

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	PAGE OF PAGES 1   18	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER 72067524R00003	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 03/15/2024	6. REQUISITION/PURCHASE NUMBER
7. ISSUED BY USAID/Guinea/Sierra Leone 00000		CODE 720675	8. ADDRESS OFFER TO (If other than Item 7)		

**NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".**

**SOLICITATION**

9. Sealed offers in original and \_\_\_\_\_ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in \_\_\_\_\_ until 0000 GM local time 04/14/2024  
(Hour) (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

<b>10. FOR INFORMATION CALL:</b>	A. NAME Diamilatou Sow	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS dsow@usaid.gov
		AREA CODE	NUMBER	EXT.	

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**OFFER (Must be fully completed by offeror)**

**NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 0 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
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15B. TELEPHONE NUMBER	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE NUMBER EXT.	<input type="checkbox"/>		

**AWARD (To be completed by government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) ( ) <input type="checkbox"/> 41 U.S.C. 253 (c) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print) Debbie Jackson		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice. AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is unusable



**USAID | GUINEA**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72067524R00003

**ISSUANCE DATE:** March 15, 2024

**CLOSING DATE AND TIME:** April 14, 2024

**SUBJECT:** Solicitation for U.S. Personal Service Contractor (USPSC) - **Contracting/Agreement Officer**

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**, Sections I through V 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 the attachment.

Sincerely,

Debbie Jackson  
Contracting Officer

## **I. GENERAL INFORMATION**

1. SOLICITATION NO.: **72067524R00003**

2. ISSUANCE DATE: March 15, 2024

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 14, 2024

4. POINT OF CONTACT: HR TEAM, email at [conakrypsscjobs@usaid.gov](mailto:conakrypsscjobs@usaid.gov)

5. POSITION TITLE: **Contracting/Agreement Officer**

### **Position contingent to NSDD38 approval**

6. MARKET VALUE: \$ 122,636.8 - \$ 159,411.2 (*per annum*) equivalent to **GS-15**

Final compensation will be negotiated within the listed market value. USPSCs performing overseas are not entitled to Locality Pay.

7. PLACE OF PERFORMANCE: USAID/Guinea.

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: Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be two years. Based on the Agency's continued need for services, funds availability and satisfactory performance, the Contracting Officer may exercise up to 3 additional option periods for a total of 5 years.

9. ELIGIBLE OFFERORS: **U.S. citizens**

**“U.S. national (USN)”** means an individual who is a U.S. citizen, or a non-U.S. citizen lawfully admitted for permanent residence in the United States.

10. SECURITY LEVEL REQUIRED: The selected offeror must be able to obtain a security clearance at the “Facility Access” level, and appropriate medical clearance within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer may be rescinded. If there is a change in circumstances requiring access to National Security information classified at the secret/top secret level, the offeror/incumbent may be asked to obtain and maintain the required level clearance as provided by USAID.

11. STATEMENT OF DUTIES

## **A. INTRODUCTION:**

The United States Agency for International Development (USAID) in Guinea & Sierra Leone requires a U.S. personal service contractor (USPSC) Contracting/Agreement Officer (CO/AO) in the Office of Acquisition and Assistance (AAO) within the Mission.

The USPSC CO/AO must possess an extensive knowledge of U.S. federal contracting and assistance (grants and cooperative agreements) principles, policies, and procedures from pre-award through post-award phases; extensive experience with formal advertising and negotiating methods; as well as exhibit great facility with contract and award administration requirements. In addition, for this USPSC position, the CO/AO will need to demonstrate a well-seasoned familiarity with development principles, federal procurement mechanisms and donor/nongovernmental organization (NGO) partnering. S/he exercises leadership in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performing in a positive, team and customer-oriented manner.

## **B. BASIC FUNCTION**

The USPSC CO/AO will serve as a senior advisor to the United States Direct Hire (USDH) assigned or junior CO/AO and provide OAA operational and project support to Guinea & Sierra Leone Missions. S/he provides advice on U.S. acquisition legislation, policies, regulations and procedures, as well as those in effect in the Guinea and Sierra Leone country contexts. S/he must be an expert in the Acquisition and Assistance (A&A) field since great reliance is placed on her/his judgment and advice.

