# Tyonek logo-stackedTyonek SERVICES Group, Inc

### Job Description Form

| Division/Department | | **Tyonek Services Group, Inc.** | | | |
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| Location | | **Madison** | | | |
| Job Title | | **Proposal Pricing Analyst IV** | | | |
| Reports to | | **Steve Davis** | | Title | **Sr. Pricing Manager** |
| Level/Grade  (if applicable) | |  | Type of position:  Full-time  Part-time  Contractor  Intern / Temporary | Hours: 40 / week  Salary  Exempt  Hourly  Nonexempt | |
| General Description | | | | | |
| * Compile cost, schedule, and technical elements in the development of pricing proposals in accordance with request for proposal (RFP) specifications. Review, analyze, and interpret procurement materials; such as RFP, RFTO, RFQ and distill information for use in budget preparation. | | | | | |
| Duties | | | | | |
| * Coordinate the collection and accumulation of cost, scheduling, and performance elements from functional departments * Research and analyze historical data and develop cost models to support proposal efforts * Coordinate activities and participate in fact-finding meetings * Participate in should-cost and pricing reviews with management and customer representatives * Participate as a member of the contract negotiation team * Compile, analyze, and document supplier cost data, historical data and cost models in determining objective cost positions * Develop and analyze material factors such as decrement and material usage allowance/attrition * Document the subcontract objective position in a formal Price/Cost Analysis Report (PCAR) for prime proposal support * Prepare and document priced Bill of Material and Material (BOM) cost estimate development * Support all audits, fact-finding, price updates, negotiations, sweeps, and certifications * Prepare and support all subcontract cost analysis for Procurement Review briefings * Provide negotiation support throughout Prime and subcontract definitization process * Provide estimate at completion for supplier cost as requested * Complete and maintain activities required for DCAA audits * Coordinate with Project Managers to help develop pricing support for contract modifications * Work in a team environment * Perform task with little to no supervision * Provide routine administrative support * Other Duties as assigned | | | | | |
| education/Experience requirements | | | | | |
| * Bachelor’s degree preferred. Experience may be substituted for degree * Requires 5+ years’ experience working knowledge of DoD Contracting * Experience working on DoD proposals and contracts is required * PROPRICER experience is highly desired * Experience in creating and working with Bills of Material and government drawings * Skill in preparing and analyzing complex technical specifications and bids. * Must have the ability to perform and apply cost/estimating and pricing principles to review, compile and analyze supplier cost and historical data * Understanding of regulatory requirements (ITAR, FAR etc.) * Must have experience working in a manufacturing/production environment for a Defense/Government contractor * Must have strong Microsoft Office skills * Skilled in verbal and written communication. * Deltek CostPoint experience is desired * We maintain a drug-free workplace and perform post offer, pre-employment substance abuse testing. | | | | | |
| Physical requirements | | | | | |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.  * Must be able to walk or stand on level and/or inclined surfaces and sit for extended periods of time. * Must be able to routinely climb / descend stairs. * On occasion must be able to lift 25 pounds. * Must be able to routinely grasp or handle objects, use finger dexterity, bend elbows / knees, and reach above / below shoulders. * Works in a normal office environment with controlled temperature and lighting conditions | | | | | |
| EQUAL OPPORTUNITY EMPLOYER / VEVRAA /ADA | | | | | |
| * TNC and its subsidiaries fall under ANCSA and are entitled under Federal Law to extend hiring preferences to its shareholders. ANCSA provides TNC the authority to give shareholder preference in hiring. TNC reaffirms its belief in equal employment opportunity for all employees and applicants for employment. Tyonek is an Equal Opportunity Employer and a VEVRAA Federal Contractor who affords equal employment opportunity to protected veterans and people with disabilities: Tyonek Native Corporation provides all employees and job applicants’ equal employment opportunities in hiring and promotion without discrimination because of age, sex, sexual orientation, genetic information, gender identity, marital status, race, religion, color, veteran status, physical or mental disability, national origin, or any other reason prohibited by law. | | | | | |
| Reviewed by |  | | | Title |  |
| Approved by |  | | | Title |  |