

What Does a Contracting Professional Do?

Federal acquisition professionals, including contracting professionals, make strategic and innovative business decisions to help the United States acquire vital goods and services needed.

The most common contracting professional in the Federal Government is a Contract Specialist. These personnel act as business partners to Program Managers in their Agencies, assisting them in planning for and acquiring the goods and services needed so that Agencies can accomplish their mission.

Contract Specialists are in high demand as the Government's need for goods and services has increased dramatically over the past few years and the services being acquired are more technically complex as well as the projects and contracts being of longer duration.

Contracting professionals:

- Act as business partners to the Program Managers in their agencies
- Assist in planning for and acquiring the goods and services needed so that agencies can accomplish their mission
- Are in high demand as the Government's need for goods and services has increased dramatically over the past few years

Specific day-to-day tasks include:

- Notify individuals or offices of decisions, problems, or further actions needed
- Explain or justify decisions, conclusions, findings, or recommendations
- Make improvements, solve problems, or take corrective action when problems arise
- Negotiate contracts for services or supplies
- Negotiate with individuals or organizations to resolve conflicts, disputes, or grievances
- Acquire and maintain a working knowledge of relevant laws, regulations, policies, standards, or procedures
- Interpret and apply laws, regulations, policies, standards, or procedures to specific issues
- Implement new or revised laws, regulations, policies, standards, or procedures
- Monitor contracts (includes administering, extending, modifying, or terminating contracts)
- Collaborate with others or work on teams
- Purchase or contract for property, services, supplies, equipment, or other items
- Solicit proposals or bids for contracts or property
- Use computer systems or applications to access, create, edit, print, send, retrieve, or manipulate data, files, or other information.