



Contracts/Procurement Associate Consultant

Work Location:

- On client site in Washington, DC. Travel up to 10%.

Job Summary:

The Contracts/Procurement Associate Consultant supports client-facing federal procurement engagements, assisting in the preparation, negotiation, and administration of FAR- and DFARS-based contracts and subcontracts as well as non-traditional vehicles such as OTAs.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

Contracts Support

- As directed by Client, manage the full lifecycle of federal contracts, including proposal development, contract negotiation, compliance, and execution to ensure adherence to federal regulations and agency-specific requirements.
- As directed by Client, coordinate with legal, finance, and operational teams to review and interpret contract terms, mitigate risks, and ensure proper performance monitoring and reporting in accordance with government standards.
- Support subcontracting and assist in pricing and cost analysis.
- As directed by Client, assist with contract documents for government review.
- Participate in vendor negotiations and prepare documentation used for audit review (DCAA/DCMA).

Procurement Process Support

- Assist the procurement department in developing and implementing procurement strategies for sourcing subcontracts.
- Ensure that procurement policies and procedures are followed during the sourcing, negotiation, and award processes.



- Assist in the preparation of Requests for Proposals (RFPs), Invitations to Bid (ITBs), and Requests for Quotes (RFQs) for subcontracting opportunities.
- Support procurements involving CPFF, T&M, FPIF, CPIF, and FFP contract structures.

Supplier Selection and Evaluation

- Evaluate vendor qualifications based on defined criteria (technical capability, price, experience, past performance, etc.).
- Conduct market research to identify potential subcontractors.
- Review and analyze bids from subcontractors to ensure compliance with Client specifications.

Negotiating Subcontracts

- Negotiate pricing, terms, and conditions with selected subcontractors to achieve the Client's goals.
- Ensure all negotiated terms align with the Client's requirements, including timelines, deliverables, and payment structures.
- Draft and/or review negotiation documents such as Letters of Intent, Memoranda of Understanding (MOUs), and other pre-contract documents.

Awarding Subcontracts

- Prepare and issue award notifications to successful subcontractors.
- Develop and formalize subcontract agreements, ensuring all terms are properly documented and legally sound.
- Assist with the onboarding process for newly awarded subcontractors, ensuring they meet all compliance and legal requirements.
- When directed by Client, provide post-award contract management.

Reporting and Documentation

- Maintain accurate and comprehensive records of all procurement-related activities, including negotiations, contract awards, and communications.
- Provide regular updates on the status of the procurement process, including a detailed report on progress, challenges, and final award decisions.



- Ensure proper documentation of decisions, including justifications for subcontractor selection, is available for audit and compliance purposes.
- Maintain audit-ready files in anticipation of DCAA or DCMA review.

Training & Subject Matter Expertise

- Upon request of Client, provide training in the topics of federal contracts and procurement to Client's team members.
- Upon request of Client, provide subject matter expertise in the topics of federal contracts and procurement.
- Other duties as assigned.

Required Skills/Abilities:

- 1-4 years of federal contract principles and procedures experience.
- Working knowledge of FAR and DFARS application in contract and/or subcontract environments.
- Exposure to federal contract types including CPFF, T&M, FFP, and/or OTAs preferred.
- Excellent organizational skills and attention to detail.
- Excellent administrative skills.
- Excellent written and communication skills.
- Proficient in Microsoft Office Suite or similar software.
- Up to 10% travel is possible.
- Experience with defense industry is preferred.

Education and Experience:

- Bachelor's degree in Business Administration, Accounting, Finance, or related field required.

Security:

- Certain client engagements may require U.S. citizenship and eligibility to obtain a U.S. government security clearance. Requirements, if applicable, will be discussed during hiring.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.



- Must be able to lift up to 15 pounds at times.

Compensation:

- Base salary of \$70,000 - \$137,000 dependent on qualifications. Additionally, position eligible for performance bonus.