



# Contracts/Procurement Specialist Consultant

## ***Job Summary:***

The Contracts/Procurement Specialist Consultant leads client-facing federal procurement engagements, managing preparation, negotiation, and administration of FAR- and DFARS-based contracts, subcontracts, as well as non-traditional vehicles such as OTAs.

## ***Work Location:***

- Fully remote within the United States.

## ***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.
- Lead negotiations involving CPFF, T&M, FPIF, FFP, and OTA structures where applicable.
- Coordinate with DCAA and DCMA during audits, financing reviews, and compliance assessments.
- 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.

### *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.
- Evaluate financial risk exposure and pricing implications of negotiated terms.
- 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.

#### *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:**

- 5-10 years of federal contract principles and procedures experience.



- Experience with CPFF, FPIF, T&M, and FFP structures.
- Experience with OTAs preferred.
- Demonstrated ability to manage multiple contract and/or subcontract procurements simultaneously within federal regulatory environments.
- Experience coordinating DCAA/DCMA audit activities.
- Knowledge and documented application of FAR and DFARS.
- 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 \$121,000 - \$181,000 dependent on qualifications. Additionally, position eligible for performance bonus.