:** Incumbent is responsible for the procurement and technical assistance program in his/her assigned geographic area. Incumbent shall actively participate in the strategic planning regarding meeting assigned and overall goals & objectives necessary for the NDN-PTAC mission and the Department of Defense (DOD), Defense Logistics Agency (DLA) Procurement Technical Assistance Program (PTAP) requirements. The work requires knowledge of the legislation, regulations, and procedures used in federal government purchasing and contracting, business and industry practices, sources of supply, cost factors, and requirements characteristics as well as legislation and procurement programs specific to American Indians and other Native Americans.

**ACCOUNTABILITY:** Working on own initiative with minimum supervision, the incumbent is responsible and accountable for the achievement of goals and meeting program requirements in the assigned coverage area.

**AUTHORITY:** Performance herein shall be in accordance with the DOD, DLA Cooperative Agreement award based on the Solicitation for Cooperative Agreement Application (SCAA) in effect for each Fiscal Year and as amended and/or extended under the terms of any options to renew. Accordingly, each Procurement Specialist shall provide appropriate procurement technical assistance to clients in their assigned geographic coverage area.

### **DUTIES:**

1. Performs initial and follow-up counseling sessions to brief American Indian and other Native American owned businesses about the NDN-PTAC services, government bidding opportunities, marketing strategies for their product or services, etc. as required by the DLA Cooperative Agreement in effect at the time.
2. Incumbent shall become thoroughly familiar with the overall guidelines and counseling definitions as specified in the Cooperative Agreement award. Keeps a detailed record of counseling activity and documents all counseling sessions in the Client Management System (CMS). Keeps hard copy files up-to-date and ensures original copies are filed in the official files. Professional guidance to clients includes, but is not limited to, the following:

- a. Marketing and technical assistance in connection with selling their products and/or services to DOD, other federal agencies, state and local governments, and large prime contractors;
  - b. Understanding specifications;
  - c. Preparation and proper submission of applications, certifications, registrations, etc. in order to do business with government entities;
  - d. Bid & Proposal preparation, including interpretation of applicable government regulations, contract clauses and provisions, etc.;
  - e. Post award assistance in areas such as production, quality control system requirements, engineering, transportation and packaging; and
  - f. Special programs available only to American Indian and other Native Americans and other programs available to small business such as the DOD Pilot Mentor-Protégé Program, Electronic Commerce (EC), Wide Area Work Flow (WAWF), Historically Underutilized Business Zones (HUBZone) Program, subcontracting opportunities with contractors holding government prime contracts, and commercial item acquisitions.
3. Follows office guidelines for in-take of new clients, and enters data into the CMS. Assures all required documentation is received and filed as appropriate for the initial contact with the business. Incumbent shall assure all assigned clients receive a minimum of one direct contact (follow-up counseling) each year.
  4. Seeks guidance from the Senior Procurement Specialist on sensitive issues or matters involving NDN-PTAC policy or procedures, interpretations of various procurement regulations, situations proving difficult to resolve, etc.
  5. Identifies potential opportunities where American Indian and other Native American businesses can market their products and services and monitors the success of each client on a regular basis. Ensures clients submit required surveys and reports of contracts/subcontracts they have received on a timely basis.
  6. Keeps thoroughly informed on the history, needs and capabilities of clients, government agencies, and pertinent prime contractors.
  7. Researches and provides up-to-date information on special procurement programs specifically for American Indians or other Native Americans such as the DOD 5% Indian Incentive Program, Small Business Administration (SBA) 8(a) program for tribally owned businesses, Department of Interior (DOI) Buy Indian Act, and the Indian Preference Programs used by the DOI and individual tribes.
  8. Provides information and assists clients regarding available socio-economic preference and small business certification programs, such as the 8(a) business development program, HUBZone certification, Small Disadvantaged Business (SDB) certification, and others.
  9. Provides information and assists clients with registrations in the System for Award Management (SAM), SBA Dynamic Small Business Search (DSBS), and with other prime contractor sites. On

a routine basis, reviews each assigned client's profile to assure the NDN-PTAC information coincides with the SAM/SBA data; and if not, notifies client of any discrepancies. Assists clients in developing a concise description of capabilities for SAM, DSBS and the NDN-PTAC database.

