Daniel Reyes

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U.S. citizen

SUMMARY

Contract specialist with three years at the GS-11 level and two years at GS-9, handling pre-award and post-award work for supplies and services contracts. Plans acquisitions, prepares solicitations, evaluates price, and administers contracts to closeout.

WORK EXPERIENCE

Contract Specialist, GS-1102-11
General Services Administration, Federal Acquisition Service, Kansas City, MO
09/2023 – Present | 40 hours per week

- Managed a workload of 25 to 30 open contract actions at a time, from acquisition planning to award, for facility services contracts valued up to $4.2 million.
- Wrote acquisition plans, solicitations and evaluation criteria with program offices, and answered vendor questions through amendments before the closing date.
- Prepared price analyses and negotiation memoranda for 14 awards in fiscal year 2025, comparing proposals with the independent government cost estimate.
- Administered 40 active contracts after award: processed modifications and options, reviewed invoices against deliverables, and closed out 22 completed contracts.
- Resolved a late-delivery dispute with a vendor by documenting the delays, agreeing a revised schedule and recording the consideration in a bilateral modification.
- Conducted market research for each new requirement, including searches of existing contract vehicles and sources-sought notices, and recorded the results in the file.
- Reviewed past performance records and responsibility information for every apparent awardee before award.
- Briefed program managers on acquisition timelines and the documents each stage needs, cutting the number of files returned as incomplete.

Contract Specialist, GS-1102-09
General Services Administration, Federal Acquisition Service, Kansas City, MO
08/2021 – 08/2023 | 40 hours per week

- Awarded 60 simplified acquisitions and task orders under existing contract vehicles, checking each vendor’s registration and responsibility before award.
- Drafted statements of work with program staff and prepared files for the contracting officer’s review.
- Processed 45 contract modifications for funding, administrative changes and option exercises, checking each against the contract terms.
- Maintained contract files in the agency’s electronic contract writing system so each file passed the quarterly file review.
- Evaluated quotes for 18 competitive orders against the stated evaluation factors and wrote the award decision for the contracting officer’s signature.
- Reviewed contractor invoices each month against delivery records for 12 service contracts and returned those that did not match.
- Answered vendor and program office questions about ordering procedures, open solicitations and required forms.

Purchasing Assistant
Midland Building Supply, Overland Park, KS
06/2019 – 07/2021 | 40 hours per week

- Placed purchase orders with 35 suppliers and compared three quotes for every order over $10,000.
- Tracked open orders against promised delivery dates and contacted suppliers about late shipments each week.
- Reconciled supplier invoices with receiving records and purchase orders before passing them to accounts payable.

EDUCATION

University of Missouri–Kansas City, Kansas City, MO
Bachelor of Business Administration, Finance, 05/2019, GPA 3.5

CERTIFICATION

Federal Acquisition Certification in Contracting (FAC-C) Professional, 03/2024

TRAINING

Contract Pricing and Cost Analysis, 05/2022 | Contract Administration, 10/2022 | Source Selection, 03/2023
Government Contract Law, 09/2024 | Market Research for Acquisition, 02/2025

VOLUNTEER EXPERIENCE

Treasurer, Westport Neighborhood Association, Kansas City, MO | 01/2022 – Present | 3 hours per week
Keep the accounts, prepare the yearly budget and obtain three quotes for each park maintenance contract.

SKILLS

Federal Acquisition Regulation (FAR) Parts 8, 13, 15 and 16 | price and cost analysis | market research | contract writing systems | Microsoft Excel