

Yusuf Ortega

Contract Price and Cost Analyst

☎ (571) 555-1846

✉ yusuf.ortega@example.com

🌐 linkedin.com/example/yusufortega

📍 Arlington, VA 22203

STRENGTHS

- 📊 **Pricing judgment**
Turned proposal evidence, market research, and cost drivers into clear price reasonableness findings. Contracting officers relied on those conclusions.
- 🗣️ **Negotiation support**
Built negotiation packages that connected assumptions, historical prices, and commercial evidence. A useful lesson came from making every position traceable.
- 🔍 **Analytical review**
Caught arithmetic issues, unsupported assumptions, and record gaps during peer review. Colleagues often brought difficult files for a second look.
- 👥 **Stakeholder advising**
Explained pricing risks to engineers, program staff, counsel, and contracting officers in plain language. Conversations became more focused and actionable.
- ♥️ **Workload reporting**
Maintained recurring mission reports with dependable action data and deadlines. Consistent status information gave acquisition leaders a clearer operating picture.

SKILLS

Cost analysis Price analysis

Negotiation preparation

Price reasonableness

Market research

Federal acquisition

Proposal analysis

Construction contracting

Contract administration

Acquisition documentation

SUMMARY

Senior **contract price and cost analyst** with 12 years of progressive federal acquisition experience across **construction**, infrastructure, environmental, energy conservation, remediation, and architect engineer portfolios. Provides pre award and post award cost and price analysis, proposal evaluation, market research, **negotiation preparation**, and documented **price reasonableness** findings. Advises contracting officers, engineers, program personnel, and legal stakeholders by translating commercial practices, economic indicators, industrial conditions, historical pricing, and cost data into sound acquisition strategies. Career growth includes increasingly complex analytical assignments, peer quality review, workload reporting, stakeholder consultation, and hands on support as an individual contributor. Brings careful judgment, clear writing, customer service, integrity, negotiation support, and reliable records management to deadline driven federal acquisition environments.

EXPERIENCE

Senior Contract Price and Cost Analyst

Potomac Federal Procurement Partners 📅 July 2023 - Present 📍 Arlington, VA

Leads complex pricing analysis for construction, remediation, **energy conservation**, and **architect engineer** acquisitions. Advises contracting officers and multidisciplinary teams, reviews peer work, and converts market evidence into negotiation positions and acquisition decisions.

- Led **construction** pricing reviews using proposal data, estimates, and market evidence for contracting decisions.
- Built negotiation packages from cost elements, historical prices, and commercial research for complex acquisitions.
- Evaluated modifications for labor, materials, indirect costs, and escalation assumptions affecting **price reasonableness**.
- Briefed **contracting officers**, engineers, program staff, and counsel on pricing risks and alternatives.
- Reviewed peer analyses for traceability, mathematical accuracy, and consistency with acquisition records.
- Researched economic indicators and **industrial conditions** supporting defensible acquisition strategies and negotiation positions.

Contract Price and Cost Analyst

Blue Ridge Acquisition Analytics 📅 March 2020 - June 2023 📍 Alexandria, VA

Performed cost and **price analysis** for civil works, **flood risk reduction**, facility construction, and environmental actions. Produced pricing memoranda, workload reports, and analytical guidance that improved procurement file consistency and supported negotiation preparation.

- Analyzed civil works proposals using historical prices, market evidence, and government estimates for award decisions.
- Prepared pricing memoranda documenting evaluated costs, assumptions, evidence, and recommended negotiation positions.
- Examined contractor submissions for material variances, escalation assumptions, and indirect rate effects.
- Conducted **construction** and professional services research using commercial benchmarks and economic conditions.
- Produced quarterly workload summaries covering analytical assignments, mission activity, and recurring reporting needs.
- Provided peer guidance on **pricing documentation** and analysis methods for consistent procurement files.

Contract Specialist

Chesapeake Contracting Solutions 📅 August 2017 - February 2020 📍 Baltimore, MD

Workload reporting

Financial disclosure

Stakeholder advising

Economic analysis

Records management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Contract Price and Cost Analyst at Potomac Federal Procurement Partners (3.2 Years)

● Contract Price and Cost Analyst at Blue Ridge Acquisition Analytics (3.2 Years)

● Contract Specialist at Chesapeake Contracting Solutions (2.5 Years)

● Acquisition Analyst at Capital Region Procurement Services (2.1 Years)

● Junior Acquisition Analyst at Atlantic Procurement Advisors (11 Months)

Supported acquisition planning and contract administration for construction, engineering, environmental, and facilities requirements. Coordinated pricing, technical, vendor, and program inputs while protecting sensitive records and preparing award and modification documentation.

