Jordan K. Hayes

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Summary

Contract specialist with six years of pre-award and post-award contracting for services and equipment, from market research through closeout.

Work Experience

Contract Specialist, GS-1102-11

General Services Administration, Public Buildings Service, Kansas City, MO | 07/2022 - Present | 40 hours per week

- Lead pre-award work on building services contracts up to $45 million: market research, acquisition strategy, solicitations and evaluation plans under FAR Part 15.
- Ran 3 source selections as the contract specialist, including discussions with offerors and the price analysis for the award decision.
- Negotiated a $12 million firm-fixed-price follow-on that came in 7% under the government estimate.
- Administer 22 contracts worth $160 million: modifications, options, invoices and performance issues with the contracting officer's representatives.
- Closed out 40 expired contracts in one year, clearing a 3-year backlog.

Contract Specialist, GS-1102-09

General Services Administration, Public Buildings Service, Kansas City, MO | 06/2020 - 06/2022 | 40 hours per week

- Awarded 60 simplified acquisitions under FAR Part 13 and orders against existing IDIQ contracts.
- Wrote statements of work with requiring offices and checked them for clear, measurable requirements.
- Prepared price analyses using historical prices and independent government estimates.

Purchasing Coordinator

Heartland Medical Supply, Kansas City, MO | 05/2018 - 05/2020 | 40 hours per week

- Bought $8 million a year of supplies from 70 vendors and negotiated price agreements that saved $300,000.

Education

BS, Business Administration (Supply Chain Management), University of Missouri-Kansas City, Kansas City, MO, 2018

Certifications and Licenses

- Federal Acquisition Certification in Contracting (FAC-C Professional), 2023

Skills

Contracting: FAR Parts 13 and 15, Source selection, Price analysis, Negotiation, Contract administration, Closeout
Systems: SAM.gov, FPDS, Excel