



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052022R10009
ISSUANCE DATE: 07/14/2022
CLOSING DATE/TIME: 08/11/2022 at 03:00 p.m. local time.

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC or TCNPSC) – Administrative Assistant FSN-07**
(Local Compensation Plan)

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 attached information.

Sincerely,

Guadalupe Ramirez
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION No.:** 72052022R10009
- 2. ISSUANCE DATE:** 07/14/2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:**
08/11/2022 *before and/or at 03:00 p.m. local time.*
- 4. POINT OF CONTACT:**
Andrea Gramajo, e-mail at agramajo@usaid.gov
- 5. POSITION TITLE:**
USAID Administrative Assistant, FSN-0105, grade 07.
- 6. MARKET VALUE:**
Q.149,551.00 – Q.231,804.00 equivalent to FSN-07. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in Guatemala. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:**
The period of performance is five (5) years, estimated to start o/a January 2023. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (on or around 04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.
- 8. PLACE OF PERFORMANCE**
Guatemala with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS: CCN PSC and TCN PSC.**
All CCN-PSC and TCN-PSC interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means and individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.
- 10. SECURITY LEVEL REQUIRED:**
Regional Security Office Background Check.

11. STATEMENT OF DUTIES

a. *General Statement of Purpose of the Contract.*

The Administrative Assistant serves as the principal administrative support person for the Office Chief and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner.

b. *Statement of Duties to be Performed*

- A. The Administrative Assistant receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host-Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation, as needed; and, takes minutes when requested. The Administrative Assistant schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Administrative Assistant takes messages in the absence of the Office Director and other staff, directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/meeting room space as required by the size of the group and maintaining conference/meeting room schedules, in coordination with other Mission administrative staff. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes. 25%
- B. The Administrative Assistant maintains control of correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Office Director, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence

for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and/or procedures. 25%

- C. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO) and by USAID/Washington, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere for the supervisor's signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules. 25%
- D. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reports time and attendance; assists incoming personnel with check-in procedures and departing personnel with checkout procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. As required by workload, the Administrative Assistant may be assigned to the Front Office, or assigned to support other office Administrative Assistants, during the absence of the job holder. 25%

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least fifteen (15) workdays of training to a cooperating country national (CCN) designated by USAID/Guatemala. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

- c. **Supervisory Relationship.** The Administrative Assistant receives supervision from the Office Chief, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.
- d. **Supervisory Controls.** Full supervision of other Mission staff is not contemplated.

12. PHYSICAL DEMANDS: The position does not require undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.
2. **Prior Work Experience:** A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
3. **Language Proficiency:** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, 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>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required.

The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

a. Skills and Abilities (35 points)

- The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated.
- The Administrative Assistant must be proficient in using the Internet and E-mail.

b. Job Knowledge (30 points)

- The Administrative Assistant should be familiar, or able to quickly become familiar with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices.

- The Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.
- c. **Prior Work Experience (20 points)**
- A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
- d. **Education (15 points)**
- Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.

Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. CCN-PSC eligible offerors are required to complete and submit the offer form [DS-174 form](#) (Employment Application for Locally Employed Staff or Family Member); for TCN-PSC eligible offerors the [AID-309-2 form](#) (Offeror information for Personal Services Contract with individuals).
2. Offeror must also submit a signed cover letter and a resume written in English.
3. A supplemental document with written responses to the Evaluation Factors listed under Section III.

4. Personal identification, relevant educational certificate (s), work permit or residency permit.
5. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to Guatemalavacancies@usaid.gov.
7. Offerors' submissions must clearly reference the Solicitation number on all offeror submitted documents.
8. **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 or on 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. *

* See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a. Health and life Insurance
 - b. Retirement plan (if applicable)
 - c. Annual and Sick leave
 - d. Annual bonuses: Bonus 14 and Christmas Bonus
 - e. Annual performance bonus (MBC Reward, as applicable)
 - f. Local and American Holidays

in accordance with Mission policy and local labor laws.

2. ALLOWANCES:

- a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary, in accordance with Mission policy and local labor laws.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. See AAPD 21-04 EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (OCT 2021) (DEVIATION) (FAR Deviation No. M-OAA-DEV-FAR-22-01c) 52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70:

PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**Subpart 52.2—Text of Provisions and Clauses****52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.****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.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>

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:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info: 641-MOD-20-HT-00	1	LOT	\$TBD	\$TBD at Award after negotiations with Contractor

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
AAPD No. 21-04 Revision 3: Executive Order 14042 on ensuring adequate COVID-19 safety protocols for federal awards (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – December 14, 2021
AAPD No. 21-04: ATTACHMENT 4
AAPD No. 21-04: ATTACHMENT 5
AAPD No. 21-04: ATTACHMENT 6
AAPD No. 21-01: Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021.
AAPD No. 20-08: Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs – December 22, 2020
AAPD No. 06-08: AIDAR, Appendices D and J: Using the optional schedule to incrementally fund contracts – June 23, 2006.
AAPD No. 03-11: Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03.
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.

*** END OF SOLICITATION ***