

Contracts Partners Roles & Responsibilities

Pre-Award: all activities occurring prior to and including execution of contract and assignment of Project number. Examples include:

- Review solicitations (including RFPs, RFQs, proposed contracts, POs, etc.) for risk and compliance issues
- Ensure compliance with solicitation instruction for work product
- Prepares pricing for all government proposals as well as commercial proposals as required (interim basis)
- Serve as liaison between internal and external parties during proposal development and negotiation phase
- Develop and review BAFO/FPR submission for compliance and content
- Reviews/negotiates/finalizes Terms and Conditions (in both solicitation and final contract phases)
- Serve as liaison between internal and external parties during contract negotiation and execution phases
- Submission of proposals to external customers*
- Ensure contract is executed in accordance with agreed to terms, conditions, specifications, price, etc.
- Create PASS sheets for new awards; routing same
- Development of Teaming Agreements
- Resolve/mitigate organizational conflicts of interest
- Complete Reps and Certs
- Prepare/negotiate Master Service Agreements (MSA's) when applicable
- Review and process ATPs
- Serve as the POC with Accounting for proper set up of project
- Transition new awards to appropriate post-award contract administrator

Works most closely with proposal managers

Post-Award: all activities occurring after contract is executed and Project number assigned. Examples include:

- Maintains official copies of contract files (electronic and hard copy)
- Serve as liaison between internal and external parties during project execution/contract administration phase
- Negotiate cost and schedule impacts of existing programs
- Reviews/negotiates/finalizes modifications/amendments
- Create PASS sheets, for modifications/amendments; routing same
- Monitor contract milestones, deliverables and expiration
- Work with Accounting to ensure prompt invoicing of milestones
- Work with technical teams to ensure SOW requirements are met and scope is maintained
- Resolve contract disputes
- Monitor funding as it impacts schedule or performance and notify the contracting officer as appropriate
- Ensure timely submission of required reports and schedules
- Provide written notices to contracting officers and/or other third parties as required
- Work with procurement to ensure proper funding and flow down of requirements to subcontractors
- Assist technical teams with contract interpretation
- Perform contract close out activities
- Report status of active and inactive contracts to executive management

Works most closely with program/project managers

* Final version of proposal must be submitted to Contracts no less than 24 hours in advance of submission deadline (electronic and/or hard copy)