



Solicitation for U.S. Personal Service Contractor

Position Title: Senior Contract Specialists [up to four (4) positions]
Solicitation Number: M/OAA-09-SPECOPS-0001
Issuance Date: March 2, 2009
Closing Date: March 19, 2009
Closing Time: 3:00 PM EST

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens and U.S. Permanent Residents to provide personal services under a Personal Services Contract (PSC), as described in the attached solicitation.

Submittals shall be in accordance with the attached solicitation at the place and time specified above. Applicants interested in applying for this position must submit the application materials required by the solicitation (see Section VI Instructions to Applicants).

To be considered for the position, a candidate must meet all of the eligibility requirements listed under Evaluation Criteria in the solicitation. Complete application must be submitted in accordance with the submission instructions specified in the solicitation (see Section VI Instructions to Applicants). Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their record copies of all documents submitted. Questions regarding this solicitation should be directed to the undersigned at rsika@usaid.gov and to Bruce Gelband at bgelband@usaid.gov

This solicitation does not represent a commitment on behalf of USAID. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Sincerely,

/s/

Rosalind Sika
Contracting Officer

**Solicitation for U.S. Personal Services Contractors (USPSC):
SENIOR CONTRACT SPECIALISTS**

SOLICITATION NUMBER: M/OAA-09-SPECOPS-0001

ISSUANCE DATE: March 2, 2009

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POSITION TITLE: Senior Contract Specialists [up to four (4) positions]

MARKET VALUE: GS-13 Equivalent (\$86,927- \$113,007 inclusive of Washington, D.C. locality pay). Final compensation will be negotiated within the listed market value based upon the successful candidates' salary history, work experience and educational background. Candidates who live outside the Washington, D.C. area will be considered for this contract, but relocation expenses will not be reimbursed.

PERIOD OF PERFORMANCE: Two (2) years, renewable, subject to availability of funds and continued need for the services.

PLACE OF PERFORMANCE: Washington, D.C. (Overseas travel may be required.)

SECURITY ACCESS: Secret level clearance or Employment authorization is required

AREA OF CONSIDERATION: U.S. citizen or U.S. Permanent Resident

POSITION DESCRIPTION:

I. BASIC FUNCTION OF THE POSITION:

The incumbent serves as a senior Contract Specialist in the Management Bureau, Office of Acquisition & Assistance (M/OAA). The employee is responsible for all pre-award and post-award functions involving highly complex negotiated procurements of significant importance to the Agency. Requirements of the contracts, grants, cooperative agreements, inter-agency agreements are typically highly specialized and involve complex systems or sensitive international programs.

II. DUTIES AND RESPONSIBILITIES:

Contract/Assistance Compliance Review

Conducts reviews of highly specialized contracts, assistance agreements and contracting plans. Monitors all acquisition and assistance strategy and documents and instruments for a variety of highly specialized, complex, and unique contracts and agreements for a variety of programs that involve a broad spectrum of systems.

Supports Contracting/Agreement Officer by providing contract/agreement administration sufficient to ensure terms and conditions are complied with and that the contractor/recipient delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. Responsibilities typically include periodic site visits, review of changes to incremental funding, preparation

of rate and cost adjustments, redirection of effort, coordination of time extension, incorporation of change orders, preparation of stop work orders, preparation of cure notices or show cause letters, and contract closeout for Contracting/Agreement Officer review and approval. Advises technical office counterparts, contractors as well as recipients, on their administration responsibilities contained in their award documents. Evaluates the adequacy of the contractor's and recipient's business management systems for areas such as personnel compensation, subcontracting procedures, and financial management. Ensures the contractor's and recipient's compliance with Cost Accounting Standards or other cost principles and requirements applicable to them.

Prepares termination of contracts for the convenience of the Government or default by the contractor for the review and approval by the Contracting Officer. The incumbent is responsible for the preparation of all documentation necessary to support and defend termination decisions by the Contracting Officer. Negotiates termination claims. Assists the Contracting Officer in resolving audit findings on post-award audits. Drafts for the Contracting Officer responses to protests by researching, analyzing and developing necessary documentation and history. Works with the GC in preparing the Agency's position, and Contracting Officer reports, to support the Government's defense on protests to the GAO.

Reviews grantee's procurement systems and procedures. In response to requests for review by grantees for the purpose of certifying their procurement system and procedures, conducts in-depth on-site evaluations of grantees contracts, contracting procedures, contract planning, competition, cost analysis, organizations, employee qualifications, procurement and contract administration systems, and similar functions and make recommendations to the Contracting/Agreement Officer.

Reviews third-party contracts submitted by grantees to ensure compliance with requirements for solicitation and award of third-party contracts. Reviews include all types of contracts (fixed price, cost-plus-fixed-fee, cost-plus-award-fee, incentive provisions, escalation provisions, etc.) for the procurement of major systems, research and development, equipment, construction, services and supplies. Prepares comprehensive reports and recommendations to managers based on the results of the reviews.

