



Contracting Specialist

Location	Ft. Belvoir, PM-GAPO		
Clearance Level			
Education	B.S. in Business with emphasis on contracting, DAWIA Level II, Military experience preferred	Division	NVESD
Experience	10 Years	Position Type	Full-time
Misc Requirements		Work Shift	Monday - Friday
		Travel Required	5%

GENERAL JOB DESCRIPTION

- As a Contract Specialist, the employee manages his/her own acquisition workload and is responsible for facilitation, coordination, problem solving, communication, and developing acquisition strategies in order to deliver quality work products and services. The contractor shall perform pre-award, post-award, and contract close-out documentation to assist the government contracting personnel.
- The contractor shall assist in advance acquisition or contracting plans for projects. The contractor shall recommend the appropriate contract type and applicable special provisions as they apply to the particular project. The contractor shall prepare Request for Proposal (RFP) for procurements including solicitation provisions, proposal documents, contract clauses, and plans and specifications. The contractor shall prepare Determination to use Warranty Clause and prepares the solicitation and subsequent amendment(s), if applicable. The contractor shall arrange prospective contractor site visits where applicable.
- The contractor shall determine the responsiveness of all bids. The contractor shall conduct verification of past performance and capacity. The contractor shall prepare responsibility determination for review and approval. The contractor shall ensure that funds obligation is in accordance with public law and that the pending contract is not over obligated. The contractor shall prepare the legal review package to contract award for submittal.
- The contractor shall prepare and distributes award package consisting of signed and approved contracts, labor standards notification, and authority letters. The contractor shall receive request for contract modifications or change orders. The contractor shall obtain necessary documentation to support the request. The contractor shall analyze the proposal for equitable adjustment and obtains government estimate from the project engineer. The contractor shall attend pre-negotiation meetings that shall establish negotiation objectives and prepares the pre-negotiation memorandum. The contractor shall prepare and attends negotiation for change orders and/or supplemental agreements. The contractor shall write Price Negotiation Memorandum (PNM).
- The contractor shall maintain contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend to the KO approval of appropriate progress payments. The contractor shall perform contract administration.
- The contractor shall recommend issuance of stop work orders as necessary. The contractor shall develop the documentation necessary to support the recommendation. The contractor shall prepare a draft copy of the final decision regarding a dispute between the contractor and the government. The contractor shall coordinate contract completion/close-out



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Misc Requirements

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EDUCATION/EXPERIENCE:

B.S. in Business with emphasis on contracting
DAWIA level II
Military experience preferred
Warrant held preferred

SKILL AND/OR WORK STYLE PREFERRED:

Strong security background with knowledge in contacting
Ability to handle/prioritize multiple tasks as necessary
Versatility and ability to learn new processes
Good written and verbal communication skills (detailed oriented)
Ability to be a team player
Demonstrated strong self initiative