

## **Contracting Specialist (2019-05)**

**Job Description:** Develop contracting documents for use during all phases of contract formulation and execution. Assist and advise Procurement Contracting Officers (PCOs), Contracting Officers Representatives (CORs) and Project Leads with contract package development, execution, and modification.

### **Skills:**

- Development of pre-award documentation to include Sources Sought and Request for Information (RFI) announcements, Justification and Approvals for Other than Full and Open Competition (J&A), Determination and Findings (D&F), Procurement Requests (PRs), full Request for Proposal (RFP) packages to include Sections A-M and ability to assist with preparation of DD-254s, Work Breakdown Structures (WBS), Proposal Compliance Matrix, and other documents as needed for each unique procurement. Ability to write and review Statement of Work (SOW), Statement of Objectives (SOO), and Performance Work Statements (PWS). Ability to develop Contract Data Requirement List (CDRL) DD-1423 Forms and choose appropriate Data Item Descriptions (DIDs). Assist with development of source selection packages to include assisting with development of Section L and M.
- Development of Evaluation and Award Documentation to include assisting during the Source Selection process, advising on performance of Best Value, Lowest Price Technically Acceptable (LPTA), and Value Adjusted Total Evaluated Price (VATEP) analyses. Assisting with the development of Technical Assessment Reports (TARs) for sole source proposals.
- Development of Contract Administration documentation and preparing for Contract Kick-Off meetings, participating in Integrated Baseline Reviews (IBRs), reviewing vouchers and monthly reports, participating in quarterly program reviews, reviewing contract deliverables for compliance, and developing contract modifications. Maintaining a contract file for assigned projects.

### **Experience:**

Required - At least eight years of experience developing and working in Government and Industry federal and DoD contracting positions

Preferred - Contract experience with large R&D acquisition programs, with a focus on electronic warfare, radar, and information warfare preferred

### **Education:**

Required - BS or BA in related field

Preferred - Masters in Contracting, Accounting, Business, Finance, or Management

### **Other Skills and Abilities:**

Required:

- Proficient level knowledge of Federal and DoD acquisition regulations to include FAR, DFARS, and DoD 5000.02
- Knowledge of Rapid and Innovative Acquisition to include Non-FAR contracting such as Other Transaction Authorities (OTAs), Cooperative Research and Development Agreements (CRADAs), Partnership Intermediary Agreements (PIAs), and Technology Investment Agreements (TIAs)
- Possess excellent verbal and written communication and organization skills
- Possess a team-oriented personality
- Proficient in Microsoft Office Suite applications including Word, Excel, PowerPoint, Project, and Outlook
- Possess a high level of self-motivation; able to carry out tasks without continuous supervision

Preferred - Working level knowledge of MS SharePoint software

**Training and Certifications:**

Preferred:

- DAU Contracting Level 2 or Level 3 (preferred with R&D or systems acquisition focus).
- NCMA Certification

**Security:**

TS/SCI Clearance or In-Scope Eligibility Required

Ability to pass CI Poly and/or Full Scope Poly

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**Contact:** Ms. Gloria Spicer, 703-992-7804, [gspicer@hegartyresearch.com](mailto:gspicer@hegartyresearch.com)

**Location:** National Maritime Intelligence Center in Suitland, Maryland

**Salary:** \$105-\$135k depending on qualifications and experience.