



**USAID | MALI**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72068821R10002**

**ISSUANCE DATE: April 22, 2021**

**CLOSING DATE AND TIME: May 14, 2021/ 5PM**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Acquisition and Assistance (A&A) Specialist)**

Dear Prospective Offerors/Applicants:

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 General Information section of the solicitation.

Sincerely,

Douglas Quiggle  
**Supervisory Executive Officer (CO)**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72068821R10002
2. **ISSUANCE DATE:** April 22, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 14, 2021/ 5 PM  
Bamako Local Time
4. **POINT OF CONTACT:** Human Resources Section, email at [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov)
5. **POSITION TITLE:** Acquisition and Assistance (A&A) Specialist
6. **MARKET VALUE:** *FCFA 26,540,458 TO FCFA 41,137,714* equivalent to **FSN-12**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of USAID/Mali, final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** CCNPSC contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation and estimated to start in July 2021.
8. **PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Position Description (PD).
9. **ELIGIBLE OFFERORS:** All interested CCN (Cooperating Country National) candidates eligible to work in Mali. A 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.
10. **SECURITY LEVEL REQUIRED:** Security certificate (Certification)
11. **STATEMENT OF DUTIES:**
  1. The position is located in the Office of Acquisition and Assistance (OAA) under the general guidance of the Contracting Officer/Regional Contracting Officer (CO/RCO) and/or his/her designee. The OAA is responsible for the negotiation, execution, and administration of a portfolio of direct contracts and assistance instruments totaling over 40 million dollars annually. This office is also responsible for the formulation of Mission Policy, Procedures and Standards on USAID financed contracts and assistance instruments. This office which is responsible for providing contracting and assistance management support for direct contracting also provides advice and assistance to the USAID Mission to Bamako, Mali technical offices on Host Country instruments.

The Specialist holds a position of trust, and holds limited warrant authority, as described in Major Duty below.

2. Statement of Duties to be Performed:

**a. The Acquisition and Assistance Specialist IFW -Incremental Funding Warrant- (20%):**

As a participant in the USAID Warrant Program, will serve as an Administrative Contracting and Agreement Officer (ACO/AAO) with limited warrant authority to perform: select contract administration functions listed in FAR subpart 42.302(a), executed at no additional cost; select grant/cooperative agreement administration functions listed in ADS 303.3.17, executed at no additional cost; and, exercise additional delegated authority to execute within-scope incremental funding actions at any dollar level for both Acquisition and Assistance Awards.

In addition, this delegation includes additional responsibilities on the Specialist and on the Mission, as follows:

- i. ACS/AAS-IFW is required to complete a self-assessment of accomplishments and performance in the Warrant Program every six (6) months, which will be submitted through the Supervisory Contract/Agreement Officer to M/OAA/E;
- ii. the Specialist must complete 80 hours of continuing training requirements every two years (this responsibility is equally placed upon the Mission to budget for the training, and on the Specialist to apply for, make themselves available for, attend, and satisfactorily pass any tests or meet any standards required by the training);
- iii. the warrant requires participation in the FSN Fellowship Program, this requirement demands that the Specialist actively seek, and accept, short-term Fellowship assignments totaling from five percent (5%) to ten percent (10%) of the work year (2-5 weeks per year)), and in some cases up to 25% of the work year based on Agency needs (this responsibility is equally placed upon the Mission to make the Specialist available, and on the Specialist to complete such short-term assignments); and,
- iv. the Specialist, at this level and regardless of the local OAA structure, must serve as a senior member of the Mission staff, provide mentoring to new and junior A&A Specialists, and provide advisory services to journey person A&A Specialists and to other technical professionals within the Mission.

The self-assessment of accomplishments and performance required in “i,” above, must address all of these elements in order to maintain IFW authority, and must include an explanation for any that have not been met in the six-month period covered by the self-assessment. NB: if warrant authority is removed for any reason, the position will revert to the original (pre-warrant) title, series, and grade, in accordance with normal FSN personnel rules and regulations.

**b. Annual Procurement Planning – and Forecasts (10%):**

Serves as Acquisition & Assistance Specialist responsible for pre-award and post-award functions involving highly specialized procurements of significant importance to the Agency. Contracts typically extend over several years and cover research, development, technical assistance, and

other services. Performs Procurement Planning. Develops procurement objectives for the program in terms of competition and price range, and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules.

**c. Procurement Actions Formation (20%):**

Develops the solicitation. Determines quantities to be procured, examines specifications to match requirements to various options available, identifies exceptions or changes needed in standard contract provisions, selects appropriate award type, coordinates socioeconomic factors with appropriate activities, and makes determinations concerning minimum or maximum order limitations, method of award. origin/destination pricing bid or preproduction samples, transportation, and delivery consideration.

**d. Pre-Award – Post-Award – Award Administration Functions (50%):**

- Evaluates bids or offers for responsiveness to the particular solicitation and ability to perform the contract. Determines if competition is sufficient. Obtains reports and evaluates fiscal soundness, production capacity, quality control, present business commitments, previous record of performance, and other indicators of capacity to perform.
- Coordinates with technical specialists on bid samples, qualified products, and first article acceptance. Evaluates protests and mistakes in bid, and coordinates with Small Business Administration for a certificate of competency.
- Conducts extensive negotiations before and/or after contract award. Formulates the negotiation strategy, identifies areas subject to negotiation (e.g., price, quantity discounts, packaging, payment terms, transportation and delivery), consults with technical specialists concerning data submitted by offerors/bidders, and conduct negotiations.
- Performs price/cost analysis. Analyzes commercial pricing practices applicable to the commodities and the latest economic developments pertaining to increased material, labor or transportation costs as reflected in the current price indices. Analyzes cost and pricing data submitted by offerors to substantiate direct and indirect costs and profit.
- Determines reasonableness of prices or bids offered, Conducts studies of specific item costs in areas of limited competition. Analyzes marketing data and terms and conditions of previous contract.
- Recommends award of contract. Serves as contracting representative in systematic reviews to assure that Government needs are met and validated, and that economy of supply operations is maintained or improved. Evaluations include in-depth analysis of the product, market, industry, user needs, end use application, state-of-the-art, and acquisition modes.
- Serves as technical expert and advisor to management, customers, and contractors in assignment area relative to the market, the industry, specifications, socioeconomic concerns, and similar matters.
- Serves as group leader over junior A&A professionals, providing technical direction and guidance on unusual problems and new assignments.
- Coordinates contracting activities with other government agencies, requesting audit reports or pre-award surveys from the office of the Inspector General, Defense Contract Audit Agency

and obtaining clearances from the Small Business Administration for requirements set aside for small-owned, minority and disadvantaged businesses.

- Reviews completed official contract 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 and that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed.
- Negotiates assistance awards in accordance with agency regulations and procedures to non-profit organizations including private voluntary organizations, colleges and universities and other government organizations.
- Reviews audit reports from the Office of the Inspector General and negotiates audit settlements in accordance with Agency procedures and the Contracts Disputes Act.

### 3. Supervisory Relationship:

The Acquisition and Assistance Specialist (IFW) works under the general guidance of the Contracting Officer/Regional Contracting Officer (CO/RCO) and/or his/her designee.

### 4. Supervisory Controls:

Continuing supervision of others is not contemplated. The Specialist is expected to serve as a mentor to lower-level trainees, and others, by identifying knowledge gaps and training needs, and to provide other guidance to lower-level acquisition staff, trainees, and clerk.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.
- b. **Prior Work Experience:** A minimum of seven (7) years of A&A experience in the US government is required. This experience must have been gained in a USAID Contracting/A&A Office and include demonstration of expert proficiency with USAID A&A rules, regulations, practices, and techniques utilized in effective A&A administration. The experience must demonstrate that the Specialist can plan, coordinate, and execute business functions necessary to support large, complex procurements, including those related to resource allocation, budget, finance, claims, and terminations, and must demonstrate the applicant's ability to prepare and execute within-scope incremental funding modifications. In addition, the experience must demonstrate that the Specialist meets all competency requirements outlined for the FSN Warrant Program for the level of Warrant approved.
- c. **Post Entry Training:** The Specialist must have previously successfully completed all mandatory Federal Acquisition Certification – Contracting (FAC-C) Level I and Level II courses in accordance with a formal individual development plan (IDP) (except electives), and

all Agency-specific courses. The Specialist must continue to complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist will be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Mission/Office operating, and administrative procedures as outlined in the FSN Warrant Program Manual. FAC-C Level III training and other formal training will be provided based on job relatedness, availability of course offerings, and availability of funds.

- d. **Language Proficiency:** Level IV (Fluent) English and French, both oral and written, is required.
- e. **Knowledge:** Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A 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. Knowledge of business processes in public or private sectors is required
- f. **Skills and Abilities:** The ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and host governments throughout the Region is required.

Good analytical, negotiating, and time management skills are required, with strong English-language proofreading skills and attention to detail is required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of acquisition and assistance procurement actions.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The EXO(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 EXO(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 EXO(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.

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on Technical Evaluation Committee's assessment of the selection factors listed below.

RELEVANT PRIOR WORK EXPERIENCE (25 points):

- A proven track record of programmatic accomplishment and professional achievement in the A&A field; the incumbent is expected to be an expert in the field of USG acquisition and assistance procedures.
- Demonstrated experience in cradle-to-grave (pre-award, negotiation/award and post-award/administration) of all types of A&A instruments is required.
- Experience must demonstrate knowledge of contracting laws, regulations, policies, and procedures; knowledge of cost principles; knowledge of cost reimbursable contracts and performance based contracting procedures.
- Experience that demonstrates pre-award negotiation skills, contract execution and demonstrated experience in making formal presentations to senior organization officials is required.
- Demonstrated ability to function in a high-risk environment.

