



# CALCULATING YOUR NEXT MOVE? BECOME A CONTRACT SPECIALIST WITH CDC

Contract specialists play a vital role in advancing the Centers for Disease Control and Prevention's (CDC) public health mission. In fiscal year 2022, CDC's Office of Financial Resources (OFR) processed 9,228 contract actions, which totaled \$10.3 billion supporting public health programs and research around the world.

As a member of our talented and diverse workforce, you will make a difference. Contract specialists advise CDC officials on how to structure contracts to maximize their effectiveness and to avoid misunderstandings. Being a contract specialist is more than a job; it's a rewarding career with a direct impact on public health.

In OFR, we are passionate about what we do because we understand that each budget dollar is far more than a number. It is lives saved, illness and injury prevented, hope and healing restored.

## As a Contract Specialist, You Will...

### CONSULT.

Meet with CDC officials to define their program's needs, goals, budget, and to determine the best contract type.

### PLAN.

Recommend contract types and terms based on market research and requirements. Prepare and publish a solicitation for industry partners.

### NEGOTIATE.

Before the contract is awarded, field questions from possible offerors and negotiate pricing, terms, and deliverables on behalf of the program. After the contract is awarded, contract specialists oversee the contract performance to ensure successful outcomes.



## READY TO JOIN US?

Education requirements include 24 hours of business courses, with a bachelor's degree highly recommended. Once you've joined, you'll receive training to meet certification requirements.

Search <https://go.usa.gov/xtTZ6> using keywords contract specialist (1102). Visit the <https://go.usa.gov/xtTZF> for additional information.



**U.S. Department of  
Health and Human Services**  
Centers for Disease  
Control and Prevention