

We are looking for a Contract Specialist III to provide support across all aspects of the procurement lifecycle from cradle to grave inclusive of helping customers develop requirements. The contractor staff is expected to follow Federal Acquisition Regulations and become proficient in DOC and USPTO-specific regulations applicable to OP procurements. The contractor services exclude any inherently governmental roles.

### **Responsibilities:**

- This position supports Contracting Officers by performing procurement and contract administrative duties required in support of both fixed price and cost-reimbursable contract types, as well as commercial and non-commercial contracts as defined in FAR Parts 12, 13, 14, and 15. The Individual shall develop and maintain necessary file documentation to support pre and post-award activities. This includes the development of complex documents such as Justification for Other than Full and Open Full Competition, Determinations and Findings, Deviations/Waivers, and other Memorandums to File as required to support the assigned contract actions
- The successful candidate shall analyze monthly contractor financial reports, process invoices/vouchers for Contracting Officer approvals, support issuance of contract modifications, including Undefined Contract Actions (UCAs), support contractor performance evaluations (e.g. CPARS, Award Fee determinations, etc), and draft various procurement letters
- The successful candidate will maintain and update the various office contract administration tracking tools to allow timely statuses and briefings to senior management on the most current status of all contract activities and changes
- The successful candidate will assist in, or perform data gathering activities as may be required to support ad-hoc assignments such as Freedom of Information Act (FOIA) requests, internal and external audits/inquiries, status reports, building PowerPoint charts for presentations, and other requests for information supporting the Procurement Office
- Some of the task assignments will also require support for performing pre-award and post-award contract cost/price analysis, including analytical tasks such as evaluating contractor proposals, implementing technical evaluations, developing Excel pricing models that are necessary for the analysis, and developing negotiation positions for the Contracting Officer's approval, including the development of Pre-negotiation Position Memorandums (PPMs), Price Negotiation Memorandums (PNMs), and other documentation as necessary for the Contracting Officer to support the contract action. This task also requires supporting Government negotiations on assigned actions

- Ability to aid in the preparation of contractual provisions and the administration of contract proposals, proficient in preparing RFP/RFQs for contract modifications, and negotiating contract specifications and contractual provisions

### **Required Qualifications:**

- BS Degree
- Degree and credit requirements as established at FAI.gov FAC-C certification requirements –equivalent to FAC-C Level III
- Over 7 years of experience in federal procurement directly applying FAR regulations; at least 7 years of experience in an 1102 job series or equivalent
- Display the team player qualities to include a service-minded attitude and accomplish work through Acquisition Teams. A desire to collaborate and work side-by-side with customers to move the mission forward and aspire to display curiosity to learn, hard work/passion for procurement and acquisition, people skills, and ability to work through disagreements in a constructive, collaborative way, and aspire to be humble and put mission ahead of other interests.
- Have experience with Firm-Fixed-Price (FFP), Cost Reimbursable, Time and Materials, Labor Hour, IDIQ, and GSA Federal Supply Schedule contract.
- Possess in-depth knowledge of the Federal Acquisition Regulation (FAR) and have current and demonstrated experience with acquisition streamlining initiatives and reforms.
- Have experience in handling large and complex procurements in a variety of industries from procurement planning through contract execution
- Have expertise in all life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation source selection, and award), and post-award contract administration, as well as contract problem identification, analysis, and resolution.
- Have a complete understanding of all aspects of the acquisition cycle, requirements definition, planning, solicitation management, source selection, negotiations, contract award, contract administration, and contract closeouts.
- Have experience preparing documents for issuing task orders against GWACs and Federal Supply Schedule Contracts including the following and similar or related contract vehicles:
  - One or more FSS SINS/NAICS Codes (based on the MAS consolidated schedule), SEWP, Alliant 2 or IDIQ Contracts internal to a specific agency

- Be well versed in commonly used Microsoft products, including Microsoft Word, Excel, PowerPoint, and Adobe PDF.

**Desired Qualifications:**

- Have a working knowledge of the AEON software platform with the Momentum Acquisition subsystem.

**Location:**

- Remote

**Clearance:**

- Public Trust