

Statement of Work “Office of Procurement Support”

Procurement support shall consist of products and services in the following areas:

1.0 Procurement Policy and Systems Office

This office provides support for reconciliation of data discrepancies between the accounting system and the procurement system. Individuals prepare pertinent reports that include but are not limited to: Monthly Workload Summary, AMS/SAP Reconciliation. Additionally, individuals perform ad-hoc analyses, reports, and briefings relating to the functions within the Data Systems and Industry Assistance Team.

2.0 Bankcard Activities

For Bankcard, individuals provide support that requires familiarity and expertise with the Bank of America EAGLS system (and subsequent bankcard contractor systems), NASA P-Card System, SAP, and other related systems. Support requirements include understanding and assisting with bankcard ordering process, data manipulation, reporting, analysis, verification, validation, reconciliation, new cardholder (CH) processing, CH support and the prompt attention and performance of “quick turn-around actions.”

- **Timely Responsiveness:** it is crucial to the effective and successful management of the Bankcard Program for the contractor to communicate to the Center Agency Program Coordinator (CAPC) and Alternate of the assignment, awareness, reassurance and progression of assigned actions.

Qualifications:

- At least 4 years of specialized experience in procurement or purchasing.

Skill Requirements:

- Knowledge of federal procurement processes and procedures
- Ability to interact with a wide range of individuals inside and outside the organization in order to answer questions and obtain information needed to process procurement transactions
- Expert knowledge in Microsoft Word and Microsoft Excel
- Ability to perform detail work accurately and in a timely manner
- Ability to maintain a prompt and open level of communication with the CAPC and Alternate in order to facilitate and provide a real-time “quick status” and/or “progress” on respective actions
- Ability to communicate orally and in writing