

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule (MAS)

FSC Group: Professional Services

FSC Class: R408, R706

Contract Number: 47QRAA21D0041

Contract Period: March 31, 2021 – March 30, 2026

Price List current as of April 5, 2021 (through Modification # A815).

Prices Shown Herein are Net (Discount Deducted).



Contractor: Orion Consulting Group, Inc
16445 Keats Terrace
Derwood, MD 20855-1979

Telephone: (240) 403-2679

Fax: (301) 519-8001

Website: <http://orioncgi.net/>

Contract Administrator: Eszter Osmun, CEO, eosmun@orioncgi.com

Business Size: Small Business, SBA-Certified Small Disadvantaged Business, Woman Owned Small Business, Economically Disadvantaged Small Business, SBA 8(a)

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I. Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541611	N/A	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614	N/A	Deployment, Distribution and Transportation Logistical Services
OLM/OMLSTLOC	N/A	Order-Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 4 (Rates Table).

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Page 4 (Rates Table).

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country).
Derwood (Montgomery County), MD

6. Discount from list prices or statement of net price. Government Net Prices (Discounts already Deducted.)

7. Quantity discounts. None

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 Days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. To Be Determined at the Task Order Level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. To Be Determined at the Task Order Level

10c. Overnight and 2-day delivery. Not Applicable (Services)

10d. Urgent Requirements. Not Applicable (Services)

11. F.O.B. point(s). Destination

- 12a. Ordering address(es). 16445 Keats Terrace, Derwood, MD 20855
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es). 16445 Keats Terrace, Derwood, MD 20855
14. Warranty provision. Not Applicable (Services)
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
Not Applicable
23. Data Universal Number System (DUNS) number. 079248749
24. Notification regarding registration in System for Award Management (SAM) database. Contractor Registered and Active in SAM

II. Labor Category / Rates Table

	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	541611	Subject Matter Expert	Both	\$129.25	\$132.10	\$135.00	\$137.97	\$141.01
2	541611	Contract Specialist - III	Both	\$107.88	\$110.25	\$112.68	\$115.16	\$117.69
3	541611	Contract Specialist - II	Both	\$89.47	\$91.44	\$93.45	\$95.51	\$97.61
4	541611	Contract Specialist - I	Both	\$67.20	\$68.68	\$70.19	\$71.73	\$73.31
5	541611	Cost & Price Analyst - I	Both	\$67.33	\$68.81	\$70.33	\$71.87	\$73.45
6	541611	Contract Administrator Entry	Both	\$39.48	\$40.35	\$41.24	\$42.14	\$43.07
7	541611	Contract Administrator I	Both	\$48.87	\$49.94	\$51.04	\$52.16	\$53.31
8	541611	Contract Administrator II	Both	\$55.58	\$56.80	\$58.05	\$59.33	\$60.63
9	541611	Contract Administrator III	Both	\$66.49	\$67.95	\$69.45	\$70.98	\$72.54
10	541611	Contract Administrator IV	Both	\$79.70	\$81.45	\$83.24	\$85.08	\$86.95
11	541611	Acquisition Specialist Entry	Both	\$39.48	\$40.35	\$41.24	\$42.14	\$43.07
12	541611	Acquisition Specialist I	Both	\$48.87	\$49.94	\$51.04	\$52.16	\$53.31
13	541611	Acquisition Specialist II	Both	\$55.58	\$56.80	\$58.05	\$59.33	\$60.63
14	541611	Acquisition Specialist III	Both	\$66.49	\$67.95	\$69.45	\$70.98	\$72.54
15	541611	Acquisition Specialist IV	Both	\$79.70	\$81.45	\$83.24	\$85.08	\$86.95
16	541611	Acquisition Specialist V	Both	\$89.25	\$91.22	\$93.23	\$95.28	\$97.37
17	541611	Senior Program Manager	Both	\$162.29	\$165.86	\$169.51	\$173.24	\$177.05
18	541611	Operations Analyst Entry	Both	\$39.48	\$40.35	\$41.24	\$42.14	\$43.07
19	541611	Operations Analyst I	Both	\$48.87	\$49.94	\$51.04	\$52.16	\$53.31
20	541611	Operations Analyst II	Both	\$55.57	\$56.79	\$58.04	\$59.32	\$60.62
21	541611	Operations Analyst III	Both	\$66.49	\$67.95	\$69.45	\$70.98	\$72.54
22	541611	Operations Analyst IV	Both	\$79.70	\$81.45	\$83.24	\$85.08	\$86.95
23	541611	Operations Analyst V	Both	\$89.25	\$91.22	\$93.23	\$95.28	\$97.37
24	541611	Contract Processor Entry	Both	\$39.48	\$40.35	\$41.24	\$42.14	\$43.07
25	541611	Contract Processor I	Both	\$48.87	\$49.94	\$51.04	\$52.16	\$53.31
26	541611	Contract Processor II	Both	\$55.57	\$56.79	\$58.04	\$59.32	\$60.62
27	541611	Contract Processor III	Both	\$66.49	\$67.95	\$69.45	\$70.98	\$72.54
28	541611	Contract Processor IV	Both	\$79.70	\$81.45	\$83.24	\$85.08	\$86.95
29	541611	Contract Processor V	Both	\$89.25	\$91.22	\$93.23	\$95.28	\$97.37
30	541611	Project Manager	Both	\$137.52	\$140.55	\$143.64	\$146.80	\$150.03
31	541611	Budget Processor Entry	Both	\$39.48	\$40.35	\$41.24	\$42.14	\$43.07
32	541611	Budget Processor I	Both	\$48.87	\$49.94	\$51.04	\$52.16	\$53.31
33	541611	Budget Processor II	Both	\$55.57	\$56.79	\$58.04	\$59.32	\$60.62
34	541611	Budget Processor III	Both	\$66.49	\$67.95	\$69.45	\$70.98	\$72.54
35	541611	Budget Processor IV	Both	\$79.70	\$81.45	\$83.24	\$85.08	\$86.95

36	541611	Budget Processor V	Both	\$89.25	\$91.22	\$93.23	\$95.28	\$97.37
37	541611	Lead Specialist Level I	Both	\$71.15	\$72.72	\$74.32	\$75.95	\$77.62
38	541611	Lead Specialist Level II	Both	\$86.06	\$87.96	\$89.89	\$91.87	\$93.89
39	541611	Lead Specialist Level III	Both	\$92.00	\$94.02	\$96.09	\$98.20	\$100.36
40	541611	Lead Specialist Level IV	Both	\$107.00	\$109.35	\$111.76	\$114.22	\$116.73
41	541611	Program Manager	Both	\$125.79	\$128.56	\$131.39	\$134.28	\$137.23
42	541611	Invoice Administrator I	Both	\$38.48	\$39.33	\$40.19	\$41.08	\$41.98
43	541611	Invoice Administrator II	Both	\$44.50	\$45.48	\$46.48	\$47.50	\$48.54
44	541614	Senior Transportation Logistics Counselors	Both	\$66.44	\$67.90	\$69.40	\$70.92	\$72.48

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

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III. Labor Category Descriptions

Senior Program Manager

Functional Responsibilities: The Senior Program Manager has overall responsibility for managing scope, cost, schedule, internal staffing and outside vendors, and contractual deliverable. The Senior Program Manager serves as the primary liaison between the Government and management regarding all issues and discrepancies. The Senior Program Manager ensures full compliance with the terms and conditions of the contract and is responsible for the efficient and profitable management of the company's service delivery. The Senior Program Manager provides oversight to the personnel on the support teams and, as appropriate, supervises, counsels and mentors team members in order to deliver peak performance under the contract. Work is generally independent and collaborative in nature.

Supervisory Responsibilities:

- Contributes to moderately complex aspects of a project.
- Manages and oversees all aspects of a project to ensure it is completed on-time and within budget.
- Account management.
- Supervises employees and external consultants.
- Handles daily staff/team assignments.
- Plans and administers budgets.
- Controls income and revenue and tracks program expenses.

Duties/Responsibilities:

- Negotiates and prepares contracts by considering the financial conditions, resources, and contractual requirements.
- Analyzes the business' activities, expenses and profits, establishes goals, and communicates the strategy throughout the organization/program/project teams.
- Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments.
- Prepares reports for upper management regarding status of project.
- Directs, defines and coordinates program issues.
- Establishes objectives, develops requirements, plans schedules and estimates costs.
- Reviews proposals, negotiates contracts, monitors technical issues and prepares reports.
- Creates, manage, and controls all work plans and the project schedule.
- Maintain quality control through repeatable, managed processes.
- Anticipates cost and schedule problems and works to resolve them.
- Monitors project and keeps the customer informed of project status on a regular basis.
- Meets with customer to determine project requirement and schedules/conducts customer meetings.

Required Skills/Abilities:

- High proficiency with Microsoft Excel and mathematical processes.
- Superior work ethic & detail-oriented.
- Extensive knowledge of the function and department processes.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Ten (10) years' experience of Federal government contracting and/or management experience, including five (5) years of supervisory experience.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.
- Project Management Professional (PMP) Certification (desired).

Program Manager (PM)

Functional Responsibilities: A Program Manager coordinates and monitors the scheduling, pricing, and technical performance of company programs. A Program Manager organizes programs and activities in accordance with the mission and goals of the organization and develops new programs to support the strategic direction of the organization. A Program Manager is responsible for creating and managing long-term goals.

Supervisory Responsibilities:

- Oversees the successful delivery of the program's output/product.
- True first-level manager who typically reports to a department head.
- Coordinates all required training.
- Performs risk management & mitigation.
- Arranges for all Contractor personnel to be fully cleared to work on projects and request network and systems/applications accounts for new team members.
- Acts as advisor to program team regarding projects, tasks, and operations.
- Has full authority for personnel actions.
- Manages subordinate staff in the day-to-day performance of their jobs.

Duties/Responsibilities:

- Develops a budget and operating plan for the program.
- Coordinates and monitors the scheduling, pricing, and technical performance of company programs.
- Ensures that project/department milestones/goals are met and adhering to approved budgets.
- Negotiates and prepares contracts by considering the financial conditions, resources, and contractual requirements.
- Ensures projects are completed on time and within budget.
- Develops new business and expands product line.
- Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments.
- Creates, manage, and controls all work plans and the project schedule.
- Maintain quality control through repeatable, managed processes.
- Anticipates cost and schedule problems and works to resolve them.
- Monitors project and keeps the customer informed of project status on a regular basis.
- Meets with customer to determine project requirement and schedules/conducts customer meetings.
- Provides guidance, recommendations, status and updates on projects, attends meetings and responds to inquiries as needed.