10. Sets up and maintains Resource Library at assigned office location for internal and client use. Responsible for keeping up-to-date on changes to procurement legislation, procedures and regulations including the FAR, DFARS, and other agency supplements.
11. Coordinates with client regarding adjusting their capabilities description and keywords as necessary. Enters keywords, codes, etc. in the CMS and reviews the client's bid match activity on a routine basis to assure appropriate bid information is being received by the client.
12. Assists clients in obtaining required specifications, plans, drawings, MIL Specs, etc. Advises clients on how and where to obtain required information.
13. Attends and/or actively participates in conferences, seminars, training workshops, or other outreach efforts both in and outside of assigned geographic area. Participation may include manning a booth, acting as a speaker or moderator, registering attendees, or assisting in other event requirements. In addition, may be required or provide individual or group training on NDN-PTAC services and/or procurement subjects relative to American Indians and other Native Americans. May be required to assist in preparation of NDN-PTAC sponsored or cosponsored events, including developing power point presentations, special flyers, brochures, etc. Prepares report of the event and accomplishments (Travel Report) achieved at all events attended to be submitted to the Program Manager along with travel expense reports in accordance with the NDN-PTAC Standard Operating Procedures.
14. Establishes and maintains liaison with federal and civil agency and large prime contractor small business offices. Such offices include the Disadvantaged Business Utilization (OSDBU) Directors, federal agency Small Business Specialists, prime contractor Small Business Liaison Officers (SBLOs), SBA Procurement Center Representatives (PCRs), SBA Commercial Marketing Representatives (CMRs), DOD Small Business Councils, State Commissions or Committees on Native American Affairs, any Native American Chambers of Commerce, and other small business representatives in the assigned geographic area. Makes a concerted effort to keep in contact with such representatives on a monthly basis in person, by email or by telephone. All discussions, activities, etc. shall be documented in the client management system.
15. Follows required NDN-PTAC training plan for continued personal development in the procurement field.
16. Prepares special reports at the request of the Program Manager and/or the Senior Procurement Specialist in connection with DLA reporting requirements. Responsible for timely filing of travel reports and requests for expense reimbursements in accordance with the SOP. Becomes thoroughly familiar with appropriate GSA Travel Regulations and NDN-PTAC travel instructions and procedures.
17. Follows the NDN-PTAC Standard Operating Procedures (SOP), standards of ethical conduct, and other internal manuals and/or procedures for both official and personal conduct of business.
18. Other duties may be assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Position requires:**

- Excellent computer skills in Word, Excel, and Power Point; knowledge of Access is a plus.
- Knowledge of federal government procurement regulations, policies and procedures
- Knowledge of federal, state, & other local government buying agencies/departments.
- Oral and written communication skills
- Interpersonal skills using tact, patience, and diplomacy
- Sound judgment
- Time management and strong organizational skills

### **Ability to:**

- Work independently and on own initiative within guidelines set by NDN-PTAC policy and supervisory controls.
- Work singly at a remote office location
- Work in a timely and cost effective manner
- Communicate effectively both orally and in writing
- Respond appropriately to pressures, deadlines, and frequent changes in priorities and schedules
- Travel throughout the assigned geographic coverage area and beyond by plane, motor vehicle, or other modes of transportation

### **Education and Experience:**

- Any combination equivalent to a bachelor's degree in business administration or related field or a minimum of three years experience in one or a combination of related fields such as contracting/purchasing, project management, business development, etc. that shows an ability to learn the specific work of the position.
- Prior experience working with the Native American community is preferred but not mandatory.

### **Licenses and Other Requirements:**

- Hold a valid driver's license.

### **Working Conditions/Environment:**

- Office environment, conferences, or other events
- Use of motor vehicle, airline, and/or other public transportation to conduct business.
- Travel may be up to 25% of incumbent's time