

## Appendix P

CONTRACTING DIVISION1. OFFICE OF THE CHIEF.

Manages the District's acquisition activities. Serves as consultant/advisor to the District Commander and District technical and support staff on all policy matters pertaining to acquisition (except real property).

a. Plans, directs and exercises staff supervision over all phases of contracting and acquisition related activities of the District; and provides the following acquisition support to the Division: (1) procurement of requirements over \$2,500; (2) Agency Program Coordinator for the government purchase card program; and (3) support for the Standard Procurement System (SPS).

b. Interprets policy and procedures from higher authority, and develops policy and procedures for District-wide contracting activities.

c. Exercises staff supervision over administrative aspects of contracts and supporting records.

d. Develops the Contracting Division's operating program to support forecasted requirements of other elements of the District.

e. Determines need and obtains authority for unusual contracting actions.

f. Supervises the expediting of materials and equipment, and supervises administration of the Defense Priorities and Allocations System.

g. Maintains liaison with industry, military departments and other government agencies on contracting and acquisition matters.

h. Reviews reports of audit, inspection or internal review relating to the contracting function and takes corrective actions necessary to eliminate deficiencies or improve on acquisition and business processes.

i. Manages the District's Contract Audit Follow-up (CAF) program.

j. Prepares recommendations and appropriate documentation to effect appointments as Contracting Officer and Administrative Contracting Officer and forwards package through POD to OPARC, HQUSACE.

- k. Serves as Acquisition Career Program Manager for the 1100 series.

## 2. CONSTRUCTION/A-E CONTRACTS BRANCH and SERVICES AND SUPPORT BRANCH.

The two branches function as a matrix organization and perform a full range of contracting activities to meet the District's requirements for construction, supply, dredging, architect-engineer/professional services, environmental survey/remediation services, and related acquisitions. This responsibility includes, but is not limited to, the following functions:

- a. Maintains bidders' mailing lists and issues plans and/or specifications of solicitations.
- b. Receives, opens and evaluates bids and proposals, and prepares/issues abstracts of offers.
- c. Conducts evaluations to determine low responsive/responsible bidder when sealed bid procedures are used, and participates in source selection teams to evaluate proposals when negotiated procedures are used.
- d. Prepares contracts, modifications and delivery/task orders in final form, and secures execution thereof by the Contracting Officer after appropriate staffing. Reviews construction modifications prepared by field contract administration offices for conformance to format, funding citations/amounts, signatory authorities, etc. Coordinates correction of administrative problems.
- e. Prepares notices of awards and notices to proceed, and staffs the notices for the Contracting Officer's execution.
- f. Conducts and evaluates pre-award surveys in coordination with appropriate District staff elements. Accesses computerized reports, including Dun & Bradstreet, to obtain business-related information and past performance evaluations of contractors/suppliers.
- g. Staffs mistakes-in-bids, size-standards appeals and protest-of-award cases in coordination with Office of Counsel.
- h. Furnishes reports to higher authority on volume and type of contracting actions as required or statistical data on other phases of contracting activities as requested by higher authority.

- i. Reviews and finalizes negotiation strategies/plans for all negotiated contract actions exceeding \$500,000, including modifications and two-step sealed bidding prior to discussions in step one.
- j. Monitors and maintains the official contract files to ensure documentation is adequate and complete, and that actions are accomplished in a timely manner. Performs full contract administration functions for all supply contracts and selected service contracts.
- k. Performs proprietary review of final-payment/closeout documentation for all contracts.
- l. Assists the activities of the Small and Disadvantaged Business Utilization (SADBU) Program within the District.
- m. Reviews and comments on audit, inspection, or internal review reports relating to contracting activities, taking corrective action as necessary and appropriate.
- n. Chiefs of both branches serve as Contracting Officer with unlimited Contracting Officer authority.
- o. Ensures that the acquisition of all information technology (IT) requirements for hardware, software, supplies, and services are in accordance with the Federal Acquisition Regulations and its supplements. Coordinates regulatory changes with the Information Management Office (IMO) and conducts periodic discussions to ensure IT acquisitions are done in accordance with current acquisition regulations.
- p. Coordinates and effects expediting assistance, as necessary, for high-priority government-furnished and contractor-furnished materials.