Required Skills/Abilities:

- Strong attention to strategy, implementation, and delegation.
- Ability to find innovative ways to solve problems.
- High proficiency with Microsoft Excel and mathematical processes.
- Superior work ethic.
- Extensive knowledge of the function and department processes.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Five (5) years' experience of Federal management experience, including three (3) years of supervisory experience.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.
- Project Management Professional (PMP) Certification (desired).

Project Manager

Functional Responsibilities: Project managers are responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. Project managers plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way. This is all done within the confines of a company's goals and vision as well as the mission of the customer for whom the project is being completed.

Supervisory Responsibilities:

- Gathers requirements, deliverables and timeframes for specific projects from stakeholders.
- Performs resource management and distribution for projects, as required.
- Performs risk management & mitigation.
- Acts as advisor to program team regarding projects, tasks, and operations.
- Assigns tasks to project team members.
- Manages subordinate staff in the day-to-day performance of their jobs.
- Conducts project review and creating detailed reports for executive staff and higher leadership.
- Optimizes and improves processes and the overall approach where necessary.
- Secures growth opportunities and initiates new projects.
- Manages large and diverse teams.

Duties/Responsibilities:

- Manages relationships with clients and stakeholders.
- Leads project planning sessions.
- Coordinates and monitors the scheduling, pricing, and technical performance of company programs.
- Negotiates and prepares contracts by considering the financial conditions, resources, and contractual requirements.
- Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments.
- Creates, manage, and controls all work plans and the project schedule.
- Maintain quality control through repeatable, managed processes.
- Anticipates cost and schedule problems and works to resolve them.
- Monitors project and keeps the customer informed of project status on a regular basis.
- Meets with customer to determine project requirement and schedules/conducts customer meetings.
- Provides guidance, recommendations, status and updates on projects, attends meetings and responds to inquiries as needed.

Required Skills/Abilities:

- Leadership, communication, collaboration, time management, organizational, problem solving, and adaptability.
- High proficiency with Microsoft Office (to include Excel and mathematical processes).
- Superior work ethic.
- Extensive knowledge of the function and department processes.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Eight (8) years' experience in managing complex financial, business, or invoicing projects at the Federal level, including three (3) years of supervisory experience.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.
- Project Management Professional (PMP) Certification (desired).

Subject Matter Expert (SME)

Functional Responsibilities: A Subject Matter Expert will provide contracting support services, pre-award acquisition planning, document preparation, contract administration, contract close-out, procurement tracking and execution, cost/price analysis support, mentoring, market research, policy, source selection, and analysis support.

Supervisory Responsibilities:

- Coordinate and lead team-wide training sessions of contracting personnel to improve acquisition practices based on government's guidance.
- Work with team members to provide acquisition strategy solutions; and provide contract administration assistance at request of government's lead.

Duties/Responsibilities:

- Understanding of basic contracting concepts and ability to make determinations on said concepts with little supervisory input (Commerciality, Sole-Source v. Competitive, Required Sources, etc.);
- Utilize contracting applications for simplified actions (PRISM, FPDS-NG, etc.);
- Perform close-out functions of cost-reimbursable and FFP service and supply contracts;
- Experience in processing FFP & Cost- Reimbursable contract types; 8(a) single source contracts; GSA orders; Non-Commercial Actions; Agency-Administered Indefinite Delivery Indefinite Quantity (IDIQ) contracts;
- < \$50M, to perform price/cost analysis, contract pre-award, administration, and closeout activities on aforementioned contract types;
- Craft formal solicitation packages that include Sections L & M;
- Mastery of "Required Sources" to put forth effort to meet small business goals.
- Provide contract administration assistance at request of government's lead.
- Review supply and services contracting actions for compliance with policies and procedures while noting recurring errors observed during reviews.
- Provide informal technical advice to management and contracting officers.
- Provide extensive negotiations involving cost or pricing data.
- Draft guidance materials for contracting personnel to follow for the government's lead review and approval.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience/Education:

- 15 years of experience in related field.
- Bachelor's Degree in Finance, Law, Contracts, Purchasing, Management, Business, Economics, Marketing, Accounting or related field.

Substitution Methodology:

- 13 years of experience in related field.
- Master's Degree in same fields as Bachelor's Degree.

Contract Specialist Level III (CS-III)

Functional Responsibilities: A Contract Specialist Level III will understand of advanced contract and acquisition concepts (in accordance with the FAR and agency specific regulations) and ability to perform price/cost analysis, contract pre-award, administration, and closeout activities on specific contract types with little supervisory input (Commercial, Sole-Source v. Competitive, Set-Asides, Required Sources, etc.). A CS-III will utilize contracting applications for simplified actions (PRISM, FPDS-NG, etc.) and will require the ability to perform close-out functions of cost-reimbursable and FFP service and supply contracts.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Understanding of advanced contracting concepts and ability to make determinations on said concepts with little supervisory input (Commerciality, Sole-Source v. Competitive, Required Sources, etc.).
- Utilize contracting applications for simplified actions (PRISM, FPDS-NG, etc.).
- Perform close-out functions of cost-reimbursable and FFP service and supply contracts.
- Experience in processing FFP & Cost- Reimbursable contract types; 8(a) single source contracts. GSA orders; Non-Commercial Actions; Agency-Administered Indefinite Delivery Indefinite Quantity (IDIQ) contracts.
- Experience processing FFP and Cost-Type service contracts (Information Technology in particular).
- < \$50M, to perform price/cost analysis, contract pre-award, administration, and closeout activities on aforementioned contract types.
- Craft formal solicitation packages that include Sections L & M.
- Mastery of "Required Sources" to put forth effort to meet small business goals.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least eight (8) years of contracts/acquisitions experience.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Requires Bachelor's Degree in Finance, Law, Contracts, Purchasing, Management, Business, Economics, Marketing, Accounting or related field.

Contract Specialist Level II (CS-II)

Functional Responsibilities: A Contract Specialist Level II will understand of basic contract and acquisition concepts (in accordance with the FAR and agency specific regulations) and ability to perform price/cost analysis, contract pre-award, administration, and closeout activities on specific contract types with little supervisory input (Commercial, Sole-Source v. Competitive, Set-Asides, Required Sources, etc.). A CS-II will utilize contracting applications for simplified actions (PRISM, FPDS-NG, etc.) and will require the ability to perform close-out functions of cost-reimbursable and FFP service and supply contracts.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Understanding of basic contracting concepts and ability to make determinations on said concepts with little supervisory input (Commerciality, Sole-Source v. Competitive, Required Sources, etc.).
- Utilize contracting applications for simplified actions (PRISM, FPDS-NG, etc.).
- Perform close-out functions of cost-reimbursable and FFP service and supply contracts.
- Experience in processing FFP & Cost- Reimbursable contract types; 8(a) single source contracts; GSA orders; Non-Commercial Actions; Agency-Administered Indefinite Delivery Indefinite Quantity (IDIQ) contracts.
- < \$10M, to perform price/cost analysis, contract pre-award, administration, and closeout activities on aforementioned contract types.
- Craft formal solicitation packages that include Sections L & M.
- Mastery of "Required Sources" to put forth effort to meet small business goals.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience/Education:

- At least four (4) years of contracts/acquisitions experience with a Bachelor's Degree (noted below) OR;
- Bachelor's Degree in Finance, Law, Contracts, Purchasing, Management, Business, Economics, Marketing, Accounting or related field

Substitution Methodology:

- At least six (6) years of contracts/acquisitions experience.
- High school diploma or equivalent required with at least 24 hours of college credits leading towards an official degree in Finance, Law, Contracts, Purchasing, Management, Business, Economics, Marketing, Accounting, or related field.

Contract Specialist Level I (CS-I)

Functional Responsibilities: A Contract Specialist Level I will understand of basic contract and acquisition concepts (in accordance with the FAR and agency specific regulations) and ability to perform price/cost analysis, contract pre-award, administration, and closeout activities on specific contract types with little supervisory input (Commercial, Sole-Source v. Competitive, Set-Asides, Required Sources, etc.). A CS-I will utilize contracting applications for simplified actions (PRISM, FPDS-NG, etc.) and will require the ability to perform close-out functions of cost-reimbursable and FFP service and supply contracts.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Understanding of basic contracting concepts and ability to make determinations on said concepts with little supervisory input (Commerciality, Sole-Source v. Competitive, Required Sources, etc.).
- Utilize contracting applications for simplified actions (PRISM, FPDS-NG, etc.).
- Perform close-out functions of cost-reimbursable and FFP service and supply contracts.
- Experience in processing FFP & Cost- Reimbursable contract types; 8(a) single source contracts; GSA orders; Non-Commercial Actions; Agency-Administered Indefinite Delivery Indefinite Quantity (IDIQ) contracts.
- Perform price/cost analysis, contract pre-award, administration, and closeout activities on aforementioned contract types.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience/Education:

- No minimum experience required.
- Bachelor's Degree in Finance, Law, Contracts, Purchasing, Management, Business, Economics, Marketing, Accounting or related field

Substitution Methodology:

- At least two (2) years of contracts/acquisitions experience.
- High school diploma or equivalent required with at least 24 hours of college credits leading towards an official degree in Finance, Law, Contracts, Purchasing, Management, Business, Economics, Marketing, Accounting, or related field.

Cost/Price Analyst

Functional Responsibilities: A Cost/Price Analyst serves will perform cost analysis against contract proposal submissions and evaluate price and cost data to determine price reasonableness and “best value” to the Government.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Performs cost and/or price analysis of data to determine reasonableness of prices proposed or quoted for equipment, supplies or services to be procured, and prices and related data associated with changes and other modifications.
- Develops and interprets pricing policies, monitors pricing practices in procurement, develops innovative solicitation provisions to maximize competition, performs commercial pricing market research, promotes and assists the utilization of streamlined source selection procedures and prepares and presents training in price/cost analysis. Provides guidance to management on the effect of solicitation provisions on competition, commerciality, and price. Recommends tailoring of existing provisions or use of alternative provisions that are consistent with common commercial practices.
- Establishes, designs systems and conducts market research, including extent of competition, price trends, and government and commercial user information. Directs the implementation of contract price management mechanisms and price refreshments.
- Coordinates with contracting officers to negotiate termination settlements and settlement agreements and preparation of the supplemental agreements to reflect the settlement. Assists senior staff members in the development of economic price adjustment clauses for use in multiyear contracts and contracts with option years, based on commercial market analysis and changes to established economic price adjustment clauses to reflect current economic or market trends. Evaluates cost/price proposals during negotiations including interpreting the impact of proposed changes to solicitation provisions for price impact and consistency with common commercial practice. Works with senior contracting and program staff in recommending either amending the solicitation or other solutions to problems.
- Reviews Independent Government Cost Estimates (IGCE) to assure they are in order to provide a basis for total cost/price comparison. Uses IGCEs in consonance with sound pricing practices, as part of the basis for reaching a decision as to the fairness and reasonableness and/or cost realism of a prospective contractor's proposal.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Two (2) years of experience in Cost/Price Analysis.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree in Finance, Law, Contracts, Purchasing, Management, Business, Economics, Marketing, Accounting or related field.

Invoice Administrator Level I

Functional Responsibilities: An Invoice Administrator I provides basic support and assistance in all areas of invoice processing and payment queries and research management in which expertise is required such as: reviewing completeness of invoices, entering information into automated financial system, managing payment queries, providing accurate information in response to payment queries, and properly documenting all activities in the invoice log or query log, as applicable.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Date stamp invoice to reflect date of receipt.
- Review the invoice to ensure it is a complete by checking that all required elements of a proper invoice are present and accurate. Prepare correspondence to the payer if invoice is unacceptable and return to the payer. The correspondence should outline all areas of the invoice that need correction or are being questioned. Review the invoice to ensure that the rates and prices are in accordance with the contract if those rates and prices are provided on the purchase order.
- Update the invoice log with invoice information. If the invoice log is online, print out a copy of updated log for placement in the contract file. (OAGS)
- Submit invoice to OAGS, COR, and payer for approval and payment processing. (ADT DPS)
- Provide the invoice to contract specialist/contracting officer for approval. NOTE: Contractor shall not sign or approve any invoices on behalf of the Government as these are inherently Government functions. Distribute Contracting Officer/Contract Specialist signed invoice to Contracting Officer's Representative (COR) and Division of Payment Services (DPS). (OAGS)
- Maintain a log of all invoice transactions processed by the contractor shall be maintained to indicate, at a minimum, date received, contract number, invoice number, amount, date provided to Contract Specialist/Contract Officer for signature, date returned and date distributed. (OAGS)
- Research and troubleshooting associated with overdue invoice payments.
- Enters invoice information into accounting software system; verifies that invoice information is entered correctly.
- Updates accounting software system with corrections or new information as provided by the vendor, CO/CS, or COR.
- Answers vendor questions by researching accounts. (Only designated ADT ERIC person)

Required Skills/Abilities:

- Basic understanding of bookkeeping practices and procedures.
- Excellent organizational skills and attention to detail, as well as written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Proficient in Microsoft Office Suite or similar software and experience with accounting software.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- One (1) year of automated business process experience.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- High school diploma or equivalent required.
- Word, Excel, Outlook, SharePoint, Adobe Acrobat, and teleconference applications are desired.

Invoice Administrator Level II

Functional Responsibilities: An Invoice Administrator II provides advanced support and assistance in all areas of invoice processing and payment queries and research management in which expertise is required such as: reviewing completeness of invoices, entering information into UFMS, managing payment queries, providing accurate information in response to payment queries, and properly documenting all activities in the invoice log or query log, as applicable. Additionally, an Invoice Administrator II provides advanced support for more complex invoice and payments issues requiring management involvement and interacts with internal and external personnel to secure sign-offs before submittal of invoice for payment. The Invoice Administrator will perform assigned duties within accounts payable and receivable, payroll, and inventory functions.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Maintains and analyzes activities in the accounts payable/receivable function.
- May recommend improvements to accounts payable/accounts receivable processes.
- Ensures timely payments of vendor invoices and expense vouchers, maintains accurate records and control reports.
- Contacts vendors to verify accuracy of invoice information, as appropriate.
- Research and troubleshooting associated with overdue invoice payments.
- Updates accounting software system with corrections/new information provided by vendor, CO/CS, or COR.

Required Skills/Abilities:

- Basic understanding of bookkeeping practices and procedures.
- Excellent organizational skills and attention to detail, as well as written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software and experience with accounting software.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Two (2) years of experience performing equivalent duties required.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- High school diploma or equivalent required, with some bookkeeping coursework. Associates Degree preferred.
- Experience in automated systems and software applications including Microsoft Office, SharePoint and Adobe.

Lead Specialist Level I

Functional Responsibilities: A Lead Specialist I will provide advanced support and assistance in all areas of pre-award and post-award contract and acquisition administration and modification of micropurchase/simplified procurements and serve as a lead for the acquisition team.

Supervisory Responsibilities:

- Train/assimilate new team members as well as provide continuous training for current team members, as needed.
- Additional administrative items will include, but not be limited to: performance reviews, in-processing of new employees (facilitation of badging/CAC and laptop assignment), and telework agreements.
- Responsible for disseminating administrative items from both management as well as the Government, to the team.
- Manage the day-to-day operations set forth in the Basic Performance Work Statement (PWS).
- Receive and review weekly status report from all personnel to ensure all personnel are performing the work and services set forth in the PWS.
- Readily available for discussions or meetings with the Government client to discuss any issues or areas of concern which would be addressed immediately.

Duties/Responsibilities:

- Performs procurement planning for micropurchases (<\$10K) and simplified acquisitions (<\$250K).
- Prepare Requirements Documents and Performance Work Statements.
- Prepare Service Acquisition Strategies and Plans.
- Prepare Cost Analysis and Estimates.
- Perform Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals.
- Prepare Sole Source Documentation.
- Prepare Technical Evaluation Plans.
- Perform Contract Administration Duties.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Two (2) years of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.

Lead Specialist Level II

Functional Responsibilities: A Lead Specialist II will provide advanced support and assistance in all areas of pre-award and post-award contract and acquisition administration and modification of mid-level dollar value procurements and serve as a lead for the acquisition team.

Supervisory Responsibilities:

- Train/assimilate new team members as well as provide continuous training for current team members, as needed.
- Additional administrative items will include, but not be limited to: performance reviews, in-processing of new employees (facilitation of badging/CAC and laptop assignment), and telework agreements.
- Responsible for disseminating administrative items from both management as well as the Government, to the team.
- Manage the day-to-day operations set forth in the Basic Performance Work Statement (PWS).
- Receive and review weekly status report from all personnel to ensure all personnel are performing the work and services set forth in the PWS.
- Readily available for discussions or meetings with the Government client to discuss any issues or areas of concern which would be addressed immediately.

Duties/Responsibilities:

- Performs procurement planning for mid-dollar value contracts (<\$5M), to include the preparation of the following: Requirements Documents and Performance Work Statements, Service Acquisition Strategies and Plans, Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals, Sole Source Documentation, and Technical Evaluation Plans.
- Performs detailed analyses of all elements of cost in contractor proposals and makes competitive range determinations.
- Develops procurement objectives in terms of competition and price range and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies and similar considerations.
- Prepares and maintains acquisition plans, appropriate milestone charts, and related schedules.
- Perform Contract Administration Duties.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Three (3) years of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.

Lead Specialist Level III

Functional Responsibilities: A Lead Specialist III will provide advanced support and assistance in all areas of pre-award and post-award contract and acquisition administration and modification of high-dollar-value, complex procurements and serve as a lead for the acquisition team.

Supervisory Responsibilities:

- Train/assimilate new team members as well as provide continuous training for current team members, as needed.
- Additional administrative items will include, but not be limited to: performance reviews, in-processing of new employees (facilitation of badging/CAC and laptop assignment), and telework agreements.
- Responsible for disseminating administrative items from both management as well as the Government, to the team.
- Manage the day-to-day operations set forth in the Basic Performance Work Statement (PWS).
- Receive and review weekly status report from all personnel to ensure all personnel are performing the work and services set forth in the PWS.
- Readily available for discussions or meetings with the Government client to discuss any issues or areas of concern which would be addressed immediately.
- In charge of assigning all actions, as required, to Contractor team.

Duties/Responsibilities:

- Performs procurement planning for high-dollar value contracts (>\$5M), to include the preparation of the following: Requirements Documents and Performance Work Statements, Service Acquisition Strategies and Plans, Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals, Sole Source Documentation, and Technical Evaluation Plans.
- Performs detailed analyses of all elements of cost in contractor proposals and makes competitive range determinations.
- Develops procurement objectives in terms of competition and price range and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies and similar considerations.
- Prepares and maintains acquisition plans, appropriate milestone charts, and related schedules.
- Perform Contract Administration Duties.
- Serves as an advisor to program officials in procurement planning meetings, identifying the procurement objectives and methodologies to be used and assists in the preparation of statements of work.
- Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract.
- Issues necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities or clarification of contract clauses.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Five (5) years of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.

Lead Specialist Level IV

Functional Responsibilities: A Lead Specialist IV will provide advanced support and assistance in all areas of pre-award and post-award contract and acquisition administration and modification of high-dollar-value, complex, highly specialized procurements and serve as a lead for the acquisition team.

Supervisory Responsibilities:

- Train/assimilate new team members as well as provide continuous training for current team members, as needed.
- Additional administrative items will include, but not be limited to: performance reviews, in-processing of new employees (facilitation of badging/CAC and laptop assignment), and telework agreements.
- Responsible for disseminating administrative items from both management as well as the Government, to the team.
- Manage the day-to-day operations set forth in the Basic Performance Work Statement (PWS).
- Receive and review weekly status report from all personnel to ensure all personnel are performing the work and services set forth in the PWS.
- Readily available for discussions or meetings with the Government client to discuss any issues or areas of concern which would be addressed immediately.
- In charge of assigning all actions, as required, to Contractor team.

