

## IT Contract Administration

Procurement Services Associates is looking for a potential candidate in Boulder, Colorado. The opportunity will be for at least one year. The perfect candidate is someone with a Federal background, IT contracting experience would be a plus as would specific experience in formal contracting procedures.

Candidates should have current experience with developing and preparing RFP/RFQ documents, with preparing scope of work statements, with preparing contract amendment or change order documents and with grant funded projects. The experience should also include developing complex technical equipment specifications and scope of work statements for engineering and architectural services, and administering contracts and procurements. The contract administrators responsibilities will include conducting pre-bid and post award conferences, negotiating the agreement's terms and conditions, working with department managers regarding pre-award conferences, administering the agreement and managing grant funded projects. The candidates should be familiar with contract / purchase award processes, with bid award challenges, with amending and closing out contracts.

The candidate should also have current knowledge of the various contract types and executing contracts that fit the needs of the entity and user departments.

A Bachelor or advance degree in business, engineering, supply chain or contract administration is required. Certification from NCMA is a plus.

Please send qualified resumes to [glambros@procurementservices.com](mailto:glambros@procurementservices.com)