



## COST AND PRICING ANALYST

<b>Sector:</b>	BUSINESS DEVELOPMENT DEPARTMENT
<b>Name in English</b>	COST AND PRICING ANALYST
<b>ROLE</b>	<p>The cost and pricing Analyst provide support to simple and complex cost proposals. Support analyses and strategy development for assigned procurements, including ensuring compliance with internal processes and procedures. Design, develop and prepare cost models and cost proposals, provide guidance and council to internal stakeholders on all aspects of proposal preparation, including market, wage/cost analyses, RFP/RFQ analysis, disclosure and compliance issues, terms, pricing strategies, business risks, and cost proposal content. Research and conduct competitive analyses.</p> <p>He/She will collaborate with the Engineering, Project Management, Solution Centers, Operations and Customer Service and Subject Matter Experts (SMEs) to analyze RFP requirements, develop costing requirements, and detailed cost and pricing models for different types of proposals</p>
<b>REPORTING LINE</b>	Business Development Director

<b>MAIN RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Leads the cost analysis and estimating functions for assigned bids This includes gathering cost elements and data needed (internally and externally) to establish the costing and pricing of the proposal</li> <li>Coordinate and lead proposal price review meetings with proposal team and management to receive required corporate approvals</li> <li>Review and incorporate cost information received from SMEs and other proposal team members into cost/pricing template and coordinate with staff for further information and updates as required</li> <li>Leads pricing functions and other reporting responsibilities as assigned.</li> <li>Develops pricing and financial models/templates using Excel.</li> <li>Develops pricing data calls and negotiates with all teaming partners (Subcontractors and Primes).</li> <li>Develops Basis of Estimate (BOE).</li> <li>Conduct the necessary analysis of tenders to compile cost, schedule and technical elements to be used in the development of cost proposals in accordance with the solicitation requirements and specifications.</li> <li>Provides strategic thinking, competitive analysis, and insights to help achieve Price-To-Win (PTW) target values.</li> <li>Ensure all appropriate business processes are followed properly end to end, such as reporting risk/concern during the tender phase, ensuring financial proposals are completed accurately and correctly, archiving of bid documents, and the development of lessons learnt related to cost and pricing</li> <li>Responsible for development of competitive pricing analysis so as to establish price targets on all proposals</li> <li>Estimate cash flow based on forecasted cost and payment schedules and identify alternative payment milestones or values to improve expected cash flow</li> <li>Prepare special reports by collecting, analyzing, and summarizing information and trends</li> <li>Participate in the negotiations for new contracts/awards (price, scope, terms and acceptance criteria)</li> <li>Understand customer requirements as called-out in RFP's</li> <li>Develop, maintain, and update proposal cost/pricing templates to meet company requirements</li> <li>Ensure 100% compliant and complete price proposals on time</li> </ul>
<b>ADDITIONAL or OPTIONAL ACTIVITIES</b>	<ul style="list-style-type: none"> <li>Keeps regularly informed of the technical developments in his/her speciality</li> <li>Attends fairs and presentations</li> </ul>

<p><b>REQUIRED SKILLS, KNOWLEDGE AND COMPETENCIES</b></p>	<ul style="list-style-type: none"> <li>• Position requires attention to detail and being through in completing work tasks</li> <li>• Possesses in-depth understanding of common basis for evaluation, Best Value, Best Value Trade Off, etc.</li> <li>• Possesses in-depth understanding of common contract types</li> <li>• Possesses excellent analytical and negotiating skills</li> <li>• knowledge in pricing of various award mechanisms</li> <li>• Ability to complete all cost proposal requirements identified in the RFP's or RFQ's using self-generated checklists to ensure all requirements are met</li> <li>• Experience in development of proposal cost preparation and analysis, contract cost, and price evaluation techniques, cost accounting standards (CAS), etc.</li> <li>• Experience with development of contract price proposals</li> <li>• Ability to read and analyze the RFP to translate the expressed requirements into proposal cost elements</li> <li>• Ability to develop all pricing to meet the requirements of an RFP or RFI. Must demonstrate the ability to prioritize and multi-task a variety of demanding assignments without a degradation of work quality</li> <li>• Being reliable, responsible, dependable, and fulfilling obligations</li> <li>• Strong experience in MS Excel. Ability to create and maintain price calculation models in Excel</li> <li>• Ability to create complex formulas and simple comparative data analyses in Excel</li> <li>• Ability to work independently and as a part of a team</li> <li>• Excellent interpersonal and communication skills, working with multi-disciplinary teams</li> <li>• Excellent writing communication and customer service skills</li> <li>• Demonstrated ability to manage multiple projects at once</li> <li>• Ability to complete tasks on schedule to meet firm deadlines, i.e. ability to work flexible hours in a dead-line driven environment</li> </ul>
<p><b>MINIMUM LEVEL OF QUALIFICATION</b></p>	<p>Bac +5/Master's with training or equivalent professional experience</p> <ul style="list-style-type: none"> <li>• Bachelor's Degree (Finance or Business related area of study is a plus).</li> </ul>
<p><b>EXPERIENCE</b></p>	<p>Minimum 5 years' experience in developing complex costing and pricing models for Business development, sales and other related financial areas.</p>
<p><b>POSSIBLE ADVANCEMENT</b></p>	<p>Senior Analyst Bid Manager</p>