

ROBERT SMITH

Senior Contract Specialist I

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Experienced Contract Specialist in research and development, supplies and services, information technology, equipment and/or commodity contracts. Working knowledge in IDIQ, Firm Fixed Price, Time and Material, Level of Effort contracts, Delivery Orders, Task Orders, BPA's, Cooperative Agreements, and Inter-agency Agreements. Knowledge in PRISM, NESSS, FedBizOps, SEWP, GSA, and SPS PD2. Top Secret Clearance.

EXPERIENCE

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Martek, Program Support Center, U.S. Department Of Health And Human Services - NOVEMBER 2014 - 2020

- Facilitated receipt of the IT acquisition packages with the Office of Chief Information Office (OCIO) program offices to include; funding documents, independent government estimates, descriptions of the requirements; specifications, statement of work and/or justification for other than full and open competition.
- Developed solicitations for posting on FedBIZOps, SEWP and GSA to include RFQ, RFP or RFIs.
- Evaluated bids and offer once received.
- Performed price analysis based on the offers received prior to sending the cost proposals to the technical team for review.
- Conducted negotiations with offerors, if needed.
- Responsible for all pre and post award file documentation.
- Prepared all necessary documentation for unilateral and bilateral modifications to include key personnel changes, schedule revisions, no-cost extensions, property e changes, etc.

Senior Contract Specialist

Delta Corporation - 2011 - 2014

- Contract and Procurement Division, Shared Services, Baltimore, MD June 2014 to October 2014 Prepared contract supporting documentation, including letters, Determination and Findings, and Price Reasonableness Determinations for Contracting Officers approval and signature.
- Handled problems effectively in compliance with all Federal, DHS, and Coast Guard acquisition regulations and policies.
- Worked with technical experts and Contracting Officer Representatives to assist in the drafting of procurement packages for commercial and non-commercial supplies and services exceeding \$150K.
- Assisted with cradle-to-grave contract procedures, including procurement package development, solicitation, award,

administration and close-out for multiple contract vehicles, including Indefinite Delivery/Indefinite Quantity (ID/IQ) Contracts, Requirements Contracts, GSA Schedule Blanket Purchase Agreements (BPAs) and Tasks, Delivery/Task Orders, and Interagency Agreements (IAs)
Provided acquisition planning and contributed to all contract administration of the Surface Force Logistics Center requirements.

- Procured and provided contract administration for a wide variety of customers who support the Coast Guard 140 and 225 programs.
- Consult with internal and external customers to provide advice on contracting matters, keeps customers/contractors apprised of procurement issues.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Graduate Certificate in Business - (Strayer University)

SKILLS

Outlook, Outlook, Ms Word.