



Position: Contract Closeout Specialist

Location: Bethesda, MD

Summary of Position

Kent, Campa and Kate Inc. (KCK) is a federal contracting company that provides professional services to government agencies. We are currently looking for a Veteran, Family Member or qualified candidate to fill a Contract Closeout Specialist supporting the National Institute of Health.

Position Description

A highly motivated, qualified and experienced Contract Closeout Specialist to provide contract closeout support services to the National Institute on Drug Abuse Office of Acquisition Neurosciences Consolidated Operations Acquisition Center.

Duties and Responsibilities

- Work with NIDA COAC staff to collect and gather materials for contracts related activities.
- Respond to vendor inquiries and coordinate contract closeout.
- Communicate with NIDA COAC Contracting Officer's Representative and NIDA acquisition staff when any questions arise on specific contracts being closed out.
- Train staff in the use of PRISM Contract system and NIH specific IT programs.
- Work directly with NIDA acquisition staff to ensure access to files and NIDA contract specialists.
- Prepare and issue contract expiration letters to vendors.
- Request missing and final documents from vendors.
- Audit all contract files for closeout to ensure contracts complete for proper closeout, performing desk audits of all contracts received and closed.
- Work with each the NIDA COAC Team to learn how contracts and contract files are structured.
- Comply with HHS Contract Closeout Guide procedures and guidelines.
- Provide documentation for work products and documents related to collecting and gathering materials for closeout related activities.
- Provide documentation for work products and documents related to maintaining all contract closeout files, update the list and location of the closed files and maintain all spread sheets in excel on the status of all expired contracts including the standard operating procedures.
- Provide status of all closeout projects; included those requested, in progress, and completed.
- Provide status of any issues or problems as well as how they are being addressed/resolved, and a timeline for resolution.

Please submit resumes at KCK's website at www.kckforvets.com or email to earlgray@kckforvets.com.
For additional information email earlgray@kckforvets.com or call (703) 282-0767.



Required Qualifications

- Bachelor's degree in Business, Finance or a related discipline is preferred.
- Must have a minimum of six (6) years of experience in contracts/grants management or a related field or have a minimum of fifteen (15) years of supervisory experience as a contracts or grants manager and knowledge of the FAR equivalent to that of a GS-1102-12.
- Must have a minimum of three (3) years' experience in government contracting.
- Must have experience in closing out Single Award Firm Fixed Price, Single Award Time and Materials, IDIQ Parent Awards, Firm Fixed Price Task-Delivery Order, Time & Materials Task-Delivery Order, and Cost Reimbursement Contract Closeout contracts.
- Demonstrated experience and knowledge of necessary IT communication systems.
- Demonstrated ability to assess contract processes and procedures.
- Must have knowledge of PRISM and completed PRISM Contract training.

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