

DynCorp
International LLC
Technical Services LLC

Job Code: C0903
Primary Title: Principle Proposal Analyst

Last Revised: 07/24/01

Purpose of the Classification:

Leads and conducts the development and revision of major cost and/or pricing proposals within the limits of authority delegated by DynCorp International LLC and/or DynCorp Technical Services LLC (DI/DTSLLCs) assigned by department's management.

Principal Responsibilities of the Classification:

Performs many of the following responsibilities:

- A. Responsible production of cost and/or pricing proposals to address Request for Proposals (RFP) requirements and cost strategies.
- B. Coordinates the activities involved in the development and revision of major cost and/or pricing proposals.
- C. Analyzes estimates of services, material, equipment and production costs.
- D. Leads and train lower level employees in the cost and/or pricing process.
- E. Determines the spreadsheet models and templates for the pricing within a proposal.
- F. Participates as the Cost Volume Leader.
- G. Develops or assists pricing strategy for DI/DTSLLCs' cost proposals.
- H. Ensures compliance with government/customer specifications, company policies and cost estimating procedures set forth by DI/DTSLLCs'.
- I. Conducts or participates in proposal reviews with management. May be assigned to take the lead in some cases.
- J. Maintains and updates cost proposal cost binder information.
- K. Interfaces with appropriate departments to obtain necessary proposal information.
- L. Provides guidance and information to support audits, price negotiations and site contract/pricing personnel.
- M. Determines special reports and analyses to be designed to determine proper pricing and/or proposal development.
- N. Prepares and presents oral written reports to management and/or customer.
- O. May serve as team leader to coordinate major cost and/or pricing proposal efforts.
- P. Provides leadership to department to produce a winning cost proposal.
- Q. Monitors company performance for conformance to original proposal.
- R. Prepares and disseminates information throughout the company regarding contract status, compliance, modification, deviation, negotiation and termination.
- S. Conducts and participates in proposal reviews with management.
- T. Performs other duties as assigned.

Education Required:

Bachelor's degree in an associated discipline. Two (2) years of experience in related field can be substituted for each year of the four (4) years of college.

Experience Required:

Six (6) years experience in proposal preparation and analysis for government contractor.

Special Knowledge/Skills Required:

- A. Demonstrate proficiency in Microsoft Office applications.
- B. In-depth knowledge of Cost Accounting Standards (CAS).

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- C . In-depth knowledge of Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulations (DFAR) and related federal and state legislation and regulations.
- D . Excellent written and oral communications and interpersonal skills.
- E . Attention to details and able to handle multiple tasks independently
- F . Excellent mathematical skills.