

SOLICITATION NUMBER: 72016924R10006
ISSUANCE DATE: 5/10/2024
CLOSING DATE/TIME: 5/24/2024

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
(CCNPSC - Local Compensation Plan)**

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 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 offers.

Any questions must be directed in writing to the Point of Contact specified in solicitation.

Sincerely,

Signature

David Smale
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72016924R10006
2. **ISSUANCE DATE:** 5/10/2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 5/24/2024
4. **POINT OF CONTACT:** belgrade_jobs@usaid.gov
5. **POSITION TITLE:** Procurement Agent
6. **MARKET VALUE:** From EUR 30,689 to EUR 42,965 equivalent to **FSN-09**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Serbia. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five-Year Period of Performance with possibility to renew in accordance with ADS 309: - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. Start date is pending security and medical clearance approval.
8. **PLACE OF PERFORMANCE:** Belgrade, Serbia with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Solicitation is available for Cooperating Country National (CCN). In regard to this solicitation, a CCN is considered any individual who is a Serbian country citizen, or a non-Serbian country citizen lawfully admitted for permanent residence in the cooperating country.
Under current law, non-Serbian and American citizens must possess a valid Serbian residence and work permit in compliance with host government laws and regulations prior to application.
The Embassy cannot sponsor applicants for either permit. Laws regarding residency are subject to change.
10. **SECURITY LEVEL REQUIRED:** Facility access approved by the U.S. Embassy RSO at post.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent serves as the Procurement Agent in the Executive Office of USAID/Serbia and works under the supervision of the Deputy Executive Officer. The Procurement Agent manages the entire procurement process for all USAID/Serbia Operating Expenses procurements and performs a full range of operating expenses and program support

procurements for commodities and services through various procurement channels available under the Simplified Acquisition Procedures Rules and the Commercial Act. Tools can include but are not limited to; purchase orders, service contracts, blanket purchase agreements, task orders, delivery orders, USG purchase card (currently at \$10,000 limit), and procurements not covered under ICASS, petty cash purchases, and negotiated contracts. The incumbent is responsible for ordering from local vendors, U.S., and other international sources according to requisition specifications, general schedules from USG required sources, GSA and other supply sources that can provide the goods and services specified by requestors. The Procurement Agent oversees and performs the design, negotiation, procurement, post-award administration, monitoring, and closeout of contracts. The incumbent procures both nonexpendable and expendable property, conducting cost/price analysis, accountability, shipping/insurance/delivery of purchased goods, end-user verifications, claims for loss or shortage, procurement of maintenance functions to support USAID/Serbia Mission. The incumbent serves as one of the resident experts for the Global Acquisition and Assistance System (GLAAS), directs staff using this system on the proper usage and monitors pending entries to ensure timely procurements.

2. Statement of Duties to be Performed:

Simplified Acquisition and Procurement – Pre and Post Award Duties:

The incumbent is responsible for procurement of commodities and services, including purchasing all NXP and EXP

property, at the USAID/Serbia Mission. Items procured include, but are not limited to vehicles, automobile parts, electronic equipment, specialized tools and hardware, office furniture, equipment, and supplies, building and equipment maintenance, repair, and clearance services, as well as technical items such as office equipment, spare parts, and IT equipment and software. The incumbent receives the request for procurement of property and is expected and required to select the appropriate type of procurement instrument for any given situation and accurately apply U.S. Government

procurement laws, regulations, policies, and procedures that govern each type of instrument. Although the incumbent must be familiar with the procedures applicable to acquisition of goods, since support to programs will require such acquisitions, the incumbent is also responsible for acquisitions involving various types of services. The incumbent works with support and technical offices to assist in preparing annual procurement plans, provides guidance on the proper drafting of clear and concise statements of work, and supporting documentation. The incumbent establishes priorities and personally performs all appropriate preparations necessary based on the type of procurement requested. The incumbent is a Government Purchase Card holder. When in the best interest of the USG, the incumbent makes micro-purchases using Mission's purchase card (\$10,000 limit) in compliance with all applicable Federal and USAID agency prohibitions, controls, limitations, and approval requirements.

The incumbent must be able to provide authoritative technical guidance to mission offices pertaining to procurement-related matters. The incumbent obtains standard or previously prepared technical specifications covering the commodity to be purchased; if necessary, prepares or revises requisite specification. Ascertains probable sources of supply from stock catalogues and supply lists, from calls to local or third country

suppliers, or by independent research. Requests bids by telephone, correspondence, or solicitations. Maintains requisite computer data bases, stock manuals, specifications, and other procurement resource documents on a current basis. Compiles and maintains current market data on supplies, including latest prices, type of items, quality of product, etc. Maintains a library of procurement reference materials, as well as Federal Acquisition Institute Training Application System (FAITAS) training materials. In cases when procurement is to be performed through the ICASS Procurement Office, initiates ILMS/ARIBA procurement requests and serves as the point of contact between USAID Executive Office and ICASS Procurement Office.

Using GLAAS, the incumbent initiates the Buyer procurement actions. S/he drafts solicitation documents such as request for proposals, requests for quotations, and solicitations for bids, reviews and analyzes bids and price quotations, vendors' bids, reviews and analyzes proposed offers, vendors' billing documents, and prepares contracts and simplified acquisition orders, maintains correspondence and reports in regard to these procurement activities prior to submitting them to the Executive Officer or the Contracting Officer for their approval and signatures. S/he drafts detailed Memoranda of Negotiation for the Contracting Officer's approval for each procurement action completed. S/he is responsible for monitoring and administering contractual activities and performs contact closeout action for each completed contracting activity. The incumbent serves as the Negotiator for all EXO acquisition actions. S/he is expected to take an active role in supporting the various support and technical teams in meeting their procurement needs and must be aware of changing market conditions including price and availability of important commodities and services. The incumbent must maintain contacts with officials of local vendors to facilitate resolving procurement problems. S/he must know, understand and track a full range of GSA and U.S. Federal Acquisition standards and guidelines as well as the Federal Acquisition Regulations (FAR) and AIDAR, precedents for contracts and purchase orders.

The incumbent reviews quotes, invoices, and other procurement documents to verify appropriateness of costs and charges, checks purchase orders and accompanying file to ensure that proper procedures were followed. Analyzes performance under contracts, including costs, quality, adherence to delivery schedules, and other pertinent issues. Reviews all shipping documents to determine if commodities and services were received per contract specifications. Carries out quarterly reviews on status of procurement expenditure and advises Executive Officer on legality of procurement transactions and adherence to Serbia regulations pertaining to local contracting/purchases. Coordinates with OFM for funds availability for all procurements. Informs the Executive Officer and Deputy EXO of issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, default, cost overruns, unacceptable performance, and payment problems. Obtains Sales Tax Exemptions where required. Carries out accruals in consultation with OFM and participates in 1311 reviews as required. Conducts closeout of contracts after completion. This includes ensuring that contract audits and other procurement instruments are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Procurement Support and General Administrative Management

The incumbent is expected to participate in the formulation and monitoring of the Mission's Operating Expense (OE) and Program-funded mission procurement plans. The procurement plans are established at the beginning of each fiscal year and include all known and planned procurement actions for the next fiscal year. At least quarterly, the Procurement Agent is responsible for preparing a comprehensive review of the procurement plan.

The incumbent is responsible for proper filing of all mandatory procurement documents, correspondence, scanning all procurement documentations into the Agency Secure Image and Storage Tracking System (ASIST) in accordance with the established filing procurement procedures for each acquisition action. Ensures that all vital records are updated. Maintains lists of local and international vendor contacts, procurement references, source lists, price quotations, and Federal procurement regulations and instructions and GSA catalogs; prepares correspondence and reports on all aspects of procurement operations; reports procurement actions via FPDS, GLAAS, other WEB-based tools.

The incumbent will process cash purchases of office supplies, provide complete administrative assistance and event management support for indoor and outdoor events in all respect to projects, and when required, performs emergency "off-the-shelf" local purchasing. Serves as a liaison and coordinates with the GSO/Shipping agents on customs clearances and deliveries to the GSO/Warehouse until issuance of Receiving and Inspection Reports. Files insurance claims against the shipping liner for any pilferage, lost or damaged goods during shipment, and takes all necessary actions until satisfaction. Traces and follows-up with suppliers regarding shipping details until confirmation of Actual Date of Arrival.

