

SME I – JUNIOR CONTRACT SPECIALIST

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

We are looking for a Candidate with hands-on experience supporting decision makers in all phases of the acquisition process (pre-award, source selection, and post award). This position is responsible for supporting Contracting Officers (COs) with all aspects of Federal Government Contracting related activities. In-depth familiarity with the Federal Acquisition Regulation (FAR) or FAA Acquisition Management System (AMS) including Acquisition Policy and the Lifecycle Management System

1. Responsible for planning, organizing, supporting the day-to-day activities of performing acquisition, technical, and procurement support services.
2. Plan the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions, and technological advances and determines the sources to be solicited.
3. Determine appropriate method of procurement using a wide range of contracting methods and contract types. Selects appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Analyzes contracting issues and recommends the best course of action.
4. Perform acquisition planning along with the program manager/customer, technical, legal, finance and contract pricing personnel to develop market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable.
5. Exercise's latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts.
6. Use judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work or data requirements.
7. Review requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions.

8. Contract assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions, and limited competition or sole source requirements.
9. Ensure the price schedule is properly structured, prepares the solicitation, determines sources to be solicited, issues solicitations and amendments, and determines the acceptability of offers based on an analysis of financial and technical information gained. Obtains and reviews subcontracting plans as required.
10. Recommend the competitive range. Conducts any necessary conferences to discuss proposals received; performs price or cost analysis; plans and conducts negotiations on price, technical requirements, terms, and conditions of the contract.
11. Executes post-award contract performance management actions on assigned contracts. Monitors and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports and performance metrics.
12. Assist CO with Negotiation and prepares contract modifications caused by changes in technical requirements, in quantities, ordering unpriced options, and similar issues. Creates modifications for corrective action. Analyzes price and cost elements of the proposed change(s) and obtains audits when required. Analyzes a wide variety of contract administration problems.
 - Assist in conducting market surveys, preparing notifications of planned solicitations, and responding to vendors inquiries.
13. Provide advice, guidance, training and assistance to technical or program personnel, functional commanders and/or contractors on contractual language, legal responsibilities, and acquisition and business-related issues. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations. Researches and recommends appropriate action or interpretation of issues.
14. Provide acquisition support including assisting with SIR/RFP development, preparing evaluation plans, participating in the evaluation of proposals, and providing assistance to the Source Evaluation Board as requested
 - Assist with the preparation of Screening Information Requests including the development of technical specifications, Statement of Work requirements, and data item descriptions for contract deliverables.
 - Provide acquisition support including assisting with SIR/RFP development, preparing evaluation plans, participating in the evaluation of proposals, and providing assistance to the Source Evaluation Board as requested;
15. Perform other duties as assigned

Required Qualifications:

- A bachelor's degree with 24 credit hours in Business from an accredited college or university

- At least 4 years of contracting experience in the Federal Government including but not limited to operational contracting experience, procuring commodities, services, and construction.
- FAC-C III or DAWIA Level II certification preferred
- All personnel must be proficient in the use of software packages such as Microsoft Word, Excel, and PowerPoint
- **PREFERRED:** The candidate shall have an active Secret security clearance at the time of hire and throughout the life of the contract.

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- PTO
- 11 Federal Holidays