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POSITION DESCRIPTION FEDERAL ACQUISITION SPECIALIST

This job posting is current as of August 2021.

Job Location: DC Metro Area / Other Domestic or International Locations

Full-time

Background

Black Pearl Consulting and Research, LLC is a small management consulting firm offering practical, high-impact solutions to clients in the federal government and international organizations. We are seeking experienced, high-caliber professionals to undertake engaging short- and long-term assignments. Black Pearl offers a supportive, collegial work environment with competitive salary and benefits. Our consultants bring years of knowledge and subject matter expertise in the following areas:

- Program and Project Management and Evaluation
- Specialized Research
- Federal Acquisitions Support
- International Development
- Emergency Management and Disaster Assistance

Position Description

The Acquisition Specialist will provide contracting support for the acquisition of commercial and non-commercial goods and services in support of the U.S. Government. The specialist may be called upon to provide a range of pre- and post-award acquisition and procurement functions on behalf of federal agencies, including advice and support in the development of contracting and contract administration strategies, resolution of problems with vendors, contract termination and closeout, and related matters. Some duties may be performed remotely, while others will require work on-site in Leesburg, Virginia. During the COVID pandemic, fully remote work will be permitted. Applicants must be fully vaccinated.

Duties and Responsibilities

The specialist may be called up to advise and support the Government in any or all of the following activities:

- Develop procurement objectives for Government programs in terms of competition and price range.
- Construct appropriate federal contractual vehicles, including use of pricing arrangements, subcontracting policy, and small business set-aside policies.

- Prepare Performance Work Statements, Statements of Work, Statements of Objectives, Quality Assurance Surveillance Plans, Determinations and Findings, and other acquisition and solicitation documents.
- Analyze cost elements in contractor proposals and make competitive range determinations.
- Coordinate with program officials to understand requirements and suggest contracting options and strategies.
- Develop negotiation strategies, coordinate strategies with negotiation teams, and assist the Government with contractor negotiations to develop the contract prices and terms.
- Source selection planning and proposal evaluation.
- Prepare contract award documents.
- Assist with contract administration, including incremental funding, preparation of cost adjustments, coordination of timely extensions, incorporation of change orders, monitoring of Government property reporting, preparation of contract modifications, and contract closeouts and terminations.
- Prepare and maintain current acquisition plans, appropriate milestone charts, and related schedules.
- Perform other relevant duties and assignments as required.

Required Skills and Qualifications

- Extensive knowledge of the Federal Acquisition Regulation (FAR).
- Bachelor's degree.
- Minimum 2 years of work experience in federal acquisitions or procurement.
- Ability to analyze and solve complex problems while working independently.
- Ability to work effectively with co-workers, Government officials and vendors.
- Excellent writing and communication skills and ability to analyze, organize and integrate information from multiple sources into a cohesive documents and databases.
- Strong commitment to client satisfaction. Flexibility to take on new responsibilities and challenges as client requirements evolve.
- Ability to comply with client- and employer-mandated policies and procedures including security policies, expense reporting, and recordkeeping procedures.
- Strong skills in using Microsoft Office and Windows.

Desirable Qualifications

- Certified Public Purchasing Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Professional Contracts Manager (CPCM), Certified Purchasing Manager (CPM) certification.
- Experience working with Government on-line contracting systems and databases.
- Bachelor's or Master's degree in relevant field.
- Active federal security clearance.
- HUBZone residence. (Not sure if you live in a HUBZone? Check at <https://maps.certify.sba.gov/hubzone/map#center=39.828200,-98.579500&zoom=5>.)

To apply send CV and cover letter to hr@blackpearlconsult.biz or go to www.blackpearlconsult.biz/careers. Please reference the position you are applying for and how you heard about it. When responding to this advertisement, please reference position title and where you saw this posting.