

Position - Contract Specialist

The qualified individual must possess the demonstrated experience and thorough understanding of applicable contracting regulations and procedures. The Contract Specialist will be required to perform Pre-Award, Award and Post Award acquisition functions. Determining the type of contract that best meets the requirement

- Planning the procurement action
- Selecting solicitation and contract terms and conditions
- Determining sources to be solicited
- Conducting market research
- Determining/documenting price fair and reasonableness or best value determinations
- Reviewing and critiquing contract files prior to solicitation and award
- Evaluating proposals
- Conducting price/cost analysis
- Recommending and preparing awards
- Monitoring contract performance documentation
- Preparing negotiations
- Preparing contract modifications
- Performing close-out from preparation through completion
- Performing post-award follow-ups

The fully qualified applicant must:

- Have a full understanding of all the requirements described within the above Job Description
- Be able to read, speak and write English fluently
- Be familiar with FAR and VAAR based procurements
- Have excellent oral and written communications skills
- Have excellent computer applications skills, especially with MS Office products, e.g. MS Word, MS Excel, MS PowerPoint and MS Outlook
- Experience with PD2

Education/Certification: BS/BA Degree in related field preferred.

REQUIRED Certification: Level II Acquisition Professional Development Program (APDP) or Defense Acquisition Workforce Improvement Act (DAWIA), or commercial equivalent courses

required for this certification. THIS IS A MUST HAVE REQUIREMENT.

Experience: Minimum of ten (10) years of experience in pre-award, award, and post-award functions in contracting.

U.S. Citizenship: Must be a U.S. Citizen.

Clearance: Must be able to successfully past a Government background investigation (NACI).

Apply: contact@jbhartigan.com