

DAVID STARSEVICH  
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JOB TITLE AND GRADE: Senior Contract Specialist - GS-1102

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## **PROFESSIONAL PROFILE**

Expertise includes acquisition planning, preparation of price/cost analyses for designated actions, formulating negotiation strategy, developing negotiation objectives, negotiation of all types of contracts, research and development, major non-systems, and special operations requirements. Possess strong knowledge of the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS) and Army Federal Acquisition Regulation Supplement (AFARS).

## **PROFESSIONAL HISTORY**

01/2015 to Present, SENIOR CONTRACT SPECIALIST, U.S. Army Corps of Engineers, 40 hours per week

SERVE AS SENIOR CONTRACT SPECIALIST while administering contracts for complex systems and services. Facilitate contract planning meetings and provide advice on source selection. Apply knowledge of simplified acquisition procedures while coordinating pre-award acquisition activities including market research, cost estimates and price studies. Compile complete bidders' list from qualified applications. Prepare solicitation packages, evaluate bids/offers, and participate in contractor assessments. Carry-out all other post-award functions including monitoring contractors, evaluating performance, interpreting provisions, providing advice/guidance, negotiating contract modifications, processing terminations, and conducting close-outs. Perform contract administration functions for a variety of contracts including Fixed-Price Contracts, Cost-Reimbursement Contracts, Indefinite Delivery Vehicle Contracts, and Competitive Contracts (Restricted and Unrestricted).

OVERSEE THE FULL RANGE OF ACQUISITION FUNCTIONS to include generating complete acquisition packages in accordance with applicable regulations and policies. Perform acquisition planning activities in developing Requests for Information (ROIs), Industry Days, Evaluate bids or proposals for compliance with specifications on purchase descriptions and applicable clauses. Effectively review procurement requests for clarity, adequacy, and completeness and the contract terms and technical specifications to identify special requirements. Exercise ability to determine the minimum needs of the government as well as the pre-award and post-award procurement actions required to solicit and award contracts under formal advertising and negotiated procurement procedures. Provide procurement advice to staff members, Program offices, Contractors, and other agencies.

OVERSEE THE WORK OF CONTRACTORS; determine contractor responsibility by determining that a prospective contractor has adequate financial resources to perform the contract, is able to comply with the required or proposed delivery or performance schedule, has a satisfactory performance record, has a satisfactory record of integrity and business ethics, has the necessary organization, experience, accounting and operational controls, and technical skills/or the ability to obtain them, has the necessary production technical equipment and facilities/or the ability to obtain them, and is otherwise qualified and eligible to receive an award under applicable laws and regulations. Ensure adherence to contractor oversight/quality assurance activities.

**CONDUCT MARKET RESEARCH AND COST STUDIES** to identify available contractors, costs of services, and other information in support of the acquisition process. Compare costs with historical information, actual costs previously incurred for similar work, the cost or pricing data received from other contractors and independent cost estimate breakdowns. Review previous procurement actions and gather, research and investigate data and vast amounts of complex information ensuring accuracy and validity. Review and analyze requirements.

**LEADERSHIP AND SUPERVISION:** Provide leadership, mentorship, and guidance to staff. Assign work based on priorities, difficulty of assignments, and the capability of employees Acquisition Instruction. Evaluate work, with an eye toward continual improvements in efficiency and effectiveness. Set work priorities and goals. Manage timelines and hold team members accountable to program requirements, policies or standards. Hold others accountable to meet program requirements, policies or standards.

**LEAD NEGOTIATOR;** formulate negotiation strategy, develop negotiation objectives, and skillfully negotiate all types of contracts for research and development, major non systems, and special operations requirements.

**ORAL/WRITTEN COMMUNICATION EXPERTISE:** Facilitate communications and activities between organizational entities. Facilitate the resolution of competing or conflicting interests among persons whose cooperation was needed in order to meet an objective. Interact with persons in situations where frequent changes, delays, or unexpected events caused major shifts in priorities, timetables or work assignments. Establish and maintain professional working relationships with other government agencies, high level officials, and peers.

**KEY ACCOMPLISHMENTS:**

+ Completed the acquisition planning phase for the Geospatial, Research, Integration, Development and Support (GRIDS) III contract with a total value of \$200M. Developed the Source Selection Plan, Solicitation, and supporting documentation to prepare for the release of the Request for Proposal.

07/2013 to 03/2015, CONTRACT SPECIALIST, U.S. Army Corps of Engineers, Contact me first.

Prepare and implement contracting transactions from initiation to recommendation of award. Acquire supplies and services for the Army Geospatial Center. Perform pre-award and post-award functions on contracts for highly specialized, extensive, new or innovative systems, research and services of significant importance to the agency. Serve as point of contact for assigned procurements.

**CONDUCT MANAGEMENT REVIEWS** on all aspects of procurement functions to provide guidance to contractors. Assist in planning for acquisition of needed goods and services required for the agency to accomplish its mission. Review each contract's Performance Work Statement (PWS) / Statement of Objectives (SOO) to ensure accuracy.

**NEGOTIATE LARGE DOLLAR VALUE CONTRACTS** that contain a multitude of technical complexities that interact with complex pricing structures and arrangements. Formulate negotiations strategies through development of Pre-negotiation Objective Memorandums (POMs) and Price Negotiation Memorandums (PNMs).

