



Labor Category: **Contracts Administrator**

Primary Location: IFAS HQ, Woodbridge, VA

### **Essential Job Functions**

- Administer contract billing, cost tracking, charge orders and compliance with Federal Government policy and regulations
- Ability to work within an automated contract and procurement system, skills in proposal preparation, including RFP analysis, bid strategy pricing, terms and conducting reviews
- Administers contracts including processing invoices, monitoring, contract provisions and ensuring contractor performance
- Creates contract information based upon previous documents or research conducted  
Negotiates and administers new contracts, changes, and non-disclosure agreements in accordance with corporate and area of assignment policies  
Reviews various complex documents, agreements and contracts for areas of improvement or revision; creates and revises documents as appropriate
- Creates, prepares, reviews and edits contracts, new work orders, amendments, modifications and change orders of a medium complexity level and contract risk type  
Analyzes documents to determine corporate risk; prepares and provides alternative approaches to mitigate the risk
- Reviews contracts in area of assignment on a regular basis; advises managers regarding potential improvements or issues  
Identifies course of action and works in conjunction with management to implement  
Creates additional approaches to other contracts
- Prepares appropriate contractual responses to meet applicable law and regulatory requirements as well as contractual requirements  
Researches changes or revisions to understand approach
- Develops subcontracts and changes of medium complexity and risk level, non-disclosures, teaming and other agreements and software licenses in accordance with corporate and area of assignment policies  
Identifies additional approaches for subcontracts creation
- Reviews, interprets, negotiates and administers subcontracts of medium complexity level and subcontract risk type  
Identifies issues and surfaces same  
Creates alternative courses of action to address issues and implements same as approved
- Analyzes and reviews subcontracts of medium complexity and risk to identify areas of improvement or revision and to determine corporate risk, changes in relationships, law, etc; creates, revises, implements and documents; prepares and provides alternative approaches to mitigate risk
- Develops and evaluates bid packages of medium risk and complexity to meet business needs  
Solicits and reviews proposals/quotations from vendors to support business needs  
Performs cost and pricing analyses; determines appropriate approach and gathers information and implements same
- Retains currency on contract/subcontracts regulations and contract law in appropriate areas  
Researches changes or revisions to understand approach  
Implements changes in contracts and other documents across the organization as appropriate in relation to regulations and laws
- Acts as expert in providing support and assistance in proposals for new business  
Creates appropriate approach and draft documentation to facilitate process

- Maintains contractual documents, files, correspondence, meeting minutes and other appropriate and applicable documents and corresponding logs
- Works in conjunction with interdisciplinary team to ensure contractual requirements are met as determined by established deliverables; ensures adherence to those deliverables; communicates milestones and commitments
- Acts as an interface and point of contact with the client and internal staff regarding contractual issues; resolves issues and communicates approach

### **Skills**

- Excellent negotiating and writing skills
- Business and contract writing skills
- Analytical and problem solving skills
- Personal computer and business solutions software skills
- Organizational skills to balance and prioritize work
- Interpersonal skills to communicate with customers, suppliers, and support personnel
- Ability to work in a team environment and work independently with minimal supervision
- Ability to keep sensitive and confidential material private
- Ability to exercise creativity, judgment, and leadership capabilities in interpreting and solving complex problems
- Ability to recommend measures to improve processes
- Extensive interaction with clients, interaction with senior management, evaluation and mitigation of risks
- Development of business models and use of contract types required
- Expertise in all areas of Microsoft Office (required)
- Some knowledge of the principles and techniques of supervision
- Ability to recognize deviations from contract specifications and provisions
- Ability to present ideas clearly and effectively

### **Qualifications**

- Bachelor's degree (preferred) or Certification in Procurement and 6-10 years of relevant federal procurement/proposal experience (including some DoD experience)
- Must have thorough understanding of the Federal Acquisition Regulations (FAR), the Defense supplement of the FAR (DFAR), all Agency supplements, Service Contract Act (SCA), and Contract Accounting Standards (CAS)
- Expertise in contract development, negotiation, execution and administration
- Working knowledge of price analysis sufficient to analyze a proposal or bid to ensure price rationality
- Experience working with contract/subcontract law
- Secret clearance a plus