



**SOLICITATION NUMBERS: 72038624R00004**

**ISSUANCE DATE: January 12, 2024**

**CLOSING DATE AND TIME: February 02, 2024/ 23:59 hours Indian Standard Time (IST)**

**SUBJECT:** Solicitation for U.S. Personal Service Contractor (USPSC)- Resident Hire  
USPSC, Staff Assistant

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 as described in this solicitation.

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Christopher Gomes  
Contracting Officer

## ATTACHMENT 1

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72038624R00004**
- 2. ISSUANCE DATE: January 12, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: February 02, 2024/**  
23:59 hours Indian Standard Time (IST)
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Supervisory Human Resources Specialist, e-mail at [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
- 5. POSITION TITLE:** Staff Assistant, Resident Hire USPSC
- 6. MARKET VALUE:** \$56,528 - \$73,484 equivalent to **GS-10**  
Final compensation will be negotiated within the listed market value.
- 7. PLACE OF PERFORMANCE:** USAID/India, U.S. Embassy, New Delhi, India (with possible travel as stated in the Statement of Duties). Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission Policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
- 8. PERIOD OF PERFORMANCE:** The period of performance for this contract will be two years with the possibility of three one-year extensions, subject to the Mission's needs and funds availability.

This is full-time position with 40 hours per week schedule (Monday to Friday, 8:30 a.m. to 5:00 p.m.).

- 9. ELIGIBLE OFFERORS:** All U.S. Citizens or U.S. Resident Aliens\* including all Agency U.S. Eligible Family Members (USEFMs) and Members of Household (MOH).

**All applicants must have the required work and residency permits at the time of application submission to be eligible for consideration.**

\*U.S. Resident Alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

- 10. SECURITY LEVEL REQUIRED:** Facility Access.

## **11. STATEMENT OF DUTIES:**

### **General Statement of Purpose of the Contract:**

India holds a unique position as both a fully capable strategic partner in achieving U.S. global goals and a country with sobering development indicators, such as multidimensional poverty, low access to clean water, high levels of air pollution, and high child deaths. The U.S. strategic vision for the Indo-Pacific region and beyond depends on a strong India. USAID/India's partnership with the Government of India advances India's rise as a global development leader. USAID/India has a diverse team of 134 staff members managing development programs that support clean energy and environmental reform, combat climate challenges, increase access to safe drinking water and sanitation services, improve health and education outcomes, leverage private sector resources, and bolster the COVID-19 response in India and across the world. In a country with a population of over 1.3 billion people where over 500 million live in poverty, USAID/India's portfolio addresses critical development challenges in Health, Clean Energy and Environment, and Education. The Mission's mandate focuses on Innovation and Partnership, and enhancing connectivity, stability, and security in the Indo-Pacific.

The USAID/India Staff Assistant supports the Mission Director and Deputy Mission Director on managing information flow across the USAID/India team; coordinating with interagency colleagues, Government of India, other development partners, and key stakeholders; reviewing and suggesting revisions to Front Office operations; managing Front Office taskings; editing documents for or from the Front Office; serving as the liaison to the four Consulates, and special event planning.

The Staff Assistant is located in the USAID/India Office of the Mission Director (DIR). The incumbent serves as the Staff Assistant to the Mission Director and Deputy Mission Director and is a critical liaison between the various sections of USAID and the DIR Office. The incumbent is responsible for coordinating information flow, reviewing and suggesting revisions to Front Office operations, managing Front Office taskings, editing documents for or from the Front Office, serving as the liaison to the four Consulates, and special event planning. The incumbent may accompany USAID leadership on key trips.

The incumbent works closely with the USAID/India DIR Office Executive Assistant and serves as a back-up, as needed. The incumbent undertakes special projects, as required by the DIR's office.

The incumbent operates independently of any other position in the performance of the full range of secretarial, protocol, and administrative functions essential to the efficient operation of the USAID/India's DIR office.

The incumbent is the primary contact person responsible for USAID/India front office customer service to internal and external partners and other stakeholders, including U.S. Mission staff, other development partners, implementing partners, host-government officials, USAID/Washington, among other customers. In this capacity, the incumbent is responsible for coordinating information about USAID/India and making sure that information gets to customers on a timely basis and in a professional manner.

## **Statement of Duties to be Performed**

Key duties and responsibilities of this position are as follows:

The incumbent's primary role will be to serve as the communications assistant for USAID/India's Front Office. This involves coordinating the reviewing, editing, and clearance process for all internal project and administrative documents; briefing materials and correspondence with the Embassy Front Office and Interagency; tracking and submitting weekly reports to the Embassy and Washington; engaging with the India Desk in Washington to coordinate all briefing materials and other taskers; and ensuring quality control for all documents and correspondence sent from USAID/India's front office. Incumbent reviews incoming and outgoing correspondence, including memos and clearance packages for accuracy and grammar, and provides edits for length and clarity, where appropriate. The incumbent serves as a critical liaison between the various sections and Office of Mission Director. The incumbent is responsible for coordinating information flow, and special event planning.