S/he will work in USAID/Guinea & Sierra Leone OAA, as the CO/AO, fully capable of providing contracting guidance on a full range of A&A matters. Specifically, the USPSC CO/AO will support the USAID/Guinea & Sierra Leone portfolio which contain varied and technically complex programs which are characterized by high funding levels in excess of \$110 million. S/he will also serve as an A&A advisor to Senior Mission Management on related subject matters. In addition to program funded procurement, s/he will support operational expense (OE) purchases whenever these are complex in nature, above the Executive Officer's (EXO's) warrant, or when the EXO is not at post. The USPSC CO/AO is responsible for all phases of a procurement process, from acquisition planning, solicitation, negotiation, award and contract close-out.

S/he must be a highly skilled, experienced and self-motivated individual, who is capable of independently performing quality and professional work in an expedited manner and under stressful conditions.

The USPSC CO/AO is expected to be knowledgeable and well versed in the use of various procurement instruments available both in the acquisition and assistance realm, such as Cost Reimbursable Contracts, Fixed Price Contracts, Incentive Contracts, Indefinite Quantity Contracts, Task/Delivery Orders, Grants, Cooperative Agreements, and various types of interagency agreements. Implementing Partners (IP) include U.S. and non-U.S.

commercial entities, not for profit entities, non-governmental organizations (NGOs), public international organizations (PIOs), host government entities, local implementing partners, international donor organizations, other governments, and individuals. S/he must be fully capable of determining the most appropriate instrument to utilize and must be proficient and knowledgeable about performance-based and results-oriented statements of work and program descriptions. Dollar levels of procurement instruments range from small value procurements to instruments exceeding \$50 million dollars in total value.

### **C. MAJOR DUTIES AND RESPONSIBILITIES**

As a core team member of USAID/Guinea & Sierra Leone, s/he participates in meetings, assists in strategic and procurement planning and provides guidance and instructions on Federal and USAID regulations, policies and procedures to Mission personnel and recommends procurement and financing alternatives vis-à-vis appropriate instruments/contract types to achieve Mission Development Objectives (DO) goals. The portfolio contains varied and technically complex country programs characterized by high funding levels. The USPSC CO/AO-Senior Advisor establishes procurement plans and strategies, keeps senior Mission management informed on all A&A matters, new policies, U.S. legislation, Executive Orders, Federal Regulations and how these matters may affect USAID A&A instruments and program implementation. The USPSC CO/AO provides guidance and support throughout the procurement planning in finalizing DOs procurement plans; recommends alternatives and preferable types of instruments (e.g., fixed price, cost reimbursable, task orders, grants or cooperative agreements). S/he provides innovative ideas or solutions to situations/problems encountered on a daily basis; provides A&A support and advice to the Supervisory Contracting Officer (SCO), contracting line officers, A&A Specialists, DO Teams and Senior Mission Management. S/he participates in the planning and performing of on-the-job training assignments and coursework to ensure successful completion of the required competencies and annual training requirements for less senior personnel. The USPSC CO/AO will conduct training/mentoring to build long term capacity of the office staff. S/he will also provide periodic training to AORs and CORs.

#### **a. Pre-award/Award Formation (40%)**

The USPSC CO/AO will manage the A&A pre-award process for individual procurement actions, ensuring team compliance with USG and USAID regulations and policies. He/she is responsible for the procurement of a variety of goods and services ranging in complexity from commercial item purchases to multimillion dollar technical assistance A&A instruments. S/he assists the DO Teams in the planning and design of activities to ensure completeness and appropriateness of statements of work/program descriptions/technical specifications, justifications, source selection criteria, other necessary approvals, waivers, deviations. The USPSC CO/AO prepares and/or approves complex solicitation documentation, such as Requests for Proposals (RFP) and Requests for Applications (RFA), as appropriate, and ensures compliance with Federal publication requirements. S/he coordinates with the DO Teams and supervises the development and execution of contractual documentation for the solicitation and technical evaluation phases. S/he

conducts and/or approves in-depth cost analysis of business proposals, including such aspects as evaluating technical approaches vis-à-vis proposed cost, reviewing audit reports, forecasting pricing trends, evaluating economic factors, applying weighted guidelines for determining profit/fee and evaluating overhead and general and administrative expenses. S/he determines the competitive range and develops the USG negotiation strategy; advises contractors, recipients, DO Team members and host country officials on Federal regulations and Agency policies and procedures. S/he conducts negotiations with U.S. and local private sector, including for-profit and not-for-profit organizations, colleges, universities, other USG agencies and PIOs to reach mutual agreement on the terms and conditions of A&A instruments. S/he performs and/or approves pre-award survey assessments of local NGOs and host government institutions before receiving USG funding and coordinates with the Office of Financial Management throughout the pre-award survey process. S/he recommends to the Supervisory CO and/or approves responsibility determinations; recommends and/or approves awards (approval based on warrant level), and prepares and/or approves the contractual documentation; prepares the memoranda of negotiation, organizes pre- and post-award debriefs, and documents the debriefs.

**b. Post-award Administration (40%)**

The USPSC CO/AO administers and/or oversees the administration of A&A instruments in accordance with government regulations and Agency policies. As a core DO team member, s/he provides A&A technical and administrative advice to CORs/AORs regarding oversight of contract management/assistance administration within the award terms and conditions and the parameters of a delegation of CORs/AORs authority. S/he provides interpretation of contract clauses or standard provisions, procurement policies and provides guidance pertaining to waivers and other justifications to CORs/AORs and implementing partners. S/he conducts post-award orientations to clarify issues on award requirements such as billing procedures, delivery schedules, terms and conditions, reporting requirements; reviews and makes determinations regarding consent to subcontract and approval of key administrative actions; works closely with the Finance Management Office (FMO), the Regional Inspector General (RIG) and the Regional Legal Officer (RLO) to resolve issues associated with claimed costs, audit findings, fraud, disallowance of costs, organizational conflict of interest, contractor or recipient personnel issues, home or field office questions, and recommends corrective action to be taken to remedy the situation or contract termination, when warranted. S/he monitors contractor performance through review of progress reports, telephone conversations, correspondence, site visits for compliance with award terms and conditions. S/he provides guidance and training as required to host country personnel, contractor personnel and USAID personnel regarding A&A requirements and regulations. S/he negotiates extensions, price adjustments and modifications to contracts; prepares determinations and findings relative to negotiated actions and coordinates contractor's requests for deviations. S/he maintains ASIST contract files and records, prepares reports, as required. S/he manages the Contractor Performance Assessment Reporting process to ensure compliance with the Federal Acquisition Regulation (FAR); analyzes questioned costs to determine allowability. S/he provides follow-up on audit recommendations, including researching the findings and recommending corrective action for audit closure; reviews completed official award file to determine that all contractual actions are satisfied and that there are no pending

administrative actions to be resolved, that all file documents are signed, that there are no litigation actions pending and that the award is complete in every respect and ready to be administratively closed.

**c. Other Duties (20%)**

The CO/AO coordinates contracting activities with other host government agencies, USG agencies, PIOs; requests audit reports of pre-award surveys from the OIG, the Defense Contract Audit Agency or M/OAA/CAM; provides advice and assistance regarding the adequacy of contracting process/documentation; cost analysis and negotiation of bids/proposals; may review implementation letters to the host government; and may conduct pre-award surveys/procurement assessments of select government institutions and local organizations.

**D. POSITION ELEMENTS**

**a. Knowledge Required by the Position**

Using his/her past experience and expert knowledge of a wide range of Acquisition and Assistance concepts, the CO/AO must advise Senior Mission Management and OAA staff on patterns and trends of the US Government policy and changes in industry. Expert knowledge to make informed decisions or recommendations interpreting and applying important policies such as FAR, AIDAR, ADS and Mission Orders. Knowledge of the principles of acquisition planning sufficient to independently develop and implement a plan to procure a multiyear program or system involving successive program stages. Knowledge of contract and grant administration and termination techniques sufficient to administer and close out and/or oversee the administration and close-out of contracts, grants and cooperative agreements.

Knowledge of price/cost analysis techniques, such as learning curve analysis and cost estimating relationships, sufficient to evaluate contractor proposals and prepare negotiation memoranda. Knowledge of contract and grant types, methods, and techniques including cost and incentive contracting, award fee, cost sharing arrangements, cooperative agreement, PIO grants, processing of unsolicited proposals and applications, multiple awards, special provisions relating to proprietary rights, and rights in data. Award instruments are normally negotiated. Knowledge of the regulations and techniques of source selection sufficient to conduct a selection. Skill in negotiation techniques to conduct negotiations and to meet and deal with high level business, industry, scientific, and/or Government officials.

**b. Supervisory Controls**

General guidance may be provided by the Supervisory Contracting Officer, or designee. The Contracting Officer will have direct or shared supervision/oversight over up to three A&A Specialists. The CO/AO may be supervised and evaluated by the S/CO, or designee. The CO/AO is expected to exercise considerable independent judgment and initiative as s/he performs many assignments independently, providing leadership to others involved in

the management of the OAA portfolio, and in the development, design, and drafting of acquisition instruments. Performance is evaluated in terms of overall A&A achievements and success.

