



<b>Job Title:</b>	<b>Contract Specialist - Trainer</b>
<b>Client/Contract:</b>	<b>Defense Intelligence Agency (DIA), Agency Support for Acquisitions (ASA)</b>
<b>Security Clearance:</b>	<b>DOD Top Secret with CI Polygraph</b>
<b>Location:</b>	<b>DIA HQ – Joint Base Anacostia-Bolling</b>
<b>Position type:</b>	<b>Full Time/Exempt</b>
<b>Schedule:</b>	<b>Monday – Friday , 1<sup>st</sup> shift</b>
<b>Report to:</b>	<b>Project Manager</b>
<b>HR Contact:</b>	<b>Kim Alberi, kalberi@qlxcorp.com</b>

**DUTIES AND RESPONSIBILITIES**

- Analyzes project requirement from inception to closeout and develops 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 include, but are not limited to, 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 and contract modifications.
- Individuals shall also possess extensive working knowledge of the FAR and DFAR and agency supplements as required.
- Additional duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS**

- TS/SCI with CI Polygraph.
- Require 5-8 years of experience performing relevant actions specific to labor category with relevant experience within the last 2 years. Work is generally independent and collaborative in nature with minimal oversight.
- 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.
- Meets all qualifications and skills of a Junior-Level, to include:
  - 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.