

Job Description: Contract Management Specialist

About Mind Moves

Mind Moves is a women-owned Washington, D.C.-based firm helping businesses and governments to embrace, build and deploy 'human in the loop' AI solutions to elevate mission and value. We are pioneers with deep expertise in the field of machine learning and AI (both predictive and generative). We have delivered responsibly developed products and services that impact millions of users worldwide, while generating millions of dollars in revenue. We have worked with Fortune 500 corporations and large government entities in health care, supply chain management, financial services and life sciences. We apply a structured methodology and holistic approach to AI transformation and a broad spectrum of technical services centered in the harnessing of people, science and technology.

Working with Mind Moves

You'll collaborate with client leads, business operators, other consultants, and the Mind Moves project team.

Interface with world-renowned professionals, make a real difference for scientific discoveries with an opportunity to upskill with concrete experience in the AI space. You'll be on the leading edge of new tech, in a creative space, shaping and steering future development in health and medicine.

The contract will include:

A small business is seeking a highly skilled Contract Management Specialist to prepare offer packages for the General Services Administration (GSA) Multiple Award Schedule (MAS) program and managing awarded contracts (including possible contracts other than GSA Schedules) to ensure compliance with all federal regulations and requirements.

Key Responsibilities:

Offer Package Preparation:

- Develop and prepare comprehensive GSA MAS offer packages for task orders.
- Ensure all required documentation, including pricing, past performance, and technical proposals are complete and compliant.
- Collaborate with internal stakeholders to gather necessary information and documentation.

Contract Management:

- Oversee the contract management lifecycle from award to closeout, ensuring all contractual obligations are met.
- Develop proposal methodology, strategy, and procedures.
- Monitor and manage contract modifications, task order modifications, extensions, and renewals.
- Maintain accurate and up-to-date records of all contract activities down to the task order level.
- Perform market research as needed.

Compliance and Reporting:

- Ensure compliance with GSA regulations and requirements.
- Prepare and submit required reports, including status reports, sales reporting, and contract deliverables.
- Stay updated on changes in GSA policies and procedures and implement necessary adjustments.

Consultation and Communication:

- Serve as the point of contact for GSA contract-related matters.
- Provide internal guidance and support on GSA processes and requirements.
- Address inquiries and resolve issues in a timely manner.

Contractor has:

- Minimum of 3 years of experience preparing GSA MAS offers.

- Experience managing Indefinite-Delivery Indefinite-Quantity (IDIQ) contracts and overseeing contract compliance on multiple current task orders across more than one Federal agency.
- Strong understanding of GSA regulations and Federal contracting requirements.
- Excellent organizational and communication skills.
- Strong critical thinking and analytical skills.
- Proficiency in Microsoft Office Suite.

Would be nice if your proposal/background includes:

- Certified Federal Contracts Manager (CFCM), Federal Acquisition Certification in Contracting (FAC-C) (Professional), or Defense Acquisition Workforce Improvement Act (DAWIA) (Professional), or similar certification.
- Experience with GSA eOffer, eMod, GSA eLibrary, GSA eBuy, GSA Federal Acquisition Service (FAS) Sales Reporting Portal (SRP), GSA Schedule Input Program (SIP), and other GSA tools.
- Familiarity with the Federal Acquisition Regulation (FAR), General Services Administration Acquisition Manual/Regulation (GSAM/R), and other agency FAR supplements

Proposal Details:

- Part-time contract performed remotely in the United States
- Compensation range: Proposals accepted from \$60-75 per hour
- Estimated contract duration: 6 months to start with potential for permanent conversion
- Estimated hours each week/month: 10/hours week with the potential to increase
- Work locale: We can only consider proposals from those who have work status from and are located in the US.

How to Apply

Interested candidates should submit their resume and answer the following questions in one PDF file to

[hiring@mindmoves.co](mailto: hiring@mindmoves.co).

- Please share your LinkedIn profile and/or other online presence you feel is relevant.
- What is your availability like 9a-5p EST to participate in the required meetings and produce deliverables necessary for the contract scope?
- Do you have additional availability during early AMs, evenings and weekends, when other contractors are able to meet?
- Which of the 'nice to haves' match with your skills?

Timeline and Process

The priority deadline to submit proposals is August 20th, though proposals are accepted on a rolling basis until filled. There will be an interview, an invitation to submit a hiring exercise, and then a final interview as part of the contract bid process.