



1. SOLICITATION NUMBER: SOL-278-14-000003
2. ISSUANCE DATE: Immediate February 27, 2014
3. CLOSING DATE: March 12, 2014 by 9:30 am DC Time
4. POSITION TITLE: Senior Acquisition & Assistance Specialist
5. MARKET VALUE: GS-13 (\$71,674 – \$93,175 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.  
**Salaries over and above the top of the pay range will not be entertained or negotiated.**
6. ORGANIZATIONAL LOCATION POSITION: Amman, Jordan
7. DIRECT SUPERVISOR: Supervisory Contracting Officer or his/her designee
8. PERIOD OF PERFORMANCE: The US Personal Services Contract will be for two years, subject to possible extension.
9. CLEARANCES: The final selected candidates must obtain an Employment Authorization (Facilities Access Clearance) and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. The position does not require a formal security clearance and the Mission will not later modify the position to require a formal security clearance.
10. AREA OF CONSIDERATION: U.S Citizens or U.S. Permanent Residents (Green Card Holders)

The USAID/Jordan Mission is issuing a solicitation to qualified U.S. citizens for the position of Senior Acquisition and Assistance Specialist. This position has been approved by the USAID/Jordan Mission at a GS-13 grade level and the salary range (\$71,674 – \$93,175 per annum). Apart from the competitive salary, a full complement of expatriate benefits, customary in USAID overseas positions, are included with this position, such as housing, educational allowances, and annual leave.

## **I. INTRODUCTION**

The United States Agency for International Development (USAID) in Amman, Jordan is soliciting applications for the position of a USPSC Senior Acquisition and Assistance Specialist in the Office of Acquisition and Assistance within the Mission.

In general terms, the optimal applicant for this Senior Acquisition & Assistance PSC Specialist position will possess extensive knowledge of US 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 senior PSC position, the applicant will need to demonstrate a well-seasoned familiarity with development principles, federal procurement mechanisms and donor/NGO partnering. S/he exercises leadership in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performed in a positive, team and customer oriented manner.

## **II. POSITION DESCRIPTION**

### Basic Function

The incumbent serves as senior USPSC assistant to a U.S. Contracting Officer (CO) who directs a procurement and contracting organization providing operational and project support to USAID/Jordan. S/he provides advice on U.S. acquisition legislation, policies, regulations and procedures, as well as those in effect in the countries served. The incumbent is an expert in the Acquisition and Assistance (A&A) field since great reliance is placed on her/his judgment and advice.

S/he will be assigned to the Water Resources and Environment (WRE) Development Objective (DO) Team to support and will serve as the CO's representative, fully capable of providing authoritative guidance and advice on a full range of A&A matters. The portfolio contains varied and technically complex country programs characterized by high funding levels with a portfolio value in excess of \$130 million. In addition to program funded procurement, the incumbent will support operational expense (OE) purchases for client missions whenever these are complex in nature or above the Executive Officer's (EXO's) warrant. Incumbent is responsible for all phases of a procurement process, from preparing solicitation, negotiation, award and contract close-out.

USAID/Jordan is the third largest program within the Agency, yet in comparison to other Missions, the staffing level of the Acquisition and Assistance Office is extremely low, given the quantity, complexity and high dollar value of the A&A instruments utilized. Thus, the incumbent 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 incumbent will be expected to be knowledgeable about and utilize a myriad of procurement instruments available, such as Cost Reimbursable Contracts, Fixed Price Contracts, Incentive Contracts, Indefinite Quantity Contracts, Task/Delivery Orders, Grants, Cooperative Agreements, and Participating Agency Service Agreements (PASAs). Implementing Partners include U.S. and Non-U.S. commercial entities, not for profit entities, Non-Governmental Organizations (NGOs), Public International Organizations (PIOs), Host Government entities, international donor organizations, other governments, and individuals. S/he must be fully capable of determining most appropriate instrument to utilize and be proficient and knowledgeable about performance-based and results-oriented statements of work and program descriptions. Dollar levels of the instruments in force range from small value procurements to instruments exceeding \$50 million dollars.

### Major Duties and Responsibilities (25%)

The Senior A&A Specialist serves as the principal assistant to the Contracting Officer and manages office workload requirement in support of the Water Resources and Environment (WRE) Development Objective (DO) Team. As a core team member of the WRE DO team, 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 DO Team goals. The portfolio contains varied and technically complex country programs characterized by high funding levels with a portfolio value in excess of \$130 million. The A&A Specialist establishes annual work objectives and performance measures, establishes procurement plans and strategies, conducts mid-cycle reviews, and keeps senior Mission management informed on all A&A matters, new policies, U.S. legislation, Executive Orders, Federal Regulations and how these may affect USAID A&A instruments. The incumbent provides guidance and support throughout the procurement planning in finalizing DO procurement plans; recommends alternatives and preferable types of instruments (e.g., fixed price, cost reimbursable, task orders, grants or cooperative agreements). The incumbent provides innovative ideas or solutions to situations/problems encountered on a daily basis; provides A&A support to other A&A Specialists/DO Teams during peak workload periods. S/he participates in the federally-mandated Federal Acquisition Certification in Contracting (FAC-C) program, including planning and performing on-the-job training assignments and coursework to ensure successful completion of the required competencies and annual training requirements.

