



**BONNEVILLE POWER ADMINISTRATION
REASSIGNMENT OPPORTUNITY
INTEREST ANNOUNCEMENT BPA-25-IA-002**

Contract Specialist

For Classified positions:

J07491 GS-1102-12 (full performance level 12)

-and-

J06757 GS-1102-13 (full performance level 13)

Term Length: Permanent Reassignment

Number of Vacancies: Few

OPENS: 05/13/2025

CLOSES: 05/27/2025

POSITION LOCATION: *Contracts and Strategic Sourcing (NSS) organization of Supply Chain Services (NS), Chief Administrative Office (N); Portland, OR and Vancouver, WA.*

WHO MAY APPLY: Career or career-conditional Department of Energy (DOE) and Bonneville Power Administration (BPA) employees currently at the GS-12 and GS-13 level or equivalent. There is no promotion potential with this reassignment and your resume will be considered at the grade you currently hold (GS-12 or GS-13 or equivalent).

NOTES: Relocation is **not** authorized; Occasional travel may be required; Low Risk background investigation required at GS-12 level; Moderate Risk background investigation required at GS-13 level; All newly employed BPA Acquisition Workforce (AWF) members in the GS-1102 career series will be enrolled in the Federal Acquisition Certificate in Contracting (FAC-C) certification program through the Federal Acquisition Institute's Training Application System (FAITAS); This position is required to file a Confidential Financial Disclosure Report.

GENERAL INFORMATION:

The purpose of these positions is to serve as contract specialists responsible for the full range of contract administration for pre-award and post-award functions, including price/cost analysis, negotiation, and administration for services, materials, equipment and/or construction within a major spend category, organizational component, or in a geographical area associated with operating and maintaining a high-voltage electric utility industry. Responsibilities also include providing technical leadership and expertise on acquisitions necessary to develop and maintain BPA's key programs, as well as developing purchasing approaches and procedures to further improve supply activities.

MAJOR DUTIES:

As a Contract Specialist, you will:

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- Be responsible for the full range of contract administration for pre-award and post-award functions, including price/cost analysis, negotiation, and administration for services, materials, equipment and/or construction within a major spend category, organizational

component, or in a geographical area associated with operating and maintaining a high-voltage electric utility industry.

- Review requests for the procurement of complex equipment, services, and/or construction.
- Prepare solicitation documents incorporating provisions, such as cost price analysis standards, requirements for technical proposals with appropriate weighing factors, testing procedures, cost escalation factors, cost data requirements, and socioeconomic programs.
- Negotiate with potential contractors. Award contracts within delegated contracting officer authority or recommend award to higher level contracting officer on contracts outside delegated authority.
- Assist contract administration offices in the administration of contracts, including performance of termination actions, until final delivery and payments are completed, and the contract is closed and retired.
- Prepare initial agency position on protests from unsuccessful bidders and render or recommend a decision on claims arising under the contract.

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- Procure a variety of products and/or services within the BPA using multiple contract types in which little or no contractual precedent exists.
- Develop procurement objectives in terms of competition and price range and construct the contractual vehicle.
- Determine the responsiveness of quotes or proposals and determine the responsibility of the apparent low offeror.
- Serve as the Senior Contracting Specialist, assigning workload, reviewing contract solicitations before releasing, and performing contract reviews.
- Develop new or innovative acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements.
- Perform detailed analyses of all elements of cost in contractor proposals and make competitive determinations.

QUALIFICATIONS:

BASIC REQUIREMENT – GS-1102-12:

- A. 4-year course of study leading to a bachelor's degree with a major in any field;
- OR-**
- B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- C. **Exceptions:** Employees in the GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified as GS-12. This includes positions at other agencies and promotions up through graded 12. However, employees must meet specialized experience requirements when seeking another position.

BASIC REQUIREMENT – GS-1102-13:

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher-level contracting positions, including at least 4 years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.
-AND-
- B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- C. **Exceptions:** Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
- D. **Waiver:** When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

In addition to meeting the basic requirements above, applicants must meet the specialized experience as identified below.

SPECIALIZED EXPERIENCE REQUIREMENTS: A qualified candidate's online application and resume must demonstrate at least one year of specialized experience equivalent to the next lower grade level [GS-11] in the Federal service. Specialized Experience for this position is defined as:

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- Administering complex contracts requiring special handling provisions or specialized terms and conditions that may include technical equipment.
- Analyzing work requirements in order to make revisions to statements of work for contracts.
- Negotiating with potential contractors or customers to award contracts in the most cost-effective manner.

SPECIALIZED EXPERIENCE REQUIREMENTS: A qualified candidate's online application and resume must demonstrate at least one year of specialized experience equivalent

to the next lower grade level [GS-12] in the Federal service. Specialized Experience for this position is defined as:

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- Responsible for pre-award and post-award functions.
- Reviewing requests for procurement of complex equipment and services.
- Preparing solicitation documents, analyzing proposals, negotiating with potential contractors.
- Administering and closing out contracts.

HOW TO APPLY: Supervisor approval is required prior to applying to this announcement. Interested DOE/BPA employees **must** submit their transcripts and resume listing relevant experience, education; and brief description of the knowledge, skill and abilities possessed that will enable the successful performance the duties of this position, and current SF-50 to bpaia@bpa.gov by 11:59pm ET on closing date (the SF-50 **must show current grade**, otherwise it will not be accepted).

In the subject line of the email application please include announcement number “BPA-25-IA-002”.