



## Contracts/Procurement Principal Consultant

### ***Job Summary:***

The Contracts/Procurement Principal Consultant provides executive-level advisory services on federal acquisition strategy, complex subcontract structuring, and negotiation oversight.

### ***Work Location:***

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

### ***Supervisory Responsibilities:***

- May oversee a team of contract/procurement employees ranging from Associate to Senior.
- May oversee multiple client engagements simultaneously.
- May serve as escalation authority for contractual risk and compliance matters.

### ***Duties/Responsibilities:***

#### *Acquisition and Contracts Support*

- As directed by Client, develop comprehensive acquisition strategies to support major Government program(s). Develop and provide executive-level briefings and supporting documentation to gain stakeholder alignment.
- 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.
- As directed by Client, assist with contract documents for government review.
- Lead negotiation strategy for complex development and production contracts.
- Advise senior client leadership on contractual, regulatory, and financial implications.
- Support strategy development for new business captures.

#### *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.

#### *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.
- Oversee large-scale audit coordination and regulatory compliance 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:***

- 15+ years of federal contract principles and procedures experience.
- Experience leading negotiations across CPFF, FPIF, T&M, and FFP structures.
- Experience with OTAs preferred.
- Demonstrated advisory experience at executive or SES-equivalent levels.
- 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.
- Extensive experience with defense industry is preferred.

***Education:***

- JD or Master's degree in Business, 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 \$191,000 - \$272,000 dependent on qualifications. Additionally, position eligible for performance bonus.