



Position: Senior Contract Specialist

Location: Washington, DC

Summary of Position

Kent, Campa and Kate Inc. (KCK) is a federal contracting company that provides professional services to government agencies. We are currently seeking a Senior Contract Specialist to support the U.S. Department of State.

Position Description

This position serves as a Senior Contract Specialist within the Acquisition Directorate with responsibility for the development and execution of full cycle acquisition support. Must be well rounded in all phases of the government acquisition process.

Key Roles and Responsibilities

- Full life cycle contract management (“cradle to grave”)
- Assist the CO in conducting strategic requirements review, acquisition strategy development, Request for Proposal development, and in performing other related procurement tasks as required.
- Assist the CO in review of requirements documents submitted by the Program Office to determine adequacy and sufficiency and make recommendations to the CO to accept or reject.
- Participate in meetings as required. Meetings include pre-award conferences, periodic progress review meetings, acquisition planning meetings, and other meetings as required by the CO.
- Assist the CO in preparing solicitations, acquisition plans, source selection plans, and other documents required in accordance with regulatory and local guidance. Documents shall be accurate, current, and maintained up to date (for example, Acquisition Plan milestone schedule).
- Support the Contracting Officer in assisting customers with the development and preparation of requirements documents (e.g., PWS, technical evaluation factors, performance plans, etc.).
- Complete all contract awards within the Agency's established Procurement Administrative Lead-times (PALT). Projected Acquisition Timelines will be provided to contractor staff after award.
- Complete and handle all contract files in accordance with acquisition regulations and DOS local policies and procedures.
- Support the CO in source selections and will be required to sign Organizational Conflicts of Interest (OCI) and Non-Disclosure Agreement (NDAs). All source selection evaluation information made accessible to Contractor personnel shall be protected and treated as “Source Selection Sensitive” information as defined in FAR 2.101 and pursuant to 3.104.

**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 (808) 343-1787.**



Required Qualifications

- Bachelor's Degree with a concentration in business, or 24 credits in business related coursework from an accredited college.
- DAWIA or FAC-C Lvl III preferred
- **At least 5 years of acquisition experience as an 1102 is highly desirable.**
- Strong background in acquiring commercial supplies and/or services for the Federal Government.
- Eight (8) overall years of relevant experience in federal contracting
- Minimum clearance level: Secret Clearance
- Ability to pass a federal background check for facility access is required.
- Citizenship: US Citizenship
- In-depth working knowledge of federal procurement regulations and policies, and the ability to perform complex cost/price analysis functions, and be knowledgeable and experienced using electronic media, including Microsoft Office (Word, Excel, PPT, etc.).
- Ability to quickly grasp procurement terms, methodologies, and processes, prepare contract files and associated electronic documentation and create procurement actions (e.g., contract, order, mod) for contract execution.
- Excellent writing skills and be able to communicate effectively both orally and in writing.
- Intimately knowledgeable with the Federal Acquisition Regulation (FAR).

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