

Acquisition and Contract Support

<p>Client Name & Address</p>	<p>United States General Services Administration (GSA) Federal Acquisition Service Assisted Acquisition Service 26 Federal Plaza - Rm. 1809 New York, NY 10278</p>
<p>Contact Name</p>	<p>Mr. Fitzgerald Chin Contracting Officer</p>
<p>Project Summary</p>	<p>Provide acquisition and contract support services for the GSA Northeast and Caribbean Regions, including development of acquisition plan, developing of solicitations, executing solicitations, monitoring of contractor's performance, and performing administrative and related contracting services</p>
<p>Scope of Work</p>	<p>Responsible for providing acquisition and contract support services including:</p> <ul style="list-style-type: none"> • Market Research: Conducting market research and preparing reports on current market conditions; developing source list for acquisitions utilizing a multitude of contractual vehicles (e.g., GSA Schedules, Government Wide Area Contracts (GWACs)); collecting, gathering, analyzing, and reporting on current market conditions • Acquisition Plan Initiation: Coordinating with applicable GSA officials and the Requiring Activity and initiating the preparation of Acquisition Plans • Comparative Review and Analysis: Conducting comparative review and analysis of labor category descriptions and preparing reports of its findings • Within Scope Analysis: Performing within scope analysis and providing recommendations • Technical Evaluation Plans (TEPs): Reviewing TEPs submitted by the Requiring Activity for completeness and clarity, and providing a report on its findings • Independent Government Cost Estimates (IGCEs): Reviewing IGCEs to ensure completeness and clarity • Task Order Closeout Assistance: Assisting the GSA with management and documentation of task order closeouts • Contract Monitoring: Monitoring performance/delivery of services/commodities and reporting to the Government of any outstanding issues • Programmatic/Financial Reporting: Preparing reports needed to gauge the Region's progress against key programmatic, acquisition, and financial performance measures • Statement of Work Preparation: Preparing statements of work

	<p>(SOW)</p> <ul style="list-style-type: none"> • Funding Logs: Developing and monitoring funding logs for tasks, monitoring contract burn rates and other key funding measures, and verifying availability of funds • Funding Document Processing: Processing funding documents in accordance with the Regional acceptance policy • Contract Identification (ID) Numbers: Managing various contract ID number logs • Invoice Processing: Coordinating with clients on the review/acceptance of invoices in accordance with the Regional policy • Budgetary Reports: Assisting in the preparation of financial and budgetary reports • Acquisition Compliance: Assisting in identifying potential compliance problem areas and deficiencies and recommending strategies to facilitate compliance; critiquing and providing substantive recommendations to improve compliance procedures; assisting in the development of lessons learned and recommending an action plan to improve the organization’s overall acquisition process • Incremental Funding: Assisting in the preparation and processing of incremental funding documents • Findings and Determination: Assisting in the determination of the most suitable contract type (Labor Hours, Time and Materials, etc.) to be utilized in the acquisition • Familiarity and Ability to Interact with various Federal Agencies: Performing duties to include: the consistent preparation and delivery of exceptional documents, justifications for award, presentations, etc. • Miscellaneous Programmatic Support Activities: Assembling various paper and electronic files, organizing electronic documents, and spreadsheets; preparing various correspondences and spreadsheets; assisting in the preparation; updating of various organizational memorandum, letters, spreadsheets, and briefing
<p>Duration</p>	<p>06/2008 through Present</p>