Duties/Responsibilities:

- Performs procurement planning for high-dollar value contracts (>\$5M), to include the preparation of the following: Requirements Documents and Performance Work Statements, Service Acquisition Strategies and Plans, Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals, Sole Source Documentation, and Technical Evaluation Plans.
- Performs detailed analyses of all elements of cost in contractor proposals and makes competitive range determinations.
- Develops procurement objectives in terms of competition and price range and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies and similar considerations.
- Prepares and maintains acquisition plans, appropriate milestone charts, and related schedules.
- Perform Contract Administration Duties.
- Serves as an advisor to program officials in procurement planning meetings, identifying the procurement objectives and methodologies to be used and assists in the preparation of statements of work.
- Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract.
- Issues necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities or clarification of contract clauses.
- As required, by the lack of meaningful cost and price information, explore new or innovative contracting approaches to arrive at an equitable contractual arrangement.
- Plans a comprehensive negotiation strategy (to serve in a supporting role on the negotiation team, without performing "inherently-Government" functions), coordinates strategy with others technical experts involved and leads negotiations which are conducted with contractors to develop the contract prices and terms.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- Seven (7) years of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.

Acquisition Specialist Entry Level

Functional Responsibilities: An Acquisition Specialist Entry Level will provide basic support and assistance in all areas of pre-award contract and acquisition administration and modification of micropurchases for services and supplies, as appropriate, in support of Agency goals/mission. Acquisition Specialists additionally assist with the preparation of all pre-award documentation as well as the evaluation of contract proposals.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Prepare documentation in support of micropurchases/credit card purchases (<\$10K).
- Advise technical personnel to inadequate, ambiguous or vague specifications to avoid Government liability.
- Performs a complete review of recommended sole source requirements and conducts necessary market analyses, to test the noncompetitive assumptions of requisitions.
- Perform Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals.
- Perform Contract Administration Duties.

Required Skills/Abilities:

- Basic knowledge of Federal Acquisition Regulations (FAR) and agency-specific Acquisition regulations.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- No experience required (0 years).

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Acquisition Specialist Level I

Functional Responsibilities: An Acquisition Specialist Level I will provide support and assistance in all areas of pre-award contract and acquisition administration and modification of micropurchases and simplified acquisitions for services and supplies, as appropriate, in support of Agency goals/mission. Acquisition Specialists additionally assist with the preparation of all pre-award documentation as well as the evaluation of contract proposals.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Prepare following documentation in support of micropurchases (<\$10K) and simplified procurements (<250K): Requirements Documents and Performance Work Statements/Statements of Work; Service Acquisition Strategies and Plans; Sole Source Documentation; and Technical Evaluation Plans.
- Ensure that the PWS/SOWs are prepared in a manner which adequately describes the Government's requirements without restricting competition.
- Advise technical personnel to inadequate, ambiguous or vague specifications to avoid Government liability.
- Perform Cost Analysis and Estimates;
- Performs a complete review of recommended sole source requirements and conducts necessary market analyses, to test the noncompetitive assumptions of requisitions;
- Perform Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals;
- Perform Contract Administration Duties.

Required Skills/Abilities:

- Knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations and basic knowledge of contract law.
- Knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, and firm-fixed price level of effort.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least one (1) year of contracts/acquisition experience at the Federal level or in a business-related field.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Acquisition Specialist Level II

Functional Responsibilities: An Acquisition Specialist Level II will provide basic support and assistance in all areas of pre-award contract and acquisition administration and modification of mid-dollar-value procurements, micropurchases, and simplified acquisitions for services and supplies, as appropriate, in support of Agency goals/mission. Acquisition Specialists additionally assist with the preparation of all pre-award documentation as well as the evaluation of contract proposals.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Prepare following documentation in support of mid-dollar value procurements (< \$5M): Requirements Documents and Performance Work Statements/Statements of Work; Service Acquisition Strategies and Plans; Sole Source Documentation; and Technical Evaluation Plans.
- Ensure that the PWS/SOWs are prepared in a manner which adequately describes the Government's requirements without restricting competition.
- Advise technical personnel to inadequate, ambiguous or vague specifications to avoid Government liability.
- Perform Cost Analysis and Estimates;
- Performs a complete review of recommended sole source requirements and conducts necessary market analyses, to test the noncompetitive assumptions of requisitions;
- Perform Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals;
- Perform Contract Administration Duties.

Required Skills/Abilities:

- Knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, and close out of contracts.
- Knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, and firm-fixed price level of effort; and contract methods to include simplified acquisitions and cost sharing.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least two (2) years of contracts/acquisition experience at the Federal level or in a business-related field.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Acquisition Specialist Level III

Functional Responsibilities: An Acquisition Specialist Level III will provide advanced support and assistance in all areas of pre-award contract and acquisition administration and modification of high-dollar-value procurements, in support of Agency goals/mission. Acquisition Specialists additionally assist with the preparation of all pre-award documentation as well as the evaluation of contract proposals.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Prepare following documentation in support of high-dollar value procurements (> \$5M): Requirements Documents and Performance Work Statements/Statements of Work; Service Acquisition Strategies and Plans; Sole Source Documentation; and Technical Evaluation Plans.
- Ensure that the PWS/SOWs are prepared in a manner which adequately describes the Government's requirements without restricting competition.
- Advise technical personnel to inadequate, ambiguous or vague specifications to avoid Government liability.
- Perform Cost Analysis and Estimates;
- Performs a complete review of recommended sole source requirements and conducts necessary market analyses, to test the noncompetitive assumptions of requisitions;
- Perform Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals;
- Perform Contract Administration Duties.

Required Skills/Abilities:

- Knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.
- Advanced Knowledge of cost/price analysis techniques used in evaluation of contractor proposals.
- Knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, and firm-fixed price level of effort; and contract methods to include simplified acquisitions, sealed bidding, cost sharing, and multiple awards.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least three (3) years of contracts/acquisition experience at the Federal level or in a business-related field.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Acquisition Specialist Level IV

Functional Responsibilities: An Acquisition Specialist Level IV will provide advanced support and assistance in all areas of pre-award contract and acquisition administration and modification of high-dollar-value, complex procurements, in support of Agency goals/mission. Acquisition Specialists additionally assist with the preparation of all pre-award documentation as well as the evaluation of contract proposals.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Prepare following documentation in support of high-dollar value (>\$5K), complex procurements (i.e MAS, hybrid contracts): Requirements Documents and Performance Work Statements/Statements of Work; Service Acquisition Strategies and Plans; Sole Source Documentation; and Technical Evaluation Plans.
- Ensure that the PWS/SOWs are prepared in a manner which adequately describes the Government's requirements without restricting competition.
- Advise technical personnel to inadequate, ambiguous or vague specifications to avoid Government liability.
- Perform Cost Analysis and Estimates;
- Performs a complete review of recommended sole source requirements and conducts necessary market analyses, to test the noncompetitive assumptions of requisitions;
- Perform Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals;
- Perform Contract Administration Duties.

Required Skills/Abilities:

- Advanced knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.
- Advanced Knowledge of cost/price analysis techniques used in evaluation of contractor proposals.
- Advanced knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, firm-fixed price level of effort, and cost-type contracts; and contract methods to include simplified acquisitions, sealed bidding, cost sharing, multiple awards, commercial items and special provisions.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least five (5) years of contracts/acquisition experience at the Federal level or in a business-related field.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Acquisition Specialist Level V

Functional Responsibilities: An Acquisition Specialist Level V will provide advanced support and assistance in all areas of pre-award contract and acquisition administration and modification of high-dollar-value, complex, highly-specialized procurements, in support of Agency goals/mission. Acquisition Specialists additionally assist with the preparation of all pre-award documentation as well as the evaluation of contract proposals.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Prepare following documentation in support of high-dollar value (>\$5M), complex, highly-specialized procurements (i.e. R&D, mission-critical awards): Requirements Documents and Performance Work Statements/Statements of Work; Service Acquisition Strategies and Plans; Sole Source Documentation; and Technical Evaluation Plans.
- Ensure that the PWS/SOWs are prepared in a manner which adequately describes the Government's requirements without restricting competition.
- Advise technical personnel to inadequate, ambiguous or vague specifications to avoid Government liability.
- Perform Cost Analysis and Estimates;
- Participate in Source Selection for high-dollar value contract awards.
- Performs a complete review of recommended sole source requirements and conducts necessary market analyses, to test the noncompetitive assumptions of requisitions;
- Perform Cost Proposal Reviews to Determine Price Reasonableness and Realism of Contract Proposals;
- Perform Contract Administration Duties.

Required Skills/Abilities:

- Advanced knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.
- Advanced knowledge of cost/price analysis techniques used in evaluation of contractor proposals.
- Advanced knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, firm-fixed price level of effort, and cost-type contracts; and contract methods to include simplified acquisitions, sealed bidding, cost sharing, multiple awards, grants, R&D, commercial items and special provisions.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least seven (7) years of contracts/acquisition experience at the Federal level or in a business-related field.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Contract Administrator Entry Level

Functional Responsibilities: A Contract Administrator Entry Level assists with the preparation of post-award documentation (i.e., modifications) and, as appropriate, prepares contract closeouts and associated reports, as well as coordinates disbursement of un-liquidated obligations (ULOs).

Supervisory Responsibilities: None

Duties/Responsibilities:

- Provide Contract Administration support in order to assist the Contracting staff with administrative tasks to include modifications, contract close-out, and the preparation of administrative documentation.
- Process contract closeouts after final payments are disbursed, following proper FAR closeout protocols. Assure delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract.
- Communicate with Payment Office, as appropriate, to submit requests for corrections in order to properly close out contracts.
- Prepare Memorandums for Record (MFRs) to explain the need for change orders, overruns or new work modifications for existing contracted efforts and prepare the modifications themselves, as appropriate, in support of these type of actions.
- Monitor performance under active contracts, to include delivery and payments as well as any technical concerns from the COR or Technical Point of Contact on the instant contract action.

Required Skills/Abilities:

- Exposure and/or understanding of the Federal Acquisition Regulations (FAR);
- High proficiency in Microsoft Office (Word, Excel, Outlook), SharePoint, Adobe Acrobat, and PowerPoint;
- Ability to pick up and master new automated systems quickly;
- Strong organizational/research skills;
- Superior work ethic;
- Detail-oriented;
- Dedicated “team player” with exceptional customer service skills.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer’s policies in these areas.

Minimum Years of Experience/Education:

- One (1) year of experience in business-related field.
- High School Degree (or equivalent).

