



AGVIO LLC
 Office of Human Resources
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SUBCONTRACT ADMINISTRATOR	
Approved Date: 2023	
Job Code: #####	FLSA : Non-Exempt

JOB SUMMARY: Responsible for cradle to grave procurement/subcontracts support for services.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Prepares bid packages, conducts bidders' entrance and exit conferences, develops evaluation criteria, analyzes and evaluates subcontractor proposals, negotiates subcontract terms and conditions and special provisions including price and delivery, selects subcontractors, prepares justifications and awards and administers resulting subcontracts. Enforces contract flowdowns. Negotiates and coordinates additions, deletions, or modifications to subcontracts. Validates subcontractor's invoices. Prepares monthly reports. Participates with Senior Contracts Manager or other procurement personnel to improve subcontract policies and procedures. Support and participates in CPSR audits.

Experience supporting major subcontracts efforts.
 Ability to multi-task and adapt to shifting priorities.

Receives, reviews, and negotiates, subcontractor proposals. Manages the source selection process by leading the proposal evaluation team in fact finding, technical evaluations, and cost/price analysis. Negotiates purchase order and subcontract terms and conditions including estimated cost/price, delivery, quality and performance requirements.

Documents the entire bid and negotiation process.

Makes sure Purchase Requisitions are valid and have all required signatures. Develops the purchase order or subcontract document; reviews it for compliance with Government, Corporate and Company requirements; and obtains management approval prior to issuance to the subcontractor.

Develops, negotiates, and issues teaming agreements, non-disclosure agreements, and memorandum of understanding.

Provides subcontract advice and counsel to program/project managers, engineering personnel and other related functions such as finance, quality and contracts management.

Enters administrative and financial data on subcontracts into various subcontract data bases.

Supports corporate, DCMA and DCAA audits as needed.

Performs other duties as assigned.

Required Knowledge, Skills, and Education:

KNOWLEDGE

- In-depth knowledge of Federal Acquisition Regulations (FAR), statues, and including Flowdowns
- In-depth knowledge of Defense Federal Acquisition Regulations (DFARS)

- Knowledge of Cost or Pricing Data / TINA and being competent in implementing such when required
- Knowledge of Industry practices/ techniques/ standards including issuance of RFPs or RFQs
- In-depth knowledge in subcontract administration
- Knowledge of Government Policies & Procedures and Flowdowns
- Knowledgeable of construction services contracting
- Working knowledge of FAR part 15 – Contracting by Negotiation
- Working knowledge of DFARS 252.244-7001 Contractor Purchasing System Administration
- Working knowledge of SAM.GOV and the reps and certs process
- Working knowledge of the competitive award process and justification of non-competitive awards
- Working knowledge of the definition of commercial item in FAR 2.101
- Working knowledge of termination for convenience or default
- Knowledge of the Service Contract Act (SCA) and Davis Bacon Act (DBA)
- Knowledge of COI instruments
- Knowledge of STANDARD FORM 1413 – STATEMENT OF ACKNOWLEDGEMENT
- Knowledge of U.S. Department of Labor - PAYROLL FORM 347

SKILLS

- Skill to develop solutions to a variety of problems and complexity
- Skill in organizing, planning and prioritizing. MS Office Suite skills including Excel (intermediate to advanced)
- Skill to negotiate with subcontractors including developing Price or Cost Analysis positions
- Skill in basic mathematical functions
- Excellent written and verbal communication skills including writing procurement justifications
- Skill to work with others in the procurement department and the project requisitioner's of the goods or services
- Skill to evaluate and process changes to subcontracts
- Skill to conduct contract closeouts

WORK ENVIRONMENT

Fast paced and at time involves extreme deadline pressure. The nature of the work requires a high degree of teamwork and cooperation with other members of staff as well as other individuals across the Company. Must be well organized with the ability to coordinate and prioritize multiple tasks simultaneously. Must work well under pressure.

MINIMUM QUALIFICATIONS

Bachelor's Degree and 5 years relevant work experience in procurement, subcontracts or contracts or equivalent combination of education and experience.

PREFERRED EXPERIENCE

Experience working in a Department of Defense (DOD) contracting environment with Environmental Services subcontracts experience.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.