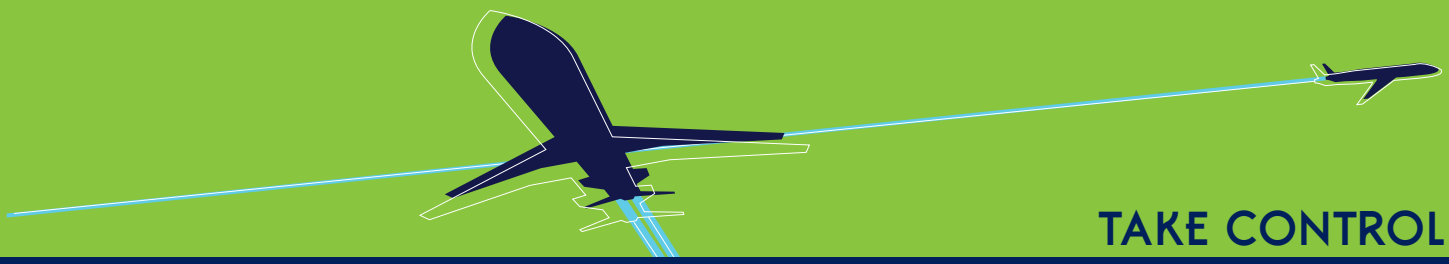

TAKE CONTROL

CONTRACTING SPECIALISTS

ABOUT US

We provide expert Contracting Officers/Specialists and Quality Assurance team members to advise, plan, negotiate, award and administer all types of contracts, purchase orders, delivery orders, agreements and aviation research grants for all FAA offices as well as other federal government customers. We ensure that the contracting team has the skill mix needed to successfully award and manage all major acquisition programs and all NextGen initiatives. We have team members in locations across the country.

RESPONSIBILITIES

Contracting professionals manage all aspects of contract formation and administration necessary to establish and maintain contractual relationships between the FAA and its external suppliers. This includes:

- Understanding technical requirements
- Assisting with the development of the acquisition strategy
- Developing a procurement strategy plan
- Reviewing statements of work
- Evaluating cost estimates
- Determining contractor responsibility
- Performing contract administration by determining contractor compliance with all terms and conditions of the contract
- Negotiating cost or price or technical changes
- Monitoring contractor performance
- Approving payments

The Contracting Officer has the authority to commit the government by executing awards, exercising options or terminating contracts.

To find out more about the FAA and our outstanding career opportunities and benefits, visit our Career website at **www.faa.gov/jobs**

TAKE CONTROL
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Federal Aviation Administration

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