Contract Administrator Level I

Functional Responsibilities: A Contract Administrator Level I assists with the preparation of post-award documentation (i.e., modifications) and, as appropriate, prepares contract closeouts and associated reports, as well as coordinates disbursement of un-liquidated obligations (ULOs).

Supervisory Responsibilities: None

Duties/Responsibilities:

- Provide Contract Administration support in order to assist the Contracting staff with administrative tasks to include modifications, contract close-out, and the preparation of administrative documentation.
- Process contract closeouts after final payments are disbursed, following proper FAR closeout protocols. Assure delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract.
- Communicate with Payment Office, as appropriate, to submit requests for corrections in order to properly close out contracts.
- Prepare Memorandums for Record (MFRs) to explain the need for change orders, overruns or new work modifications for existing contracted efforts and prepare the modifications themselves, as appropriate, in support of these type of actions.
- Monitor performance under active contracts, to include delivery and payments as well as any technical concerns from the COR or Technical Point of Contact on the instant contract action.
- Process contract post-performance actions for simplified contracts and credit card actions, to include final receipt and acceptance, processing of reports of inventions, final security requirements, and disbursement of un-liquidated obligations and if applicable, coordinate contract closeouts.
- Track Bankcard and record disbursements.

Required Skills/Abilities:

- Understanding of the Federal Acquisition Regulations (FAR);
- High proficiency in Microsoft Office (Word, Excel, Outlook), SharePoint, Adobe Acrobat, and PowerPoint;
- Ability to pick up and master new automated systems quickly;
- Strong organizational/research skills;
- Superior work ethic;
- Detail-oriented;
- Dedicated “team player” with exceptional customer service skills.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer’s policies in these areas.

Minimum Years of Experience/Education:

- Two (2) years of experience in business-related field.
- High School Degree (or equivalent).

Contract Administrator Level II

Functional Responsibilities: A Contract Administrator Level II assists with the preparation of post-award documentation (i.e., modifications) and, as appropriate, prepares contract closeouts and associated reports, as well as coordinates disbursement of un-liquidated obligations (ULOs).

Supervisory Responsibilities: None

Duties/Responsibilities:

- Provide Contract Administration support in order to assist the Contracting staff with administrative tasks to include modifications, contract close-out, and the preparation of administrative documentation.
- Process contract closeouts after final payments are disbursed, following proper FAR closeout protocols. Assure delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract.
- Communicate with Payment Office, as appropriate, to submit requests for corrections in order to properly close out contracts.
- Prepare Memorandums for Record (MFRs) to explain the need for change orders, overruns or new work modifications for existing contracted efforts and prepare the modifications themselves, as appropriate, in support of these type of actions.
- Monitor performance under active contracts, to include delivery and payments as well as any technical concerns from the COR or Technical Point of Contact on the instant contract action.
- Process contract post-performance actions for both simplified and large contracts as well as credit card actions, to include final receipt and acceptance, processing of reports of inventions, final security requirements, and disbursement of un-liquidated obligations and if applicable, coordinate contract closeouts.
- Track Bankcard and record disbursements.
- Perform various contract administration functions, including resolving canceling funds, funds reconciliation, contract closeouts, database integrity, and verifying contractor progress for approval of contract financing, and problem solving.
- Post-award actions include the following: Analyze requests and correspondence and determine if contract modification is required; draft modifications for extensions, adjustments to delivery schedules, revision of clauses, and de-obligation of funds.

Required Skills/Abilities:

- Understanding of the Federal Acquisition Regulations (FAR) and agency-specific regulations;
- High proficiency in Microsoft Office (Word, Excel, Outlook), SharePoint, Adobe Acrobat, and PowerPoint;
- Ability to pick up and master new automated systems quickly;
- Strong organizational/research skills;
- Superior work ethic;
- Detail-oriented;
- Dedicated "team player" with exceptional customer service skills.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience/Education:

- Four (4) years of contract administration experience
- High School Degree (or equivalent).

Contract Administrator Level III

Functional Responsibilities: A Contract Administrator Level III assists with the preparation of post-award documentation (i.e., modifications) and, as appropriate, prepares contract closeouts and associated reports, as well as coordinates disbursement of un-liquidated obligations (ULOs).

Supervisory Responsibilities: None

Duties/Responsibilities:

- Provide Contract Administration support in order to assist the Contracting staff with administrative tasks to include modifications, contract close-out, and the preparation of administrative documentation.
- Process contract closeouts after final payments are disbursed, following proper FAR closeout protocols. Assure delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract.
- Communicate with Payment Office, as appropriate, to submit requests for corrections in order to properly close out contracts.
- Prepare Memorandums for Record (MFRs) to explain the need for change orders, overruns or new work modifications for existing contracted efforts and prepare the modifications themselves, as appropriate, in support of these type of actions.
- Monitor performance under active contracts, to include delivery and payments as well as any technical concerns from the COR or Technical Point of Contact on the instant contract action.
- Process contract post-performance actions for both simplified and large contracts as well as credit card actions, to include final receipt and acceptance, processing of reports of inventions, final security requirements, and disbursement of un-liquidated obligations and if applicable, coordinate contract closeouts.
- Track Bankcard and record disbursements.
- Perform various contract administration functions, including resolving canceling funds, funds reconciliation, contract closeouts, database integrity, and verifying contractor progress for approval of contract financing, and problem solving.
- Post-award actions include the following: Analyze requests and correspondence and determine if contract modification is required; draft modifications for extensions, adjustments to delivery schedules, revision of clauses, de-obligation of funds, cancellation or termination of contracts for convenience or default, transfer of contract, novation or change of name agreements, revisions to the performance statements, incorporate updated security classification specifications, change of Technical Point of Contact (TPOC) or Contracting Officer Representative (COR), and assignment of claims. Reconcile accounts when disputes arise over payments, including over-disbursement.
- Monitor contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual requirements.
- Coordinate with the buying office on contractor's requests for waivers or deviations from contract terms.

Required Skills/Abilities:

- Understanding of the Federal Acquisition Regulations (FAR) and agency-specific regulations;
- Understanding of the Federal Acquisition Regulations (FAR);
- High proficiency in Microsoft Office (Word, Excel, Outlook), SharePoint, Adobe Acrobat, and PowerPoint;
- Ability to pick up and master new automated systems quickly;
- Strong organizational/research skills;
- Superior work ethic;
- Detail-oriented;

- Dedicated “team player” with exceptional customer service skills.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience/Education:

- Two (2) years of contract administration experience.
- Bachelors Degree.

Substitution Methodology:

- Six (6) years of contract administration experience.
- High School Degree (or equivalent).

Contract Administrator IV

Functional Responsibilities: A Contract Administrator Level IV assists with the preparation of post-award documentation (i.e., modifications) and, as appropriate, prepares contract closeouts and associated reports, as well as coordinates disbursement of un-liquidated obligations (ULOs).

Supervisory Responsibilities: None

Duties/Responsibilities:

- Provide Contract Administration support in order to assist the Contracting staff with administrative tasks to include modifications, contract close-out, and the preparation of administrative documentation.
- Process contract closeouts after final payments are disbursed, following proper FAR closeout protocols. Assure delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending final closeout of the contract.
- Communicate with Payment Office, as appropriate, to submit requests for corrections in order to properly close out contracts.
- Prepare Memorandums for Record (MFRs) to explain the need for change orders, overruns or new work modifications for existing contracted efforts and prepare the modifications themselves, as appropriate, in support of these type of actions.
- Monitor performance under active contracts, to include delivery and payments as well as any technical concerns from the COR or Technical Point of Contact on the instant contract action.
- Process contract post-performance actions for both simplified and large, complex contracts as well as credit card actions, to include final receipt and acceptance, processing of reports of inventions, final security requirements, and disbursement of un-liquidated obligations and if applicable, coordinate contract closeouts.
- Track Bankcard and record disbursements.
- Perform various contract administration functions, including resolving canceling funds, funds reconciliation, contract closeouts, database integrity, and verifying contractor progress for approval of contract financing, and problem solving.
- Post-award actions include the following: Analyze requests and correspondence and determine if contract modification is required; draft modifications for extensions, adjustments to delivery schedules, revision of clauses, de-obligation of funds, cancellation or termination of contracts for convenience or default, transfer of contract, novation or change of name agreements, revisions to the performance statements, incorporate updated security classification specifications, change of Technical Point of Contact (TPOC) or Contracting Officer Representative (COR), and assignment of claims. Reconcile accounts when disputes arise over payments, including over-disbursement.
- Monitor contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual requirements.
- Coordinate with the buying office on contractor's requests for waivers or deviations from contract terms.
- Investigate incoming requests for Unliquidated Obligation/Cancelling funds and produce the required file documentation using GFI (to include the modification) to reconcile the issue.
- Research policies and performs substantial coordination, integration and implementation of contract administrative services.

Required Skills/Abilities:

- Advanced understanding of the Federal Acquisition Regulations (FAR) and agency-specific regulations;
- High proficiency in Microsoft Office (Word, Excel, Outlook), SharePoint, Adobe Acrobat, and PowerPoint;

- Ability to pick up and master new automated systems quickly.
- Strong organizational/research skills.
- Superior work ethic.
- Detail-oriented.
- Dedicated “team player” with exceptional customer service skills.
- Exposure and/or understanding of the Federal Acquisition Regulations (FAR).

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer’s policies in these areas.

Minimum Years of Experience/Education:

- Four (4) years of contract administration experience.
- Bachelors Degree.

Substitution Methodology:

- Eight (8) years of contract administration experience.
- High School Degree (or equivalent).

Operations Analyst Entry Level

Functional Responsibilities: An Operations Analyst Entry Level serves as the SharePoint administrator for customer-focused document storage and collaboration tools. They are responsible for the day-to-day management and organization of the agency's SharePoint platform and content. In addition, the Operations Analyst documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Manage and maintain SharePoint systems for maximum efficiency.
- Responsible for support, administration, user education and security of SharePoint sites.
- Customize the SharePoint platform for agency-specific needs.
- Assist agencies with the centralization of document storage and collaboration in order to better organize, manage and share documents/files.
- Verify, by work document review, material and procedure checks and onsite surveillance, that essential quality requirements have been met.

Required Skills/Abilities:

- Knowledge of the principles, concepts, and methodology of quality assurance functional programs and skills in applying this knowledge to the planning and execution of processes.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) and SharePoint is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- No experience required (0 years).

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.

