

Position - Acquisition Subject Matter Expert

Job Description: The qualified individual and must possess the demonstrated experience and thorough understanding of applicable contracting regulations and procedures. The Acquisition SME will be required to perform Pre-Award, Award and Post Award acquisition functions.

Duties of the Acquisition SME Include:

- Planning the procurement action
- Determining the type of contract that best meets the requirement
- Selecting solicitation and contract terms and conditions
- Drafting any related acquisition documentation such as Statement of Objective (SOO), Performance Work Statement (PWS), Performance Based Acquisition (PBA) requirements, Source Selection Plans (including evaluation criteria), Acquisition Plan, Business Clearance Memorandums, and any needed acquisition written documentation, including development of special clauses as necessary relating to such matters.
- Providing assistance to requiring activities, CO's, and Contract Specialists with any acquisition requirement, but not limited to: research, researching files, providing recommendations for acquisition business process improvement, and development and presentation of formal acquisition training and/or informal just-in-time (JIT) training modules, specifically tailored for context and audience. Determining the type of contract that best meets the requirement
- Conducting price/cost analysis
- Recommending and preparing awards
- Monitoring contract performance documentation
- Preparing negotiations
- Preparing contract modifications
- Performing close-out from preparation through completion
- Performing post-award follow-ups

The fully qualified applicant must have:

- A full understanding of all the requirements described within the above Job Description
- Must be able to read, speak and write English fluently
- Must be familiar with FAR and VAAR based procurements
- Excellent oral and written communications skills
- Excellent computer applications skills, especially with MS Office products, e.g. MS Word, MS Excel, MS PowerPoint and MS Outlook Experience with PD2

Education/Certification: BS/BA Degree in related field preferred.

REQUIRED Certification: Level III Acquisition Professional Development Program (APDP) or Defense Acquisition Workforce Improvement Act (DAWIA), or commercial equivalent courses required for this certification. **THIS IS A MUST HAVE REQUIREMENT.**

Experience: Minimum of fifteen (15) years of experience in pre-award, award, and post-award functions in contracting.

U.S. Citizenship: Must be a U.S. Citizen.

Clearance: Must be able to successfully past a Government background investigation (NACI).