



**INTERNATIONAL SYSTEMS  
MANAGEMENT CORP**

6301 Ivy Lane • Suite 601 • Greenbelt, MD 20770-6310 • 301-220-0700 • Fax 240-331-3091

**Position: Mid-Level Acquisition/Contract Analyst**

International Systems Management Corp. (ISM) is seeking qualified candidates for a Mid-Level System Acquisition / Contract Analyst to support the US Navy. The selected individual will provide subject matter expertise in developing contract strategies, drafting procurement requests, analyzing contract performance and incentive fee structures, and competitive contract initiatives for weapon system development and production.

Applicant must have a Bachelor's Degree; four years of professional experience in Department of Defense acquisition projects; proficiency with Microsoft Office Products; strong communication skills (oral and written) to present, document and defend contract strategies; and ability to work across US Navy program, contracting and legal offices.

Desired Knowledge and Experience includes:

- Knowledge of AEGIS Weapon and Combat System elements;
- Knowledge of electronic system production;
- Knowledge of intellectual property and government data rights;
- Knowledge of Federal Acquisition Regulations (FAR) and DoD 5000.2 Operation of the Defense Acquisition System;
- Knowledge of US Navy contract types for sole source and competition;
- Knowledge of US Navy contracting process with specific emphasis on activities leading to Request for Proposal (RFP) release;
- Experience working with software or hardware design agents;
- Experience working with technical and acquisition subject matter experts in drafting statements of work for design or production contracts;
- Experience drafting Acquisition Plans, industry Requests for Information, and Justification and Approval (J&A);
- Experience drafting contract CLIN structures, performance/cost incentives and evaluation criteria

The ideal candidate is dynamic and proactive in meeting customer needs and has the ability to prioritize tasks and coordinate activities across numerous organizations. The position will be located in Washington, DC and will require minimal travel, approximately less than 5% of the time. Applicant must be a U.S. Citizen and be able to obtain and maintain a DoD Security Clearance.

ISM is a growing small business providing exceptional technical and program management services to the Department of Defense (DoD). ISM employees are experienced professionals that work well independently, or as part of a large government-industry team. The staff interacts at all levels of DoD and Industry and has a proven track record in achieving positive engineering and program management results.

ISM offers competitive salaries and a very comprehensive benefits package. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Interested individuals should email resumes to [resumes@ism-hq.com](mailto:resumes@ism-hq.com) or fax 240-331-3091.

Visit us at [www.ism-hq.com](http://www.ism-hq.com) for more information on ISM.