The incumbent serves as the Procurement Agent for Executive Office staff in neighboring/surrounding USAID missions, on an ad hoc basis and/or as indicated in active mission-to-mission MOUs. Incumbent will perform the full range of procurement related duties for requesting missions and for client operating units, when applicable.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The Procurement Agent works under the general guidance of the Supervisory Executive Officer or the Deputy Executive Officer who makes assignments in terms of the range of procurement actions the incumbent is expected to perform independently. The incumbent independently initiates necessary coordination with requesting technical and program/project teams, providing policy and strategic guidance on how to best fulfill their requirements, and with OFM, and other offices. Keeps superiors updated through periodic status reports and through verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

4. Supervisory Controls

N/A

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** At least two years of full-time post-secondary education study at a college or university.
- b) **Prior Work Experience:** At least three (3) years of experience in procurement or contracting with a governmental institution, private sector, international/non-governmental organization or diplomatic mission.
- c) **Language Proficiency:** Good working level (Level III) English proficiency is required and fluent Level IV Serbian language proficiency is required - (Language skills will be evaluated during the selection process.)

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>.

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.

- a. **Education:** Maximum number of points 15. All candidates meeting only the minimum requirement will receive a maximum of 10 points. Additional points, up to maximum 15 points will be assigned if the candidate holds advanced studies/training in a field of computer science, information systems management.
- b. **Prior Work Experience:** Maximum number of points: 15. All candidates meeting only the minimum requirement will receive the maximum of 5 points. Additional points, up to a maximum total of 15 points, will be assigned if a candidate possesses more than three years of experience in procurement or contracting with a governmental institution or diplomatic mission.

- c. **Language Proficiency:** Maximum number of points is 10. Good working level (Level III) English proficiency and fluent Level IV Serbian language proficiency is required.

Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.

- d. **Job Knowledge:** Maximum number of points is 25. Knowledge of US Federal acquisition regulations, knowledge and understanding of how to execute and administer a complex procurement portfolio, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. Must have a good knowledge of local market practices and supplies as well as local pricing practices. A good knowledge of local markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods, is required. Knowledge of US and Serbia regulations concerning imports and exports of goods.

Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.

- e. **Skills and Abilities:** Maximum number of points is 35: Must have outstanding negotiating skills and be able to tactfully obtain information formally and informally. Ability to plan and administer large acquisition activities and provide adequate acquisition assistance and support for agency programs and projects in a timely manner. Ability to apply governing contracting regulations, procedures, and policies to individual acquisition programs. An ability to deal effectively with high-level representatives of the US and local business community, and with colleagues in USAID/Serbia and the host government, as required. Must be able to draft and prepare correspondence, procurement, and contract documents. Ability to learn the use of software and database programs, including, but not limited to procurement management systems. Must be tactful, yet effective in dealing with Mission personnel, ability to deal with a wide variety of suppliers and with various post officials. Skill in preparing precise specifications is also required. Proficiency in Word processing, data programs, and spreadsheet software, MS Word, MS Excel.

Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.

- f. **Reference check - may be requested from the top ranked applicants.** (pass/fail)

4. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the [Offer Form 309-2](#), **Cover Letter** and **detailed current resume** or curriculum vitae providing email address and a daytime telephone number; plus
2. Offers must complete **Google Form** – [link](#)
3. Offerors must submit **a list of three references** who are not friends or family members, along with their contract information in a separate document.

4. Offerors 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. (**belgrade_jobs@usaid.gov**)
5. Offeror submissions must clearly **reference the Solicitation number** on all offeror submitted documents.
6. Incomplete applications will not be considered.

5. 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:

- Background investigation forms
- Medical clearance forms

6. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

- a) Local Social Security System (LSSS) – All compensation payments made by the USG to enrolled employees are subject to LSSS employer contributions and employee deductions.
- b) Annual Leave – PSC is entitled to 20 workdays (160 hours) for the first three years of employment and 26 workdays (208 hours) for more than three years of employment.
- c) Sick Leave – Sick Leave is granted as needed.
- d) All Locally Employed Staff who are working full time under personal services contracts are eligible for Supplemental Health Insurance.
- e) All Locally Employed Staff who are working full time under personal services contracts are eligible for Life Insurance.

2. ALLOWANCES (as applicable):

No allowances are applicable.

7. TAXES

The PSC is personally liable to pay any yearly income tax (tax for the employees whose total annual income exceeds 3 times the average annual salaries in Serbia).

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
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:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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_

3. Acquisition & 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/resources_standards-of-conduct.
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/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	Jun 2023
------------------	--	----------