



<b>Job Title:</b>	<b>Mid Level 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 requirements from inception to closeout and develop solutions to agency’s needs. The candidate will also be 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**

- 5-8 years of experience performing relevant actions specific to labor category with relevant experience within the last 2 years.
- Bachelor’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 comprehensive mission knowledge and skills that affirms completion of all developmental training and experiences for the labor category.
- Demonstrates ability to communicate understanding from information that may be incomplete, indirect, highly complex, seemingly unrelated, and/or technically advanced.
- Demonstrates ability to structure analysis based on trends in reporting and a range of analytic perspectives from other analysts, organizations, and historical data points.
- Demonstrates ability to work independently with minimal oversight and direction.
- Demonstrates ability to collaborate and work with other IC members on information sharing, driving collection, and addressing analytic disputes and conflict resolution.

- Demonstrates ability to develop concise, insightful, and comprehensive products for program management and acquisition-based requirements and it's enabling services.
- Demonstrates ability to lead teams in resolving multifaceted or critical time-sensitive issues. Provides guidance in selecting, designing, and applying analytic methodologies to solve issues.