- Prepared negotiation worksheets and price comparisons for awards and contract modifications using market evidence.
- Analyzed quotes and proposals with competition data, historical prices, and cost information for **acquisition teams**.
- Researched supplier markets, **commercial practices**, and **economic factors** affecting specialized requirements.
- Coordinated pricing questions among program staff, engineers, vendors, and contracting officials.
- Maintained accurate electronic acquisition records and protected procurement sensitive information through established controls.
- Supported contract administration decisions with clear file documentation and organized proposal analysis.

Acquisition Analyst

Capital Region Procurement Services 📅 June 2015 - July 2017 📍 Washington, DC

Developed acquisition analysis for service and construction procurements under senior review. Organized proposal evidence, tracked action milestones, researched vendors, and supplied recurring workload information for procurement leadership.

- Compared offered prices with historical transactions, market sources, and government estimates for senior review.
- Prepared **price analysis** documentation from proposal data, vendor research, and supporting source records.
- Tracked procurement actions, deadlines, and workload information for recurring mission reports.
- Researched vendor capabilities, commercial terms, and pricing patterns across service and **construction** markets.
- Maintained controlled procurement records and coordinated document requests across acquisition stakeholders.
- Organized analytical files so senior reviewers could trace evidence, assumptions, and recommendations.

Junior Acquisition Analyst

Atlantic Procurement Advisors 📅 June 2014 - May 2015 📍 Richmond, VA

Supported facilities and professional services procurement analysis under senior contracting guidance. Organized vendor quotations, estimates, historical prices, market research, milestones, and controlled records for timely analytical review.

- Organized vendor quotations, government estimates, and historical pricing into comparison worksheets for review.
- Verified arithmetic, source documentation, and file completeness before senior analytical review.
- Researched commercial sources and vendor capabilities for **market research** summaries supporting procurement actions.
- Tracked action milestones and maintained accurate status information across multiple acquisition files.
- Handled sensitive acquisition documentation using established records controls and review procedures.
- Supported facilities and professional services analysis with organized evidence and timely updates.

PROJECTS

Construction Price Reasonableness Review 📅 2024

Led a focused review of complex construction pricing using proposal data, historical transactions, market research, economic indicators, and cost element analysis. Findings supported negotiation preparation and documented acquisition strategy decisions.

Environmental Remediation Negotiation Package 📅 2022

Prepared an analytical package for environmental remediation requirements, connecting contractor cost submissions, indirect rates, escalation assumptions, commercial practices, and price evidence with recommended negotiation positions.

LEADERSHIP & AWARDS

- Recognized for reliable peer review of pricing analyses, with careful attention to traceability, arithmetic accuracy, and acquisition records.
- Selected for increasingly complex federal acquisition assignments covering construction, infrastructure, environmental, and architect engineer requirements.
- Entrusted with recurring workload reporting and stakeholder briefings supporting contracting officer decisions.

EDUCATION

Bachelor's Degree in Business Administration, Finance Concentration

George Mason University 🎓 GPA: 3.5 📅 2014 📍 Fairfax, VA

Coursework: Finance, accounting, economics, quantitative methods, business management

CERTIFICATIONS

- Federal Acquisition Certification in Contracting, Professional 📅 2023
- Advanced Federal Contract Pricing and Negotiation Training 📅 2021

TECHNICAL SKILLS

- **Pricing Analysis:** Cost analysis, price analysis, price reasonableness
- **Federal Acquisition:** Pre award analysis, post award analysis, acquisition strategy
- **Negotiation Support:** Negotiation preparation, pricing memoranda, negotiation worksheets
- **Market Research:** Commercial practices, price trends, vendor research
- **Economic Analysis:** Economic indicators, industrial conditions, escalation analysis
- **Construction Acquisitions:** Civil works, facility construction, military construction
- **Infrastructure Programs:** Dam safety, flood risk reduction, energy conservation
- **Environmental Acquisitions:** Remediation, cleanup, environmental mitigation
- **Professional Services:** Architect engineer designs, architect engineer surveys, professional services
- **Proposal Evaluation:** Cost submissions, cost elements, indirect rates
- **Acquisition Records:** Pricing documentation, electronic records, source documentation
- **Reporting Tools:** Workload reports, quarterly summaries, action tracking

PROFESSIONAL AFFILIATIONS

- Federal acquisition and contracting practitioner community, sharing practical pricing research and documentation methods with peers.
- Construction and infrastructure acquisition teams, collaborating with engineers, program personnel, vendors, and contracting officials.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST