The Solicitation has been revised and the closing date to apply has been extended until September 08, 2020.

SOLICITATION NUMBER: 72038620R10015

ISSUANCE DATE: July 17, 2020

CLOSING DATE/TIME: September 08, 2020 Indian Standard Time (IST)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) – Acquisition and Assistance Specialist

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 Attachment 1.

Sincerely,

Edward Michalski
Contracting Officer

Digitally signed by
Edward Michalski
Date: 2020.08.17
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I. GENERAL INFORMATION

1. SOLICITATION NO.: 72038620R10015

2. ISSUANCE DATE: July 17, 2020

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: September 08, 2020, Indian Standard Time (IST)

4. POINT OF CONTACT: Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov

5. POSITION TITLE: Acquisition and Assistance Specialist

6. MARKET VALUE: INR 2,730,544 – INR 4,228,514 equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

8. PLACE OF PERFORMANCE: New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

9. ELIGIBLE OFFERORS: Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.

10. SECURITY LEVEL REQUIRED: Security Clearance from the Embassy’s Regional Security Office

11. STATEMENT OF DUTIES

a) General Statement of Purpose of Contract

USAID/India’s Office of Acquisition and Assistance (OAA) provides Acquisition and Assistance (A&A) support to USAID/India’s Technical Offices and other offices that may be supported by the Mission. The senior Acquisition and Assistance Specialist serves as a
Mission expert responsible for providing professional expertise and advice on the full range of acquisition (contracts) and assistance (grants and cooperative agreements) functions from solicitation to negotiation, award, administration and close-out of a large variety of multi-million dollar awards covering multi-sectoral programs, to ensure successful attainment of the Mission’s programs from conceptualization through implementation and close-out.

b) **Statement of Duties to be performed**

**Provide Technical A&A Expertise– 60%**

a. The senior A&A Specialist reviews the Global Acquisition and Assistance System (GLASS) Requisitions requesting acquisition /assistance for major and complex programs/projects/activities and/or services. The Specialist analyzes requirements, and recommends instrument selection or procurement approach to the Contracting/Agreement Officer, if Scope of Work (SOWs) or other program descriptions are complete, and if the request meets policy requirements; ensures that necessary Mission clearances have been obtained, and if required, that waivers and other supporting documentation are complete; recommends revisions regarding SOWs, budgets, 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 and/or Annual Program Statement; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes relevant clauses, and transmits solicitations for proposal using Internet-based technology. The senior A&A Specialist responds to offeror/applicant questions during the submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the senior A&A Specialist holds pre-bid or consultative meetings with offerors/applicants to fully explain the Agency and counterpart’s needs, and to discuss solicitation documents.

b. The senior A&A Specialist evaluates applications and offers for responsiveness to particular solicitation instructions; guides source selection teams; and, obtains reports and references, ensuring that past performance of the offeror/applicant is relevant and of a high quality. The senior A&A Specialist ensures that offerors/applicants have adequate resources, and systems to satisfactorily carry out contracts. The Specialist requests audit reports or pre-award surveys from the 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 equal employment opportunity (EEO) and workplace issues. The senior A&A Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting/Agreement Officer and/or Supervisory Regional Contracting/Agreement Officer. The senior A&A Specialist performs analysis of cost issues. The senior A&A Specialist coordinates issues of technical weakness and excessive cost with technical evaluation committees prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the procurement team, host-country counterparts, and other Mission staff on the USAID procurement process. The senior A&A Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with
technical specialists concerning data submitted by offerors/applicants; conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuading offerors/applicants to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals/Applications, and prepares appropriate instruments for award; coordinates the last stages of selection with technical offices and/or the technical evaluation committee(s); negotiates and potentially awards (dependent upon warrant) grants and cooperative agreements with US-based and or other Private Voluntary Organizations (PVOs) and Non-Governmental Organizations (NGOs), colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The senior A&A Specialist presents award decisions of ultimate contractor/recipient to the Contracting / Agreement Officer and/or Supervisory Regional Contracting/Agreement Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with the technical office teams; and, organizes and conducts orientation meetings with selected Implementing Partners (IPs), 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. The senior A&A Specialist chairs debriefings to unsuccessful offerors/applicants.

c. The senior A&A Specialist monitors IP 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 IP work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures IPs are fully compliant with performance standards contained in the award, and seeks corrective action termination of awards as circumstances require. The senior A&A Specialist serves as a member of Activity Design Teams and provides advice in designing and managing the portfolio for accomplishing the results in a most effective and efficient manner. S/he coordinates activities with the appropriate government agencies, as necessary.

d. The senior A&A Specialist analyzes, and takes action to resolve, audit findings; supports recommendations with detailed analysis; prepares necessary documents to resolve all aspects of audits; and, presents documentation to the Contracting/Agreement Officer and/or Supervisory Regional Contracting/Agreement Officer for signature. The senior A&A Specialist reviews completed contract files to determine that all contractual 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 is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the Contracting Officer’s Representative (COR) / Agreement Officer’s Representative (AOR), and submits reports to the Contractor for comment.
e. The senior A&A Specialist will work with Mission colleagues to complete Pre-Award Risk Assessments including making recommendations on Specific Conditions to the cognizant Agreement Officer.

f. The senior A&A Specialist keeps Mission staff and IPs updated on new/changed policies, including but not limited to the Automated Directives System (ADS), Federal Acquisition Regulation (FAR), USAID Acquisition Regulation (AIDAR), Acquisition & Assistance Policy Directives (AAPDs) and Procurement Executive’s Bulletins (PEBs).

**Provide A&A Leadership and Guidance—40%**

a. The senior A&A Specialist provides guidance and mentoring to junior-level staff as required. S/he will serve as a Team Leader and supervise 1-2 OAA FSN staff. The Specialist may also serve as the acting Director of the Office of Acquisition and Assistance as delegated by the Office Director.

b. The senior A&A Specialist provides information and advice to the Contracting / Agreement Officer and /or Supervisory Regional Contracting/Agreement Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised requirements. In addition, the Specialist may become a Warranted FSN Contracting Officer, with up to a simplified acquisition warrant and/or purchase card. The senior A&A Specialist attends key Mission meetings as a spokesperson for the Office, as assigned.

c. The senior A&A Specialist provides professional-level procurement planning advice and guidance to Technical Offices, including advice on procurement policy and procedures in the design and implementation of Mission activities. S/he coordinates the development of procurement objectives for assigned portfolios in terms of potential IP organizations, competitive issues, and socio-economic issues, and identifies and constructs appropriate contract and/or grant instruments.

d. The senior A&A Specialist will serve as procurement Portfolio Manager, responsible for life of project funding. Also, the incumbent will provide guidance to Contracting / Agreement Officer Representatives and Implementing Partner organizations during award administration on the relevant USAID acquisition and assistance regulations and policies.

c) **Supervisory Relationship**: The Senior A&A Specialist reports to the OAA Director or his/her designees.

d) **Supervisory Controls**: The Senior A&A Specialist works with considerable independence and without detailed guidance, initiating necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams, providing policy and strategic guidance on how to best fulfill requirements, and with the RFMO and RLO, the staffs of other agencies, and with awardees. The Senior A&A Specialist 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. Guidance from the OAA Director is received only when as requested and/or on an as-needed basis.
12. PHYSICAL DEMANDS
The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** Bachelor’s Degree, or its equivalent, in the following fields: Business Administration, Finance Management, the Humanities, Procurement, Public Administration or their equivalents.

b. **Prior Work Experience:** Minimum seven years of progressively responsible professional acquisition and assistance experience.

c. **Language Proficiency:** Level IV fluency in English and Hindi (speaking, reading and writing) is required.

d. **Job Knowledge:** In-depth knowledge of public and/or private-sector business processes is required. S/he must have sound knowledge of methods of negotiation, sealed bidding, large purchase procedures, and a variety of contract types. Good knowledge of Regional 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.

e. **Skills and Abilities:** The ability to plan and administer large acquisition activities and provide advanced acquisition assistance and support for agency programs, projects and activities in a timely manner is required. The ability to apply governing regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to effectively manage relationships with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required. S/he must have the ability to provide guidance and mentoring to staff on USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc. and to serve as a Team Lead, as required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict confidentiality, and meet all standards of conduct and ethics in accordance with US law throughout all phases of acquisition and assistance procurement processes.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](https://www.acquisition.gov/browse/index/far). 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)](https://www.acquisition.gov/browse/index/far). In accordance with [FAR 52.215-1](https://www.acquisition.gov/browse/index/far), 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](https://www.acquisition.gov/browse/index/far).
**SELECTION FACTORS**

(Determines basic eligibility for the position. Offerors who do not meet all of the selection factors are considered NOT qualified for the position.)

- Submission of a current resume, with complete contact information. See Section IV (Submitting an Offer) below for details.
- Supplemental document specifically addressing the QRFs;
- Application for Employment as a Locally Employed Staff or Family member (form DS – 174)
- Must not appear as an excluded party in the System for Award Management (SAM.gov);
- Satisfactory verification of academic credentials.

Offerors that do not meet minimum qualifications will not be evaluated further.

**QUALITY RANKING FACTORS (QRFs)**

QRF 1. Designing, procuring, and administering large acquisition and assistance development projects/activities in a timely manner and within a complex organizational setting. (20 points)
QRF 2. Effectively mentoring and providing guidance to colleagues in a professional setting. (20 points)
QRF 3. Applying U.S. government procurement regulations, procedures and policies to complex acquisition and assistance programs. (10 points)
QRF 4. Managing relationships with high-level representatives of the United States, regional business community, and host country governments. (10 points)

Offerors who meet the Minimum Qualification Requirements (Section II) and Selection Factors (Section III) will be further evaluated based on the QRFs listed above. For each QRF, the offeror will address each factor on a separate sheet describing specifically and accurately in 500 words or less their Experience, Training, and/or Relevant Education.

Offerors must be sure to include their name and the announcement number at the top of each additional page. Please provide a word count after each response.

Total Possible QRF Points: 60 points
Total Possible Interview Points: 40 points
Satisfactory Professional Reference Checks: Pass/Fail

**Total Possible Points: 100**

**BASIS OF RATING:** Offerors who meet the Minimum Requirements and Selection Factors will be further evaluated based on scoring of the QRF responses. The QRF responses will be scored based on the demonstrated experience, training, and/or relevant education provided. The maximum points for each QRF are listed above. Offerors determined more qualified, based on QRF responses, will be scored higher, up to the maximum points for each QRF. Those offerors
determined to be competitively ranked will be evaluated on interview performance and satisfactory reference checks.

Failure to address the selection factors and/or QRFs may result in not receiving credit for all pertinent experience, education, and/or training.

The most qualified candidates will be interviewed. Please be advised that USAID will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for offerors being considered for selection. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. USAID reserves the right to select additional candidates to fill possible future vacant positions.

IV. SUBMITTING AN OFFER

Offerors interested in applying for this position MUST submit the following materials:

1. **Complete resume.** To fully evaluate your offer, your resume must include:
   a. Paid and non-paid experience, job title, locations(s), dates held (month/year), and hours worked per week for each position. Any experience that does not include dates, locations, and hours per week will not be counted toward meeting the solicitation requirements. Ordering list of previous jobs in reverse chronological order, beginning with the most recent position and working its way backward to the earliest job.
   b. Specific duties performed that fully detail the level and complexity of the work.
   c. Names and contact information (phone/email) of your current and/or previous supervisor(s). Current and/or previous supervisor(s) may be contacted for a reference.
   d. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.

   Your resume should contain sufficient information to make a determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position may result in the elimination of your offer.

2. **Response to the Quality Ranking Factors (QRFs).** Each offeror’s supplement documents must address the QRFs shown in the solicitation.

3. **Application for Employment as a Locally Employed Staff or Family Member DS – 174.** Offerors are required to complete this form. Please note: Must answer all the questions in DS-174 application form. You may also click the link below to access the above form: [http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20DS-174%20Form%20DS-174_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20DS-174%20Form%20DS-174_0.doc).

   Submit electronic copies of applications to: indiaper@usaid.gov
4. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.

5. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:

- USAID Website
- Internal Circulation

6. Offers 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.

7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. **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:

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. **BENEFITS AND ALLOWANCES**

The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

VII. **TAXES:**

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.
VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

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


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)

**NOTES:**

**Probationary Period:** This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Cooperating Country National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate’s responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.
**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.