

## Senior Contract Specialist II

**Sawdey Solution Services, Inc.**, an ISO 9001 certified company, provides innovative strategic and technical planning, information technology, acquisition, integration, knowledge management, logistics and program management to the Federal Government... far exceeding customer expectations. Based in Dayton, Ohio since 2001, Sawdey Solution Services is a Woman Owned/Service-Disabled Veteran-Owned Small Business; certified by the Small Business Administration as a Small Disadvantaged Business.

We are seeking a Senior Contract Specialist II in Washington, D.C.

### **Description:**

The Senior Contract Specialist II serves as a point of contact for program officials on pre and post award contracting requirements and administrative matters affecting major procurement for professional services. They lead and provide hands on with program offices using trade off source selection procedures; analyze contractor price and or cost proposals using Excel for price and or cost analysis. Perform contract administration including modification, closeout, and in special cases termination of contracts, (Blanket purchase Agreements, Interagency Agreements, and Delivery Order and Definitive) task orders, call orders, and purchase orders.

Additional Responsibilities Include, but are not Limited To:

- Provides authoritative recommendations for alternative and or options to stream line procurement operations and customer service.
- Coordinates contract administration activities for multiple year and multi-year professional service contracts.
  - Contract types vary with the complexity of the acquisition and the best interests of the government, ranging from Firm-Fixed-Price through Time and Material. The contract specialist monitors contractor's performance, submit for review and approval contractor proposals resulting from engineering change proposals, scheduling, problems that have arisen and proposed solutions; interprets contract provisions for contractors and for officials of MCC, and provides advice and guidance.
- Prepares and builds modifications for complex modifications to contracts.
  - Decisions are based on in-depth analysis of alternatives and knowledge of the unique capabilities and characteristics of the assigned contractors, and require resolution of incomplete or conflicting technical and contractor data.
- Prepares and builds price/cost analysis involving many different and unrelated factors and processes where there may be little historical price and or cost data.
- Analyzes and evaluates contractor price/cost proposals for new procurements, changes, follow-on procurements, etc., which may result in new contracts or the issuance of modifications or the termination of existing contracts.
- Leads negotiations and serves as a primary cost/price negotiator. Conducts detailed studies of contractor's management, operational and financial policies in order to determine capability to perform contract.
- Coordinates the extension of periods of performance, resolves delivery and acceptance disputes, and performs closeout or any necessary contract cancellations due to

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nonperformance by the contractor or for the convenience of MCC. Prepares MCC response to protests.

- Ensures that all appropriate steps have been taken to safeguard the interests of MCC, and that all requirements of the Code of the Federal Regulations, Federal Acquisition Regulation, executive orders, and agency policy have been met.
- Administers complex, sensitive and important procurement programs and initiatives that serve as a guide for other MCC procurement activities.
- Assists and edit customers in developing statements of work milestones, procurement strategy; and, evaluation factors, pricing methodologies.
- Where appropriate, provides a high level of technical assistance to managers, supervisors, and fellow team members on problems of unusual complexity or sensitivity in the area of procurement of supplies and services using source selection procedures and contract administration. Provides direction and specific guidance to less experienced members of the team in any of the major areas cited above.
- Periodically meets with team members to discuss matters of common team interest and to elicit suggestions or recommendations on work or administrative matters which the contract specialist may communicate to the Managing Director and/or Deputy Managing Director of the CGM Division together with information on the status of work and relations with client Departments.
- Pre-Award Functions. Serve as advisor to program officials in acquisition planning. Advise on the objectives to be used and assist in the preparation of statements of work. Prepare determinations and finding and solicitation documents. Perform detailed analyses of all elements of cost in contractor proposals, and makes competitive range determinations. Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is require under the proposed contract. Issue necessary solicitation amendments.
- Post-Award Functions. Responsibilities typically include drafting of contract documents to effect negotiation and award of contract modifications, issuance of stop work orders, and issuance of cure notices or show cause letters, approval of progress payments, final payment and contract closeout, termination of contracts for convenience or default.

### **Education & Experience Requirements:**

- A four year course of study leading to a Bachelor's degree that included, or was supplemented by, at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- Eight (8) years' direct related experience in federal contracting. At least one of these years must be specialized experience equivalent to the federal government **GS-14** grade level that has equipped the individual with the particular knowledge, skills and abilities listed in this description.
- Must have experience with building and preparing Federal solicitations, and contracts for signature by the contracting office.
- Must have experience with multimillion dollar source selections.
- Must have experience with Federal Acquisition Regulation parts 5, 8, 10, 11, 12, 13 and

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- Must have experience with Full Contract Lifecycle, “cradle to grave”.
- Desired -- experience in a fast paced environment (able to handle multiple requirements).
- Must have experience with various contract types, depending on the complexity of the acquisition and the best interests of the government, ranging from Firm-Fixed-Price through Time and Material.
- Must be able to use Microsoft Office Suite including but not limited to: Word, Power Point, and Excel (ability to use formulas).

### **Certificates, Licenses, Registrations:**

- Desired -- DAWIA or FAC-C Level II certification. The current requirements for FAC-C level II are found at [www.fai.gov](http://www.fai.gov).

**Security Clearance:** Public Trust or NAC.

**US Citizenship:** This position supports a U.S. Government Contract whose terms require Sawdey Solution Services to staff it only with U.S. Citizens.

### **Supervisory Responsibilities:**

Does this job have supervisory responsibilities?  Yes  No

### **Language Skills:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER QUALIFICATIONS:**

#### **Physical Demands:**

#### **Amount of time performing the following activities:**

Stand: Under 1/3

Walk: Under 1/3

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Sit: Over 2/3

Use hands to finger, handle, or feel: Over 2/3

Reach with hands and arms: Under 1/3

Climb or balance: None

Stoop, kneel, crouch, or crawl: None

Talk or hear: Over 2/3

Taste or smell: None

### **Amount of time lifting weight:**

Up to 10 pounds: Under 1/3

Up to 25 pounds: None

Up to 50 pounds: None

Up to 100 pounds: None

More than 100 pounds: None

### **Vision Requirements:**

No special vision requirements.

**Specific job duties that require the vision requirements selected above:** Reading a Computer Screen.

### **Work Environmental Conditions:**

Wet or humid conditions (non-weather): None

Work near moving mechanical parts: None

Work in high, precarious places: None

Fumes or airborne particles: None

Toxic or caustic chemicals: None

Outdoor weather conditions: None

Extreme cold (non-weather): None

Extreme heat (non-weather): None

Risk of electrical shock: None

Work with explosives: None

Risk of radiation: None

Vibration: None

### **Noise Level:**

Moderate noise (examples: business office with computers and printers, light traffic).

*Sawdey Solution Services is an equal opportunity employer and does not discriminate against any employee or applicant because of race, age, sex, color, physical or mental disability, religion, sexual orientation, gender identity, marital status, national origin, or veteran status.*