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### **Senior Acquisition Management Specialist**

Position ID: 2016 – EM– 623

Position Location: Springfield, Virginia

Duration of Position: Full-Time

**Security Clearance TS/SCI with Polygraph (have or obtainable)  
(TS/SCI Clearance REQUIRED)**

Need Date: Immediate

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**Intelligence Consulting Enterprise Solutions, INC. is looking for a Senior Acquisition Management Specialist.**

#### **Description:**

- **Acquisition Strategy Support** - Assist the customer with developing acquisition strategy and preparing for acquisition review boards. Assist in converting operational requirements into contractual requirement documents such as Statements of Work, Performance Work Statements, and/or Statement of Objectives. This may involve reviewing Request for Change (RFC) documentation, participating in Technical Exchange Meetings, and facilitating requirement development discussions with various offices. Assist the acquisition strategy development process by recommending and analyzing various acquisition options or alternatives. This may involve surveying other NGA, Intelligence Community (IC), or Department of Defense (DoD) contract vehicles and assessing the benefits or drawbacks to leveraging these contracts. Additionally, it may be required to develop an assessment of alternative contract types, durations, or other strategy factors and develop a recommendation. Prepare acquisition strategy plans and briefings in accordance with the latest Federal Acquisition Regulation (FAR), DoD Federal Acquisition Regulation (DFAR), NGA Instruction, and NGA Acquisition Regulation Implementation (NARI) guidelines. In concert with the MSD PMO and related offices, support preparation of Requests For Proposal (RFP) in accordance with all applicable laws and regulations. Work closely with the NGA Acquisition Center-of-Excellence (NAC) to ensure current agency lessons learned are applied to new acquisition packages. Support preparation for the Acquisition Governance Process and NGA Procurement Board (NPB) review of RFP strategies and support the following Compliance Reviews. Support the MSD PMO's preparation for National System for Geospatial Intelligence (NSG) Acquisition Review Board (NARB) reviews and with the development of the Capability Acquisition Strategy that is reviewed by the Acquisition Governance Council. Assist in clearly and succinctly capturing current program status, upcoming requirements or program changes, acquisition strategies, assist with cross-agency coordination, and the applicable financial resources, constraints, and recommendations.
- **Source Selection Support** - Support MSD PMO efforts in Source Selection preparation, execution, and contract finalization. Assist in developing source selection plans. During Source Selection execution, assist with evaluation questions and Basis of Estimate reviews and assist in completing reports and briefings. At Source Selection completion, assist the Contracting Officer, Contracting Officer



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Representative, and Program Manager with contract finalization efforts, to include drafting required notifications, determinations and findings, and supporting the logistics of establishing contract kickoff activities.

- **Procurement Management Support** - Assist MSD COR with Procurement Management Actions. Develop and support management of Requests for Engineering Change Proposals (ECPs), to include Independent Government Cost Estimates. Assist the Government by providing subject matter expertise on aspects of a contractor's proposal, as needed, and make recommendations to the COR. Assist the COR and CO in small purchase actions, to include performing market research, developing cost estimates, drafting acquisition documentation, gaining agency corporate approvals, and drafting funding documents using NGA's PRISM financial management tool.

### **Required Qualifications:**

- Active TS/SCI with completed background investigation within the last 5 years.
- Must be able to pass a CI polygraph examination upon customer request.
- Bachelor's Degree in a related field
- Current PMP Certification
- 12 years of overall experience
- Equivalent experience to a Government GS13-14 (Band 4) with equivalent education and training to someone holding a DAWIA Level III certification in Contracting or Program Management with additional professional certifications in Program Management and/or Contracting desired in addition to contracting certification
- 8+ Years of experience in Acquisition/Program/Project Management:
  - o Background in Department of Defense/NGA projects and acquisition activities
  - o Experience in multiple Source Selections
  - o Cost Estimating and Financial Management experience
- o An understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives
- Staff Officer experience: (Strong Professional Written and Verbal Communications, Experience in senior level briefing development)

### **Desirable Qualifications:**

- DAWIA Level III (Acquisition)
- Experience working with multiple NGA Key Components
- Experience in Cost/Price Analysis. Background in Department of Defense/NGA Cost Estimating and Financial Management
- Background in Department of Defense/NGA contracting processes.
- Experience in managing Cost Plus Fixed Fee, Cost Plus Incentive Fee, Cost Plus Award Fee, Firm Fix Price, Time and Material, Indefinite Delivery/Indefinite Quantity and Small Purchase Type contracts.



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- Strong background with the NGA mission with knowledge of NGA Organization, Mission, Core Values, and Focus Areas
- Experience in administering and/or managing contracts with values in excess of \$100M
- Master's Degree in Acquisition or Business Related Field