### **c. Guidelines**

FAR and AIDAR, CIBs, AAPDs, Procurement Executive Bulletins (PEBs), Code of Federal Regulations (CFR), Office of Management & Budget Circulars (OMB Circulars), Automated Directive System (ADS).

Guidelines consist of Federal and agency acquisition and assistance laws, regulations, and policies. Guidelines provide general acquisition and assistance methods and requirements, but do not have specific applicability to the particular procurement and the wide variety of situations encountered. For example, extensive judgment and originality are required in planning the procurement strategy for large scale acquisition programs or activities, in structuring the award to provide economic incentives and flexibility for future award changes, and in resolving administrative problems which arise during the life of the award.

### **d. Complexity**

The Guinea & Sierra Leone Mission's activities are mostly in the health, economic growth and democracy and governance sectors. The work consists of managing acquisition and assistance processes and instruments for highly complex or innovative international development programs using approaches that are not well defined and span successive program stages. Typical complexities include:

- Design instability in the early phases of the acquisition cycle, resulting in frequent design and performance changes;
- Difficulty in developing time schedules;
- Lack of precedent and cost data;
- Use of wide variety of cost and fixed-price contracts, grants and cooperative agreements with a broad range of complex terms and conditions including cost sharing arrangements, incentive formulas, progress payments, and escalation clauses;
- Multiple year, long-term contracts, grants and cooperative agreements;
- Sole source negotiating environments;
- Use of extensive cost analysis to determine reasonableness;
- Direct award to local entities/non-governmental organizations;
- Extensive use of subcontracts.
- Decisions involve uncertainties or problems, such as questionable financial responsibility, scheduling conflicts, deficient performance, economic instability, and complicated segments of complex programs. The employee interprets technical, legal, and audit decisions, and analyzes their impact on the procurement. The employee identifies trade-offs and alternate courses of action.

### **e. Scope and Effect**



The purpose of the work is to negotiate, award and administer contracts, grants, cooperative agreements, and other instruments to implement an international development program to meet U.S. Foreign Policy objectives. This involves developing new approaches or innovative acquisition plans, source selection plans, negotiation strategies, and contract terms, conditions, or financial arrangements which may serve as models for future major development programs. The CO's recommendations are accepted as authoritative and serve as the basis for committing the agency or activity to courses of action on projects which are of multiyear duration, set precedents, and directly affect the economies of various areas and segments of the host country, non-profit, and private industry complex.

#### **f. Personal Contacts**

Contacts outside the agency are with company or corporate officials or with host country Government executives in negotiations in unstructured settings. Occasional contacts are with the General Accounting Office of the Inspector General Officials on specific claims or protests. Contacts within the agency include managers and program officials, contract review staff, small and minority business advisor, legal counsel, and budget and finance staff.

#### **g. Purpose of Contacts**

With the extensive knowledge of the regulations and procedures, the CO/AO Senior Advisor will negotiate and settle matters involving significant or controversial issues among internal and external stakeholders.

To effectively function and succeed in this position, the contractor will be required to establish and maintain solid, cohesive and effective working relationships with all USAID/Guinea & Sierra Leone personnel and external partners. In addition, the contractor will be required to maintain outside/external contacts in support of the program's overall strategic objectives and goals to include but not limited to: (1) Chiefs of Party for grantees and contractors; and (2) appropriate institutional contractor and grantee personnel. The purpose of these contacts will be to provide guidance on large, complicated procurements and assist in achieving the mission priorities and goals.

#### **h. Physical Demands**

Work is mostly sedentary, but there is some traveling required to Sierra Leone, project sites, and in-country.

#### **i. Work Environment**

Work is usually performed in an office setting although there are occasional visits to implementation partner offices, project sites and host government offices to conduct fact finding, pre-award surveys, reviews, and negotiations.

#### **j. Degree of responsibility for decision-making**

Ability to work independently with little supervision, ability to work calmly, tactfully and effectively under pressure and to demonstrate flexibility to manage more than one activity at a time is essential. Ability to guide others in decision-making.

In addition, for this USPSC position, the CO/AO will need to demonstrate a well-seasoned familiarity with development principles, federal procurement mechanisms and donor/nongovernmental organization (NGO) partnering. S/he exercises leadership in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performing in a positive, team and customer oriented manner.

#### **k. Supervision**

General guidance may be provided by the Supervisory Contracting Officer (SCO). The Contracting/Agreement Officer will have direct or shared supervision/oversight over up to three A&A Specialists, as assigned by the SCO.

### **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

#### **• Education**

A baccalaureate degree from an accredited U.S. college or university, AND at least 24 semester hours from an accredited U.S. college or university among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

#### **• Prior Work Experience**

Minimum 13 years of on-the-job experience that directly relates to Federal Government procurement rules and regulations and federal financial assistance under 2 CFR 200 and 700 (or its predecessors) in a position with duties equivalent to the GS-1102 job.

A minimum of three (3) years exercising warrant authority within the US government or in the private sector equivalent to, or greater than a USAID Level I Acquisition & Assistance warrant (currently \$5 million) is required.

The FAC-C certification as determined by the Federal Acquisition Institute is required to be selected for this position.

#### **• Language Proficiency**

Fluency in English, both spoken and written, is required. Advanced French language skills are a plus.

- **Job Knowledge**

A thorough knowledge of Federal and USAID A&A regulations, policies, and procedures, as well as a good understanding of the Agency's programming policies and procedures. Working knowledge of U.S. and local market pricing, customs and practices. Good knowledge of how commercial businesses and non-profit organizations operate and are motivated, including accounting systems, marketing, cost control, establishment of indirect costs, overhead and other administrative fees and profit. Knowledge of and total acceptance and commitment to the required standards of ethics and integrity is mandatory. Knowledge of labor and procurement laws is highly desirable.

- **Skills and Abilities**

The CO/AO must be able to work independently in a highly demanding environment and capable of handling tasks with varying deadlines. The ability to plan, organize and manage complex negotiations and meetings is very important. Strong organizational skills; ability to work independently with little supervision, ability to work calmly, tactfully and effectively under pressure and to demonstrate flexibility to manage more than one activity at a time is essential.

Interpersonal skills – demonstrated ability to work collegially with technical officers, peers, and supervisors with good interpersonal skills and past performance in working effectively in a team environment is essential. S/he must be able to adhere to high standards of professional conduct and to maintain strict confidentiality and high ethical standards relating to all areas of acquisition and assistance.

Demonstrated ability to lead team(s) and provide strategic advice on highly complex, time sensitive procurements. Must be able to communicate complex and difficult policy and programmatic issues understandably by knowledgeable laypersons without oversimplifying and be able to transfer knowledge/mentor other team members. Proven ability in the following: negotiation, issuance of fixed-price contracts, issuance of cost reimbursement contracts, business evaluations, administration, termination, award and administration of grants and cooperative agreements.

Demonstrated skills in managerial and coordinative activities sufficient to conduct a variety of contractual actions occurring concurrently, is essential. Demonstrated excellence in oral communication in English and strong writing skills. Proven ability to evaluate and interpret policy directives and regulations, produce technical documents and to effectively communicate to internal and external stakeholders and produce technical documents is required.

Must have the requisite education, knowledge, experience, and training to successfully apply for and obtain the maximum USPSC warrant of \$25 Million issued by the

M/OAA/USAID and must have FAC-C certification as determined by the Federal Acquisition Institute.

- **Training and Certification Requirements:**

A full structured training program referred to as Federal Acquisition Certification in Contracting (FAC-C) is required. The candidate must possess FAC-C certification and must qualify to apply for and maintain a CO/AO USPSC warrant as approved by USAID/OAA/Washington and be trained and well versed in the use of USAID's Global Acquisition and Assistance System (GLAAS).

### **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>.

#### **1. EVALUATIONS FACTORS**

##### **Education (10 points)**

A baccalaureate degree from an accredited U.S. college or university, AND at least 24 semester hours from an accredited U.S. college or university among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

##### **Prior Work Experience (10 points)**

Minimum 13 years of on-the-job experience that directly relates to Federal Government procurement rules and regulations and federal financial assistance under 2 CFR 200 and 700 (or its predecessors) in a position with duties equivalent to the GS-1102 job.

A minimum of three (3) years exercising warrant authority within the US government or in the private sector equivalent to, or greater than a USAID Level I A&A warrant (currently \$5 million) is required.

The FAC-C certification as determined by the Federal Acquisition Institute is required to be selected for this position.

**Language Proficiency (10 points)**

Fluency in English, both spoken and written, is required. Advanced French language skills are a plus.

**Job Knowledge (35 points)**

A thorough knowledge of Federal and USAID A&A regulations, policies, and procedures, as well as a good understanding of the Agency's programming policies and procedures. Working knowledge of U.S. and local market pricing, customs and practices. Good knowledge of how commercial businesses and non-profit organizations operate and are motivated, including accounting systems, marketing, cost control, establishment of indirect costs, overhead and other administrative fees and profit. Knowledge of and total acceptance and commitment to the required standards of ethics and integrity is mandatory. Knowledge of labor and procurement laws is highly desirable.

**Skills and Abilities (35 points)**

The CO/AO must be able to work independently in a highly demanding environment and capable of handling tasks with varying deadlines. The ability to plan, organize and manage complex negotiations and meetings is very important. Strong organizational skills; ability to work independently with little supervision, ability to work calmly, tactfully and effectively under pressure and to demonstrate flexibility to manage more than one activity at a time is essential.

Interpersonal skills – demonstrated ability to work collegially with technical officers, peers, and supervisors with good interpersonal skills and past performance in working effectively in a team environment is essential. S/he must be able to adhere to high standards of professional conduct and to maintain strict confidentiality and high ethical standards relating to all areas of acquisition and assistance.

Demonstrated ability to lead team(s) and provide strategic advice on highly complex, time sensitive procurements. Must be able to communicate complex and difficult policy and programmatic issues understandably by knowledgeable laypersons without over simplifying and be able to transfer knowledge/mentor other team members. Proven ability in the following: negotiation, issuance of fixed-price contracts, issuance of cost reimbursement contracts, business evaluations, administration, termination, award and administration of grants and cooperative agreements.

Demonstrated skills in managerial and coordinative activities sufficient to conduct a variety of contractual actions occurring concurrently, is essential. Demonstrated excellence in oral communication in English and strong writing skills. Proven ability to evaluate and interpret policy directives and regulations, produce technical documents and to effectively communicate to internal and external stakeholders and produce technical documents is required.

Must have the requisite education, knowledge, experience and training to successfully apply for and obtain the maximum USPSC warrant of \$25 Million issued by the M/OAA/USAID and must have FAC-C certification as determined by the Federal Acquisition Institute.

## 2. SELECTION PROCESS

After the closing date of the solicitation, the Human Resources Office will assess which applications meet the minimum Education and Work Experience qualifications.

Applications of those who meet all minimum qualifications will be further evaluated by a Technical Evaluation Committee (TEC) based on the evaluation factors listed above.

Applicants with the highest scores will be invited for an interview and at the discretion of the Contracting Officer, be given a written test.

Professional references will be conducted for selected candidates and will be utilized as part of the TEC's recommendation process to the Contracting Officer.

Final selection will be based on the application package review, language abilities, interview results, written test (if applicable), and reference check feedback.

## 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. **Cover Letter:** The cover letter should contain an overview of the applicant's qualifications and must state how the applicant meets the evaluation criteria in accordance with Item III "Evaluation and Selection Factors".
3. **Current resume/curriculum vitae:** The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.
4. **Copy of FAC-C certification**
5. **References:** Offerors are required to provide 3-5 references who are not family members or relatives. References should include at least one (1) current or former supervisor who can provide information regarding applicant job knowledge and professional work experience.
6. 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.
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

## 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:

Forms outlined below can be found at: <http://www.usaid.gov/forms/>

1. DS-1843 Medical History and Examination - for individuals age 12 and older
2. DS-1622 Medical History and Examination - for children age 11 and younger
3. DS-3057 Medical Clearance Update (MCU)

Found at <https://www.state.gov/forms-medical-clearances>

4. SF-85, Questionnaire for Non-Sensitive Positions
5. OF-306, Declaration of Federal Employment
6. SF-86, Questionnaire for National Security Position
7. SF-87, Fingerprint Card

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a USFSPC 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:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101).

- (a) Temporary Quarters Subsistence Allowance (Section 120).
- (b) Living Quarters Allowance (Section 130).
- (c) Cost-of-living Allowance (Chapter 210)
- (d) Post Allowance (Section 220).

- (e) Separate Maintenance Allowance (Section 260).
- (f) Education Allowance (Section 270).
- (g) Education Travel (Section 280).
- (h) Post Differential (Chapter 500).
- (i) Payments during Evacuation/Authorized Departure (Section 600)

## **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](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .

### **2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

Subpart 52.2—Text of Provisions and Clauses

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

## **LINE ITEMS**



ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

4. 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>.

5. 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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct)

6. 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/work-usaid/personal-service-contracts-ombudsman>

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

#### 7. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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### **EQUAL EMPLOYMENT OPPORTUNITY**

The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities 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**