



SOLICITATION NUMBER: 72038622R00002

ISSUANCE DATE: May 12, 2022

CLOSING DATE/TIME: June 02, 2022/ 23:59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Resident Hire USPSC, Regional Certifying Officer

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 offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

R. Christopher Gomes
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72038622R00002
- 2. ISSUANCE DATE:** May 12, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 02, 2022/ 23:59 hours Indian Standard Time (IST)
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.
- 5. POSITION TITLE:** Regional Certifying Officer, Resident Hire USPSC
- 6. MARKET VALUE:** \$56,983 - \$74,074 equivalent to **GS-11**

Final compensation will be negotiated within the above-listed annual market value. This market value is for a full-time (40 hours per week position).

Note: This is a part-time position with 20 hours per week work schedule, and therefore, salary offered will be pro-rated.

- 7. PERIOD OF PERFORMANCE:** The period of performance for this contract will be one year with the possible extension, subject to the Mission's needs and funds availability.

This is a part-time position with 20 hours per week schedule (Monday to Friday, 8:30 a.m. to 12:30 p.m.)

- 8. PLACE OF PERFORMANCE:** USAID/India, U.S. Embassy, New Delhi, India (with possible travel as stated in the Statement of Duties).
- 9. ELIGIBLE OFFERORS:** All U.S. Citizens or U.S. Resident Aliens* including all Agency U.S. Eligible Family Members (USEFMs) and Members of Household (MOH).

All applicants must have the required work and residency permits at the time of application submission to be eligible for consideration.

*U.S. Resident Alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

- 10. SECURITY LEVEL REQUIRED:** Facility Access.

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract:

USAID has been an active partner in India's development for over sixty six years. Today, we are building on those foundations and focusing on current critical needs for India's economic and social development. The U.S.-India relationship has matured from that of donor-recipient to one of partnership. In 2018, India's robust supply of domestic resources, strong institutional capacity, and development-focused government present opportunities for the U.S.-India development relationship to further evolve. With USAID's programming in several sectors coming to a natural conclusion in the coming years, the Agency plans to transform its in-country presence to better reflect India's current stage in its development trajectory. This process will entail multiple overlapping tracks: the responsible management of concluding programs; the establishment of a new platform that focuses on the nexus between energy, environment, and health issues; and a transition of the full-fledged bilateral Mission to a leaner successor structure. USAID will continue to collaborate with the Government of India, and act as a convener and a catalytic partner with the private sector and other non-traditional partners to address development challenges that are consistent with the U.S. President's National Security Strategy, the South Asia Strategy, and the Indo-Pacific Strategy, in areas where India is lagging in achievement of the Sustainable Development Goals (SDGs) and where India can have a positive impact in the region. USAID will support India's emergence as a pillar of stability in South Asia and is looking at how to best support India to carry out development programs in Afghanistan and elsewhere in the region.

2. Statement of Duties to be Performed

Key duties and responsibilities of this position are as follows:

USAID/India's Regional Financial Management Office (RFMO) provides a full range of financial management support including payment processing and time and attendance management to USAID Missions in India, Sri Lanka and the Maldives.

As part of the USAID/India RFMO, the incumbent will be responsible for certifying payments for the USAID Missions in India, Sri Lanka and the Maldives. S/he will be sharing the responsibility to provide supervisory oversight and direction to the RFMO's Payments Division. S/he will be monitoring the Missions' advance and collection processes and ensuring adequate internal control procedures are in place. The incumbent will also work closely with the Chief Accountant (Deputy Controller) and the Accountant (Regional Accounts Payable Supervisor) to prepare and submit periodic financial management reports.

The incumbent will serve as the principal Authorized Certifying Officer (ACO) for the Regional Financial Management Office at USAID/India and will perform the following functions:

1. Review payments for the full range of program and operating expenses funded vouchers in accordance with USG and USAID policies and procedures. Concurrently, the incumbent will approve and certify payments using USAID's financial management system (Phoenix).
(70%)

2. Monitor payment related accounting and tracking systems including advances and collections. (10%)
3. Prepare customized financial management reports and coordinate the completion of Washington Data Call requests. (10%)
4. Monitor the recording, reporting and upkeep of the WebTA (Web Time and Attendance system) (10%)

3. USAID Consultation or Orientation (if applicable): Consultation/Orientation will be provided as/if applicable.

4. Supervisory Relationship: The incumbent reports to the Regional Financial Management Office Director or his/her designee.

5. Supervisory Controls: The incumbent is expected to consult his/her supervisor when activities are likely to become sensitive, run contrary to routine USAID policy and practices or involve high-level coordination with other USG agencies. Otherwise, the incumbent has latitude to take initiatives and make decisions related to his/her work profile.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A minimum of Bachelor's Degree with coursework in at least one of the following: Accounting, Finance, Business Administration, Management, Economics, Law or related area.

2. **Work Experience:** A minimum of two years of professional experience is required.

3. **Job Knowledge:** Detailed knowledge and understanding of professional accounting principles, theories, practices and terminology.

4. **Skills and Abilities:** Must possess skills to organize and operate financial management functions in an effective manner and to be able to withstand the scrutiny of an audit. Ability to respond to or draft correspondence in English is essential. Must be able to deal effectively with colleagues, supervisors, suppliers and contractors utilizing tact and diplomacy. A high degree of integrity and honesty is essential and required. Proficiency in use of Excel spreadsheets and/or database reporting and word is required.

5. **Language Proficiency:** Fluency (Level IV) in written and oral English is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

EVALUATION FACTORS: To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below. Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points.

SELECTION PROCESS:

Phase-I: Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

Phase-II: The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

Phase-III: The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

- a) Demonstrated high level writing and verbal communication skills, as well as computer skills. (25 points)
- b) Demonstrated high level analytical, organizational, and creative thinking skills. (25 points)
- c) Depth and relevance of prior project related experience such as designing, planning, reporting on and executing projects. (25 points)
- d) Interpersonal skills and ability to work with staff and manage workflows, work as a team member with diverse colleagues, and provide leadership in areas of competency. (25 points)

Total = 100 points

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at https://www.usaid.gov/sites/default/files/documents/Cover_Form_and_AID_309-2_Offeror_Information_For_Personal_Services_Contracts_With_Individuals.pdf
2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.
3. 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**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.
6. Submit **electronic copies** of applications to: indiaper@usaid.gov.

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, as applicable.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

Resident-Hire UPSCs are not eligible for any fringe benefits, differentials or allowances.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions”** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>

2. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition*. As used in this clause - *United States or its outlying areas* means—

(1) The fifty States;

(2) The District of Columbia;

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority*. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
Pricing by line item is to be determined upon contract award as described below:

ITEM NO (A)	SUPPLIES/SERVICE (DESCRIPTION) (B)	QUAN-TITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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0001	Base Period – Compensation - Award Type: Firm-Fixed-Price - Product Service Code: R497 - Accounting Info: TBD	1	LOT	-	\$TBD at Award after negotiations with Contractor
0002	Base Period -Benefits - Award Type: Firm-Fixed-Price - Product Service Code: R497 - Accounting Info: TBD	1	LOT	-	\$ TBD at Award after negotiations with Contractor

4. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

5. **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>.

6. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION