

Contracts Specialist / Consultant

Next Tier Concepts, Inc. is actively seeking a Contracts Specialist / Consultant to augment the Program Evaluation and Policy Divisions of a DoD organization. The ideal candidate will possess both senior level management skills and technical/functional knowledge of eBusiness Systems within DoD and Federal level Integrated Acquisition Environments (IAE). The position will require the knowledge and expertise to effectively leverage automated business processes and intelligence technologies to achieve strategic goals and compliance of government mandates.

Required Skills

- Subject matter expertise on contract data input, transmission, integration, manipulation, and retrieval for metrics and reporting purposes.
- Ability to identify and apply the procedures and protocols as required by OFPP, OMB, OSD, and DASA(P) policies and guides for the management and execution of ARRA projects/contracts.
- Communicate regularly with all levels of personnel within DoD Resource Management (RM), Military Programs (MP), OMB, OSD, OFPP, and DASA-P.
- Lead and participate on Project Delivery Teams (PDT).
- Report and communicate (oral and/or written) with PDT members and others, as required, via conference calls, email, meetings, phone and teleconference.
- Delivery exceptional customer service to both internal and external customers. Respond timely to questions, requests, and feedback submitted by field and senior leadership.
- Capability to create and interpret:
 - Funding Notification Report (W), Tracking obligations and expenditures associated with Treasury Account Symbol (TAS) and Congressional District.
 - Small Business Reports for Civil Works - Tracking obligations and expenditures associated with Treasury Account Symbol (TAS) and Congressional District.
 - Small Business Reports for Military Programs - Track obligation and expenditures associated with Treasury Account Symbol (TAS) and Congressional District.
- Monitor and track progress of Non-compliant Recipients and follow-up.
- Monitor and track progress closeout of contract actions.
- Exposure and/or knowledge of the following Government eBusiness Systems
 - Army Contracting Business Intelligence System (ACBIS)
 - Electronic Document Access (EDA)
 - Department of Defense Standard Procurement Systems (SPS)
 - Wide Area Workflow (WAWF) for paperless contracting.
- Federal Business Opportunities: www.fedbizopps.gov.
- Federal Procurement Data System: <https://www.fpds.gov>
- FPDS-NG: https://www.fpds.gov/fpdsng_cms/. Certification and conformance program that verifies Government/Commercial Off-The-Shelf (GOTS/COTS) Recipient Reporting

- Online Representations and Certifications: <https://orca.bpn.gov>. An e-Government initiative designed to replace paper based Representations and Certifications process.
- Federal Reporting.gov: www.federalreporting.gov. Central government-wide data collection system for Federal Agencies and recipients of Federal awards under Section 1512 of the Recovery Act.
- Central Contractor Registration (CCR): Primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions.
- Small Business Administration (SBA): Independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of the U.S.

Experience

- Excellent Communication skills (will be a primary customer interface).
- Bachelors Degree in business, financial, or related field.
- Masters degree or equivalent combination of education and experience
- At least 3 years experience in federal government procurement organizations/system.
- At least 3 years experience in a contracting specialist, contracting officer, or related role.
- Defense Acquisition Workforce Improvement Act (DAWIA) Certification in Contracting is desirable but not required.

Applicant must have or be able to procure security clearance.

Requirements

Citizenship	US Citizen
Security Clearance	Not Required (Secret desirable)
Job Location	Washington, DC
Duration	Permanent, Full Time
Start Date	Immediately
Travel	< 5 %

How to Apply

Email your resume (including references and salary requirements) in MS Word or Adobe Acrobat format to jobs@ntconcepts.com. Please mention Job Code KSACE002 in your cover letter.

About Us

NT Concepts is a professional services company specializing in geospatial solutions, e-Learning, and information technology. We offer a great employee benefits package (including 401K) and a fun, flexible working environment. NT Concepts is a Microsoft® Certified Partner, a Google Enterprise Partner, and equal opportunity employer. For more information, visit us at www.ntconcepts.com.

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