



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: October 22, 2013

CLOSING DATE: November 5, 2013

SUBJECT: Solicitation No. SOL-306-14-00001/OM/EXO for Third Country National Personal Service Contractor (TCNPSC) **Lead Procurement Technician (Agent)**

Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the TCNPSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to afpakjobs@usaid.gov **and** AfUSAIDJobs@state.gov

This solicitation will remain open until close of business of November 5, 2013.

Any questions about this solicitation may be directed to KabulAIDHR@state.gov.

Sincerely,

Sameer Lodeen
Human Resources Specialist
USAID/Afghanistan

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SOLICITATION NUMBER:		SOL-306-14-00001
1.	ISSUING DATE:	October 22, 2013
2.	CLOSING DATE:	November 5, 2013
3.	POSITION TITLE:	Lead Procurement Technician (Agent)
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-09 (\$41,563 – \$54,028)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Deputy Executive Officer
8.	SUPERVISORY CONTROL:	Minimal. The incumbent is expected to act independently with little direction.
9.	PERIOD OF PERFORMANCE:	13 months with an option for renewal
10.	SECURITY ACCESS:	Employment Authorization for Third Country National
11.	AREA OF CONSIDERATION:	Third Country National Personal Service Contractor (TCNPSC)

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POSITION DESCRIPTION: Lead Procurement Technician (Agent)

A. BASIC FUNCTIONS OF THE POSITION

The incumbent serves as a lead Procurement Technician (Agent) located in the USAID/Afghanistan Executive Office. The incumbent is responsible for procurement of a variety of commodities and services for USAID/Afghanistan. This includes, but is not limited to Service Contracts, Blanket Purchase Agreements, Contracts, Purchase Orders, Task Orders, Delivery Orders, USG Purchase Card, and procurements not covered under ICASS. The procurement level is limited to the Simplified Acquisition warrant level of the EXO(s), currently set at \$150,000.00. Incumbent reports directly to the Deputy Executive Officer, USAID/Kabul.

Major Duties and Responsibilities:

a) Procurement

Reviews all incoming procurement requests, establishes priorities and personally performs all appropriate preparations necessary on the basis of the type of procurement requested. Performs procurement actions for the entire Mission comprising of approximately 430 staff members. As appropriate, advises USAID staff on procurement policy and other pertinent considerations affecting procurement requests. Reviews all procurement requests for compliance with established guidelines such as FAR and ADS prior to initiating action. Tracks the status of requests to ensure priorities are met. Approves proposed method of procurement, and may participate in complex or difficult procurement actions.

Incumbent will also be actively engaging in capacity building and training of the new local Procurement section staff on pertinent Agency and US Government regulations governing the simplified acquisition system to include but not limited to procurement practices in the Global Acquisition and Assistance System (GLAAS), Integrated Logistics Management System (ILMS) and other online systems.

Reviews Purchase Orders, Solicitations, and requests for quotation, price quotations, proposed contracts, supplier's bills and other procurement documents as necessary, prior to and after procurement action. Posts procurement requests for proposal or requests for quotes outside the office premises, or in newspapers and in other outlets for easy access to a wide range of public companies. Organizes and coordinates technical committees for the review of proposals, and to obtain technical reports for procurement actions. Prepares paperwork or reports prior to submission to the Executive Officer for signature. Initiates Buyer and Requester procurement actions in the Global Acquisition and Assistance System (GLAAS) and Integrated Logistics Management System (ILMS) for all ICASS supported procurements. Liaises/coordinates with the DoS Procurement Agents ensuring that procurements placed in ILMS are accurate and ordered in a timely manner.

Incumbent maintains a tracking system of all procurement documents, from purchase requests, to receipt of procured goods or services by the requestor in GLAAS and ILMS. Screens and reviews bids and quotations, negotiating contracts, and reviews language in contracts and Statements of Work (SOW). Ensures and reviews status reports, and keeps the EXO and the requestor aware of expected delivery or appraised of potential delay.

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Coordinates timely funding with Office of Financial Management (OFM), or works with OFM to resolve funding problems. Ensures close out of all procurement actions.

b) Market Pricing

Maintains awareness of market conditions, including price and availability of commonly purchased items. Maintains contact with supplier firms, in order to facilitate resolving procurement problems. Reviews all requests for cash purchase, to ensure cost is fair and reasonable prior to approving any purchase. Ensures compliance with FAR, ADS, AIDAR, and USAID policies and Notices, and with other contracting laws, policies, and procedures in the procurement of supplies and services.

c) Vendor Database Management

Maintenance of 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 EPICs, GLAAS and other WEB-based tools, and prepares reports in ASSIST, in coordination, with Office of the Financial Management and Office of the Acquisition and Assistance.

B. EVALUATION/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

- a) **Education: (15 points)** A minimum of 2 years (college diploma) or two years progressive study towards a bachelor's degree with a relevant study in the procurement field is required. A University degree in Purchasing, Business Administration, Accounting, Finance, Public Administration, related social science or liberal arts is desired.
- b) **Work Experience: (25 points)** Seven years of progressively responsible experience in procurement or a related field is required.
- c) **Language Proficiency: (10 points)** Level IV (Fluent) of English-language capability in verbal and written communication is required.
- d) **Knowledge: (30 points)** Good working knowledge of basic and standard procurement procedures, knowing how to quickly identify local and international sources of supplies and associated procurement procedures, and demonstrated ability to quickly grasp local market conditions and procedures is required.
- e) **Skills and Abilities: (20 points)** Must have the ability to organize, manage, and supervise procurement functions effectively, including organizing the procurement office to ensure that all records are secured, and assist in the development of administrative notices on procurement procedures for the Mission. The ability to develop and maintain a procurement tracking system, prepare 1034s vouchers for vendor invoicing, and other standard Procurement Section procedures is needed. The ability to close out all finalized procurement actions is required.

Maximum Points Available: 100.

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Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

C. TERM OF PERFORMANCE

The term of the contract will be for thirteen months. Within four weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-09. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to two Rest and Recuperation trips (R&R) and up to three Regional Rest Breaks or three R&Rs and no RRBs.

You will be entitled to 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, you will have to use your Annual Leave or Compensatory time for the breaks.

Physical Demands and Work Environment: Work in the office is mostly sedentary but travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, DoD, and ISAF as relevant. Provincial Reconstruction Team (PRT) and District Stabilization Team (DST) sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

D. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN

Life in Kabul, the capital of Afghanistan, has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT.

E. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

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F. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

G. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 06-01	Medical evacuation insurance
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements

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CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at: http://www.usaid.gov/business/business_opportunities/cib/

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

H. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. Qualified individuals are required to submit a U.S government OF-0612 form which is available at the following websites:
 - a. <http://www.opm.gov/forms/html/of.asp>
 - b. or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>
2. His/her most current curriculum vitae (CV) or resume;
3. Three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

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I. APPLYING

All applications must be submitted electronically by e-mail with the subject line “OM/EXO-1401” to:

afpakjobs@usaid.gov and AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan Human Resources Office
USAID/Afghanistan

Applicants may submit an application against this solicitation at any time but prior to November 5, 2013 unless revised. The highest ranking applications may be selected for an interview. **Please note that only short listed candidates will be notified.**

Point of Contact:

Any questions about this solicitation may be directed to KabulAIDHR@state.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan