SOLICITATION NUMBER: SOL-442-15-000003

ISSUANCE DATE: February 6, 2015
CLOSING DATE: February 20, 2015
CLOSING TIME: 4:00 p.m., Cambodia time

SUBJECT: Solicitation for U.S Citizens or Third Country Nationals, Personal Services Contractor: Senior Acquisition and Assistance Specialist for USAID/Cambodia

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S Citizens or Third Country Nationals for a personal services contract (PSC) position as a Senior Acquisition and Assistance Specialist as described in the attached solicitation.

Submissions must be made in accordance with the attached information, being received by USAID/Cambodia at or before the due date/time. Applications must include salary history for the previous three years and the names and contact information (email addresses and/or working telephone numbers) for at least three references with knowledge of the applicant's experience. The review of any applications received after the closing date and time of this solicitation is at the sole discretion of USAID. The award of a contract hereunder is subject to the availability of funds.

Interested applicants must submit all the materials required by the solicitation:

a. Optional Application for Federal Employment, Optional Form 612, available at: http://www.usaid.gov/sites/default/files/OF612.pdf
b. Cover Letter with curriculum vitae
c. Salary history for the previous three years
d. Three personal references. (Reference checks will be conducted only of applicants selected for interview.)

Complete, signed application packages should be submitted by email to rahl@usaid.gov with courtesy copy to cheng@usaid.gov Incomplete or unsigned applications will NOT be considered. Digital signatures are acceptable.

Applicants should retain for their records a copy of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to the Executive Officer, Mr. Reid Ahl, who may be reached by phone at 855-23-728-394 or by e-mail at rahl@usaid.gov . Applicants should confirm with Ms. Chhorvy Heng at cheng@usaid.gov that their email submissions were successfully received by the required due date.

Sincerely,

Reid Ahl
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Reid H. Ahl
Executive Officer

Solicitation for U.S Citizens or Third Country Nationals, Personal Services Contractor:
Senior Acquisition and Assistance Specialist for USAID/Cambodia

SOLICITATION NUMBER:	SOL-442-15-000003
ISSUANCE DATE:	February 6, 2015
CLOSING DATE:	February 20, 2015, 4:00 p.m., Cambodia time
POSITION TITLE:	Senior Acquisition and Assistance Specialist
MARKET VALUE:	GS-13 Equivalent ($73,115 - $95,048 per annum) plus allowances, as applicable. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. If the selected candidate qualifies as an off-shore hire under USAID regulations, the employee will receive the post differential approved for Phnom Penh, Cambodia (currently set at 25% of base pay), housing, international travel, shipment benefits, and other applicable allowances**. Salaries over and above the top of the pay range will not be entertained or negotiated.**
PERIOD OF PERFORMANCE:	Two Years (2 years) (o/a June 1, 2015 – May 31, 2017)
PLACE OF PERFORMANCE:	USAID/Cambodia – Phnom Penh, Cambodia
AREA OF CONSIDERATION:	U.S. Citizens and Third Country Nationals
SECURITY ACCESS LEVEL:	Employment Authorization
DIRECT SUPERVISOR:	Office Director
SUPERVISORY CONTROL:	The Senior A&A Specialist will report directly to the Contracting/Agreement Officer, but will be expected to work independently with only broad direction and guidance.

STATEMENT OF WORK:

SENIOR ACQUISITION AND ASSISTANCE SPECIALIST

I. BACKGROUND

This position is a two year Personal Services Contract (PSC) to meet surge capacity requirements of the USAID/ Cambodia Mission. This position is located in the Office of Acquisition and Assistance (OAA), USAID/Cambodia. The primary purpose of this position is to provide A&A support to three technical offices at USAID/Cambodia – the Office of Public Health and Education (OPHE); Food Security and Environment (FSE); and Democracy and Governance (DG) and the Executive Office (EXO). This work includes support on all aspects of contract/agreement management relating to and affecting USAID assistance programs in Cambodia, including project planning, project design, implementation, and evaluation of programs. The A&A Specialist reports directly to the Contracting/Agreement Officer while working as part of a team in overall support of the Mission.

This position will execute and administer procurements in support of assigned USAID/Cambodia technical sector programs. The PSC will be responsible for planning, developing, soliciting, negotiating, managing, and advising on procurement and contract/agreement management in relation to the Mission's assistance programs. The PSC will participate in "cradle to grave" actions – from project design through negotiation, administrations and close-out. The PSC will develop and execute plans for procurement and provide contract/agreement support to achieve program objectives.

II. BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Senior Acquisition and Assistance Specialist in the Office of Acquisition and Assistance (OAA), USAID/Cambodia. The PSC is responsible for all pre-award and post-award functions involving complex negotiated procurement of significant importance to the Mission. The work includes support on all aspects of contract/agreement management relating to and affecting USAID assistance programs in Cambodia, including procurement planning, activity design, solicitation, negotiation, award and implementation of programs. The PSC is also responsible to train and mentor two (2) local-hire Acquisition and Assistance Specialists and one Acquisition and Assistance Assistant in OAA.

III. MAJOR DUTIES AND RESPONSIBILITIES:

The Specialist provides professional-level procurement planning advice and guidance to USAID/Cambodia Technical Office, including procurement policy, and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing organizations/partners, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Negotiations with client offices in the Mission are to ensure acquisition plans are current, have appropriate milestones, and that related schedules are adequate. **(10%)**

The Specialist reviews GLAAS Requisitions (REQs/REQMs) entered into GLAAS requesting specific acquisition/assistance actions for major and complex programs/projects/activities and/or services. S/he also analyzes requirements, and determines instrument selection or procurement approach, whether SOWs/PDs are complete, and if the request meets FAR, ADS, AIDAR, and/or other Mission, Agency, or USG policy requirements. The Specialist ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documents are complete. The Specialist recommends revisions regarding SOWs/PDs, budgets, clarification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations using Internet-based technology; responds to offeror/applicant questions during the proposal/application submission phase; and, determines the need for, and prepares, clarifying amendments, as required, for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain Agency and counterpart needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications. (**30%)**

The Specialist evaluates applications and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal/application. The Specialist guides Technical Teams in the practice of 'best value' selection; and obtains reports and references, ensuring that past performance of the offeror/applicant is relevant and of a high quality. The Specialist ensures that offerors/applicants have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts/grants. The Specialist requests audit reports or pre-award surveys from the Office of Financial Management, Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues; analyzes cost proposals/applications and technical scores/ratings from technical evaluation committees; and, based on the analysis, presents his/her findings to the Contracting/Agreement Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors/applicants, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The Specialist coordinates issues of technical weakness and excessive cost with the Technical Teams prior to commencement of negotiation. Clarifies, and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors/applicants; and, conducts extensive negotiations on cost and technical issues prior to contract/grant award, presenting USAID issues of concern, and persuading offerors/applicants to revise technical deficiencies and reduce costs where appropriate. The Specialist requests submission of Revised Proposals/Applications, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with the Technical

Teams and technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and local NGOs, colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; presents award recommendations of the successful implementing partner to the Contracting/Agreement Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with the Technical Teams; organizes and conducts orientation meetings with the selected implementing partners, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties; and, provides debriefings to unsuccessful offerors/applicants. **(30%)**

The Specialist monitors contractor/grantee performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to implementing partner work sites, and representing OAA at performance-related meetings held by the Mission; assists the Mission to develop appropriate indicators for work plans and contract/assistance documents; ensures contractor/grantee is fully compliant with performance standards contained in the agreement, and seeks corrective action in cases of non-compliance. **(10%)**

The Specialist analyzes, and takes action to resolve audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues. The Specialist reviews completed (after full performance) contract/agreement files to determine that all actions are satisfied, and that there are no pending administrative actions to be resolved, ensures that all file documents are signed, that there are no litigation actions pending, and that the contract/agreement is complete in every respect and ready to be closed, ensures that contracts/agreements nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. **(10%)**

The Specialist provides guidance and mentoring to two (2) A&A Specialists and one (1) A&A Assistant on the basic principles of Federal and USAID acquisition/assistance, general procurement management, procurement policy direction, new/changed procurement policies, filing requirements and close-out, as required. **(10%)**

IV. POSITION ELEMENTS

Reporting Responsibilities: The Senior Acquisition and Assistance Specialist will receive supervision, policy direction, and guidance from the Contracting/Agreement Officer, Director, Office of Acquisition and Assistance (OAA), located in USAID/Cambodia.

Supervisory Controls: The Senior Acquisition and Assistance Specialist is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and decisions of the Senior Acquisition and Assistance Specialist will be discussed with the Office Director, and all acquisition instruments will be signed by the Contracting/Agreement Officer.

Physical Demands: The primary location of work will be in Phnom Penh, Cambodia. Work in the office is expected to be mostly sedentary. Secondary locations will include Implementing Partner offices and field offices, project site locations, the location of program beneficiaries in rural and in urban areas, and attendance at conferences and training.

V. EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION:

1. Education (20 points):

- Formal Education: Baccalaureate degree that includes 24 business credit hours in a relevant major, including business administration, public administration, law, banking, international affairs, procurement and contracting or finance with an emphasis on commerce, trade and materials management. Relevant, extensive work experience, if successful will be given appropriate consideration.

- Professional Certification: Completion of or substantial progress toward meeting the requirements of certification under the USAID/OFPP FAC-C Certification program at a minimum of Level II is highly desirable. Certification requires successful completion of FAC-C specified courses in procurement, plus the achievement of certain competencies, through a combination of training and experience.

2. Prior Work Experience (30 points):

- Work Experience: Five years substantive and directly-relatable professional contracting or procurement work is required. Experience working in various countries, with different cultures and under challenging circumstances is desirable. Such experience must include the full range of contracting responsibilities, including acquisition and assistance award execution, administration, termination, cost and price analysis, procurement planning, analysis and evaluation of proposals, negotiation of changes, execution of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance, and disposition of claims.

  Experience should demonstrate knowledge of contracting laws, regulations, policies, and procedures; the ability to lead others and the ability to effectively communicate orally and in writing.

3. Job Knowledge (30 points):

- Demonstrated knowledge of federal contracting and assistance principles, laws, statutes, Executive Orders, regulations and procedures applicable to pre-award and/or post-award actions sufficient to procure and/or administer contracts, grants and cooperative agreements for a variety of specialized equipment, services, and/or construction, or to conduct studies of problem areas and develop standard methods and operating procedures. Knowledge of the following is preferred:

    - Federal Acquisition Regulations (FAR)

- USAID Acquisition Regulations (AIDAR)
- Contract Information Bulletins (CIBS) / Acquisition & Assistance Policy Directives (AAPDs)
- USAID Automated Directive System (ADS)
- Office of Management and Budget (OMB) Circulars
- Title 22, Code of Federal Regulations (CFR) as appropriate to USAID

Familiarity with business practices and market conditions applicable to program and technical requirements is required sufficient to evaluate such actions as bid responsiveness, contractor responsibility, and/or contractor performance.

Demonstrated knowledge of team management strategies, mentoring and knowledge transfer to provide training for junior staff members is highly desirable.

4. **Skills and Abilities (20 points):**

- 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, the ability to work independently with little supervision, the ability to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time is essential.

- 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 required. 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 understandable 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, issuance of special-purpose contracts and agreements, business evaluations, administration, termination and 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. Proving 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.

- Proficiency in standard operating and application software (Windows, Microsoft Word, Excel, and Outlook) is required.

OTHER REQUIREMENTS:

In addition, the Senior A&A Specialist must also be:

- Available and willing to commit to the contract performance period of two years;
- Able to attain a USG-issued employment authorization;
- Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Willing to travel to work sites and other offices as/when requested.

SELECTION FACTORS

Applicants will be evaluated on the extent and quality of their education, prior work experience, job knowledge, and skills and abilities as they relate to this position against the following criteria:

Education:	20 points
Prior Work Experience:	30 points
Job Knowledge:	30 points
Skills and Abilities:	20 points

Total: 100 points

SELECTION PROCESS:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the minimum requirements of the selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference checks pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances (USAID will provide details regarding these clearances to the selected candidates).

APPLYING:

Qualified individuals are required to submit:

1) A U.S. Government Optional Form, OF 612 (available at the USAID Cambodia Website, http://cambodia.usaid.gov or www.usaid.gov/forms/ or http://www.usaid.gov/sites/default/files/OF612.pdf)
2) Cover letter, curriculum vitae, salary history for the previous three years, and three personal references who have knowledge of your prior experience. (Reference checks will be conducted only of applicants selected for interview.)

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PSCS

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

1. Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website to determine which AAPDs and CIBs apply to this contract.

http://www.usaid.gov/work-usaid/aapds-cibs

BENEFITS/ALLOWANCES

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

BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Eligibility for Worker's Compensation

Annual and Sick Leave

ALLOWANCES (if Applicable): *
(A) Temporary Lodging Allowance (Section 120)
(B) Living Quarters Allowance (Section 130)
(C) Post Allowance (Section 220)
(D) Supplemental Post Allowance (Section 230)
(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) and
(J) Danger Pay (Section 650)

* Standardized Regulations (Government Civilians Foreign Areas)

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.