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,

Armando Espinosa
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION No.:
   72052022R10010

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 Procurement Supervisor FSN-0810, grade 09.

6. MARKET VALUE:
   Q.227,064.00–Q.351,950.00 equivalent to FSN-09. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Guatemala. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:
   The period of performance is five (5) years, estimated to start o/a November 2022. 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. ELEGIBLE OFFERORS: CCN or TCN.
   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 an 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

1. General Statement of Purpose of the Contract.

The incumbent is a Procurement Supervisor located in the USAID/Guatemala Executive Office. The incumbent is responsible for procurement of a variety of commodities and services for USAID/Guatemala. This includes, but is not limited to Service Contracts, Blanket Purchase Agreements, Contracts, Purchase Orders, Task Orders, Delivery Orders, USG Purchase Card, petty cash purchases, and procurements not covered under ICASS. The procurement level is limited to the Simplified Acquisition warrant level of the S/EXO, currently set at $250,000.00. Incumbent reports directly to the Supervisory Executive Officer or his/her delegate.

2. Statement of Duties to be Performed

A. PROCUREMENT 50%

- Reviews all incoming procurement requests, establishes priorities and personally performs all appropriate preparations necessary on the basis of the type of procurement requested.
- Performs procurement actions for the entire Mission, of approximately 120 staff members.
- As appropriate, advises USAID staff on procurement policy and other pertinent considerations affecting procurement requests.
- Reviews all procurement requests for compliance with established guidelines such as AIDAR, FAR and ADS prior to initiating action.
- He/she determines suitable sources of supply through extended local and non-local searches and requests bids and quotations by telephone, correspondence, and advertisement for access to a wide range of public entities.
- He/she reviews and analyses bids and quotations and recommends the best qualified vendor to the warranted Executive Officer, considering offered prices and vendor capabilities, reputation, and past performance.
- Approves proposed method of procurement and may participate in complex or difficult procurement actions.
- Continuously tracks and expedites requests to ensure procurement actions are brought to completion and mission needs are met, using a shared procurement tracker.
- Helps with quarterly Operational Expense (OE) budget preparation.
- He/she prepares 1034s vouchers for vendor invoicing, and other standard Procurement Section procedures such as preparing purchase order close-out requests.
- Organizes and coordinates technical committees for the review of proposals, and obtains technical reports for procurement actions, if necessary.
- Prepares and reviews for accuracy all procurement paperwork and/or reports prior to submission to the Executive Officer for signature.
- Initiates Buyer and Requester procurement actions in the Global Acquisition and Assistance System (GLAAS) and Integrated Logistics Management System (ILMS) for all ICASS supported procurements. Liaises/coordinats with the DoS Procurement Agents ensuring that procurements placed in ILMS are accurate and ordered in a timely manner.
- Maintains a tracking system of all procurement documents, from purchase requests to receipt of procured goods or services by the requestor in GLAAS and ILMS.
• Screens and reviews bids and quotations, negotiating contracts, and reviews language in contracts and Statements of Work.
• Ensures and reviews status reports and keeps the EXO and the requestor aware of expected delivery or appraised of potential delay.
• Coordinates timely funding with ROFM or works with ROFM to resolve funding problems. Ensures close-out of all EXO initiated procurement actions.
• Reviews list of CORs and Project Managers and recommends staff to receive this qualification.

B. MARKET PRICING 30%
• Maintains awareness of market conditions, including price and availability of commonly purchased items.
• Maintains contact with supplier firms, to facilitate resolving procurement problems.
• Reviews all requests for cash purchases, to ensure costs are fair and reasonable prior to approving any purchase.
• Ensures compliance with FAR, ADS, AIDAR, and USAID policies and Notices, and with other contracting laws, policies, and procedures in the procurement of supplies and services.

C. VENDOR DATABASE MANAGEMENT AND PROCUREMENT REPORTING 10%
• Maintenance of lists of local and international vendor contacts, procurement references, source lists, price quotations, and Federal procurement regulations and instructions and GSA Catalogs, as well as maintains the mission’s Purchase Card Buying Log.
• Prepares correspondence and reports on all aspects of procurement operations.
• Reports procurement actions via EPICs, GLAAS and other WEB-based tools, and prepares reports in ASSIST, in coordination, with ROFM and OAA.
• Develops and tracks the mission’s simplified procurement plan which should include current and planned procurement actions and the procurement tracking should include the different stages of pre and post initiated procurement actions.
• In coordination with ROFM, ensures that financial information reports and phoenix reports pertaining to initiated procurements are accurate.
• Prepares the mission’s Purchase Card Annual Review Checklist for approval by the Supervisory Executive Officer.

D. TRAINING AND SUPERVISION 10%
• Provides training to Mission staff on the proper preparation of requests.
• Disseminates information on how to properly submit procurement requests.
• Check ServiceNow to monitor ticketing and performance levels.
• Supervises the Procurement Agent

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.
3. **SUPERVISORY RELATIONSHIP.** Day-to-day supervision is received from the Supervisory EXO or his/her designee, who provides technical guidance on completed work, policy, and procurement planning. The incumbent must be able to carry out daily tasks with minimum supervision. The Supervisory Executive Officer as the warranted officer has final technical supervision authority.

4. **SUPERVISORY CONTROLS.** Incumbent will directly supervise a Procurement Agent FSN-08.

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

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** A University degree or equivalent in Purchasing, Business Administration, Accounting, Finance, or Public Administration is required.

2. **Prior Work Experience:** Five years of progressively responsible experience in procurement or a related field is required. One to two years of experience with a USG or other international organization, in an English-language work situation is required.

3. **Language Proficiency:** Level IV (Fluent) of English-language capability in verbal and written communication is required. Level IV (Fluent) of Spanish-language capability in verbal and written communication is required.

III. **EVALUATION AND SELECTION FACTORS AND CRITERIA**

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)**
   - Must possess good judgment, be able to work independently and have the ability to organize and manage procurement tasks effectively, including organizing the Procurement Section to ensure that all records are properly maintained and secured and assist in the development of administrative notices on procurement procedures for the Mission.
   - S/he must have the ability to use computers and standard software programs; to operate standard office equipment such as copiers and fax machines; and be able to maintain positive working relationships with mission staff and suppliers.

b. **Job Knowledge (35 points)**
   - A good working knowledge of procurement regulations, local and international sources of supply and procurement procedures, and local market conditions and procedures is required.

c. **Prior Work Experience (20 points)**
   - Five years of progressively responsible experience in procurement or a related field is required.
   - One to two years of experience with a USG or other international organization, in an English-language work situation is required.

d. **Education (10 points)**
   - A University degree or equivalent in Purchasing, Business Administration, Accounting, Finance, or Public Administration is required

**Total Possible Points: 100 points**

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

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.

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

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.

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), or; 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. 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 the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

2. Security Eligibility/Facility access

3. Medical Clearances or Statements

4. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.

5. 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.

1. **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:


2. **Contract Cover Page form AID 309-1** available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms). Pricing by line item is to be determined upon contract award as described below:
LINE ITEMS

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
</table>
| 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 |

   a. **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
   b. **AAPD No. 21-04**: ATTACHMENT 4
   c. **AAPD No. 21-04**: ATTACHMENT 5
   d. **AAPD No. 21-04**: ATTACHMENT 6
   e. **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.
   f. **AAPD No. 20-08**: Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs – December 22, 2020
   g. **AAPD No. 06-08**: AIDAR, Appendices D and J: Using the optional schedule to incrementally fund contracts – June 23, 2006.
   h. **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.

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)

5. **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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

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

* END OF SOLICITATION *