

Experts Engaged in Delivering Their Best - This is the cornerstone of our service-oriented culture and why we seek the best talent to be part of our team! GCS is currently seeking Acquisition Specialists of all levels to support our FBI client in Clarksburg, WV.

Experience: We currently have multiple Tier Levels of Labor Categories ranging from 4 to 30+ years of experience in Federal Contracting

Minimum Education: Bachelor's Degree or additional years of experience in Federal Contracting

Desired Qualifications:

- Master's Degree in Business, Government Contracting
- FAC-C or DAWIA Level I, II or III Certification in Contracting or equivalent
- Experience as a Federal, Warranted Contracting Officer

Clearance: Active Top Secret

Minimum Qualifications:

Cradle to grave experience with Federal Contracting including experience in:

- Demonstrating customer service experience working with varying stakeholders in execution of acquisitions
- Demonstrating experience in using financial systems and procurement writing systems
- Conducting both pre-award and post-award activities in Federal Contracting;
- Conducting negotiations during pre-award and post-award phases;
- Performing appropriate market research by analyzing industry and market conditions to determine viable sources;
- Selecting appropriate contract types to procure a variety of goods and/or services;
- Demonstrating use of contract systems such as GSA E-Buy, GWACs, FPDS-NG, FEDBIZOPS, NASA SEWP, CPARS
- Applying regulations and FAR contracting principles to administer Federal government contracts;
- Applying cost and price procedures and techniques to evaluate bids, contract proposals, and responsibilities of contractors;
- Monitoring post-award contractor performance

Cradle to grave with Federal Contracting experience in at least one of the following categories:

- Information Technology
- Professional Services
- Facilities/Construction
- Research and Development, Security and Logistics

Acquisition Planning Support:

Support acquisition program teams by performing the following tasks:

- Assist the Contracting Officer (CO) in serving as Acquisition Advisor to the program office team throughout the life of the contract
- Participate and document meeting minutes in acquisition strategy planning meetings, make recommendations for implementing performance-based contracts, and streamlining acquisitions;
- Assist in requirement generation and Statement of Work (SOW) development;
- Assist in drafting and documenting acquisition plan/strategy
- Provide strategies for implementing performance-based contracting and acquisition streamlining

Assist the Contracting Officer to research and develop recommendations for use of:

- Contract vehicle
- Contracting agency
- Procurement sources
- Competition requirements

Assist customers in preparing acquisition packages to include all required documentation in appropriate standardized templates to include:

- Independent Government Cost Estimate (IGCE);
- Documents required by government ethics and procurement integrity (i.e., confidentiality agreements and non-disclosure statements);
- Sole-source justification, if applicable;
- Evaluation panel appointing letters, signed and retained, as applicable;
- Facilitate the completion of sole-source justification letters for sole-source procurement actions
- Identify and monitor cost goals, including life-cycle costs
- Perform design-to-cost, and application of should-cost analyses, and advice on trade-offs and risks, and document the contract file accordingly.

Solicitation / Source Selection Support:

Review new requirements to:

- Determine how they will be processed (i.e, modify existing contract/delivery order or start a new effort/contract)
- Make recommendation of procurement action to the Contracting Officer
- Schedule, prepare, and assist in the facilitation of vendor conferences, as directed by the Contracting Officer

Draft notices for publication in the Federal Business Opportunities (FBO) including but not limited to:

- Synopsis
- Synopsis/Solicitation
- Sources Sought
- Request for Information (RFI)
- Ensure funding for the acquisition effort is available and adequate according to the IGCE
- Draft solicitations Request for Proposal (RFP), Request for Quotation (RFQ), Invitation for Bid (IFB)
- Post solicitations on FBO, GSA E-Buy, and NASA SEWP
- Draft contract awards using FBI's Unified Financial Management System (UFMS)
- Review contractor proposals, make independent evaluation determinations, and provide recommendations to the Contracting Officer before and after negotiation;
- Prepare proposal evaluation documentation
- Assist the Contracting Officer with proper review and disposition of unsolicited proposals
- Assemble contract files
- Perform all Contracting Specialist duties required for acquisition of supplies and services
- Follow FBI guidelines and policies for acquisitions (i.e. security)

Post Award Support:

Assist Contracting Officers with post-award performance monitoring to include:

- Perform program management reviews and/or surveillance activities;
- Administration of corrective actions as appropriate;
- Provide oversight and necessary controls to ensure contractor performance is compliant with the required contractual standards

- Track and monitor the contractor's progress made on delivery/task orders or contracts

Assist Contracting Officers to monitor and advise of contract financial condition to:

- Ensure the appropriate cost reports are submitted;
- Provide support for timely invoice processing;
- Review requests for payments under the Progress Payments or Performance-based Payment clauses
- Draft delivery/task orders, modifications, and/or contract period of performance extensions;
- Acceptance, review, coordination, and filing contractor deliverables;
- Completion of Contractor Performance Evaluation Form or other similar past performance questionnaire;
- Assist the Contracting Officer with post-award briefings;
- Maintain copies of award documents and contract file in accordance with FBI Procurement Section guidelines.
- Assist with protests and terminations

GCS, Inc., Wholly-Owned Subsidiary of Preferred Systems Solutions, Inc (PSS)provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

If interested, please reach out to Tammy Ollila at tollila@pssfed.com and mention you saw the posting on the NCMA website!