

Duties and Responsibilities

A contract specialist is responsible for planning, negotiating, and administering fixed price and cost type contracts involving procurement of a variety of items. Specialists also act as an acquisition advisor to technical personnel by analyzing requirements and assisting in developing the acquisition strategy. Prepares acquisition plans and justification for other than full and open competition, recommends best value and type of contract. Prepares solicitation documents and conducts pre-proposal conferences.

Coordinates the recommendations of the technical evaluation team, other government agencies having interrelated responsibilities, such as DCAA, DCMAO, SBA, and DOL. Conducts detailed cost analysis of contractor's proposal, and establishes the competitive range. Develops plans for negotiation strategy and coordinates strategy with the negotiation team, negotiating the government's position. Once negotiated, prepares the contract award documents and performs contract administration.

Contract administration includes issuing incremental funding modifications citing multiple appropriations, negotiating delivery orders, negotiating change orders, recommending contract terminations, and closing out contracts. Occasional TDY travel may be required. Incumbent will also be required to travel to complete mandatory training courses.