Operations Analyst Level I

Functional Responsibilities: An Operations Analyst Level I serves as the SharePoint administrator for customer-focused document storage and collaboration tools. They are responsible for the day-to-day management and organization of the agency's SharePoint platform and content. In addition, the Operations Analyst documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Manage and maintain SharePoint systems for maximum efficiency.
- Responsible for support, administration, user education and security of SharePoint sites.
- Customize the SharePoint platform for agency-specific needs.
- Assist agencies with the centralization of document storage and collaboration in order to better organize, manage and share documents/files.
- Verify, by work document review, material and procedure checks and onsite surveillance, that essential quality requirements have been met.
- Ensure personnel use proper data collection techniques and procedures for evaluation, inspection and audit programs and a number of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking.
- Prepare technical reports on quality levels, to identify specific problem areas and to recommend corrective action.

Required Skills/Abilities:

- Knowledge of the principles, concepts, and methodology of quality assurance functional programs and skills in applying this knowledge to the planning and execution of processes.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least one (1) year of business/operations analyst experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Operations Analyst Level II

Functional Responsibilities: An Operations Analyst Level II serves as the SharePoint administrator for customer-focused document storage and collaboration tools. They are responsible for the day-to-day management and organization of the agency's SharePoint platform and content. In addition, the Operations Analyst documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Manage and maintain SharePoint systems for maximum efficiency.
- Responsible for support, administration, user education and security of SharePoint sites.
- Customize the SharePoint platform for agency-specific needs.
- Assist agencies with the centralization of document storage and collaboration in order to better organize, manage and share documents/files.
- Verify, by work document review, material and procedure checks and onsite surveillance, that essential quality requirements have been met.
- Ensure personnel use proper data collection techniques and procedures for evaluation, inspection and audit programs and a number of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking.
- Prepare technical reports on quality levels, to identify specific problem areas and to recommend corrective action.
 - Apply statistical analysis, sampling methods, and techniques to determine compliance with the established standards and the ability to interpret and apply contract regulations, policy statements and other guideline material.

Required Skills/Abilities:

- Knowledge of the principles, concepts, and methodology of quality assurance functional programs and skills in applying this knowledge to the planning and execution of processes.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least two (2) years of business/operations analyst experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Operations Analyst Level III

Functional Responsibilities: An Operations Analyst Level III serves as the SharePoint administrator for customer-focused document storage and collaboration tools. They are responsible for the day-to-day management and organization of the agency's SharePoint platform and content. In addition, the Operations Analyst documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Manage and maintain SharePoint systems for maximum efficiency.
- Responsible for support, administration, user education and security of SharePoint sites.
- Customize the SharePoint platform for agency-specific needs.
- Assist agencies with the centralization of document storage and collaboration in order to better organize, manage and share documents/files.
- Verify, by work document review, material and procedure checks and onsite surveillance, that essential quality requirements have been met.
- Ensure personnel use proper data collection techniques and procedures for evaluation, inspection and audit programs and a number of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking.
- Prepare technical reports on quality levels, to identify specific problem areas and to recommend corrective action.
 - Apply statistical analysis, sampling methods, and techniques to determine compliance with the established standards and the ability to interpret and apply contract regulations, policy statements and other guideline material.
 - Plan, organize, and oversee the activities of the Quality Assurance program office. Develop goals and objectives that integrate organization and Quality objectives.

Required Skills/Abilities:

- Advanced knowledge of the principles, concepts, and methodology of quality assurance functional programs and skills in applying this knowledge to the planning and execution of processes.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least three (3) years of business/operations analyst experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Operations Analyst Level IV

Functional Responsibilities: An Operations Analyst Level IV serves as the SharePoint administrator for customer-focused document storage and collaboration tools. They are responsible for the day-to-day management and organization of the agency's SharePoint platform and content. In addition, the Operations Analyst documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Manage and maintain SharePoint systems for maximum efficiency.
- Responsible for support, administration, user education and security of SharePoint sites.
- Customize the SharePoint platform for agency-specific needs.
- Assist agencies with the centralization of document storage and collaboration in order to better organize, manage and share documents/files.
- Verify, by work document review, material and procedure checks and onsite surveillance, that essential quality requirements have been met.
- Ensure personnel use proper data collection techniques and procedures for evaluation, inspection and audit programs and a number of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking.
- Prepare technical reports on quality levels, to identify specific problem areas and to recommend corrective action.
 - Apply statistical analysis, sampling methods, and techniques to determine compliance with the established standards and the ability to interpret and apply contract regulations, policy statements and other guideline material.
 - Plan, organize, and oversee the activities of the Quality Assurance program office. Develop goals and objectives that integrate organization and Quality objectives.
 - Manage, review and develop quality assurance policy, advising supervisors and employees on both general policy and specific maintenance matters. Make decisions and recommendations on technical concerns presented by supervisors.

Required Skills/Abilities:

- Advanced knowledge of the principles, concepts, and methodology of quality assurance functional programs and skills in applying this knowledge to the planning and execution of processes.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least five (5) years of business/operations analyst experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Operations Analyst Level V

Functional Responsibilities: An Operations Analyst Level V serves as the SharePoint administrator for customer-focused document storage and collaboration tools. They are responsible for the day-to-day management and organization of the agency's SharePoint platform and content. In addition, the Operations Analyst documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Manage and maintain SharePoint systems for maximum efficiency.
- Responsible for support, administration, user education and security of SharePoint sites.
- Customize the SharePoint platform for agency-specific needs.
- Assist agencies with the centralization of document storage and collaboration in order to better organize, manage and share documents/files.
- Verify, by work document review, material and procedure checks and onsite surveillance, that essential quality requirements have been met.
- Ensure personnel use proper data collection techniques and procedures for evaluation, inspection and audit programs and a number of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking.
- Prepare technical reports on quality levels, to identify specific problem areas and to recommend corrective action.
 - Apply statistical analysis, sampling methods, and techniques to determine compliance with the established standards and the ability to interpret and apply contract regulations, policy statements and other guideline material.
 - Plan, organize, and oversee the activities of the Quality Assurance program office. Develop goals and objectives that integrate organization and Quality objectives.
 - Manage, review and develop quality assurance policy, advising supervisors and employees on both general policy and specific maintenance matters. Make decisions and recommendations on technical concerns presented by supervisors.
 - Manage the organization's quality program and elements of the program to gauge compliance with directives, assess established processes, identify deficiencies, implement corrective measures, and improve processes to enhance mission effectiveness and efficiency.
 - Manage the entire quality assurance program and the establishment of procedures for monitoring the quality of products using a broad knowledge of end items, systems, including quality characteristics and a comprehensive knowledge of methods, special processes, interrelationship of various parts, systems, subsystems and end item components, as applicable.

Required Skills/Abilities:

- Advanced knowledge of the principles, concepts, and methodology of quality assurance functional programs and skills in applying this knowledge to the planning and execution of processes.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least seven (7) years of business/operations analyst experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Contract Processor Entry Level

Functional Responsibilities: A Contract Processor Entry Level serves as the primary acquisition liaison between the Agency customers and the contracting office in order to best translate their technical needs and requirements into contract awards. Contract Processors perform pre-award functions for micropurchase actions, to include planning, market research to support Government cost estimates, and preparation of contract documents in accordance with the FAR and agency-specific regulations.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Perform extensive research into the Federal Acquisition Regulations (FAR) and any Agency-specific regulations in order to ensure that the Statement of Work/Performance Work Statement prepared for any contract is unambiguous and meets all acquisition regulations.
- Meet with Agency customers to gain as much information as possible with regard to their requirements so that they can be translated accurately to the contracting office. Also meet/communicate with vendors with regard to their proposal submissions while not crossing the boundary into "inherently Government" functions.
- Assist with the preparation of the following pre-award documentation for micropurchases (<\$10K).

Required Skills/Abilities:

- Basic knowledge of Federal Acquisition Regulations (FAR) and agency-specific Acquisition regulations.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- No experience required (0 years).

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Contract Processor Level I

Functional Responsibilities: A Contract Processor Level I serves as the primary acquisition liaison between the Agency customers and the contracting office in order to best translate their technical needs and requirements into contract awards. Contract Processors perform pre-award functions for micropurchases and simplified contract actions, to include planning, market research to support Government cost estimates, and preparation of contract documents in accordance with the FAR and agency-specific regulations.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Perform detailed cost analysis on vendor proposals in order to determine the accuracy of the bid (validation of spreadsheet formulas and logic), as well as cost reasonableness.
- Perform extensive research into the Federal Acquisition Regulations (FAR) and any Agency-specific regulations in order to ensure that the Statement of Work/Performance Work Statement prepared for any contract is unambiguous and meets all acquisition regulations.
- Meet with Agency customers to gain as much information as possible with regard to their requirements so that they can be translated accurately to the contracting office. Also meet/communicate with vendors with regard to their proposal submissions while not crossing the boundary into "inherently Government" functions.
- Assist with the preparation of the following pre-award documentation for micropurchases (<\$10K) and simplified contracts (<\$250K).
- Review and analyze completed or proposed procurement actions and or plans in order to evaluate their technical effectiveness and degree of compliance with regulations, directives and good business practices pertaining to procurement.
- Develop and prepare documents that provide advice and guidance on the Paperless Contract Files (PCF) in accordance with agency policies and procedures.

Required Skills/Abilities:

- Knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations and basic knowledge of contract law.
- Knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, and firm-fixed price level of effort.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least one (1) year of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Contract Processor Level II

Functional Responsibilities: A Contract Processor Level II serves as the primary acquisition liaison between the Agency customers and the contracting office in order to best translate their technical needs and requirements into contract awards. Contract Processors perform pre-award functions for micropurchases, simplified acquisitions and mid-dollar value procurements, to include planning, market research to support Government cost estimates, and preparation of contract documents in accordance with the FAR and agency-specific regulations.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Perform detailed cost analysis on vendor proposals in order to determine the accuracy of the bid (validation of spreadsheet formulas and logic), as well as cost reasonableness.
- Perform extensive research into the Federal Acquisition Regulations (FAR) and any Agency-specific regulations in order to ensure that the Statement of Work/Performance Work Statement prepared for any contract is unambiguous and meets all acquisition regulations.
- Meet with Agency customers to gain as much information as possible with regard to their requirements so that they can be translated accurately to the contracting office. Also meet/communicate with vendors with regard to their proposal submissions while not crossing the boundary into "inherently Government" functions.
- Assist with the preparation of pre-award documentation for micropurchases (<\$10K), simplified contracts (<\$250K) and mid-dollar value contracts (<\$5M) to include but not be limited to: Statements of Work/ Performance Work Statements, Cost Analysis and Estimates, Cost Proposal Reviews to Determine Price Reasonableness of Contract Proposals, Sole Source Documentation, and Technical Evaluation Plans.
- Review and analyze completed or proposed procurement actions and or plans in order to evaluate their technical effectiveness and degree of compliance with regulations, directives and good business practices pertaining to procurement.
- Develop and prepare documents that provide advice and guidance on the Paperless Contract Files (PCF) in accordance with agency policies and procedures.
- Conducts and/or coordinates pre-award and post-award procurement reviews.
- Utilize the procurement reviews and analyses, provide advice and assistance to acquisition and related personnel, and participate in Acquisition Review Boards.

