



<b>Job Title:</b>	<b>Senior Contract Specialist</b>
<b>Client/Contract:</b>	<b>Defense Intelligence Agency</b>
<b>Security Clearance:</b>	<b>TS SCI with Polygraph</b>
<b>Location:</b>	<b>Joint Base Anacostia-Bolling in Washington, DC</b>
<b>Position Type:</b>	<b>Full Time/Exempt</b>
<b>Schedule</b>	<b>Monday – Friday</b>
<b>Report to:</b>	<b>Project Manager</b>
<b>HR Contact:</b>	<b>Kim Alberi, kalberi@qlxcorp.com</b>

**OVERVIEW**

The selected candidate will analyze project requirement from inception to closeout and develop solutions to agency’s needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance.

**DUTIES AND RESPONSIBILITIES**

- Market analysis, purchase justifications, material lifecycle plans, bills of material, cost estimates, as well as product and service oriented draft statements of work.
- Provides services to coordinate and support development of customer needs statements, Requests for Information (RFIs) and Requests for Quotes (RFQs). Coordinates, reviews, and presents vendor responses to RFIs, RFQs and service requests, and acquisition planning.
- Prepares Request for Proposals (RFP)/Invitation for Bids (IFB) preparation guidance, market research/analysis, and selection and administration of terms and conditions.
- Prepare contract awards and modifications for Contracting Officer signature. Performs initial cost and price analysis on proposals received.
- Supports the Contracting Officer (CO) during the source selection process. Drafts contract negotiation memoranda and contract modifications for CO. Support the CO in documenting evaluation of performance, contract termination and contract closeout.
- Create/Maintain Contract file folders, prepare solicitation documentation, and review proposals for compliance. contract modifications.
- Individuals shall also possess extensive working knowledge of the FAR and DFAR and agency supplements as required.

**QUALIFICATIONS AND REQUIREMENTS**

- Require 9-12 years of experience conducting performing relevant actions specific to labor category with relevant experience within the last 2 years. Work is highly independent.
- Master’s degree in an area related to the labor category from a college or university accredited by an agency recognized by the U.S. Department of Education.
- Demonstrates in-depth knowledge and understanding of the labor category activities required to meet mission requirements.
- Demonstrates mastery of qualitative and quantitative acquisition and program management analytic methodologies and pursue developments in academia or other fields that contribute to enterprise/corporate level process improvement.
- Demonstrates ability to design comprehensive, new, or unique process improvement enablers to further streamline Agency PPB&E facilitation.
- Demonstrates in-depth knowledge of acquisition lifecycle operations, including financial execution concepts, and provides knowledge management across organizational and intra-IC boundaries to clearly articulate key findings.

- Demonstrates ability to work independently and with minimal oversight.
- Demonstrates ability to review analytic program management data for cogent arguments, provide adequate support for conclusions, and routinely tests accuracy of analytic data.