**KNOWLEDGE (35 points):**

- Demonstrated strong knowledge of USG and USAID policies and procedures pertaining to Acquisition and Assistance.
- Mastery of procurement regulations and contracting principles including the latest acquisition procedures and techniques is required. An in-depth understanding of U.S. Government procurement rules and regulations is imperative.
- A thorough and complete knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio in accordance with USG regulations.
- Knowledge of the Federal Acquisition Regulations (FAR) and the ability to work with the regulatory context of the FAR is essential. In addition, knowledge of the following is required:
  - USAID Acquisition Regulations (AIDAR)
  - U.S. Code of Federal Regulations (CFR)
  - Office of Management and Budget (OMB) Circulars
  - USAID Acquisition and Assistance Policy Directives (AAPDs/CIBs)
  - USAID Automated Directive Systems (ADS)
  - USAID Procurement Executive Bulletins (PEBs)

**SKILLS & ABILITIES (40 points):**

- Exceptional leadership, communication and interpersonal skills and demonstrated ability and willingness to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team.
- Proven ability to work well in complex institutional settings and to develop networks of relationships that facilitate collaboration among colleagues and a genuine interest in assisting USAID staff with expedient program implementation.
- Demonstrated ability to interact effectively with a broad range of internal and external partners and USAID Implementing Partners, international organizations, and host country government officials.
- Attention to detail, good analytical skills, and excellent organizational skills to perform the pre- and post-award functions.

- Discretion, tact and the ability to work under accelerated schedules and deadlines and to effectively complete required actions.
- Must be able to maintain and adhere to high standards of professional conduct.
- Must be able to function as a leader during contract negotiations, and personally negotiate the majority of assigned contracts.
- Must demonstrate an ability to mentor and assist staff in the award and administration of contracts and agreements.
- Excellent interpersonal, communication and teamwork skills and the ability to work independently.
- Good coordination, teamwork and organizational skills to manage multi-cultural work setting are required.
- Computer skills in Word, Excel, PowerPoint, Google Workspace, etc., so as to independently prepare correspondence and documentation are also required.

1. Prior Work Experience	25 points
2. Knowledge	35 points
3. Skills and Abilities	40 points

**Applicants are required to address each of the selection factors on a separate sheet describing specifically and accurately what prior work experience, knowledge, skills and abilities they have received relevant to each criterion as listed above, and any related considerations.**

**How the selection will be made:** The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. English and French language proficiency test.
3. Other Tests: Candidates may be (pre) tested on Microsoft Office skills, critical thinking and writing skills, or any technical or practical skills test that might be deemed appropriate.
4. Interviews.
5. Professional Reference checks.
6. Security & Police Background check.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to rise to the full performance level. TEC shortlisted applicants will be contacted (Step 2) for testing (if only applicable) and interviews. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria herein, the TEC will make the preliminary determination of candidates to be considered for employment and forward that list a form of a recommendation memorandum to the Supervisory EXO, through HR. EXO/HR or the TEC will conduct reference checks (Step 4). References may be solicited from current as well as former supervisors in addition to the references provided in the application package.

Note:



Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply unless duly justified by the Supervisor to the EXO(CO). Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

#### **IV. SUBMITTING AN OFFER**

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted and provided with guidance for the process next step.

1. **Resume or curriculum vitae (CV)** relevant to the position for which the applicant is applying.
2. **Cover letter** of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the subject position and minimum qualification requirements.
3. Applicants must submit a **Supplemental Document** within three (3) pages outlining how they meet each selection requirement (Relevant Work Experience, Knowledge, Skills and Abilities). The document should describe what experience, training, knowledge and/or awards or recognition they have received relevant to each criterion, and any related considerations.
4. Applicants are required to provide five **(5) Professional References** with complete contact information including email address and telephone number(s). References should have knowledge of the candidate’s ability to perform the duties set forth in the solicitation and **must not be family members or relatives.**
5. Copy of **Degrees/Diploma, Work Certificates, Recommendation Letters** or any **relevant Academic Transcripts.**
6. Applicants must provide their full **Address with Telephone, Email address.**
7. Applicants should retain for their records, copies of all enclosures that accompany their submissions.
8. 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, item 4.**
9. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission: **72068821R10002**

**All CV/Resumes, Supplemental Document and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual proficiency written test, will be conducted in English.**

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Executive Office/CO informs the successful applicant about being selected for a contract award, the EXO/CO will provide the successful applicant instructions about how to complete the following:

1. Conditional Selection Letter
2. Medical Examination/Statements
3. Security Eligibility for Certification
4. Offeror Information for Personal Services Contracts with Individuals (AID 309-2)
5. Employee Biographical Data Sheet (Form AID 1420)
6. Responsibility Determination

**VI. BENEFITS AND ALLOWANCES** (as applicable):

The incumbent will be compensated in accordance with the U.S. Mission to Mali’s Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

**VII. TAXES**

The successful Applicant will be subject to host country tax 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](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: 688-PROGRAM	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

3. 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>
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>

**IX. EQUAL EMPLOYMENT OPPORTUNITY:**

The U.S Mission in Mali 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. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

~ End of Solicitation~