



Contracts Manager

Responsibilities:

- Manage all federal contracts and subcontracts including General Services Administration (GSA) Schedules, Government Wide Acquisition Contracts (GWACs), Indefinite Delivery/ Indefinite Quantity (IDIQs), and task orders from proposal stage to close out
- Negotiate all federal, state and local contract documents including subcontract agreements, non-disclosure agreements, and teaming agreements
- Adhere to, comply with, and educate team on the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation (DFAR) provisions
- Advise management of contractual rights, obligations, and requirements and provide interpretation of terms and conditions
- Analyze proposal and contract risks and propose solutions for approval
- Ensure compliance with Statement of Work (SOWs) and contract terms and conditions
- Stay current on new law, regulations and contract trends to provide advice and guidance to management and project team on contractual matters
- Identify, develop, and implement new and revised company policy and procedures to ensure federal contract compliance
- Develop and implement internal compliance reviews to ensure federal contract compliance
- Create government contracting training for federal team
- Support capture management and proposal teams by providing guidance on Request for Proposal (RFP) terms, conditions, and related documentation
- Write Subcontractor RFPs ensuring all flow down provisions are captured
- Act as primary customer or subcontractor interface on contractual and subcontract matters
- Meet with GSA during Contractor Assistance Visits (CAV) to explain how company is in compliance with its GSA Schedule
- Perform day to day contract and subcontract administration as well as work with the customer to resolve funding, invoice/payment, and deliverable acceptance issues
- Facilitate the review of contractual documents by the various functional departments and act as the central point for collection and resolution of all comments and concerns
- Develops and negotiates various types of cost proposals (GSA, Cost Plus, T&M and Fixed Price), including supporting data
- Work closely with Capture Managers and Program Managers to provide pricing for a wide range of cost proposals
- Prepare proposal cost volumes including cost narratives, pricing spreadsheets, basis of estimates and proposal back up documentation
- Provides direction to subcontractors involved in proposal preparation
- Support audits and participate in cost proposal clarifications or negotiations
- Provides sustained contracts support to operations and accounting department



Required Background:

- Bachelor's degree in relevant field from an accredited institution
- Experience in contract management, proposal development, or related field
- Experience managing Cost Plus, Time and Material (T&M), Firm Fixed Price Level of Effort (FPLOE) and Firm Fixed Price (FFP) government contracts and subcontracts including General Services Administration (GSA) Schedule, Government Wide Acquisition Contracts (GWACs), Indefinite Delivery/ Indefinite Quantity (IDIQs)
- Experience developing pricing and writing cost proposals for all contract types
- Experience writing and managing Organizational Conflict of Interest (OCI) Mitigation Plans

Required Knowledge, Skills & Abilities:

- Must have understanding of solicitation qualification/work requirements and be able to organize, build and allocate level of effort based on those requirements
- Ability to utilize Economic Research Institute, Western Management Group and other salary compensation surveys to arrive at accurate salary information for proposal efforts
- Ability to research incumbent contract pricing and market information to develop a price to win strategy
- Familiarity with Cost Accounting Standards (CAS), developing Disclosure Statements, and navigating Defense Contract Audit Agency (DCAA) audits and Forward Pricing Rate Agreements and Recommendations

Preferred:

- MBA
- Experience with DFAR, FAR, and DCAA procedures
- Prior experience in the Civilian or Defense industries
- One or more of the following certifications: National Contract Management Association (NCMA) Certified Federal Contract Manager (CFCM), Certified Professional Contract Manager (CPCM), or DAWIA Level II Acquisition Certification through DAU or equivalent

Company Profile

IT WORKS! is a certified woman-owned small business headquartered in Washington, D.C.. As an IT solution provider, our services include custom software development, program management, and advanced data analytics. From scoping and defining to implementation and support, we are ready to support our clients' needs at any stage of development in designing and building solutions that prepare them for the future.

IT WORKS is an equal opportunity employer. IT WORKS will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status.