

*(New) **Element #1:** Ensure data is entered timely and accurately in contract administration databases (i.e. PRISM, Departmental Contract Information System (DCIS), Contractor Performance Assessment Reporting System (CPARS) for the registration of new awards and the completion of required CPARS reports, Federal Awardee Performance and Integrity Information System (FAPIS), and Electronic Subcontracting Reporting System (eSRS). In addition, show an increase in number of completed closeouts during the evaluation period, if assigned.*

*(New) **Element #2:** Ensure data is entered timely and accurately in: PRISM, Departmental Contract Information System (DCIS), Contractor Performance Assessment Reporting System (CPARS) for the registration of applicable new awards and the completion of required CPARS reports, Federal Awardee Performance and Integrity Information System (FAPIS), and Electronic Subcontracting Reporting System (eSRS). In addition, initiate closeouts within thirty (30) calendar days of the contract expiration and show an increase in number of completed closeouts during the evaluation period, if assigned. At Level 3 to achieve expected results, 85% or more of required actions, including closeouts, are timely and accurately completed. To receive a higher rating at Level 4, 90% or more of required actions, including closeouts, are timely and accurately completed. To receive a higher rating at Level 5, 95% or more of required actions, including closeouts, are timely and accurately completed. If more than 20% of all actions, including assigned closeouts, are not timely and not accurately completed, unsatisfactory results as denoted by Level 1 should result.*

**Demonstrates successful planning, soliciting and awarding of assigned contract actions, including completion of all component steps in the solicitation and award process required by regulation, policy or procedure.**

- Plans and manages the award of assigned projects in a manner that is consistent with regulations, policies, and procedures and in accordance with established milestones. Routinely processes awards within predetermined time frames.
- Obtains required clearances and prepares all file documents including, but not limited to: the Acquisition Plan/Request for Contract, Request for Proposal (RFP), Competitive Range Determination, Source Selection Determination and Summary of Negotiation documents, as well as the contract document. Contract file documentation demonstrates that actions are completed in a timely manner using sound business judgment and in accordance with applicable regulations, policies and procedures. Documentation presents accurate information and is clear, complete, well organized and of professional quality.
- Keeps supervisor and program staff informed of the status of all actions, and organizes and sets priorities for assigned workload. Maintains data related to contract actions in assigned systems. Data is entered timely and accurately.

**Contract administration responsibilities are executed for assigned projects in a manner that results in consistent oversight of contractor performance and contract cost management.**

- Effectively monitors performance and deliverables. The Specialist provides timely response to and resolution of contract administration problems and issues.
- Monitors contractor expenditures.
- Alerts appropriate personnel of any issues.

- Invoices are paid in accordance with contract terms and conditions and office policy and procedures. Minimize improper payments and interest charges for late payments.
- Ensures funding actions, exercise of options and other contract administration are accurate and completed in accordance with regulations and policy.
- Documentation to support a contract actions are accurate, complete, clear, well organized and reflect sound business judgment. File documentation is completed in a timely manner and files are maintained in a manner that assures they can be audited, transferred or closed-out.
- Maintains data related to contract actions in appropriately assigned systems. Data is entered timely and accurately.

**Demonstrated commitment and ability to provide high quality customer-oriented service to both internal and external customers in pursuit of achieving the NIH mission.**

- Ensure timely award of all procurement actions.
- Continuously adheres to federal acquisition regulations relating to integrity in performing work.
- Contributes to and foster positive morale.
- Demonstrates professionalism and collegiality when interacting with all customers.
- Be responsive in a timely manner to customer requests.
- Demonstrates effective stewardship of resources.
- Helpful, communicative, accountable, efficient, facilitative, and resourceful.

**Business Acumen and Professional Development**

- Understands and correctly applies acquisition regulations and policies to all phases of the acquisition process.
- Written communications are accurate, grammatically correct, logical, concise, and well-organized.
- Verbal communications are clear, convincing, and logical. Advice and recommendations are generally considered and accepted without the need for significant modifications.
- Represents the Government in an effective, professional manner when communicating with other Government or non- Government personnel. This extends to interactions during all phases of the acquisition process.
- Provides sound advice to program customers on acquisition related matters. Clearly explains legal theories and policies. Carefully researches and offers alternative courses of action to affect optimal outcomes for program clients. Cultivates a team environment with program and contract clients.
- Mentors and assists fellow specialists, shares knowledge, and works cooperatively with coworkers, team members, and other acquisition staff internal and external to the organization.
- Maintains positive working relationships and effective communications with peers and other staff with whom the employee interacts. Operates in a proactive manner, keeping

coworkers and supervisor apprised of workload status and is alert to potential problems that may impact their work or the work of others.

- Completes training classes successfully as required by the Department, Agency, or Institute for necessary Acquisition Certification and Continuing Professional Education requirements.
- Seeks professional development opportunities, volunteers for and actively serves on committees or projects.
- Keeps abreast of latest developments in Government and industry such that day-to-day work habits are reflective of an informed, skilled business professional.
- Keeps abreast of changes and latest developments in Department and Agency automated systems and Agency and Institute document generation and contract administration systems.