



## Federal Contract Bid Support Specialist

### Job description:

Join our team at ABM Federal Sales Inc. as a Federal Contract Bid Support Specialist. We're looking for a detail-oriented and efficient professional to assist with the bid process, from administrative support to proposal submission. In this role, you'll ensure the timely submission of high-quality proposals that meet client requirements, manage bids and resources effectively, and ensure compliance with all requirements and guidelines. Helping with any other sales administration duties as become necessary.

### Role Objectives

- Provide comprehensive support throughout the bid process, from identifying potential opportunities to submitting final proposals.
- Facilitate the development of bid strategies that are in harmony with organizational objectives and client needs.
- Liaise with cross-functional teams to ensure a cohesive approach to bid preparation.
- Oversee the bid timeline, guaranteeing punctual and superior submissions.
- Scout for new business ventures through vigilant monitoring of contract portals like SEWP, eBuy, GSA, Unison, Sam.gov, and other federal platforms.
- Keep meticulous records of bid documents, ensuring accuracy and completeness.
- Uphold strict adherence to client specifications, regulatory demands, and industry benchmarks.
- Analyze bid outcomes to pinpoint enhancement opportunities.

### Your Tasks

- Monitor active bids, maintaining oversight from the initial request to final decision.
- Confirm the completion of all necessary documentation for proposal submission.
- Create the quote for Bid Specialist and proceed with next steps based on what each contract requires.
- Support the Bid Specialists by providing competitive pricing insights in collaboration with the Capture Manager.
- Participate in bid review sessions and contribute to the refinement of bid strategies.
- Coordinate with contract specialists to ensure bid proposals meet all regulatory requirements.
- Keep track of bid performance indicators and conduct thorough post-bid evaluations.
- Proactively address any concerns to foster client trust and satisfaction.
- Address issues and concerns proactively to maintain customer satisfaction.
- Engage with internal teams to ensure seamless execution and client contentment.
- Organize and manage opportunity folders on SharePoint and maintain the Bid Board.
- Serve as a backup for the SEWP TR Process and manage related tasks as required.
- Perform additional duties as needed to support the bid administration process.

### Preferred Skills and Qualifications:

- Strong project management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple bids concurrently.
- Exceptional organizational and time management skills.
- Excellent analytical and problem-solving skills to evaluate bid opportunities and devise winning strategies.
- Superior written and verbal communication skills, with the ability to articulate complex information clearly.

**Education/Experience:**

- Preferred experience in Government sales
- Solid IT background (technical understanding of hardware and/or services / solutions)
- 4-year College Degree and/or equal business experience

**Special Requirements:**

- Residence local to ABM Headquarters is preferred (St. Louis MO)

**Compensation:**

- \$45,000-\$55,000 Salary plus Incentives/Bonus

**Benefits**

We offer a comprehensive benefits package that includes competitive salaries, health insurance, retirement plans, and paid time off. We also believe in the importance of work-life balance, so we offer flexible working hours and remote work opportunities. Additionally, we provide continuous learning and development programs to help our employees grow in their careers and stay at the forefront of the IT industry.

As a Federal Contract Bid Support Specialist, your role will be pivotal in assisting the entire team in driving sales and fostering client relationships. Your primary responsibilities will include identifying potential opportunities and crafting quotes for submission through federal contracts. Collaboration with internal teams is crucial to ensure customer satisfaction and the successful implementation of our solutions. We look forward to your application if you're excited to utilize your skills, nurture existing client relationships, and establish new, significant accounts.