The incumbent will also serve as the back-up to the USAID/India DIR Office Executive Assistant. As the back-up, duties may include providing the following administrative support services: ensuring that other offices scheduling meetings for the Director and Deputy Director provide sufficient background and other information for meetings; composing complex non-technical correspondence, and researching and assembling information for various reports, briefings, and conferences; reviewing and suggesting revisions to Front Office operations; managing Front Office taskings; editing documents for or from the Front Office; and preparing routine reports, briefings, presentations, and analyses.

The incumbent will also serve as USAID's Consulate Liaison. In this role, incumbent is expected to engage with all four Consulates as the main point of contact and develop a strong working relationship for collaboration and coordination. This involves attending regularly scheduled virtual meetings, keeping the Consulates informed of upcoming USAID VIP visits or events in their area of operations, ensuring relevant information is shared between the Consulates and USAID leadership in New Delhi, and other engagements as needed. As the Consulate Liaison, the incumbent will be responsible for keeping abreast of any political, diplomatic, or development issue identified by the Consulate contacts and reporting it back to USAID leadership in New Delhi. The role of Consulate Liaison may involve occasional travel to the various Consulates. The incumbent may also be required to accompany USAID New Delhi staff for occasional site visits or serve as a control officer for VIP visits to the field.

**2 USAID Consultation or Orientation (if applicable):** Consultation/Orientation will be provided as/if applicable.

**3 Supervisory Relationship:** The incumbent reports to the Deputy Mission Director, FE-OC, or his/her designee.

4 **Supervisory Controls:** The incumbent reports to the Deputy Mission Director, FE-OC, and has substantial contact with the Mission Director.

12. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** Bachelor's Degree in Communication, English, Writing, Public Relations, Business or Public Administration, Law, Political Science, International Affairs, Public Policy, International Development, History, or related field, is required.

2. **Work Experience:** Three years of progressively responsible experience in managing office operations, program management, or executive level office management is required.

3. **Job Knowledge:** The incumbent must speak and write professional English fluently, have excellent knowledge of English grammar and American word usage and spelling. Must have comprehensive knowledge of general etiquette and social standards. Must have excellent user's knowledge of Microsoft Word, Excel, Power Point, Outlook, Google suite, and the Internet.

4. **Skills and Abilities:** The incumbent should be conversant with the terminology, concepts and organizations associated with international development work. The incumbent must be able to manage multiple tasks, be highly organized, and meet deadlines, have strong interpersonal skills, and be capable of working with multidisciplinary teams in a fast-paced environment. The incumbent should be a self-starter, detail-oriented, and a creative problem solver. The incumbent must possess a strong ability to function in a diverse environment, requiring tact and sound judgment, and be sensitive to cultural norms. The incumbent must be able to work as an integral member of a fast-paced team, with a minimum of supervision and a keen ability to handle interactions with colleagues, high-level visitors, and senior officials with maturity and confidence.

5. **Language Proficiency:** Fluency (Level IV) Reading/Writing/Speaking in English is required.

## **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>.

**EVALUATION FACTORS:** To be considered for these positions, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below. Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

### **SELECTION PROCESS:**

**Phase-I:** Offerors who meet the Education/ Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education/ Experience minimum qualifications will be eliminated from further evaluation process.

**Phase-II:** The Applications of those Offerors who meet the Education/ Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

**Phase-III:** The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

- a) Demonstrated high level writing and verbal communication skills, as well as computer skills - **25 points**
- b) Demonstrated high level analytical, organizational, and creative thinking skills - **25 points**
- c) Depth and relevance of prior experience managing office operations, program management, or executive level office management. – **25 points**
- d) Interpersonal skills and ability to work with staff and manage workflows, work as a team member with diverse colleagues, and provide leadership in areas of competency - **25 points**

Total= 100 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

[https://www.usaid.gov/sites/default/files/2022-05/Cover\\_Form\\_and\\_AID\\_309-2\\_Offerror\\_Information\\_For\\_Personal\\_Services\\_Contracts\\_With\\_Individuals.pdf](https://www.usaid.gov/sites/default/files/2022-05/Cover_Form_and_AID_309-2_Offerror_Information_For_Personal_Services_Contracts_With_Individuals.pdf)

2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.
3. 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**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov).

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance, as applicable.

#### **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

Resident-Hire UPSCs are not eligible for any fringe benefits, differentials or allowances.

#### **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/2023-04/aidar.pdf>

2. **Contract Cover Page form AID 309-1** available at

<https://www.usaid.gov/forms> Pricing by line item is to be determined upon contract award as described below:

ITEM NO (A)	SUPPLIES/SERVICE (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT(F)
0001	<b>Base Period - Compensation</b> Award Type: Firm- Fixed-Price Product Service Code: R497 Accounting Info: TBD	1	LOT		\$TBD at Award after negotiations with Contractor
0002	<b>Base Period -Benefits</b> Award Type: Firm-Fixed-Price Product Service Code: R497 Accounting Info: TBD	1	LOT		\$ TBD at Award after negotiations with Contractor

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%20Regulations>

5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).



**6. FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTENDANCE COVERED APPLICATION	June 2023
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The U.S. Mission in New Delhi 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.

The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**END OF SOLICITATION**