



## **Bartholdi Partners, LLC**

### **Management Strategy and Retained Executive Search**

#### **Position Description – Vice President, Contracts**

##### ***The Company:***

Founded in 1985, this very successful technology company provides specialized solutions to Federal Government agencies, both DOD and Civilian. For the last twenty-four years, the company has built and delivered practical, timely, best value solutions to solve management, technology, IT/Cyber Security and program challenges through focused professional services to its Federal Government agencies.

The Company's technology and service offerings are used to streamline processes, augment organizations, and ensure efficiency to enable them to provide the best product on time and within budget. Their concept of technology solutions includes not only custom program applications, but also cutting-edge products such as web portals, Podcasts, Virtual Collaboration Tools, electronic training programs, information dashboards, and real-time tracking tools – just to name a few.

Located in Fairfax, Virginia, the company has approximately 300 employees. The company has had a compound annual growth rate of 25% and is currently generating revenues in the \$50 Million range. The company prides itself on being very family friendly and maintains an employee-oriented culture.

The company is positioning itself for significant growth and is allocating substantial resources to spur this growth. It has forged long-term customer relationships founded upon quality services, professionalism, mutual trust, and excellent communications. Two-thirds of its revenues come from customers who it has supported for at least 5 years. One third of the revenues come from 10-year plus customers.

##### ***The Position: Vice President, Contracts***

Reporting to the CEO, the Vice President, Contracts, supported by his/her staff, will be charged with broad management and department specific responsibilities with responsibility for contract administration, pricing and subcontract agreements. As a key member of the management team, the Vice President, Contracts, will also be responsible for evaluating the current departmental infrastructure/skill sets and recommending appropriate repositioning for a \$100-\$150 Million government contracting firm and developing/executing on plans to accomplish this growth transition. The Vice President, Contracts, is expected to have an excellent grasp of government contracting with a solid depth of understanding of FAR, DCAA, CPFF/FFP/T&M, IDIQ and related items in his/her knowledge base.

The Vice President, Contracts will be a key member of the management team with significant input into the strategic and operational plans key to meeting the Company's growth targets and strategic goals.

##### ***Specific Responsibilities:***

The Vice President, Contracts must lead, manage, mentor and grow the contracts department within the expanding requirements of the company. In addition, the following responsibilities of the Vice President, Contracts are summarized below:

1. Contract Administration:
  - a. Proposal to closeout contract support
  - b. Prime contracts (with subs) and subcontractor to other prime companies



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- c. Interpret terms and conditions to minimize risk of loss and liability; participate in problem solving teams. Prepare reps and certs and appropriate contract documentation for proposal process.
  - d. Brief officers on challenges and concerns; brief/educate PMs on parameter of contracts/administration clauses.
  - e. Resolve complex matters regarding the pursuit, negotiation and monitoring of contracts
  - f. Participate in RFQ/RFP reviews with business development and corporate officers
2. Pricing
- a. Responsible for cost proposal for all RFPs/RFQs/Follow-on contracts
  - b. Evaluate competitive pricing models, develop competitive pricing models
  - c. Work with COO and Finance to develop annual rates/price lists
  - d. Track profitability and make recommendations for changes as necessary by contract
3. Subcontract Agreements
- a. Follow/make recommendations regarding subcontract process and OCI process
  - b. Ensure subcontracts are appropriate for contract requirements

#### ***Requirements/Qualifications:***

- Minimum 8 years of federal government contract administration experience, expert knowledge of FAR, DFARS, and other federal acquisition regulations.
- In depth knowledge of all appropriate contract types from award to closeout and experience in maintaining GSA schedules.
- Experience with DELTEK – transitioning to Cost Point experience a big plus.
- Cost Proposal preparation experience and DCAA audit experience.
- Proven ability to manage, train, mentor and motivate staff; ability to manage and meet deadlines and schedules.
- Strong written and oral communications skills to conduct briefings and training sessions
- Active participant in NCMA; NCMA certification a plus.
- Bachelors degree required, Master's degree a plus
- Ability to obtain a secret clearance



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#### **Compensation:**

An attractive and competitive compensation package will be offered to the successful candidate along with company benefits that will consist of:

- Comprehensive Health Plans
- Dental plan for employee and family members
- Life Insurance Plans with many options for supplemental policies
- Short-Term and Long-Term Disability
- Generous 401(k)-IRA plan with many fund selections
- Dependent Care and Health Care Reimbursement Accounts
- Identity Theft Insurance

In addition to these benefits, the Company also provides a great vacation policy, paid holidays, tuition reimbursement, and in several locations subsidized membership in a health club.

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For additional details and to discuss this opportunity, call or email:

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