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

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.

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 the Attached 1.

Sincerely,

Annmarie McGillicuddy
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066320R100019

2. ISSUANCE DATE: 08/10/2020

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 08/24/2020 before and/or on 5:00PM Ethiopian local time (close of business).

4. POINT OF CONTACT: Annmarie McGillicuddy, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at addisusaidjobs@usaid.gov.

5. POSITION TITLE: Procurement Agent

6. MARKET VALUE: FSN -9, $14,033 to $25,253.
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Estimated to start on 12/10/2020.

“The base period will be five years. Estimated to start on 12/10/2020.

| Base Period: | 12/10/2020 - 12/09/25 |

8. PLACE OF PERFORMANCE: US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: All CCN interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.


11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract
Under the direct supervision of the Procurement Supervisor, the Procurement Agent is responsible for all aspects of the procurement process in support of the USAID/Ethiopia and USAID/Djibouti Missions. The incumbent is responsible for the planning and procurement of services and goods for Operating Expense (OE) and program administrative procurements. This includes, but is no limited to, consultancy services, blanket purchase agreements, contracts, purchase orders, task orders, USG purchase card
purchases, petty cash, delivery orders and procurements not covered under ICASS. The incumbent operates independently in planning, executing, and managing substantial managerial functions for a large and complex USAID Mission. The incumbent provides administrative counsel/expertise to all staff members and has a wide latitude in carrying out the various administrative and managerial functions assigned. The procurement level is limited to the Simplified Acquisition warrant level of the S/EXO, currently set at $250,000.

2. **Statement of Duties to be Performed**

**EXO Procurement Execution, Documentation and Evaluation (40%)**

- Serves as the subject matter expert on simplified acquisition policies and procedures, advising all offices and staff on regulatory requirements and procurement policies and procedures for purchase of services, nonexpendable and expendable property, and vehicles needed to support the day-to-day operation of the Missions. Performs procurement actions for the entire Mission and Djibouti Mission, of approximately 250 staff members.
- Reviews all procurement requests for compliance with established guidelines such as AIDAR, FAR and ADS prior to initiating action.
- Obtains pricing information (including shipping cost estimates) and specifications (where detailed specifications have not been provided in advance). Determines suitable sources of supply through local and non-local searches and requests bids and quotations by telephone, correspondence, and advertisement for access to a wide range of public entities.
- Consults with the appropriate technical/requesting office if necessary and selects the source for the items to be ordered.
- Organizes and coordinates technical committees for the review of proposals, and obtains technical reports for procurement actions, if necessary.
- Maintains a tracking system of all procurement documents, from purchase requests, to receipt of procured goods or services by the requestor.
- Initiates buyer and requester procurement actions in GLAAS and enters procurement actions in Ariba/ILMS for all ICASS supported procurements. Liaises/coordinates with the Department of State Procurement Agents ensuring that procurements placed in ILMS are accurate and ordered in a timely manner.
- Reviews and analyzes bids and quotations and makes recommendations to the Contracting Officer in terms of cost reasonableness of goods and services, vendor capabilities, reputation, and past performance. Negotiates contracts with the vendor.
- Documents all procurement actions with a negotiation memorandum that includes required clauses, cost realism, and available sources. Ensures and reviews status reports and keeps EXO and the requestor aware of expected delivery or appraised of potential delays.
- Ensures procurement files are completely and appropriately documented, up to date, and uploaded in ASIST. Performs 1311 reviews to accrue or de-obligate funds ensuring the services and goods are received and close out the files accordingly with technical and finance offices in a timely manner.
- Reviews vendor invoices and claims against purchasing and receiving documents or against purchasing and deliverables. Provides appropriate confirmations for processing timely payments based on the terms of the contract. Coordinates timely funding with OFM and works with OFM to resolve funding problems.
EXO Procurement Planning and Policy (35%)