### Pre-award/Award Formation (35%)

The incumbent manages the A&A pre-award process for individual procurement actions, ensuring team compliance with USG and USAID regulations and policies. The incumbent 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. During requirement definition, the incumbent assists the DO Team by providing comments/recommendations to ensure completeness and appropriateness of statements of work/program descriptions/technical specifications, justifications, source selection criteria, other necessary approvals, waivers, deviations. Once the requirement is defined in a requisition, the incumbent prepares 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 SO Teams and supervises the development and execution of contractual documentation for the solicitation and technical evaluation phases; conducts 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; 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; 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; performs 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. The incumbent recommends to the CO responsibility determinations; recommends awards valued at millions of dollars, and prepares the contractual documentation for signature of the CO; prepares the memoranda of negotiation, organizes pre- and post-award debriefs, and documents the debriefs.

### Post-award Administration (30%)

The incumbent administers 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 Contracting/Agreement Officer's Representatives (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. The incumbent 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, the Regional Inspector General (RIG) and the Legal Advisor 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; monitors contractor performance through review of progress reports, telephone conversations, correspondence, site visits for compliance with award terms and conditions; provides guidance and training as required to host country personnel, contractor personnel and USAID personnel regarding A&A requirements and regulations; negotiates extensions, price adjustments and modifications to contracts; prepares determinations and findings relative to negotiated actions and coordinates contractor's requests for deviations; maintains contract files and records, prepares reports, as required; manages the Contractor Performance Assessment Reporting process to ensure compliance with the FAR; analyzes questioned costs to determine allowability; 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.

### Other Duties (10%)

The incumbent 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 to the DO Team on the adequacy of host country contracting process/documentation; cost analysis and negotiation of host country bids/proposals; reviews implementation letters to the host government; conducts pre-award surveys/procurement assessments of host government and local organizations.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. S/he may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. S/he must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

The incumbent maintains a high level of ethics and appropriate discretion; s/he ensures and enforces procurement integrity through the procurement and administration process in accordance with the Federal Acquisition Regulation Part 3.104 and the Procurement Integrity Act (41 USC 423).

### **III. POSITION ELEMENTS**

#### **1. Knowledge Required by the Position**

Knowledge of the principles of acquisition planning sufficient to 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 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, Public International Organization 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.

#### **2. Supervisory Controls**

The position reports to the Supervisory Contracting Officer, USAID Jordan. Supervisor assigns work in terms of overall procurement programs to be accomplished. The employee, in consultation with the supervisor, establishes and executes a work schedule, ensuring that the necessary planning, coordination, approvals, negotiation, and other requirements are completed in a timely manner so as not to delay award of any assigned programs. Establishes clear objectives and necessary priorities to achieve these objectives. Submits negotiation plans and memoranda to supervisor for approval. Conducts negotiations independently. Advises supervisor of potential problems or slippages in the program. Work review is made through status reports prepared by the employee and used primarily by management to keep informed.

#### **3. Guidelines**

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 contract to provide economic incentives and flexibility for future contract changes, and in resolving administrative problems which arise during the life of the contract. The employee frequently develops new approaches and writes new conditions or clauses to resolve specific situations.

#### **4. Complexity**

The work consists of managing acquisition and assistance processes and instruments for highly complex or innovative international development programs using approaches that are 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;
- Programs involving several instruments with the same or different implementing partners, and changes to one instrument frequently affecting other instruments;
- 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.

#### **5. Scope and Effect**

The purpose of the work is to negotiate and administer contracts, grants and cooperative agreements 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 employee'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.

#### **6. 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 General Accounting Office or 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.

#### **7. Purpose of Contacts**

Contacts are to negotiate contracts, grants and cooperative agreements with non-governmental and industry officials and to resolve problems which arise during the performance of the program. Contacts within the agency are to analyze complex procurement issues, advise program officials of procurement procedures, and ensure a proper and supportable course of action. Contacts with higher level organizations are to clarify issues surrounding procurements or to respond to requests for information.

#### **8. Physical Demands**

Work is mostly sedentary, but there is some walking required during visits to sites and facilities.

## **9. 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.

## **IV. REQUIRED QUALIFICATION AND EVALUATION PROCESS**

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Please note that only shortlisted/finalist applicants will be interviewed or contacted.

USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

The factors listed below will be the basis for evaluating and ranking applicants who meet Required Qualifications and Selection Criteria for the position. All applicants are scored based on the documentation submitted with the application. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training address the following Evaluation Factors:

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

A Bachelor degree or equivalent of a four-year U.S. university degree (equivalency accreditation if a non-U.S. institution) in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

### **Prior Work Experience (25 points)**

Six years of progressively responsible professional Acquisition and Assistance (A&A) experience with the U.S. government in complex pre-award, award, and post-award responsibilities. At least three years of this experience should have been overseas in an international setting (i.e. working outside of the territory of the United States).

