



Government Pricing Analyst

04/12/2022

Classification: Exempt – Professional; Administrative

The McKelvey Group, Inc. (TMG) provides pricing support for Federal Government contractors in the Washington DC area. We are looking for strong candidates to join our experienced team of professionals. Our Government Pricing Analysts support various pricing functions in response to government solicitations, such as building pricing models, cost narratives, subcontractor proposal analysis, and all basic reviews.

Candidates must maintain the ability to manage multiple tasks in a fast-paced environment, excellent verbal, written, analytical and presentation skills, and proficiency with spreadsheets and other MS Office applications. Strong interpersonal skills and ability to interact with all levels of management is essential. As a team player, the successful candidate must be proficient at independent work and the management of projects from inception to completion.

We also offer a flexible work schedule depending upon experience.

Responsibilities Include:

- Support Account Manager in Request for Proposal (RFP) Review
- Develop Compliant Price and Cost Volumes in Accordance with RFP and Internal Requirements:
 - Time & Materials, Fixed Price, and Cost-Plus Contracts
 - Task Orders, Contracts, and Multi-Award Vehicles
 - Civilian and Defense Agencies
 - Prime and Subcontractor Roles
- Learn and Develop Cost Models, Rates, and Factors:
 - Detailed Cost and Pricing Models for Small to Medium Sized Competitive Procurements
 - Direct Labor Rates
 - Provide Inputs for Indirect Rate Impacting
 - Create Cost Estimating Relationships for Other Direct Costs and Travel
- Perform quality assurance reviews on other proposals and related ad-hoc support
- Learn development of competitive analyses
- Support cost proposal process from DRFP through proposal submittal
- Prepare proposal close/audit files
- Learn and follow internal organizational methods, process flows, and conventions

Requirements Include:

- Bachelor's Degree in business administration, finance, accounting, or related disciplines
- Proficiency in Microsoft Excel

- Strong analytical and organizational skills
- Ability to work under pressure and meet deadlines
- Effective communicator, written and verbal and interpersonal skills to be able to interact with all levels of management
- Proactive, self-starter with the ability to work effectively in a team environment
- Excellent references
- **Must be a US Citizen / US Resident**

Desired Qualifications (up to 2 years):

- Internship or work experience in a Federal Government contracting environment
- Pricing Consulting Experience
- Non-Profit Pricing Experience
- International Pricing Experience
- DCAA Audit Experience
- Forward Pricing Proposals/Negotiated Indirect Cost Rate Agreements
- Familiarity with FAR, SCA and DCAA regulations and guidelines
- Excel skills - Knowledge of contract pricing models (T&M, cost-plus, fixed price, etc.)
- Excel - Understanding of indirect rates, direct labor development and labor hour allocation
- Experience coordinating with subcontractors on proposal submittals

Company Profile:

The McKelvey Group, Inc. (TMG) is a consulting firm in Gaithersburg, MD providing advisory and outsourced services for Federal contractors and commercial companies. TMG focuses on small to mid-sized businesses experiencing or planning for significant growth. TMG services include finance and accounting support, Government proposal development, business valuations, and customized training.