

Attachment 0002

LABOR CATEGORY DESCRIPTIONS

Date: 8 February 2016
of pages: 4

Title: COMPANY PROGRAM MANAGER – DOD CONTRACTING/MEDICAL RESEARCH

Principal Duties

The primary duty of the Program Manager is to perform as a working liaison between the USG (Contracting Officer, OPO Chief, or Government Principal Investigator) and the company employing the Program Manager, either as an indirect or direct charging capacity, direct charging dependent on funding at the task order level. Base contracting vehicles are not funded to pay for the Program Manager. There is not a requirement for the Program Manager to be a current employee of the company prior to award of a base contract. There is also not a requirement for the company to have a signed letter of intent by the candidate Program Manager. However, there is a requirement for the company to have a signed letter of interest and resume, which will be used for submittal as part of the offeror's technical proposal. The salary proposed for this same Program Manager shall be included in the offeror's cost proposal as outline in the request for proposal. Post award, the Program Manager may be a full-time employee, a part-time employee, or a 1099 consultant (but not a subcontractor).

The Program Manager may be supporting programs that are characterized by large funding levels and a commitment period extending over a long period of time. The magnitude and terms of the contract will have substantial impact on the economic well-being of DoD Medicine requirements. Additionally the Program Manager will be supporting contractual oversight assistance to agency heads: (such as the Commanding Officer or officer levels such as USN Captains, Admirals, or USMC Colonels, Generals, or the Office of Assistant Secretary of Defense for Health Affairs (OASD(HA))). It will be the Program Managers responsibility to monitor all items accordingly and with compliance to FAR, DFAR regulations dependent on criticality and visibility of the program. The Program Manager will assure feasibility of final product/technology given major significance to the agency's mission, e.g.; emerging infectious disease research, epidemiology, Traumatic Brain Injury (TBI) physiology research, Post-Traumatic Stress Disorder (PTSD) psychological research, Warfighter performance research, Congressionally sponsored research, or translational research/science.

Factor 1, Knowledge required by the Position

The Program Manager Shall have entry or moderate level skill in:

- Procurement regulations
- Contracting principles (sufficient to plan, develop, implement, maintain, and administer contractual/procurement aspects of a program; to develop innovative contractual language, terms and conditions.
- Serving as program authority and advisor on the acceptability and applicability of contractual/procurement matters related to the assigned program or translational research/science.
- Managerial and coordinative activities sufficient to contract a variety actions occurring concurrently, in an overlapping fashion, or sequentially and to control several

simultaneous interrelated contracts with different clients and different subcontractors/suppliers.

- Negotiation techniques in developing pre-negotiation strategy, in conducting negotiations for the acquisition of a system, and in directing or performing post-award negotiations involving contract changes or modifications when dealing with subcontractors, suppliers, Original Equipment Manufacturers (OEMs), or Value Added Resellers (VARs).

The Program Manager shall have technical, conversational knowledge of the acquisition process specifically relating to:

- Medical research
- Human and animal use, protocols
- Financial management, or translational research/science and their interrelationships with contracting/procurement.

Education requirements are incumbent on the company's standard practices.

Factor 2, Guidelines

Guidelines include procurement laws (e.g., USC, CFR, etc.), Federal regulations (e.g., FAR, DFARS, etc.), agency contracting directives and policies (e.g., SECNAV, BUMED, etc.). These guides are only generally applicable to the work, as the medical research generates unusual and unique contractual problems. The employee shall exercise initiative, resourcefulness, and experienced judgment in interpreting and applying such guides, as well as in developing and implementing solutions to problems that are unique and outside the scope of current written guidelines. For example, problems surface in previously undefined areas involving use of fixed-price contracting on research and development requirements for which the Program Manager must develop essentially new or modified techniques for obtaining effective results.

Factor 3, Complexity

The work involves planning, directing, and coordinating contractual actions involved in a sophisticated and technologically advanced medical research program. Complexities in assigned programs may include one or more of the following:

- Requirements involving a number of separate elements
- Long-term contractual efforts
- No previous cost history data
- Involvement of several different client personnel and numerous subcontractors
- Coordinating the efforts of various subject-matter specialists engaged in the medical research program (e.g., researchers, scientist, doctors, legal advisors, auditors, and financial managers) or translational research/science
- Requirement for concurrent, overlapping, or sequential contractual actions in order to maintain the schedule and to take advantage of scientific advancements;

- Interrelated subcontracts with several different subcontractors where in a change in one subcontract precipitates changes in the others; or
- Regulations associated with human or animal use.

Decisions at each phase of the program process require the analysis of alternatives, consideration of technological advances, evaluation of program and technical needs, evaluations of time constraints, and determination of cost. The employee is responsible for devising sophisticated pricing arrangements and for managing contractual aspects of the program process.

Factor 4, Scope and Effect

The primary purpose of the position is to plan, negotiate, and manage, as Program Manager, the procurement of self-contained, highly sophisticated, scientifically or medically advanced special-purpose items or services, such as research of infectious diseases, vaccine development, clinical trials services, Contract Research Organization services, research of Traumatic Brain Injury, research of Post-Traumatic Stress Disorder, or translational research/science requirements. Work performed, decisions made, and solutions devised affect the timely procurement of the research, and its interface with operational military medicine. Some decisions, such as subcontract award or termination, have a substantial impact on a contractor's financial, production, or staff resources.

Factor 5, Work Environment

Although the majority of work is performed in an office setting, the employee may visit client or subcontractor facilities to review equipment or laboratory requirements, and to evaluate progress and performance extending Government's reach and oversight of program obligations.

Factor 6, Security Clearance

Program Manager shall be capable of obtaining a SECRET personnel security clearance at the task order level even though not required for base contract award.