Required Skills/Abilities:

- Knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, and close out of contracts.
- Knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, and firm-fixed price level of effort; and contract methods to include simplified acquisitions and cost sharing.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least two (2) years of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Contract Processor Level III

Functional Responsibilities: A Contract Processor Level III serves as the primary acquisition liaison between the Agency customers and the contracting office in order to best translate their technical needs and requirements into contract awards. Contract Processors perform pre-award functions for high-dollar value procurements, to include planning, market research to support Government cost estimates, and preparation of contract documents in accordance with the FAR and agency-specific regulations.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Perform detailed cost analysis on vendor proposals in order to determine the accuracy of the bid (validation of spreadsheet formulas and logic), as well as cost reasonableness.
- Perform extensive research into the Federal Acquisition Regulations (FAR) and any Agency-specific regulations in order to ensure that the Statement of Work/Performance Work Statement prepared for any contract is unambiguous and meets all acquisition regulations.
- Meet with Agency customers to gain as much information as possible with regard to their requirements so that they can be translated accurately to the contracting office. Also meet/communicate with vendors with regard to their proposal submissions while not crossing the boundary into "inherently Government" functions.
- Assist with the preparation of pre-award documentation for high-dollar value contracts (>\$5M) to include but not be limited to: Statements of Work/ Performance Work Statements, Cost Analysis and Estimates, Cost Proposal Reviews to Determine Price Reasonableness of Contract Proposals, Sole Source Documentation, and Technical Evaluation Plans.
- Review and analyze completed or proposed procurement actions and or plans in order to evaluate their technical effectiveness and degree of compliance with regulations, directives and good business practices pertaining to procurement.
- Develop and prepare documents that provide advice and guidance on the Paperless Contract Files (PCF) in accordance with agency policies and procedures.
- Conducts and/or coordinates pre-award and post-award procurement reviews.
- Utilize the procurement reviews and analyses, provide advice and assistance to acquisition and related personnel, and participate in Acquisition Review Boards.
- Mentoring – Provides guidance to lower-level CPs as needed on assigned contract actions.
- Coordinate procurement management data (metrics) and performance standards and consolidate and interpret their respective reports.

Required Skills/Abilities:

- Knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.
- Advanced Knowledge of cost/price analysis techniques used in evaluation of contractor proposals.
- Knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, and firm-fixed price level of effort; and contract methods to include simplified acquisitions, sealed bidding, cost sharing, and multiple awards.
- Advanced ability to prepare, in easily understood terms, results of audit reports, acquisition strategy and planning, solicitation preparation, negotiation, award determination, contract administration and closeout of procurement and acquisition concepts, principles and laws.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.
- Ability to work autonomously.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least three (3) years of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Contract Processor Level IV

Functional Responsibilities: A Contract Processor Level IV serves as the primary acquisition liaison between the Agency customers and the contracting office in order to best translate their technical needs and requirements into contract awards. Contract Processors perform pre-award functions for high-dollar value, complex procurements, to include planning, market research to support Government cost estimates, and preparation of contract documents in accordance with the FAR and agency-specific regulations.

Supervisory Responsibilities:

- Management – Must be able to act as backup for Team Lead/PM if needed.

Duties/Responsibilities:

- Perform detailed cost analysis on vendor proposals in order to determine the accuracy of the bid (validation of spreadsheet formulas and logic), as well as cost reasonableness.
- Perform extensive research into the Federal Acquisition Regulations (FAR) and any Agency-specific regulations in order to ensure that the Statement of Work/Performance Work Statement prepared for any contract is unambiguous and meets all acquisition regulations.
- Meet with Agency customers to gain as much information as possible with regard to their requirements so that they can be translated accurately to the contracting office. Also meet/communicate with vendors with regard to their proposal submissions while not crossing the boundary into "inherently Government" functions.
- Assist with the preparation of pre-award documentation for high-dollar value, complex contracts (>\$5M) to include but not be limited to: Statements of Work/ Performance Work Statements, Cost Analysis and Estimates, Cost Proposal Reviews to Determine Price Reasonableness of Contract Proposals, Sole Source Documentation, and Technical Evaluation Plans.
- Review and analyze completed or proposed procurement actions and or plans in order to evaluate their technical effectiveness and degree of compliance with regulations, directives and good business practices pertaining to procurement.
- Develop and prepare documents that provide advice and guidance on the Paperless Contract Files (PCF) in accordance with agency policies and procedures.
- Conducts and/or coordinates pre-award and post-award procurement reviews.
- Utilize the procurement reviews and analyses, provide advice and assistance to acquisition and related personnel, and participate in Acquisition Review Boards.
- Mentoring – Provides guidance to lower-level CPs as needed on assigned contract actions as well as review of their work products to ensure compliance with contracting office standards.
- Coordinate procurement management data (metrics) and performance standards and consolidate and interpret their respective reports.
 - Assist in the review of program activities to identify problems and recommends corrective measures or alternative approaches for implementation by management officials.
 - Monitor acquisition quality indicators and division performance measures and results.
 - Research and share contracting best practices with leadership.

Required Skills/Abilities:

- Advanced knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.
- Advanced Knowledge of cost/price analysis techniques used in evaluation of contractor proposals.
- Advanced knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, firm-fixed price level of effort, and cost-type contracts; and contract methods to include simplified acquisitions, sealed bidding, cost sharing, multiple awards, commercial items and special provisions.

- Advanced ability to prepare, in easily understood terms, results of audit reports, acquisition strategy and planning, solicitation preparation, negotiation, award determination, contract administration and closeout of procurement and acquisition concepts, principles and laws.
- Mastery of procurement principles and technical program requirements solving procurement problems; interpretation, and/or development of complex, long-range agency policies or programs concerning the management of procurement matters.
- Demonstrated mastery, knowledge and experience with procurement regulations and policies and the entire procurement life cycle.
- Knowledge and ability to formulate guidelines and methods for evaluation of large, complex, high-dollar acquisitions, which involve multi-location contractor and major subcontractor efforts and where little or no precedent exists.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.
- Ability to work autonomously.
- Familiarity with work assignment procedures.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least five (5) years of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Contract Processor Level V

Functional Responsibilities: A Contract Processor Level V serves as the primary acquisition liaison between the Agency customers and the contracting office in order to best translate their technical needs and requirements into contract awards. Contract Processors perform pre-award functions for high-dollar value, complex, highly-specialized procurements, to include planning, market research to support Government cost estimates, and preparation of contract documents in accordance with the FAR and agency-specific regulations.

Supervisory Responsibilities:

- Management – Must be able to act as backup for Team Lead/PM if needed.

Duties/Responsibilities:

- Perform detailed cost analysis on vendor proposals in order to determine the accuracy of the bid (validation of spreadsheet formulas and logic), as well as cost reasonableness.
- Perform extensive research into the Federal Acquisition Regulations (FAR) and any Agency-specific regulations in order to ensure that the Statement of Work/Performance Work Statement prepared for any contract is unambiguous and meets all acquisition regulations.
- Meet with Agency customers to gain as much information as possible with regard to their requirements so that they can be translated accurately to the contracting office. Also meet/communicate with vendors with regard to their proposal submissions while not crossing the boundary into "inherently Government" functions.
- Assist with the preparation of pre-award documentation for high-dollar value, complex, highly-specialized contracts i.e. R&D, mission-critical awards) to include but not be limited to: Statements of Work/ Performance Work Statements, Cost Analysis and Estimates, Cost Proposal Reviews to Determine Price Reasonableness of Contract Proposals, Sole Source Documentation, and Technical Evaluation Plans.
- Review and analyze completed or proposed procurement actions and or plans in order to evaluate their technical effectiveness and degree of compliance with regulations, directives and good business practices pertaining to procurement.
- Develop and prepare documents that provide advice and guidance on the Paperless Contract Files (PCF) in accordance with agency policies and procedures.
- Conducts and/or coordinates pre-award and post-award procurement reviews.
- Utilize the procurement reviews and analyses, provide advice and assistance to acquisition and related personnel, and participate in Acquisition Review Boards.
- Mentoring – Provides guidance to lower-level CPs as needed on assigned contract actions as well as review of their work products to ensure compliance with contracting office standards.
- Coordinate procurement management data (metrics) and performance standards and consolidate and interpret their respective reports.
 - Assist in the review of program activities to identify problems and recommends corrective measures or alternative approaches for implementation by management officials.
 - Monitor acquisition quality indicators and division performance measures and results.
 - Research and share contracting best practices with leadership.
 - Conduct program and acquisition reviews to ensure organizational and operational standardization, adherence to policy, regulations and operating instructions.
 - Serve as a procurement/policy adviser to other senior contracting officers and contract specialists on complex projects, policies, and issues.

Required Skills/Abilities:

- Advanced knowledge of Federal Acquisition Regulations (FAR), agency-specific Acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.
- Advanced knowledge of cost/price analysis techniques used in evaluation of contractor proposals.

