

memorandum

DATE: June 25, 2012

REPLY TO

ATTN OF: AD-442

SUBJECT: **SOLICITATION OF INTEREST – OAK RIDGE NATIONAL LABORATORY SITE OFFICE,
GS-11/12/13**

TO: All ORO Employees

The Oak Ridge National Laboratory (ORNL) Site Office is seeking a highly motivated, mission-oriented person for a Contract Specialist/Contracting Officer position. The incumbent of this position will perform the complete range of procurement activities that are necessary to manage the Government's interests in the Office of Science contracts with UT-Battelle and Oak Ridge Associated Universities as it pertains to the Oak Ridge National Laboratory Site Office. Additional information on this position is attached.

Consideration for this position will be given to Oak Ridge Office employees who are currently at the GS-11, GS-12, or GS-13 grade level and who have experience with large Facility and Managing and Operating contracts focused on science and energy missions. Eligible candidates must meet the qualification requirements for a Contract Specialist as defined in the Office of Personnel Management's Group Coverage Qualification Standard for Professional and Scientific Positions. The promotion potential for this position will be limited to the full performance level of the selectee's current position; that is, no additional promotion potential can be obtained through this solicitation of interest.

If you wish to be considered for reassignment to this position, please submit a statement of interest and a one to two page narrative describing your specific knowledge, skills, and abilities as pertains to the above described duties to Adolphus Brown, Federal Human Resources Branch, by close of business July 2, 2012. A resume is not required but may be submitted if desired.

If you have any questions regarding this solicitation of interest, please contact Adolphus at 576-4757 or browna@oro.doe.gov.



Melanie M. Kent, Chief
Federal Human Resources Branch

EXPRESSION OF INTEREST

Contract Specialist and/or Contracting Officer Position in the DOE ORNL Site Office

The DOE Oak Ridge National Laboratory (ORNL) Site Office Contracting Officer/Contract Specialist (CO/CS) function is responsible for all aspects of prime contract administration of the ORNL and Oak Ridge Institute for Science and Education (ORISE) contracts. This contract administration involves requirements in essentially every field of expertise necessary for the management of ORNL and ORISE including areas such as Human Resources, Finance, Budget, Property, Fleet, Facilities and Operations, Legal, ESH&Q, Technology Transfer, and Procurement.

The CO/CS selected to provide support in the administration of the ORNL and ORISE contracts will be required to possess the ability to prioritize actions based on various factors determining level of importance and to aggressively work each assigned action in a timely manner. The successful CO/CS will need to be proficient, at a level appropriate to their current GS-grade level, in contract terms and conditions, Science Management System (SCMS) procedures, and applicable regulations (both Federal Acquisition Regulations and Department of Energy Acquisition Regulations) and federal statutes in order to address many of the contract actions. The CO/CS may be required to process contract modifications in STRIPES from time-to-time. (During calendar years 2009-2011, there were approximately 431 contract modifications executed on the ORNL contract alone, an average of 12 modifications per month.)

There is a constant flow of correspondence from both the contractors raising new issues and DOE Headquarters (HQ) staff providing new requirements/direction impacting the activities of the CO/CS in their administration of the ORNL and ORISE contracts. A recent example is the direction issued by DOE HQ to incorporate the newly developed Agreements for Commercializing Technology (ACT) clause into the contracts. The incorporation of this ACT clause places additional responsibilities on the CO. DOE HQ frequently issues urgent requests for information, and the CO/CS will be involved in the coordination of many of these types of requests.

Knowledge and experience in performing subcontract reviews is also very important. In addition to the review of Advanced Notifications, Solicitations, and Award packages, there are a high number of Memorandum Purchase Orders (MPO), Inter-Entity Work Orders (IEWOs), Foreign Purchase Determinations, and Work Authorizations reviewed and approved each year. It should also be noted that there are an estimated 500-600 Work for Others (WFO) actions reviewed/approved during an average year.

A portion of the DOE ORNL Site Office CO/CS time will be spent providing assistance in addressing the various day-to-day contract related actions. Some recent examples of the variety of actions being addressed are as follows:

- Request for Public Law 85-804 Indemnification for Global Threat Reduction Initiative
- Applicability of the United States-European Union "Open Skies" Air Transport Agreement on the contractor
- Activities related to a Stop Work/Closeout of U.S. Marine Corp (USMC) Light Armored Vehicle (LAV) Project
- Review/concurrence of revisions to Work Authorizations involving ARRA funded projects
- Requests for waiver of United States manufacture requirement in contract concerning intellectual property/patents
- Review/concurrence of ORNL Property Dispositions/Sales/Transfers/Loans/Leases
- Review/concurrence of ORNL Vehicle/Fleet Purchases/Disposition
- Review/assessment of ORNL Vehicle Accident Reports (two recently involving major vehicle damage, one with injury; one potentially requiring a determination of cost allowability)
- Participation in efforts to obtain approval for changes to the contractor Pension, Savings, and Medical Plans
- Participation in discussions related to the ATLC Union Labor Agreement
- Request by DOE HQ to modify contracts to address "Changes in Contractor Salary Approval/Reporting Requirements"
- Settlement of cost allowability issues (currently an issue related to "Joint Institutes" space and utility costs)
- Review/approval of Disclosure Statement issues/changes
- Review/approval of Contractor's Technology Transfer Divisions new procedures and/or changes to existing procedures
- Review /approval of Contractor's Procurement Operating Practices and changes to subcontract terms and conditions
- Periodic reviews/approvals involving settlement of EEO complaints/lawsuits
- Actions related to the SNS and ITER Projects
- Review/negotiate Small Business goals
- Participate in the development of the Performance Evaluation and Measurement Plans (PEMPs)
- Participate in the evaluation of the contractors' performance in accordance with the PEMP
- Coordinate annual Contractor Performance Assessment Reporting System (CPARS) assessments

The above is a brief snapshot of the numerous types of challenges presented to the DOE ORNL Site Office CO/CS. The selected CO/CS will also be expected to routinely review releases of procurement-related information (Policy Flashes, Acquisition Letters, DOE Acquisition Guide changes, FAR and DEAR changes, SCMS changes, etc.) that could impact the contract.