- Develops procurement budget plans for the current year and subsequent years based on personal experience and knowledge of the USG procurement regulations and standards.
- Leads the USAID’s Mission in the development, assessment, approval, and implementation of bi-annual procurement planning processes and ensures timely completion of procurement activities.
- Ensures the appropriate internal controls are in place, in alignment with Agency procurement regulations, and that the appropriate authorizations and funding contingencies are in place prior to any procurement actions;
- Ensures that, to the maximum extent possible, consolidated procurement activities are not redundantly processed and/or that, where most appropriate, procurement actions are processed through the consolidated procurement services (ICASS/ARIBA, etc.)
- Demonstrates strong leadership and oversight while implementing the annual Executive Office procurement cycle, from request to closeout, otherwise known as “end-to-end” procurement, responsible for working with technical and support offices on the requirements of operational-based procurement. Continuously tracks and expedites requests to ensure procurement actions are brought to completion and Mission needs are met.
- Reviews procurement requests and prioritizes procurement activities, ensuring the maximum resources available for procurement, as appropriate, both locally and internationally.
- Proactively advises USAID Mission teams on how to request procurement actions from EXO, and updates senior management on the status of USAID’s EXO procurement processes.
- Takes initiative to update the Procurement Supervisor on a weekly basis of all outstanding and upcoming procurement for the Executive Office. Leads procurement file review.
- Leads in the coordination with the ICASS service provider to inform them of any procurement that would impact their procurement cycle and improve customer service for USAID employees.
- Develops and maintains Mission policies related to simplified acquisition procurement (SAP) and petty cash. Such policies would ensure internal consistency and practice of standard operating procedures for SAP procurement.
- Regularly communicates and/or presents updates to USAID/Ethiopia and USAID/Djibouti staff on FAR, AIDAR, Mission Orders, and other policies that relate to the procurement of simplified acquisition procurement.
- Educates Mission teams on EXO procurement policies, timelines, forms, policies and best practices. Serves as a subject matter expert in EXO procurement.
- Implements OAA/E recommendations, as requested or required.

Procurement Quality Control and Process Improvement (25%)

- Develops and demonstrates proficiency and knowledge in SAP procurement and understands Agency procurement policies in order to seek to improve on processes, procedures, databases, and activities to improve the timeliness and overall performance in all aspects of the EXO procurement activities.
- Ensures attention to detail in maintaining customer/vendor databases, information, intranet,
etc. and ensures adequate documentation and communications are maintained for tracking purposes.

- Takes initiative to regularly track, assess, and conduct regular audits of data and activities in order to ensure that process areas are followed, maximized in efficiency, and that responses meet or exceed customer service standards.
- Reviews process areas regularly and make recommendations to the Procurement Supervisor for improvements or enhancements.
- Problem solves and responds to client complaints and concerns as they arise and make recommendations to improve, expand, or clarify procedures, processes, and database needs, collaborating across offices, as needed.
- Prepares 1034 voucher for vendor invoicing, and other standard procurement section procedures such as preparing purchase order close-out requests.

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

3. **Supervisory Relationship:** - Works under the direct supervision of the Procurement Supervisor.

4. **Supervisory Controls:** - No supervision responsibility.

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

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

   a. **EDUCATION:** Minimum two years of College or University in procurement, supply or management, business administration, management or related field is required.

   b. **PRIOR EXPERIENCE:** Five years of progressively responsible experience in procurement or a related field is required. One year of experience with an international organization, in an English-language work situation is required.

   C. **LANGUAGE:** Level IV (fluent) knowledge in English and Amharic 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
Therefore, the TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and/or written test. The CO will consider findings from the reference checks as part of the responsibility determination.

**EDUCATION (20 points):** Minimum two years of College or University in procurement, supply or management, business administration, management or related field is required. Additional evaluation points will be given to offerors who exceed the minimum requirement.

**EXPERIENCE (40 points):** Five years of progressively responsible experience in procurement or a related field is required. One year of experience with an international organization, in an English-language work situation is required. Experience on all aspects of the procurement process. Experience on the planning and procurement of services and goods such as consultancy services, purchase agreements, contracts, purchase orders, task orders, petty cash, delivery orders and procurements. Experience to operate independently in planning, executing, and managing substantial managerial functions.

**KNOWLEDGE, SKILLS, and ABILITIES (40 points):** A good working knowledge of procurement regulations, local and international sources of supply and procurement procedures, and local market conditions and procedures is required. The incumbent must demonstrate excellent negotiating skills, bargaining, influencing, persuading and the ability to inspire confidence. The incumbent must demonstrate excellent interpersonal skills. The incumbent must demonstrate a high level of accuracy, attention to details, punctuality, and time management. The incumbent must demonstrate excellent analytical skills needed to analyze options, select best practices and perform tasks. The incumbent must be able to track budget expenses, conduct market surveys, and demonstrate knowledge about manufacturing methods and procedures. The incumbent must maintain good working relationships with various vendors; have excellent customer service standards and be able to operate in a high functioning team.

**IV. SUBMITTING AN OFFER**


2. Offers must be received by the closing date and time specified in Section 1, item 3, and submitted to the Point of Contact in Section 1.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

4. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say– solicitation 72066320R100019, Procurement Agent

5. **Be sure to include your name and the solicitation number at the top of each page.**

6. Please submit the application only once; and

7. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).

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

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. **BENEFITS AND ALLOWANCES**

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

1. **BENEFITS:**
   Group life insurance, medical coverage.

2. **ALLOWANCES (as applicable):**
   Meal allowance and miscellaneous benefit allowance.

VII. **TAXES**

Per the Mission’s policy.

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

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


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

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
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</table>
|0001| Base Period - 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_|


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

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Ethiopia 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. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is 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.