

Bid Specialist/Senior Bid Specialist

Reporting to the Director, Commercial Operations, the Bid Specialist/Senior Bid Specialist is responsible for developing a project scoping document, project estimates, cash flow model, project schedule, and bid response documents for Rough Order of Magnitude (ROM), budgetary estimates, and Requests for Proposals (RFP). Responsibilities will include review and determination of proposal content. The Specialist will work with other organizations in the development of the proposal and supporting documentation. This will include close coordination with the Contract Specialist of general terms and conditions and contract language to ensure that all bid requirements are fulfilled, revenues maximized, and costs and business risks minimized.

The Specialist will support the bid process workflow, report on progress and status, and ensure timely completion of bid reviews. The Specialist develops and maintains project documentation to coordinate contract fulfillment, customer invoicing, and maintains documentation on completion of project deliverables. The Specialist develops contract administration documentation and monitors contract compliance once the contract is handed off to the execution team.

Key Responsibilities:

- **Bid Preparation & Support:**
 - Reviews solicitations and prepares response for proposals, bids and contract modifications. May also prepare simple requests for proposals.
 - Performs risk assessment of proposal deliverables; communicates risks to stakeholders; and formulates mitigation strategies to minimize potential risks to the business.
 - Prepare estimates including supporting documentation and documents assumptions. Collaborates with Engineering, Project Management, Operations, and Business Development.
 - Develops preliminary project schedule and Go/No-Go decision criteria.
 - Prepare proposal workflows and compliance checklists and prepares contract review documentation.
 - Works with customers, management, and program teams to resolve issues, secure approvals, and ensure successful proposal execution.
 - Follow company rules and guidelines when preparing and reviewing proposals and estimates.
- **Contract Administration:**
 - Ensures contract review, approval and execution in accordance with corporate and/or business unit guidelines.
 - Prepares and administers routine correspondence, memoranda, and contract documentation to ensure timely and coordinated submittal.
 - Prepares, organizes and maintains contract records and files documenting contract performance and compliance.
 - Monitor all contract deadlines and conditions to ensure timelines are kept and all relevant payments or information has been met
 - Update existing contract documentation when contract changes occur
 - Develop and maintain digital and paper system of contracts, other documentation, and records
 - Assists Business Development, Engineering, Project Management, Operations and external business and engineering teams in resolving on issues and developments relative to assigned contracts.
 - Supports contract dispute resolution negotiations in collaboration with the Contract Specialist.
 - Supports contract closeout activities
 - Develops metrics and reports in support of program/project contract performance monitoring.
- **Process & Procedures:**
 - Maintains and updates standard proposal “boilerplate” proposal templates and information.
 - Communicates estimating and contract administration policy and practices to internal business units.
 - Manages business and documentation systems, controls, and tools for testing, data integrity and security.

- Coordinates with and provides recommendations to system providers and stakeholders to identify and resolve business process and/or system problems.
- Conduct process audits in accordance with procedures or as requested.
- Coordinates with internal business units when new policy changes are implemented to inform them of changes and disseminate changes that impact other business units.

Minimum Requirements/Qualifications:

- Bachelors degree in business or a technical field.
- 5+ years of relevant professional experience, including broad-based experience in proposal development, engineering estimating, cash flow modeling, contract preparation and review, risk registers, and project scheduling
- Demonstrated proficiency in office technology (including Microsoft Office applications), SharePoint, MS Project, customer relationship database tools, contract databases, etc.
- Demonstrated proficiency in process development and application of “Lessons Learned” to improve process efficiency.
- Excellent critical thinking, project management, analytical, communication, presentation skills
- Ability to take a ‘hands-on’ approach with details as well as the big picture
- “Results-driven’ mindset and excellent interpersonal skills
- Highly self-motivated with ability to manage and prioritize multiple projects and initiatives

Reporting:

- Reports to: Director, Commercial Operations
- Direct Reports: None