- Advanced knowledge and experience with various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, time & materials, firm-fixed price level of effort, and cost-type contracts; and contract methods to include simplified acquisitions, sealed bidding, cost sharing, multiple awards, grants, R&D, commercial items and special provisions.
- Advanced ability to prepare, in easily understood terms, results of audit reports, acquisition strategy and planning, solicitation preparation, negotiation, award determination, contract administration and closeout of procurement and acquisition concepts, principles and laws.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required.
- Ability to work autonomously.
- Familiarity with work assignment procedures.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least seven (7) years of contracts/acquisition experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Budget Processor Entry Level

Functional Responsibilities: A Budget Processor Entry Level, with their background in budgeting, accounting or finance, assists the Budget Office personnel in performing basic budget functions (i.e. commitments/obligations, trend analysis, disbursements, ULOs) for the creation of purchase requests, to include research associated with funding for future needs.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Utilize agency-specific Financial Tracking tools in order to track and monitor commitments, obligations, transfers and disbursements of specific accounting and appropriation data.
- Provide insights in terms of trend analysis on the time to make the award for any obligations received from internal sources or other outside agencies.
- Perform Un-liquidated Obligation and Commitments document research (including validating that account balances are properly documented and current; recommend adjustments to the appropriate budget analyst for incorrect balances; and process approved adjustments into the accounting systems).

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required as well as familiarity with general budgeting or accounting practices.
- Knowledge of Federal budgeting systems.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- No experience required (0 years).

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Budget Processor Level I

Functional Responsibilities: A Budget Processor Level I, with their background in budgeting, accounting or finance, assists the Budget Office personnel in performing basic budget functions (i.e. commitments/obligations, trend analysis, disbursements, ULOs) for mid-level procurements as well as research associated with funding for future needs.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Utilize agency-specific Financial Tracking tools in order to track and monitor commitments, obligations, transfers and disbursements of specific accounting and appropriation data.
- Provide insights in terms of trend analysis on the time to make the award for any obligations received from internal sources or other outside agencies.
- Perform Un-liquidated Obligation and Commitments document research (including validating that account balances are properly documented and current; recommend adjustments to the appropriate budget analyst for incorrect balances; and process approved adjustments into the accounting systems).
 - Research the entire spectrum of pertinent Financial Management Regulations in order to provide insights on the appropriate use of funding for particular upcoming requirements.
 - Develop monthly reports on the status of an organization's operating budget while preparing budgetary projections.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required as well as familiarity with general budgeting or accounting practices.
- Knowledge with Federal budgeting systems and Federal Acquisition Regulations (FAR).

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least one (1) year of budget/finance experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Budget Processor Level II

Functional Responsibilities: A Budget Processor Level II, with their strong background in budgeting, accounting or finance, assists the Budget Office personnel in performing basic budget functions (i.e. commitments/obligations, trend analysis, disbursements, ULOs) for large contracts as well as research associated with funding for future needs.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Utilize agency-specific Financial Tracking tools in order to track and monitor commitments, obligations, transfers and disbursements of specific accounting and appropriation data.
- Provide insights in terms of trend analysis on the time to make the award for any obligations received from internal sources or other outside agencies.
- Perform Un-liquidated Obligation and Commitments document research (including validating that account balances are properly documented and current; recommend adjustments to the appropriate budget analyst for incorrect balances; and process approved adjustments into the accounting systems).
 - Research the entire spectrum of pertinent Financial Management Regulations in order to provide insights on the appropriate use of funding for particular upcoming requirements.
 - Develop monthly reports on the status of an organization's operating budget while preparing budgetary projections.
 - Ensure that operating funds are available to support mission requirements.
 - Perform cost analysis in order to plan acquisition and logistics requirements.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required as well as familiarity with general budgeting or accounting practices.
- Knowledge with Federal budgeting systems and Federal Acquisition Regulations (FAR).

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least two (2) years of budget/finance experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Budget Processor Level III

Functional Responsibilities: A Budget Processor Level III, with their strong background in budgeting, accounting or finance, assists the Budget Office personnel in performing basic budget functions (i.e. commitments/obligations, trend analysis, disbursements, ULOs) for large contracts as well as research associated with funding for future needs.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Utilize agency-specific Financial Tracking tools in order to track and monitor commitments, obligations, transfers and disbursements of specific accounting and appropriation data.
- Provide insights in terms of trend analysis on the time to make the award for any obligations received from internal sources or other outside agencies.
- Perform Un-liquidated Obligation and Commitments document research (including validating that account balances are properly documented and current; recommend adjustments to the appropriate budget analyst for incorrect balances; and process approved adjustments into the accounting systems).
 - Research the entire spectrum of pertinent Financial Management Regulations in order to provide insights on the appropriate use of funding for particular upcoming requirements.
 - Develop monthly reports on the status of an organization's operating budget while preparing budgetary projections.
 - Ensure that operating funds are available to support mission requirements.
 - Perform cost analysis in order to plan acquisition and logistics requirements.
 - Utilize various budgetary procedures required to meet organizational goals and objectives.
 - Review Government travel system to ensure funding availability for travel approval and reimbursement.
 - Create Work Breakdown Structure (WBS) related to service contracts, as applicable.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required as well as familiarity with general budgeting or accounting practices.
- Strong knowledge with Federal budgeting systems and Federal Acquisition Regulations (FAR).

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least three (3) years of budget/finance experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Budget Processor Level IV

Functional Responsibilities: A Budget Processor Level IV, with their strong background in budgeting, accounting or finance, assists the Budget Office personnel in performing basic budget functions (i.e. commitments/obligations, trend analysis, disbursements, ULOs) for large, complex contracts as well as research associated with funding for future needs.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Utilize agency-specific Financial Tracking tools in order to track and monitor commitments, obligations, transfers and disbursements of specific accounting and appropriation data.
- Provide insights in terms of trend analysis on the time to make the award for any obligations received from internal sources or other outside agencies.
- Perform Un-liquidated Obligation and Commitments document research (including validating that account balances are properly documented and current; recommend adjustments to the appropriate budget analyst for incorrect balances; and process approved adjustments into the accounting systems).
 - Research the entire spectrum of pertinent Financial Management Regulations in order to provide insights on the appropriate use of funding for particular upcoming requirements.
 - Develop monthly reports on the status of an organization's operating budget while preparing budgetary projections.
 - Ensure that operating funds are available to support mission requirements.
 - Perform cost analysis in order to plan acquisition and logistics requirements.
 - Utilize various budgetary procedures required to meet organizational goals and objectives.
 - Review Government travel system to ensure funding availability for travel approval and reimbursement.
 - Create Work Breakdown Structure (WBS) related to service contracts, as applicable.
 - Identify trends in the obligation and expenditure of funds, recommending adjustments as necessary.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required as well as familiarity with general budgeting or accounting practices.
- Strong knowledge with Federal budgeting systems and Federal Acquisition Regulations (FAR).

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least five (5) years of budget/finance experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Budget Processor Level V

Functional Responsibilities: A Budget Processor Level V, with their strong background in budgeting, accounting or finance, assists the Budget Office personnel in performing basic budget functions (i.e. commitments/obligations, trend analysis, disbursements, ULOs) for large, complex, highly-specialized contracts as well as research associated with funding for future needs.

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Utilize agency-specific Financial Tracking tools in order to track and monitor commitments, obligations, transfers and disbursements of specific accounting and appropriation data.
- Provide insights in terms of trend analysis on the time to make the award for any obligations received from internal sources or other outside agencies.
- Perform Un-liquidated Obligation and Commitments document research (including validating that account balances are properly documented and current; recommend adjustments to the appropriate budget analyst for incorrect balances; and process approved adjustments into the accounting systems).
 - Research the entire spectrum of pertinent Financial Management Regulations in order to provide insights on the appropriate use of funding for particular upcoming requirements.
 - Develop monthly reports on the status of an organization's operating budget while preparing budgetary projections.
 - Ensure that operating funds are available to support mission requirements.
 - Perform cost analysis in order to plan acquisition and logistics requirements.
 - Utilize various budgetary procedures required to meet organizational goals and objectives.
 - Review Government travel system to ensure funding availability for travel approval and reimbursement.
 - Create Work Breakdown Structure (WBS) related to service contracts, as applicable.
 - Identify trends in the obligation and expenditure of funds, recommending adjustments as necessary.
 - Prepare briefings (including briefing materials) for higher level organizational elements or other agencies on specific program budgetary requirements.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook) is required as well as familiarity with general budgeting or accounting practices.
- Strong knowledge with Federal budgeting systems and Federal Acquisition Regulations (FAR).

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least seven (7) years of budget/finance experience at the Federal level.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree with GPA of 3.0 or higher.

Senior Travel Logistics Coordinator

Functional Responsibilities: A Senior Travel Logistics Coordinator serves as a liaison between agency personnel and shipping vendors regarding packing, shipping and storage requirements and inquiries. The Travel Logistics Coordinators shall work with storage companies, Dispatch Agents, and others (both CONUS and OCONUS) to provide documentation and information on status of shipments of agency employees' personal effects.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Use the agency-specific travel/transportation system to perform research and analysis relating to employee travel and the transportation of household effects and other personal property.
- Prepare monthly management and workload reports.
- Ensure the quality, accuracy and timeliness of reports, transportation documents and computer data input.
- Review and analyze the Transportation Inspector's Reports and Violation Notices of discrepancies made with respect to packing, crating and storage by vendors.
- Review warehouse inspection reports and employee complaints associated with employee pack-outs to effect resolution.
- Periodically schedule and perform inspections of local storage contractor's warehouse facilities to determine adequacy and compliance to agency standards.
- Audit records of payments to supporting contractors for accuracy for approval.
- Advise agency management of concerns, questions and problems associated with employee's relocation relative to personal property transportation entitlements and/or operational procedures of a non-routine nature.
- Attend Government-wide conferences and meetings and inter-office staff meetings.

Required Skills/Abilities:

- Examine the Federal Travel Regulations (FTR) and any agency-specific travel regulations relative to household goods transportation to determine the correct entitlements for agency employees.
- Operate the agency-specific travel/transportation system in order to perform the following tasks:
 - Rate and route shipments;
 - Book shipments;
 - Generate bill of lading;
 - Track and trace shipments;
 - View proof of deliver;
 - Pay for transportation services;
 - Resolve service and billing disputes;
 - Generate transportation reports;
 - Perform Data Analysis and facilitate post payment audits.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Work Environment:

- The work schedule and telework options (as well as eligibility for telework) are contract-specific and may change without notice based on our Government customer's policies in these areas.

Minimum Years of Experience:

- At least seven (7) years of experience in the travel/logistics field.

Minimum Educational/Degree Requirements (and any Applicable Training/Certification Requirements):

- Bachelor's Degree.