### **Language Proficiency (10 points)**

Level IV (fluent) English skills are required. Demonstrated fluency in both written and spoken English is required.

### **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 (20 points)**

Must have demonstrated knowledge of FAR, USAID A&A regulations, and agency-specific policies and procedures.

Must have demonstrated knowledge of contract types and possession of requisite skills for the particular A&A assignments (e.g. task orders, construction, commercial items, etc).

Must have analytical skills to review a statement of work (or program description) for contractibility, consistency, readability and completeness.

Must have the ability to prepare solicitations and review and assist in the development of Section L and M evaluation criteria.

Must have the sufficient verbal skills to present information to A&A staff and other Mission (non-procurement) personnel.

Must have excellent organizational/time management skills to perform work on multiple ongoing actions, enabling all to move forward to completion, even though each is at a different life-cycle stage with minimal supervision.

Must have demonstrated excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates.

Must have demonstrated the ability to speak authoritatively before other USAID personnel, as well as to negotiate and represent the US Government's best interests to both US and local individuals, most of whom will hold high level positions within their organizations.

Must have demonstrated excellent interpersonal skills and excellent negotiation skills to be able to orchestrate "win-win" situations between disparate parties.

Must have the demonstrated ability to absorb a great deal of data and recall the information (e.g. researching regulatory guidance) essential in order to interpret and apply the information to real-life situations.

Must have demonstrated the ability to analyze evaluation of contractor performance against stated criteria and numerical rating.

Must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets.

### **Post Entry Training**

A full structured training program referred to as Federal Acquisition Certification in Contracting (FAC-C) is required. The candidate must demonstrate an ability and willingness to complete this training.

### **Past Performance / Professional Reference Checks**

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. The Selection Committee will conduct reference checks of all applicants who meet the required minimum qualifications. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

In addition to comments from references, the Selection Committee will take into account awards or other evidence of outstanding performance in any areas related to the above selection criteria.

## V. SELECTION PROCESS

Applications will be initially screened for eligibility in accordance with the qualification criteria above. All Applicants must address how they meet the Minimum Qualifications, as described below:

- a. Submit a fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612)
- b. Submit a cover letter with a current resume/curriculum vita (CV) containing the following information which clearly demonstrates your education, experience, knowledge, skills and abilities as they relate to the evaluation criteria.
- c. Contractor Employee Biographical Data Sheet (AID 1420-17)
- d. A list of three past performance references, including email contact information. References must be relevant to the job position and knowledgeable of the candidate's performance in the area of Acquisition and Assistance and must be able to attest to the candidate's ethical behavior.
- e. Training certificates for any previously completed FAC-C courses.
- f. One example of written work, such as a solicitation or request for applications

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Interested individuals are requested to submit all above documentation to: [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and on the subject line of the cover letter.

The highest ranking applications may be selected for an interview, in person or by telephone. Applicants may submit an application against this solicitation no later than **March 12, 2014**.

**Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 00962-6-5906000 ext. 6605/6117**

### LIST OF REQUIRED FORMS FOR PSCs:

1. The Optional Application for Federal Employment OF612 signed (electronic version required).
2. Contractor Employee Physical Evaluation Form (AID 1420-62).\*
3. Request for Security Action (AID 6-1).\*
4. Questionnaire for Sensitive Positions (for National Security) (SF-86). \*
5. Finger Print Card (FD-258). \*
6. Fair Credit Reporting Act of 1970, as Amended (AID 500-4). \*
7. Foreign Residence Data (AID 6-85). \*

**\* Forms 2 through 7 shall be completed upon advice of the Contract Officer that the applicant is the successful candidate.**

All Forms can be found at:

<http://www.usaid.gov/forms/>

## **VI. TERM OF PERFORMANCE:**

The term of the contract will be for two years, subject to possible extension. Within two 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 Amman, Jordan. This position has been classified as equivalent to a GS-13 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history with the GS-13 range.

In addition, at the time of this announcement, but subject to change at any time, Amman, Jordan has a 15% Danger Pay, 5% Post Differential allowance, a 20% Cost of Living Allowance (COLA), and because USAID/Amman's workweek is Sunday-Thursday, a 5% Sunday differential; housing and other benefits are provided in accordance with USAID regulations. Basic household furnishings will be available in quarters to be provided by the USG. FICA and federal income tax will be withheld by USAID.

## **VII. BENEFITS AND ALLOWANCES:**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a US Resident Hire PSC shall be subject to US Federal Income Tax (including differentials and allowances), but shall not be eligible for any fringe benefits except contributions for FICA, health insurance, and life insurance.]

### **1. BENEFITS:**

FICA Contribution

Contribution toward Health & Life insurance

Pay Comparability Adjustment

Eligibility for Worker's Compensation

Annual & Sick Leave

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)

(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).

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

**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/procurement\\_bus\\_opp/procurement/cib/subject.html#psc](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc)