

VACANCY: ATTORNEY ADVISOR (PROCUREMENT LAW)

JOB TITLE: Attorney Advisor

SALARY RANGE: \$98,316.00 - \$127,827 Per Year

CLOSING DATE: December 8, 2014

POSITION INFO: 2 Vacancies

DUTY LOCATION: Washington, D.C.

INTRODUCTION

These positions are located in the D.C. Contract Appeals Board (CAB or Board). CAB is an independent executive branch agency of the District of Columbia government created by the Procurement Practices Reform Act of 2011. The mission of the Board is to provide an impartial, expeditious, inexpensive and knowledgeable forum for hearing and resolving de novo government and contractor appeals from contracting officer final decisions, disappointed bidder protests of a solicitation or award of a District contract, and appeals from debarment and suspension decisions of the Chief Procurement Officer.

The Board's enabling statute is found at D.C. Code § 2-360.01 *et seq.*, and its rules of procedure are found at tit. 27 D.C. Mun. Regs. §§ 100-400. The Board functions in a manner similar to the federal boards of contract appeals, and the U.S. Court of Federal Claims, the General Accounting Office, and the Federal Circuit. Board appeals cases are typically resolved after discovery and pretrial motions have occurred, and a trial has been concluded, during which testimony is given under oath or affirmation and is transcribed. The Board issues written decisions on the facts and law. Decisions in protest cases are often rendered without a hearing or discovery, but are equally demanding in terms of legal research and writing requirements. Board decisions are issued by a panel of at least two Board members, are reported verbatim in the D.C. Register, the major electronic legal databases, and other professional publications, and may be used as precedent in other cases.

The purpose of these positions are to serve as primary legal advisor to either Judge Monica C. Parchment, or Judge Maxine E. McBean in resolving adjudicated cases involving urgent, sensitive, complex and critical government procurement law matters pertaining to District agencies and/or other entities covered by the Procurement Practices Reform Act.

BRIEF DESCRIPTION OF DUTIES

Responds on a timely basis to motions practice, discovery disputes, protective order requests and sealed evidence, and pretrial, trial, and post-trial issues. Responsible for preparing Judges for status conferences, bid protest hearings, prehearings, disputes hearings, and alternative dispute resolution as necessary.

Responsible for drafting clearly written, legally sound bid protest and claims dispute decisions in a timely manner, ensuring that they are reviewed, edited, and submitted to Judges in accordance with all applicable law, the available record, Blue Book requirements, and prescribed timelines. Handles urgent, sensitive, and confidential legal research and writing matters for Judges.

Reviews complex, voluminous and time-sensitive litigation materials, and conducts legal research and prepares written recommendations in response to requests from Board Judges. Conducts extensive and detailed research of procurement, civil and e-discovery, evidence, civil procedure, and other matters pertaining to procurement laws. Prepares analyses of options and recommendations.

RANKING FACTORS:

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Mastery of the concepts, laws, theories, principles, practices and techniques of civil procedure, evidence and government procurement law sufficient to practice before the highest court of the District of Columbia; and to advise Board Judges as required. Mastery of trial practice, administrative law, contract law, and government procurement laws, regulations and policies.

Ranking Factor #2: Developed and skilled in interpreting and applying legal knowledge in various situations. Mastery and skilled in legal analysis and resolution of difficult legal issues in an orderly, systematic and effective manner.

Ranking Factor #3: Extensive skills in interpreting and applying applicable laws, regulations and practices, including procurement policies and relevant judicial decisions. Extensive skills in applying sound judgment in review and analysis of matters assigned and deriving logical conclusions.

Ranking Factor #4: Mastery of qualitative and quantitative analytic methods and techniques to analyze data and to identify and isolate controlling legal issues from complex factual situations. Mastery of legal advocacy tactics and strategies.

Ranking Factor #5: Ability to articulate concerns and positions on extremely sensitive issues both orally and in writing. Superior oral and written communication skills to advise and consult with the Judge and staff, government and non-government personnel, and high-ranking officials; to prepare and present reports; and to assure effective and efficient communication on legal matters.

SUPERVISORY CONTROLS

Works under the general supervision of a single Board Judge, who provides broad instructions as to the scope of particular assignments in the areas of assigned responsibility. Incumbent consults with the Judge only on doubtful and complex matters and questions of policy. Due to the competence and experience of the incumbent, actual supervision is as determined by the supervising Judge. Legal documents prepared by incumbent rarely need to be given even a cursory review for technical accuracy, completeness, and soundness of presentation.

HOW TO APPLY: All applicants must apply online at www.dchr.dc.gov, and follow the instructions noted there. Interested applicants may also contact “HR Answers” at 202-442-9700 for more information.