

JOB SUMMARY

The Contract Specialist I performs acquisition support services by using sound judgement and applying fundamental concepts, processes, practices, and procedures related to the Government acquisition life cycle. The Contract Specialist I must demonstrate a willingness to learn and quickly become adept at performing work requiring practical experience and/or formal training. Work is performed under close contractor supervision.

JOB DUTIES

- Acquisition Planning and Strategy: Conduct research on strategies employed by similar acquisitions across other Federal Government agencies and industry, hold facilitated sessions with contracting, technical, and other subject matter experts, tailor the acquisition approach, and develop planning documents.
- Market Research: Plan and conduct market research, as needed, which can include independent research, market surveys/questionnaires, Requests for Information, and Sources Sought; Analyze responses from industry vendors and compile market research reports.
- Acquisition documentation and process support: Develop Independent Government Cost Estimates, Limited Source Justifications, Source Selection Plans, and more; Coordinate/facilitate collection of documentation required for funding requests; Coordinate/facilitate collection of documentation required for Acquisition Approval Requests; Develop Statement of Works, Statement of Objectives, Performance Work Statements and other sections of the Federal Acquisition Regulation Uniform Contract Format, Quality Assurance Surveillance Plans, Request for Quotation letters, evaluation procedures, and technical evaluation factors/criteria
- Contracting Officer Representative (COR) Support to include, but not be limited to, the following: Maintaining and distributing current Contract Management Plans; Updating Acquisition Plans; Updating and maintaining a Comment Collection System; iv) Assisting in the preparation of acquisition briefings; Tracking action items from agency meetings (including responsible agency individual and milestones to resolution);
- Generating, modifying, and maintaining data bases for data items, meetings, and other functions relative to the support of a successful contract administration activity, including but not limited to the following:
 - **Data Items** (Maintaining data item distribution plans, maintaining data item database, Coordinating the review of data items, Tracking and review of data item responses, Maintaining the status/progress of data item review items and issues, Reviewing COR assigned data items.)
 - **Government Furnished Property (GFP) and Contractor Acquired Property (CAP)** (Coordinating and tracking GFP and CAP, generating proper paper work on applicable property forms and reports, Tracking equipment installations, Generating correspondence on GFP, Monitoring Property Administration Systems, Working Government property issues, equipment loans etc., Maintaining GFP database)
 - **Requests for Action** (Maintaining database, Reviewing and distributing to appropriate Government personnel for response, Coordinating and tracking responses, reviewing responses for accuracy and compliance, generating correspondence as required, generating reports from database - monthly, overdue, etc., Tracking open issues to conclusion)
 - **Correspondence** (Providing a feedback system to notify the originating organization when a contract letter is forwarded to the recipient., Reviewing and tracking all incoming contract correspondence, Drafting and reviewing all outgoing correspondence for contractual compliance, technical relevance and accuracy)

- **Performance Measurement** (Attending financial status meetings, Participating in reviews and surveillance.)
- **Subcontracting actions** (Reviewing, assigning and tracking subcontractor actions, Maintaining subcontractor action database.)
- **Contract Modifications** (Updating Program Office contracts, distributing contract modifications to all contract copy holders, Maintaining database and contract modification synopsis.)
- **Procurement Requests** (Reviewing and coordinating procurement requests, generating procurement requests as required, Maintaining a procurement request database)
- **Contract Files** (Filing all correspondence and documentation, Maintaining contract correspondence files, reference and compliance documentation, and archiving)
 - **Contract Actions** (Tracking Contract Line Item Number (CLIN) renewal options, generating memos to contracting officer recommending exercise of options, maintaining equipment installation data base, Maintaining CLIN renewal database)
- **Invoices** (Maintaining invoice database, Generating invoice reports)

REQUIRED ATTRIBUTES

- Must have a positive attitude and be professional.
- Must be a team player who demonstrates patience, flexibility and honesty.
- Must be detail oriented and possess strong organizational skills
- Must be a self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet defined expectations

REQUIRED SKILLS

- Knowledge of basic procurement procedures and techniques to carry out procurement assignments involving use of the Federal Acquisition Regulation (FAR).
- Basic knowledge of negotiated procurement procedures, simplified acquisition procedures, commercial item procedures and the laws, regulations, and precedents governing procurements by these methods, to perform developmental assignments or segments of large procurement actions.
- Skill in solving practical problems relating to contract administration.
- Proficient writing skills to generate required acquisition documentation such as but not limited to Determinations and Findings (D&F), Justification and Approvals (J&A), Memoranda for Record (MFR), etc.
- Ability to conduct research and present data in a succinct and well-written manner.
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be able to efficiently manage high volumes of paperwork/files
- Team oriented, and ability to deal with a wide variety of personalities and communication styles
- Demonstrated ability to exercise tact, courtesy, and judgment in working with all levels of staff
- Willingness to take on responsibilities and challenges
- Proficiency with Microsoft Office
- Must be able to effectively read and interpret information, present data in a resourceful manner, and skillfully gather and analyze information
- Must be adept at problem-solving, including being able to identify issues and resolve concerns in a timely manner

REQUIRED QUALIFICATIONS

Education-

Minimum Preferred Requirement: Bachelor's Degree

Experience-

Minimum Requirement: One (1) year of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard.

Contract Solutions, Inc. (CSI) is a professional staffing and management support services firm that supports federal, state, and local government as well as private for-profit and non-profit clients. CSI is team-oriented and understands how to deliver quality services that exceed our clients' expectations. A career with CSI means you are joining a company that truly cares about its employees. Every CSI employee is nurtured to succeed. Our staff are driven to work hard, are encouraged to share ideas, and are well known for providing award-winning support to our clients.

CSI considers our employees to be our greatest assets and our policies, benefits, and employee support systems are structured around that belief. We take action to support our employees' professional growth and development as well as invest in their well-being and that of their families.

CSI's comprehensive benefits package includes Medical, Dental and Vision coverage for employees and dependents, as well as a pre-tax Flexible Spending Account (FSA) to help employees save money on health care and dependent care expenses; 100% company-paid Life Insurance, and Accidental Death and Dismemberment Insurance; the option to make before-tax or Roth contributions (or a combination of both) to the 401(k) plan; and Paid Time Off (PTO). Join a company that cares about you!

Job Type: Full-time

Salary: \$40.00 to \$45.00 /hour