**PREPARE PRICE/COST ANALYSES** for designated actions, formulate negotiation strategy and develop negotiation objectives. Perform comparative price/cost analyses on independent government cost estimates and contractor proposals. Analyze cost/price proposals for accuracy.

**PREPARE AND ISSUE SOLICITATIONS**, negotiation of terms, conditions and prices. Provide guidance to technical personnel involved in activities related to pre-award stage starting from Request for Proposal (RFP) preparation, evaluation of offers, negotiation with offerors, award of contracts and formulation of contract documentation.

**PERFORM PRICE AND COST ANALYSES**, and prepare negotiation positions using technical analysis. Determine the methodology and documents that will be used to establish pre-negotiation objectives before beginning negotiations. Completely and accurately document the price paid and support the conclusion that the final price is fair and reasonable in a Price Negotiation Memorandum (PNM), capturing the final price paid, the factual data relied upon, and the judgments that formed the basis of the objective and subsequent agreement on price.

**SERVE AS CONTRACT SPECIALIST** and spokesperson during complex contract negotiations that commit a sizable portion of the command's resources. Coordinate with Contracting Officer's Technical Representative and the Contracting Officer. Answer questions regarding the government position on a variety of issues with regard to sizeable portions of the command's resources.

**PERFORM COMPLEX ADMINISTRATION** required by procurement regulations. Conduct post-award orientations by providing purchase documents with all attachments to all stakeholders. Maintain knowledge of contracting principles. Communicate with both the agency and the supplier on contractual issues. Maintain control over the contract performance and maintain records or logs to be reviewed at completion of contracts.

**OVERSEE CONTRACT PERFORMANCE** necessary to assure delivery of the supplies or services required by the contract. Monitor contracts to ensure that work services are performed according to the quality, quantity, objectives, timeframes and manner specified in the contract. Verify that all work is completed and accepted by the agency prior to the contract expiration date.

**PERFORM AND UTILIZE CONTRACT ADMINISTRATION** and termination techniques sufficient to administer and close out contracts. Monitor contracts (includes administering, extending, modifying, or terminating contracts). Administer contracts and handle post-award activities including incorporation of changes, exercise of options and contract close out. Issue necessary amendments to clarify questions concerning items such as specification changes, language ambiguities or clarification of contract clauses.

**ADMINISTER AND EVALUATE CRITERIA** for a wide range of contracts to formulate approaches to problems arising throughout the procurement process. Maintain knowledge of the intricacies involved in a wide range of contract types ranging from fixed-price to cost-reimbursement, incentive, time and materials and basic ordering agreements. Evaluate the parameters of each contract type to make contracting decisions.

#### **SPECIAL PROJECTS AND ACCOMPLISHMENTS**

+ Processed approximately \$20 million in awards for task/delivery orders, contracts, and contract modifications for Fiscal Year 2014.

+ Performed market research, prepared the acquisition strategy and source selection plan, and prepared and posted the solicitation and amendments for a Multiple Award Task Order Contract (MATOC),

+ Reviewed the Statement of Objectives (SOO), Independent Government Cost Estimate (IGCE),

06/2010 to 07/2013, CONTRACT SPECIALIST INTERN, \$62,467 per year, GS-1102-07/09/11

05/2008 to 05/2010, STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP) PARTICIPANT, \$30,456 per year, GS-0306-03/04

Under guidance of the Contracting Officer, analyzed requirements, prepared various contractual documents, and assisted in the selection of determining contract types. Fully understood the methods of solicitation and the extent of competition. Processed for award \$86 million in delivery orders, contracts, and contract modifications. Completed all requirements in accordance with the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Supplement (DFARS) and Army Federal Acquisition Supplement (AFARS). Submitted documents in final form for Contracting Officer review and signature. Performed comparative analyses on independent government cost estimates and contractors' proposals.

## EDUCATION

Bachelor of Arts in Business Administration, University of North Carolina

Semester Hours: 120

GPA: 3.83/4.0, Graduated Magna Cum Laude

Academic and Sports Honors:

Who's Who Among Students

ESPN The Magazine First Team Academic All-District

Association of Collegiate Business Schools and Programs Student Leadership Award

SAU Representative at the NCAA Division II National Leadership Convention in Orlando, FL

NABC Honors Court

## JOB-RELATED TRAINING

Contracting for Decision Makers, Defense Acquisition University

U.S. Army Corps of Engineers PROSPECT 182 Course, Contracting Officer's Workshop

Intermediate Systems Acquisition Part A, Defense Acquisition University

Services Acquisition, Defense Acquisition University

Basic Math Tutorial, Defense Acquisition University

Contract Format and Structure for the DOD E - Acquisition University

Shaping Smart Business Arrangements, Acquisition University

Mission Support Planning, Acquisition University

## ADDITIONAL INFORMATION

MILITARY SERVICE:

NA

CERTIFICATIONS:

DAWIA Level III Certified in Contracting

DAWIA Level II Certified in Contracting

DAWIA Level I Certified in Contracting

LANGUAGES:

NA

AWARDS AND HONORS:

Selected to represent the agency at the Society of American Military Engineers