



SOLICITATION NUMBER: 72016721R00003

ISSUANCE DATE: April 13, 2021

CLOSING DATE/TIME: April 26, 2021, Local Time (**KOSOVO**) **17:00 PM**

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) - Acquisition and Assistance Specialist (A&A Specialist)/Cost and Price Analyst - **This is a Resident Hire Position – (RHPSC)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract for Acquisition and Assistance Specialist (A&A Specialist)/Cost and Price Analyst position as described in the solicitation. This position is open to individuals who meet all the following criteria of a Resident Hire:

Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as:

- a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement,
- or for reasons other than for employment with a U.S. government agency,
- or under any U.S. government-financed contract or agreement.

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States. Abroad means outside the United States and its territories and possessions.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions in response to this solicitation must be directed to the Point of Contact specified in Attachment 1.

Sincerely,

Gëzim Hysenagolli
Supervisory Executive Officer



ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72016721R00003
2. **ISSUANCE DATE:** April 13, 2021
3. **CLOSING DATE:** April 26, 2021 by 17:00 pm Local Time (Kosovo)
4. **POINT OF CONTACT:** Mimoza Këpuska, email at PristinaUSAIDHR@usaid.gov
5. **POSITION TITLE:** Acquisition and Assistance Specialist (A&A Specialist)/Cost and Price Analyst
6. **MARKET VALUE:** GS-12 equivalent (\$66,829.00 - \$86,881.00 per annum). The final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** One (1) year base period, with an option for renewal, subject to the availability of funds and agency/mission requirements.

Base Period: o/a June 2021 - June 2022
Option Period 1: o/a June 2022 - June 2023
8. **PLACE OF PERFORMANCE:** Pristina, Kosovo
9. **ELIGIBLE OFFERORS:** US Citizens
10. **SECURITY LEVEL REQUIRED:** Employment Authorization (USPSCs) – Facility Access

11. STATEMENT OF DUTIES

BACKGROUND: The Regional Office of Acquisition and Assistance (ROAA) plays a pivotal role in the successful execution of USAID's Strategic Goals and Objectives through the planning, solicitation, award and administration of acquisition and assistance (A&A) mechanisms throughout the Balkan region. The office supports Albania, Kosovo, North Macedonia and Serbia. ROAA staff includes two USDH Contracting/Agreement Officers (CO/AO), five Cooperating Country Nationals (CCN) in Kosovo, and one CCN each in North Macedonia and Serbia, all of whom work with the technical teams to develop, award and administer programs via A&A mechanisms.

BASIC FUNCTION OF POSITION: The A&A Specialist is a key assistant to the Contracting/Agreement Officer and a key team leader for specific A&A actions within ROAA. The Incumbent is a crucial player for assisting ROAA and will be readily able to apply U.S. Government contracting experience (either directly or via private industry experience performing U.S. Government contracts at the prime and/or subcontract level) to a full range of A&A challenges. S/he will do this by applying A&A knowledge, skills and abilities on all A&A actions from cradle to grave while working as independently as possible. S/he may also be assigned as the team lead in performing detailed cost evaluations and establishing negotiation objectives for major A&A solicitations for ROAA.

Individual actions will be unique and multifaceted. ROAA covers varied and complex programs. Besides being able to apply professional procurement skills through all manners of A&A instruments, the incumbent will be expected to have excellent communication skills to work with a diverse staff, and with multiple U.S. based and local entities. In addition, the Incumbent will be responsible for a variety of functions to support the needs of the office.

DUTIES AND RESPONSIBILITIES: The A&A Specialist/Cost and Price Analyst main responsibilities will include conducting cost and price analysis and participating in the design process of new awards, assisting with the administration of current awards and procurement of new awards, and writing, editing, and reviewing material necessary for the needs of the office. The A&A Specialist may serve in a Team Leader position for a portfolio or an Agency initiative. In this role, s/he will be the principal advisor for a broad range of USAID A&A activities, to include high dollar, complex competitive procurement actions, but also assistance (grants and cooperative agreements), modifications, delivery and purchase orders, interagency agreements and supply schedule or other related actions. S/he shall exercise leadership skills in conducting technically proficient acquisition and assistance, fully complying with all relevant laws, regulations and procedures and performed in a positive, team and customer oriented manner. S/he may have a formal decision-making authority in the many aspects of the broad areas of acquisition and assistance.

Pre-Award Expertise and Services

(40%)

Under the guidance of the ROAA Director, or designee, performs or directs all actions required to conceptualize, plan, solicit, negotiate and award many kinds of acquisition and assistance actions of varying complexity. Conducts Acquisition and Assistance planning and subsequent pre-award activities fully supportive of USAID's strategic and special objectives and related results expectations and requirements. Leads or serves as principal advisor on all cost evaluations (including full cost, price, and cost realism analysis) for all major A&A actions.

- a. Can understand and apply A&A principles.
- b. Organizes, directs, conducts and/or coordinates pre-bid/pre-proposal conferences for complex procurement actions.
- c. Reviews requests for A&A actions (to include consulting on scope of work or program description documents), and manages the A&A process to ensure compliance

with Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR) and associated USAID policies. The incumbent manages the technical and cost/price evaluation process plus subsequent negotiation processes in all actions (competitive or otherwise) to arrive at business management-appropriate instruments, including grants and cooperative agreements, with a specific emphasis on leading the cost/price evaluations for all major ROAA A&A actions. This includes completing fully documented files with certifications, negotiation memoranda reflecting complete explanations for Contracting Officer decision rationales, a comprehensive record of commitments and obligations of the parties. Finally, the incumbent manages the award process from beginning to conclusion with fully executed contract or assistance documents.

d. Develops long-range plans for new or complex programs. Responsible for procurement planning activities in assigned organizations, which may include reviewing and clearing project papers and representing ROAA at program planning meetings. Anticipates problems and provides advice to project personnel on effective implementation and time frames required. Serves on design teams.

e. Serves as advisor to program officials in project planning meetings. Advises program officials of the procurement instruments to be used and assists in the preparation of statements of work. Provides guidance and training to new project/technical staff on USAID regulations and FAR requirements. Collaborates in the development of evaluation criteria.

Post-award Expertise and Services

(30%)

Under the guidance of the ROAA Director, or designee, performs all actions required to administer a variety of A&A instruments. The incumbent may be requested to apply for an administrative warrant when all requirements are met and will exercise authority within the limitations of the administrative warrant.

a. Exercises a proactive role during the administration phase to include coordinating with technical, controller and legal officers, conducting meetings and conferences as required, maintaining good communications with contractors, recipients and grantees, interpreting contract or award provisions, and negotiating and finalizing instrument modifications when warranted.

b. Coordinates special requirements within the office, with the Office of Acquisition and Assistance in Washington, and with other U.S. Government offices and agencies, including the Office of Inspector General (OIG), Defense Contract Audit Agency (DCAA), General Accounting Office (GAO), and Small Business Administration. Responds to Freedom of Information Act requests.

c. Provides backstopping services to the field regional personnel by advising on resolution of special procurement problems associated with waiver requests, expediting of deliveries, apparent overlapping of responsibilities, and resolution of claims.

Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.

d. Responsible for contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. Responsibilities typically include periodic site visits, approval of changes to incremental funding, preparation of rate and cost adjustments, redirection of level of effort, coordination of time extensions, incorporation of change orders, preparation of stop work orders, sub-awards consents, approval of key personnel, equipment purchases, property disposition reviews and approvals, preparation of cure notices or show cause letters, and contract closeout. Advises technical office counterparts and contractors on their administration responsibilities contained in the contract. Evaluates the adequacy of the contractor's business management systems for areas such as personnel compensation, insurance subcontracting procedures, and results of the financial audits.

Mission Support Services

(30%)

Establishes and maintains an authoritative Mission presence to include provision of consultative advice on A&A policies and procedures to internal and external groups (e.g., other USG agencies, NGOs, public international organizations (PIOs), for-profit contractors, other donors, etc.). Assists the ROAA Director, or designee, with support to operationalize Agency Initiatives through strategy sessions and plans. In addition, the Incumbent will serve in a critical role to assist in providing adequate A&A consultant services where needed.

SUPERVISION AND MANAGEMENT RESPONSIBILITIES

Incumbent is supervised by the ROAA Director/Supervisory Contracting Officer, or designee. Incumbent may be required to supervise TCN or CCN A&A specialists. Incumbent may be required to provide guidance, training and experience-based knowledge to other A&A specialists.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: The incumbent must have a Bachelor's degree, Master's degree preferred, in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, organizational management and any other related social science field. The incumbent's coursework should include at least 24 semester/36 quarter hours in any combination of the following fields: accounting, business, finance, law,



contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management

Prior Work Experience: Incumbent must demonstrate that they have relevant past performance and work experience of four or more years with progressive responsibilities in an area relating to A&A work (including auditing, financial analyses, legal analyses, etc.). At least two years of previous employment or interaction with U.S. Government department or agencies or other international development organizations within the A&A landscape.

Language Proficiency: Fluency in English speaking, reading and writing proficiency is required. The candidate must have excellent oral and written communication skills.

Knowledge: Incumbent must demonstrate current knowledge of Federal regulations.

Skills and Abilities: Incumbent must demonstrate strong organizational skills, the ability to plan and provide required support for ROAA in a timely and effective manner, and an ability to quickly assimilate information and quickly learn required procedures. Good analytical, negotiating, and time management skills are required, with strong proofreading skills and attention to detail is required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict confidentiality and high ethical standards throughout all phases of acquisition and assistance actions. In addition, the incumbent must be able to lead meetings at all levels, provide effective and tactful procurement ethics guidance to senior management personnel, and senior executives of private sector and non-governmental organizations and must be prepared to enforce ethical standards on these individuals if necessary.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

In order to be considered for the position an offeror must meet the minimum qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-a-vis the required qualifications.



Offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Education: (20 points)
Prior Work Experience: (20 points)
Language Proficiency: (20 points)
Knowledge: (10 points)
Skills & Abilities: (30 points)

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

Interested Offerors must submit all the materials required by the solicitation, which includes but is not limited to:

- A cover letter, inclusive of the candidate's experience in the relevant field, which should address how the candidate meets each of the requirements, not to exceed three (3) pages.
- A current resume/curriculum vitae (CV) and three (3) to five (5) references, who are not family members or relatives, with telephone and email contact information. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.
The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing the particular selection criterion. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Offeror's past performance and may consider such information in its evaluation.
- A completed and hand-signed federal form AID 309-2. Applicants are required to sign the cover letter, the resume/CV, and the certification at the end of the AID 309-2. Please note that **incomplete and/or unsigned applications will NOT be considered**. (forms can be downloaded from: www.usaid.gov/forms/).
- Send complete applications to PristinaUSAIDHR@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any

attachments provided via email shall be formatted in one single PDF document in the following order: (1) cover letter, (2) resume/CV (with references), and (3) signed AID 309-2.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer (CO) will provide instructions about how to complete and submit the needed forms after an offeror is selected for the contract award.

Requirements: The final selected offeror must be able to obtain security (Employment Authorization) and medical clearance for work within a reasonable time period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

2. ALLOWANCES: N/A for Resident Hire Personal Services Contract

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.



2. **Contract Cover Page** form AID 309-1 available at <https://www.usaid.gov/forms> .

Item No.	Services	Quantity	Amount
0001	Base Period – Compensation, Benefits, and other direct costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	TBD at award after negotiations with Contractor
1001	Option 1 Period – Compensation, Benefits, and other direct costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	TBD at award

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%Regulations>

EQUAL EMPLOYMENT OPPORTUNITY:

USAID PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

SUBJECT TO FUNDS AVAILABILITY