



TECHSOURCE[®]

A Science & Engineering Consultancy

Job Title: Senior Contracts Administrator

Location: Washington, DC

Position Type: Full-Time

Position Description

- Analyzes contract terms and conditions (“TCs”) and scopes of work and advises TechSource’s management stakeholders of their contractual obligations to ensure TechSource, an emerging small business, complies with its contractual obligations during execution of prime contracts and task orders issued under General Services Administration (“GSA”) Federal Supply Schedules (“FSS”) and Blanket Purchase Agreements (“BPAs”) with Department of Energy, National Nuclear Security Administration, Department of Defense, and commercial prime contractors.
- Provides contractual justification for modifications to Time and Material (T&M), Firm Fixed Price (FFP), Cost Reimbursable (Cost Plus Fixed Fee and Cost-Plus Award Fee/Incentive contracts), and provides risk management guidance to Project Management Office (“PMO”) and other stakeholders.
- Evaluates and verifies subcontractors; awards, administers and monitors numerous T&M and cost reimbursable subcontractor BPAs, task orders, and high-volume funding modifications; reviews and approves subcontractor invoices while serving as one of the primary corporate liaisons supporting the fulfillment of contractual obligations by subcontractors to TechSource.
- Works effectively with Project Managers to develop and write “keep-it-simple” subcontracts to include, for example: flow-down TCs, scopes of work/performance work statements, deliverables/schedules, payment milestones, QA and warranties; ensures subcontractors are secured on time to support Operational schedules. Analyzes internal requests for procurement actions from a business, financial, contractual, risk and quality assurance and warranty perspective and recommends solutions to mitigate identified exposure to risk, quality and warranty issues.
- Generates concise correspondence/electronic mail through the contract life-cycle; prepares and disseminates information in MS Excel and Word formats related, but not limited, to: subcontracts, task orders and modifications, prime contract statuses, compliance issues and associated documentation; files PDFs to the corporate server as the final auditable files.





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- Teams and communicates with the Contract Manager to provide efficient and timely administrative contract support to meet operational objectives, track assigned actions and minimize unexpected events.
- Closes-out subcontract files and prime task orders.
- Learns and assumes responsibility for setting up contract and subcontracts (data entry and maintenance) into SYMPAQ (TechSource's corporate job cost accounting system); these responsibilities involve CLIN ceilings, funding, budgets, charge account codes, periods of performance, milestones, etc.
- Collaborates with the Project Controller in the PMO, Accounting staff (primarily Accounts Payable ("AP")), and other Contracts Staff located in the Los Alamos, New Mexico Office regarding timely processing of AP and project and contracts reporting, *i.e.*, into reporting systems such as Federal Subaward Reporting System, System for Awards Management, etc.
- Assists with strategy development regarding subcontractor and consultant price proposals, subcontract form and structure, and risk avoidance practices; and participates in process improvements in contract/subcontract administration.
- Supports the Contracts Manager and Contracts Team in the development of corporate procedures and evaluates TechSource's business practices to ensure TechSource complies with current laws, regulations and federal policies.
- Prepares requests for subcontractor price proposals, as tasked by the Contract Manager, in support of new work.
- Analyzes proposals received for completeness and accuracy, performs price or cost analysis and prepares price justifications for subcontracts, consultant agreements, and purchase orders.
- Reports to Contracts Department Head whose principal office location is in Los Alamos, New Mexico; and supports PMO in Germantown, Maryland and its day-to-day operational objectives.
- Supports the submittal of federal grants including Small Business Innovation Research ("SBIR") grants.

Required Skills

- Working knowledge of GSA schedule Professional Service Schedule contracts, Financial Accounting and Reporting, Defense Acquisition Regulations System, Cost Accounting Standards, and other Federal Government acquisition regulations, and the ability to research, interpret and utilize Federal Government acquisition regulations.
- Strong organizational skills with an attention to detail.





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- Ability to adapt to a fast-paced, dynamic environment, and prioritize and multi-task while adhering to policies and ensuring a high degree of accuracy.
- Excellent verbal and written communication skills with an emphasis on transparency and a commitment to quality customer service.
- Strong interpersonal skills with an emphasis on cooperation and teamwork.
- Ability to work independently and proactively.
- Proficiency in Microsoft Office Suite, and the ability to learn and use the Aldebaran SYMPAQ accounting system.
- Ability to analyze work flow and identify areas where processes may be streamlined and/or improved to increase productivity and overall customer service.
- Strong ability to use and apply technology.

Education / Experience

- Bachelor's Degree (or equivalent work experience) in business, accounting, finance or a related field required.
- Seven (7) or more years' experience (with 3 years in a federal contracting environment) encompassing the management and administration of Federal Government support subcontracts, basic agreements, task orders, consultant agreements, and purchase order agreements required.
- Q or TS Clearance desired and/or a willingness to obtain.

About TechSource, Inc.

- TechSource is a nationally recognized scientific and engineering consultancy specializing in the management and technical delivery of large-scale nuclear and high-technology projects. TechSource provides direct access to more than 700 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource's outstanding technical service has earned the company a client retention rate of over 95 percent.
- TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

