



## Job Description – Contracts Manager

**Department:** Operations

**Reports to:** VP of Operations

### **Summary Description**

The job of Contracts Manager was established for the purpose/s of performing duties associated with proactively managing existing and new Government-Wide Acquisition Contracts (ex: GSA Schedules), agency / client contracts (including BPA's / Blanket Purchase Agreements, and task orders), contract product offerings, and partner (vendor and subcontractor) contracts & teaming agreements in accordance with corporate goals and objectives. The Contracts Manager is responsible for working / collaborating with Government Contracting Officers and ABM Federal's Sales and Capture (Proposal) Managers in support of the company's largest Federal Government Information Technology contracts. Responsibilities will span a variety of disciplines including; internal counsel on FAR regulations to ensure compliance with applicable federal regulations, as well as contract terms and conditions; advise senior management on government contract requirements and procedures; oversee administration of GSA schedules maintenance, government reporting, and overall supervision of the company's product offerings to ensure contract compliance.

### **Primary Duties /Responsibilities**

- Manage product catalog refreshes as needed to support the company's sales strategies, and to maintain compliance with GSA Schedules (in alignment with vendor requirements).
- Read, interpret and evaluate contract terms and conditions, assessing risks to the company and communicate findings to senior management and sales / capture team.
- Execute non-disclosure agreements (NDAs) and teaming agreements (TA's) with vendors and prime / subcontract partners, contract terms and conditions, and contract modification requests.
- Provide guidance to sales / capture team (in fact, any ABM Federal employee as-needed) with regard to interpreting contract terms & conditions or assessing legal requirements in order to ensure compliance.
- Stay on top of new laws and proposed legislation and interpret the potential impact on current and future contracts. (Note: ABM Federal is a member of "The Coalition for Government Procurement", which is a reliable source of comprehensive information and training on the latest developments in Federal Contracting and Procurement.)
- Exercise independent judgment to assess current procedures and develop new policies and processes to improve company-wide effectiveness in all areas that impact our contracting and compliance function.
- Develop and conduct federal compliance training with staff ("Contracting 101 updates and refresher sessions) on an ongoing basis (or as-needed).
- Ensure that standard operating procedures are updated and adhered-to.

- Respond to requests for information from government officials such as contract audits; CPARS; protests; BOA sales, etc.
- Implement quality control and tracking programs to meet quality objectives; and monitor adherence to rules and procedures. This includes interaction with our ERP System Administrator to implement automated checks & balances to ensure compliance.
- Assist sales staff at the transactional level with questions that arise regarding interpretation of contract terms, conditions and requirements to ensure contract compliance and billing accuracy.

## Requirements – Skills, Knowledge, and Abilities

- Demonstrates a working knowledge of Microsoft suite of products with a demonstrated intermediate to advanced proficiency in Excel and Word.
- Strong verbal and written communication skills.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work independently and as part of a team.
- Detail oriented – attention to detail is crucial in this role.
- Ability to write reports, business correspondence, and procedures with conformance to the prescribed style and format.
- Ability to effectively present information and respond to questions received from government entities, employees, managers, clients, and the general public.

## Physical Requirements:

- Must be able to remain stationary 80% of the time.
- Must be able to move inside the office to access printers, file cabinets, etc.
- Must be able to see close range.

## Education/Experience:

- Bachelor's degree in business administration, management, finance or other related field
- Certified Commercial Contracts Manager (CCCM), Certified Federal Contracts Manager (CFCM) or Certified Professional Contracts Manager (CPCM) credentials are preferred.
- 3 to 5 years' contract management experience, federal contracting preferred

## Hours/Telecommuting:

- Hours are 8:00 am – 5:00 pm, with 1 hour for lunch.
- ABM Federal supports a hybrid (office and work-from-home) work environment, and is compliant with all current federal, state and local COVID workplace safety guidelines.

**Note:** This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.