

American Battle Monuments Commission (ABMC)

Performance Work Statement (PWS)

Contract Specialist Support

Date: January 2026

1. Background

The American Battle Monuments Commission (ABMC), established by Congress in 1923, administers, operates, and maintains 26 overseas commemorative cemeteries and 32 memorials in 17 foreign countries. ABMC honors the service and sacrifice of U.S. Armed Forces by creating and maintaining memorial sites and facilitating education of their legacy.

ABMC requires contracting support for its Paris, France office. The contractor shall provide cradle-to-grave acquisition support for services, supplies, and construction projects supporting ABMC cemeteries and memorials worldwide.

2. Scope of Work

The contractor shall perform the full range of contracting functions, including:

- Acquisition planning and market research.
 - Drafting statements of work and performance work statements.
 - Preparing solicitations and Requests for Quotations (RFQs).
 - Conducting cost and price analysis.
 - Supporting negotiations and contract awards.
 - Preparing and maintaining contract files.
 - Administering contracts and performing closeout actions.
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3. Required Skills

- Minimum of eight (8) years of U.S. Federal contracting experience.
 - Knowledge of the Federal Acquisition Regulation (FAR).
 - **Federal Acquisition Certification in Contracting – FAC-Professional, previous FAC-C Level II, or DAU equivalent** (any of these certifications is acceptable).
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4. Desired Qualifications

- Experience with Oracle Federal Financial Systems or similar software.
 - Master's degree in business administration or related field.
 - Proficiency in French (desired, not required).
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5. Place of Performance, Travel, and Hours of Operation

Work may be performed on-site in Paris, remotely within Europe, or a combination of both. Contractor shall align working hours with ABMC's Paris office schedule (Central European Time).

Travel to ABMC sites is required. Additional overseas travel may occur. All travel shall comply with the **Federal Travel Regulation (FTR), 41 CFR Chapters 300–304**, and requires prior approval from the Contracting Officer or COR.

6. Deliverables and Reporting Requirements

The contractor shall submit monthly progress reports to the COR by the third business day of each month. Report content will be specified by the COR.

7. Confidentiality of Information

The contractor shall not disclose or use ABMC confidential information except as necessary to perform this contract. Confidential information includes all non-public information related to ABMC operations, projects, or customers.

8. Ownership of Intellectual Property

All documents, deliverables, and materials created under this contract are the property of ABMC. The contractor assigns all rights, title, and interest in such materials to ABMC without additional cost.

9. Federal Holidays and Weekends

The contractor shall not perform work on weekends or U.S. Federal holidays unless approved in writing by the COR.

10. Key Personnel Requirements

Key personnel identified in the proposal shall not be replaced without prior written approval from the Contracting Officer. Requests for substitution must include justification and a resume of the proposed replacement.

11. Period of Performance and Contract Type

The period of performance is one (1) base year with four (4) 12-month option periods. The contract type will be Labor Hours based on proposed labor rates.