

# Subcontract Business Partner: Sr. Subcontract Business Partner

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Develops subcontract specifications, work statements and terms and conditions for the procurement of specialized materials, equipment and/or services. Prepares bid packages, conducts bidders' conferences, analyzes and evaluates proposals, negotiates subcontract provisions, selects or recommends subcontractors, writes awards and administers resulting subcontracts. Negotiates and coordinates additions, deletions or modifications to subcontracts. Participates with contracts administration and purchasing to develop subcontract policies and procedures.

## **Knowledge**

Understands the key concepts, processes, and practices in subcontract management, including key skills such as contract negotiation, contract formation, and contract management. Viewed as a knowledgeable practitioner in subcontracting.

## **Problem Solving**

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives. Ensure that there is an appropriate action plan to remedy any potential work plan slippage.

## **Discretion/Latitude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization. Works with major subcontractors to obtain cost savings and meet business area financial targets.

## **Liaison**

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations. Proactively manages subcontractor activity. Acts as the internal advocate for the subcontractor.

## **Work Products (Examples may include but are not limited to)**

Prepares subcontract RFPs. Analyzes subcontractor responses. Obtains SOWs and Performance Specs from engineering and program management. Negotiates and finalizes subcontract documents.

## **Minimum Education and Experience**

7+ years of directly related experience with a Bachelor's Degree in Business or a related field. Strong negotiation and interpersonal skills required. MS Word, PowerPoint and Excel skills. Professional Certification preferred.