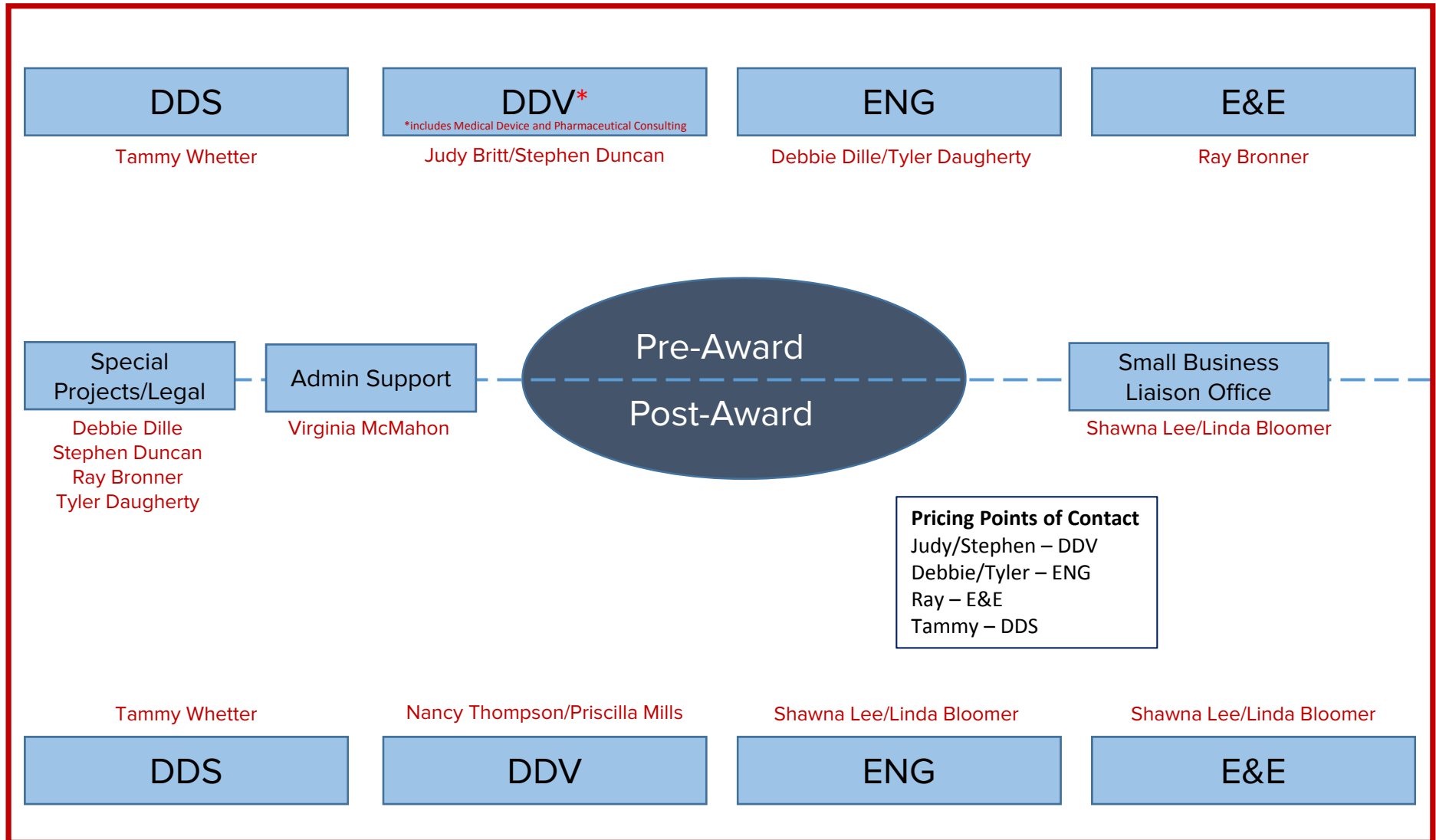


Contracts Partners



Role of SR Contracts Department: To ensure that all outward facing (i.e. customer) contractual obligations (i) are compliant with applicable law and the policies of Southern Research, and (ii) effectively support the business operations of Southern Research; and to ensure that Southern Research complies with its obligations established under such contracts.

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)