

## **Job Description:** Contract Opportunity Analyst

### **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. Our newly acquired General Services Administration (GSA) Multiple Award Schedule (MAS) Schedule combined with our success in responsible AI delivery makes us an ideal partner to help agencies meet performance goals under MAS and related vehicles.

### **Working with Mind Moves**

You'll collaborate with client leads, business operators, other consultants, and the Mind Moves project team as well as contribute to 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 identify and position strategic contract vehicles to expand Mind Moves' presence in priority agencies aligned with federal modernization initiatives (e.g., HHS, VA, DOE) and managing awarded contracts to ensure compliance with all government regulations and requirements.

### **Key Responsibilities:**

#### **Contract Management and Strategic Advisory Support**

- Independently oversee the full contract management lifecycle—from award through closeout—ensuring all contractual obligations are met in accordance with applicable federal regulations and contract terms.
- Provide consultative input on proposal development methodologies and documentation practices to help ensure efficient, compliant, and competitive submissions across federal contracting opportunities.
- Track and manage contract and task order modifications, extensions, and renewals, and flag potential areas for expansion within the scope of existing contracts based on agency alignment and performance data
- Maintain detailed and accurate records of contract activities at both the contract and task order levels, supporting the client's internal reporting and planning efforts.
- Conduct independent market research to inform compliance, pricing reasonableness, and alignment with current procurement trends and federal buyer needs.
- Share actionable insights from contract performance and market observations that may assist internal staff in refining their understanding of federal contracting trends and upcoming procurement activities.

#### **Compliance and Reporting:**

- Ensure ongoing compliance with GSA, Federal Acquisition Regulation (FAR) and other applicable regulations and requirements.
- Prepare and submit required deliverables and reporting, including sales, status, and contract performance reports.
- Monitor regulatory updates and adjust practices accordingly to maintain alignment with evolving federal policies.

#### **Consultation and Communication:**

- Act as the primary liaison for all GSA contract-related matters, including inquiries and documentation requests.
- Offer subject-matter expertise on GSA processes for reference by internal teams.
- 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.
- Demonstrated analytical skills and sound judgment to assess solicitation requirements and identify proposals that align with the firm's capabilities and strategic positioning; must be able to offer informed recommendations to internal decision-makers without assuming responsibility for business development functions.
- Proficiency in Microsoft Office Suite.

**Preferred Qualifications (Highly Desirable):**

- 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 SAM.gov, Federal Procurement Data System, 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 FAR, GSA Acquisition Manual/Regulation (GSAM/R), and other agency FAR supplements

**Proposal Details:**

- Part-time contract performed remotely in the United States and must have US work authorization
- Compensation range: Proposals accepted from \$75-100 per hour
- Estimated contract duration: 6 months to start
- Estimated workload: approximately 80 hours/month depending on project milestones.
- Work locale: We can only consider proposals from those who have work status from and are located in the US.
- Preference for contractors located in the Washington DC Metro area in case client-authorized attendance at public GSA events is helpful.

**How to Apply**

Interested candidates should submit their resume and answer the application questions [here](#).

**Timeline and Process**

Proposals are accepted on a rolling basis until filled. There will be an initial interview, then an invitation to submit a hiring exercise, and then a final interview as part of the contract bid process.