



**CONTRACT SPECIALIST (GS12 LEVEL W/SPS/PD2)
(FOUR) POSITIONS — 100% TELEWORK
CONSTRUCTION/A&E EXPERIENCE HIGHLY DESIRED**

CLEARANCE LEVEL: NCIC/NACI

HyQuest is looking for dynamic and responsible Contract Specialists (GS12 level) to join our team. The consultant will be responsible for providing contract administration and acquisition support services consisting of all cradle-to-grave aspects, from pre-award to various elements of post-award. **The selected candidates must be proficient in SPS/PD2.**

RESPONSIBILITIES:

• **Sole Source Documentation**

The consultant will prepare concise, unambiguous documents in a Microsoft Word format to justify a sole source requirement of the customer for customer personnel contract processing. To establish its complete understanding of the customer's basis for the sole source, the consultant will ask the individual responsible for the requirement any questions they have about the intended procurement action and present their findings in a logical, complete fashion called either:

- A Justification and Approval for Other than Full and Open Competition (J&A OTFOC) for those actions exceeding \$250K;
- A Determination and Findings for Other than Full and Open Competition (D&F OTFOC) for those actions \$250K or less; or
- A Limited Sources Justification (LSJ) for those actions involving a Required Source of Supply pursuant to Federal Acquisition Regulation (FAR) Part 8.

• **Procurement Desktop Defense (PD2)/PCF efforts**

Utilizing PD2/PCF production capability provided as Customer Furnished Services (GFI), the consultant will prepare new contracts, task orders, and modifications to existing contracts, as well as completing templates based on file documentation provided as GFI. The consultant will also utilize GFI such as sample contracts, task orders, and modifications, as well as all AR clause selection matrices input as required to fulfill this effort.

• **Technical Evaluation Plan (TEP)/Source Selection Plan (SSP)**

The consultant will prepare TEPs or SSPs as required for anticipated technically evaluated type procurement actions in a Microsoft Word format. The consultant will utilize the boilerplate sample provided as GFI upon award and will acquire the data to complete the documentation by asking the technical proponent for the information needed to complete the TEP or SSP.

- **Acquisition Methodology Forms and Associated Efforts**

The consultant will provide completed forms and documentation based on GFI samples provided. The consultant will access the forms and documents from SharePoint/PCF and complete the required inputs based on the type of acquisition method employed. The consultant will submit the documents for approval in the Paperless Contract File (PCF) database and maintain such files for the life of the requirement. The consultant will provide an intermediary service between customer requirements and acquisition methodology requirements to facilitate the acquisition process for the customer. This “liaison” type effort will provide for the transition of customer requirements into actionable procurement efforts such that the customer will realize the most effective and attainable milestones and lead time to award of the requirement.

- **Operations Analysis Efforts**

The consultant will track office suspenses daily in PCF, then monitor the list to prepare a weekly Tasker Suspense update to customer managers. The consultant will query the Virtual Contracting Enterprise-Business Intelligence (VCE-BI) reports for forecasting purposes using Procurement Acquisition Lead Times (PALTs). The consultant will support the Business Operations and Oversight team in the event of an extended leave by another member.

- **Modification and Administration Process File Documentation**

The consultant will prepare Memorandums for Record (MFRs) to explain the need for change orders, overruns, or new work modifications for existing contracted efforts in a Microsoft Word format. For new work modifications, the consultant will prepare a sole source document as required. The consultant will also prepare the modification itself in support of these type actions using GFI templates. Further, the consultant will investigate incoming requests for Unliquidated Obligation/Cancelling funds and produce the required file documentation using GFI (to include the modification) to reconcile the issue. The consultant will 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.

SKILLS/EXPERIENCE:

- Bachelor’s degree (preferred) in a related area or equivalent experience
- GS-12 level Government Contracting Specialist 1102 experience equivalent
- Highly proficient in SPS/PD2 contract writing tool
- Proficient with Microsoft Office Suite
- Ability to work nights, weekends, and holidays to support emergency requests

PHYSICAL REQUIREMENTS

The physical requirements are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Other instructions and related duties may be assigned by the employee’s manager.

HyQuest Consulting Solutions, LLC, is an Equal Opportunity Employer (EOE), and we seek to create an inclusive workplace that embraces diverse backgrounds.