



Contracts/Procurement Senior Consultant

Job Summary:

The Contracts/Procurement Senior Consultant leads complex federal contract lifecycle engagements and advises senior client stakeholders on acquisition strategy, negotiation risk, and compliance exposure.

Work Location:

- Fully remote within the United States. Travel up to 10%.

Supervisory Responsibilities:

May oversee Associate and Specialist consultants and provide technical review of procurement strategy and negotiation documentation.

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.
- Structure acquisition strategies prior to RFP release.
- Identify and mitigate Organizational Conflict of Interest (OCI) risks.
- Provide executive briefings regarding contractual and financial exposure.

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.
- Lead high-value negotiations involving development and production contracts.

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 audit response strategy in coordination with DCAA/DCMA.

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:

- 11-15 years of federal contract principles and procedures experience.
- Experience leading negotiations across CPFF, FPIF, T&M, and FFP structures.
- Experience with OTAs preferred.
- Experience advising executive leadership on multi-million-dollar contract portfolios.
- Experience with strategy development for competitive captures.
- 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:

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

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 \$143,000 - \$227,000 dependent on qualifications. Additionally, position eligible for performance bonus.