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Contract Specialist

NATO Allied Command Transformation focuses on concepts, doctrine, and policy; requirements and capabilities; capabilities research and technology; joint experimentation exercises and assessments; and joint education and training. NATO took the first step by creating HQ SACT as a Command dedicated to transformation. HQ SACT is now focused on preparations leading to realigning other NATO strategic commands, and finally transforming the NATO Alliance to synchronize across multi-national, defense programs and forces. Since 2004, HQ SACT has pursued multi-million dollar efforts in Experimentation, C-IED IPT support and Senior Mentor/Senior Advisor Concept that will require contractor support for development, implementation, and analysis in areas such as: exercises; training; command, control, communication, computers and intelligence (C4I), information technology; doctrine; and management.

The Purchasing and Contracts (P&C) Section of the Budget and Finance (BUDFIN) Branch at HQ SACT is soliciting a Contracting Specialist to support HQ contracting and contract administration requirements.

The base period of performance is 03 July 2017 to 31 December 2017. Two 12-month option periods from 1 Jan-31 Dec are available for 2018 and 2019. Option Periods will be exercised at the sole discretion of the Contracting Officer subject to continued requirement, funding availability and satisfactory contractor performance.

Contracting Specialist Duties and Responsibilities:

The principal duties of this position shall include, but not be limited to:

- Work with the Contracting Officers in the P&C Branch to integrate proper Request for Proposal (RFP) and contract-specific information with each SOW. This information shall include, but not be limited to: Standard Support Agreements, Honorariums, invoicing, warranties, disputes, indemnities, delays, penalties, and shipping/delivery.
- Ensure that completed and approved SOWs/RFPs are placed on designated web sites in a timely manner for contractor access.
- Assist Contracting Officers in processing contractor responses to RFPs including, but not limited to: help answer contractor questions, log-in contractor proposals, and route contractor responses to technical, financial, and award review teams, as directed.
- Work with Contracting Officers to notify responding contractors of award results.
- Assist selected contractors with initial paperwork and contract processing, as directed.
- Assist with administration of in-place contracts.
- Assist with reviews of in-place contracts for currency, accuracy, and renewal processing.

- Modify and update in-place contracts, as directed by the Contracting Officer. The Contracting Officer shall approve all changes prior to implementation.
- Serve as principal administrator to support the HQ SACT Senior Mentor and Senior Advisor Programme. Duties will include but are not limited to processing of event SOWs, travel support, & computation of travel entitlements after completion of the event based on documents provided by the individual. Real time maintenance of annual SM/SA cost data by categories such as labour, travel, and airfare. Completed annual report is due to the responsible contracting officer NLT 31 Jan following the end of the contract year.
- Serve as principal administrator to support the HQ SACT Contractor Travel. Duties will include but are not limited to processing of event SOWs, travel support, & computation of travel entitlements as needed after completion of the event based on documents provided by the individual. Real time maintenance of annual contractor travel cost data by categories such as travel and airfare.
- Assist with any contract and acquisition-related work, as directed by the COTR.
- Assist with Contracting Officer Technical Representative (COTR) Training as directed.

Tasking and Deliverables

Overview. In 2017, HQ SACT will initiate several new efforts in support of various programmes for which contractor support will be solicited. The Contracting Specialist shall assist the Contracting Officer as directed in the preparation and execution of new contracts.

Specifics: Specific deliverables and associated tasking for the Contracting Specialists include, but are not limited to: Work with HQ SACT and P&C Contracting Officer to incorporate or develop appropriate contract file documentation as required.

- Assist P&C Branch as principal administrator to support the HQ SACT Senior Mentor and Senior Subject Matter Expert Programme. Duties will include but are not limited to processing of event SOWs, travel support, & computation of travel entitlements after completion of the event based on documents provided by the individual. Real time maintenance of annual SM/SA cost data by categories such as labour, travel, and airfare. Completed annual report is due to the responsible contracting officer NLT 31 Jan following the end of the contract year.
- Assist P&C Branch as principal administrator to support the HQ SACT Contractor Travel. Duties will include but are not limited to processing of event SOWs, travel support, & computation of travel entitlements as needed after completion of the event based on documents provided by the individual. Real time maintenance of annual contractor travel cost data by categories such as travel and airfare. Completed annual report is due to the responsible contracting officer NLT 31 Jan following the end of the contract year.
- Assist with the development of RFPs, contract files, and associated documentation as directed by the Contracting Officer.
- Assist the Contracting Officer with the administration of current contracts. This work also may include modifications, invoice processing, close-out, etc. Additionally, the contractor may be required to conduct contract file reviews to ensure completeness and accuracy.

Any recommended changes will be provided in writing to the Contracting Officer for review and approval prior to implementation.

- Assist the Contracting Officer and P&C Branch staff with semi-annual reviews (typically during second & fourth quarters of calendar year) of current, in place contracts to confirm currency and accuracy, need for possible modification and/or competition, and to secure any needed renewal paperwork from applicable HQ SACT branches. This is estimated to be a minimum of 200 contracts. The deliverable will be a spreadsheet summary of the contracts noting: contract names/numbers, POCs, financial values, summations of contract requirements, and any required updating/modifications. The spreadsheet deliverable will be kept current each week. The final spreadsheet will be delivered in paper and electronic formats to the Contracting Officer.

Personnel Qualifications

Experience

- Minimum of five years' experience as a Contracting Officer /Contracting Specialist interpreting and applying statutes, regulations, policies, and procedures applicable to Government contracts.
- Minimum of five years' experience as a Contracting Officer /Contracting Specialist in supporting contract-related negotiations.
- Experience supporting negotiations with international firms.
- Minimum of five years' experience working with defense-related contracting e.g. National Government; Ministry of Defense or NATO contracting.
- Demonstrable knowledge of Federal Acquisition Regulations (FAR), DoD, National and/or NATO regulations related to contracting.
- Minimum of five years' experience working as a Contracting Officer /Contracting Specialist in technical and scientific fields such as: research and development, communications, information systems, information management, joint training/ experimentation, and doctrine development.
- Minimum of five years' experience as a Contracting Officer /Contracting Specialist in administering in-place contracts.
- Demonstrable experience in contract-related cost and price analyses.
- Demonstrable experience with commercial business practices to adapt to Government contracting.
- Demonstrable experience using an Oracle Based accounting system such as CNAFS (Centralized NATO Automated Financial System).
- Experience in working in a hierarchical military organization.

Education

- Minimum of a bachelor's degree in business related discipline or 7 years practical contracting experience.
- Working knowledge of word processing, graphics presentation, spreadsheet, and database software applications.

Special Requirements.

- Demonstrable knowledge and experience in the following contracting-specific areas:
- Interpretation and application of statutes, regulations, policies, etc. related to Government contracts.
- Purpose and intent of contract, grant, and agreement terms and conditions
- Ability to work on several tasks at a time and reprioritize work to meet urgent requirements.
- Ability to work harmoniously and tactfully in a multi-national, multi-cultural environment.
- NATO or National SECRET Personnel Security Clearance (PSC)

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