

Horace Royal

Washington, DC

horaceroyaljr6_t3n@indeedemail.com

+1 240 281 1264

Work Experience

Contract Closeout Specialist

CTR Management

November 2018 to Present

Contractor)

Employer: CTR Management

Client: Department of Transportation (DOT)

- Performs the full range of contract closeout activities pursuant to FAR 4.804, with a specialized focus on the cognizant administration functions necessary to close flexibly-priced and Cost Accounting Standards (CAS) covered contracts.
- Achieved closeout goals each month to efficiently and effectively eliminate the contract closeout backlog.
- Verify and coordinate closeout activities utilizing PRISM.
- Supports the reconciliation of complex invoices.
- Resolves issues related to de-obligated and excess funding.
- Manages government contract billing/invoicing.
- Closeout with a focus on Firm-Fixed Price (FFP), Labor Hour, and Time and Materials (T&M).

Contract Support Specialist

CACI

November 2018 to Present

Contractor)

Employer: CACI

Client: Department of Health & Human Services (DHHS)

- Performed closeouts of simplified acquisitions and various contract types (T&M, Labor, Cost Types).
- Reviewed, prepared and submitted closeout documents. Input information into Contract Management System. Retrieved information from various systems.
- Processed Quick. Reviews and filled out all annual Prime Contractor Representations and
- Worked jointly and coordinate with subsidiary company stakeholders to ensure all supporting policies and procedures are in-place to ensure compliance before making certification.
- Collect, draft, review, maintain, and retained contract file documentation.
- Draft acquisition/contract documentation for supported official(s) including requirements package documentation, Acquisition Strategy Panel (ASP) briefing slides, Acquisition Plan (AP), Business/Contract Clearance form(s), Request for Proposal (RFP), and contract award document.
- Pre-award functions include conducting market research, coordinating with stakeholders (e.g. Small Business Government Representative), publicizing contract actions, soliciting requirements, and drafting evaluation of offeror's proposal(s), and drafting awards.

- Post-award functions include contract administration, contract actions (e.g. modification) and contract closeout.

Contract Support Specialist

Premier Management

December 2016 to November 2018

Contractor)

Employer: Premier Management

Client: Food drug Administration (FDA)

- Performed all aspects of the Federal Government contract closeouts, some additional work in cradle-to-grave acquisitions.
- Reconcile contract funding obligations and expenditures with final voucher amounts and determine de-obligated amounts.
- Prepared contract closeout modifications using PRISM or like systems. Develops reports and prepares support documentation.
- Performed audits of contract files ensuring adherence to policies, regulations, and identifying any duplication of efforts across contracts.
- Reviewed documents for quality, clarity, and adherence to applicable regulations (FAR, agency regulations, etc.) and recommendation of revisions
- Reconcile unbilled balances, excess funds, misaligned invoice payments, and related issues and coordinate with the Finance Office to complete the reconciliation process for closure.

Contract Support Specialist

Corporate Advance Auto

December 2015 to March 2017

- Managed complex contracts up to \$100K for a variety of service contracts: Building & Facilities Maintenance, Lawn services/Grounds Maintenance, Janitorial Services,
- Towing, and Police/Surveillance Services while performing in-depth technical market research and analyzed past performance to prepare acquisition planning recommendations and cost analysis for District Managers.
- Drafted contracts and created, documented, and revised acquisition plans, policy procedures, and best practices on an ongoing basis.
- Researched and analyzed federal contract laws and regulations.
- Trained new personnel. Researched internally/externally to strategize and obtain the appropriate vendors, while performing market research to ensure vendors were given opportunity to bid. Negotiated with vendors. Developed a price analysis.

Contract Support Specialist

Cavalier Consultants

March 2015 to December 2015

Contractor)

Employer: Cavalier Consultants

Client: Hillel Foundation

- Researched the manufacturer of equipment or contractor.
- Prepared provider monthly or annual service payments based on the terms of the maintenance contract.

- Negotiated bids for servicing of equipment and supply of labor.
- Communicated with vendors as warranties were in the final phase of expiration dates for service of goods/ supplies Assisted Program Managers with technical issues with statement of objectives and performance work statements.
- Evaluated contract performance on previous contracts and meeting with the company representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules. Managed several sales portfolio contract accounts totaled valued up to \$250.000.00

Contract Support Specialist

Gate Gourmet

June 2012 to March 2015

- Authorized and prepared with senior management staffing forecast schedules for annual budget for credit cards, supplies, communications, travel and training new staff hires.
- Developed and prepared inputs to briefings, planning documents, and policies for several airlines by conducting research and analysis of administrative information and data.
- Provided sales financial analysis and support by designing graphs to present to Senior Management.
- Completed and submitted all required documentation of existing contracts.
- Acted as the contact person for execution of contracts.
- Assisted in bidding sourcing teaming and subcontracting.

Contract Support Specialist

District Healthcare Inc

June 2006 to May 2012

- Managed the evaluation process and for contract performance on previous contracts and organized kickoff- meetings with small and large businesses.
- Created advertisements for bids, then reviewed and selected the bid most suitable to the timeframe and budget.
- Researched the price of materials, labor cost, and overhead expenses to analyze the bids received.
- Assessed whether contractors were adhering to contract parameters, laws, and regulations. Prepared purchase agreements, contracts, and leases to acquire the most cost-effective services and terms.
- Compared prices, discounts, delivery dates, and handling charges. Negotiated prices and services.

Grocery Manager

Shoppers Food Warehouse - Clinton, MD

March 1990 to January 2000

I managed a store of 70 employees. I managed the shrink (theft,mis) lost of product. I also hired,trained employees. I made the daily schedules. I ordered the products for the grocery department of dry goods. I did the monthly and quarterly/yearly inventory of the store. I stock the shelves as needed to keep product in store.

Education

STRAYER UNIVERSITY

2015 to 2017

Associate in Business Management

Temple Hills, MD

Skills

- An organized professional with over 12 years of government contracting experience in both the federal and private sectors. The focal-point of my expertise is in the realm of contract interpretation, closeout, negotiation, and administration. In addition, I have extensive knowledge with the Federal Acquisitions Regulations (FAR) in which I have successfully executed complex multimillion-dollar contracts for the federal government.
- Management Account Management, PSC ACQUISITIONS
- Contracting Writing System
- PD 2 Contracting Writing System
- SAM
- System for Award Management
- FPDS
- Federal Procurement Data System
- Comprizon, PD2 Contracting Writing System
- DCIS- Departmental Contracts Information System
- PRISM
- GLASS
- Contract Writing System for procurement
- DELPHI
- Finance Inventory (invoices, Billing data)
- Procurement
- Contracting
- Negotiation
- Outlook, windows 10, Microsoft,