Monitors Contractor's Performance

Performs contract administration activities for significant, highly specialized procurements involving long-term, extensive technical service contracts and/or cost type contracts. Contract types vary with the complexity of the acquisition and the best interests of the government, ranging from Firm-Fixed-Price, through Fixed-Price-Incentive and Cost Reimbursement.

Independently reviews and monitors contractor's performance on contract, regulatory and statutory provisions through telephone conversations, correspondence, reports, vouchers, and site visits. Independently monitors status of contract performance, reviews for approval of progress payments, reviewing and providing recommendations on contractor proposals resulting from change orders, scheduling, problems that have arisen and proposed solutions, verification of deliveries, and similar activities. Prepares for the Contracting Officer and other officials of the agency, interpretations of contract provisions as applicable to contractors, and provides appropriate advice and guidance. Conducts in-depth analyses of contractors' financial and management systems and facilities for ability to perform and for compliance with Government or contractual requirements.

Procurement Program Planning Work

Develops new plans, schedules, or methods to accommodate changing program requirements for acquisition as well as assistance programs for new or complex programs. Responsible for procurement planning activities in assigned organizations, which may include reviewing project papers and representing M/OAA at program planning meetings. Identifies within assigned major program(s) those significant subsystems, components, equipment and services to be acquired by contract, grant or cooperative agreement or Inter-agency Agreement. Develops objectives for the program in terms of competition and price range, and

constructs the contractual or assistance vehicle, which includes the use of pricing arrangements, subcontracting policy, set-aside policies, and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules and keeps M/OAA management informed of anticipated workload demands. Anticipates problems and provides advice to project personnel on effective implementation and time frames required. When designated by the Contracting Officer as his representative, serves on project review committee on advisory capacity.

Serves as an advisor to program officials in project planning meetings. Advises program officials of the procurement and assistance instruments to be used and assists in the preparation of statements of work. Provides counseling and training to new project/technical staff on USAID regulations and the FAR requirements. Collaborates in the development of evaluation criteria.

Serves as Senior Contract Specialist responsible for major programs of clients of the team by directing and leading lower graded Contract Specialists assigned to the project by reviewing their work. Provides on-the-job training to lower level Contract Specialists and interns and assists the Team Leader in selecting appropriate developmental assignments for junior staff as required.

Provides backstopping services to field personnel by advising on resolution of special procurement or assistance problems associated with waiver requests, expediting of deliveries, apparent overlapping of responsibilities, and resolution of claims.

Assures that all information regarding the status of assigned procurement and assistance actions is current in the New Management System (NMS) and/or Global Acquisition & Assistance System (GLAAS) databases.

Analyzes Sources for the Items/Services Procured

Develops new or innovative acquisition plans, source selection plans, and contract terms, conditions or financial arrangements that serve as models for future major acquisitions.

Surveys the market to locate new procurement sources and determine the availability of items or services with specialized requirements. Prepares solicitation documents. Performs detailed analyses of all elements of cost in contractor proposals. Assists the Contracting Officer in the determination of the competitive range and prepares defensible justifications when required. Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract. Similarly, drafts requests for applications for awards under assistance. Obtains appropriate data from business and technical officials. Drafts necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses or subcontracts. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. In the absence of meaningful cost and price information, develops creative approaches to developing the necessary comparative data.

Negotiates Procurement of Products and Services Using a Variety of Contract Types

Serves as lead negotiator responsible for a significant program or for major procurements, which may include several types of instruments. Plans the negotiation strategy, coordinates the strategy with the negotiation team, and leads the negotiations which are conducted with contractors/grantees to develop the contract/grant prices and terms. Prepares the award documents and recommends award.

Coordinates a variety of contracts and assistance instruments requiring the development of new or modified evaluation criteria, reporting requirements, and contractual arrangements. Forecasts labor and material costs when unknowns are involved, locating or developing sources, developing approaches for procurements lacking precedent, and resolving major differences in the interpretation of the statement of work during discussions and negotiations.

Negotiates and assists the Contracting Officer in executing Participating Agency Services Agreements (PASA) and Resource Support Services Agreements (RSSA) within delegated authority and in accordance with statutory and procedural regulations and general agreements with other Federal agencies. Negotiations include prices, terms, special conditions, and amendments. Coordinates PASA's and RSSA's with officials in participating Federal agencies and with Mission officials, as necessary.

Contract Compliance Review

Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.

Responsible for contract administration sufficient to ensure that contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. Responsibilities include but are not limited to: review and recommendation of changes to incremental funding, preparation of rate and cost adjustments, redirection of effort, coordination of time extension, incorporation of time extension, and incorporation of change orders preparation of stop work orders in consultation with the Contracting Officer. Evaluates the adequacy of the contractor's business management systems for areas such as: personnel compensation, insurance subcontracting procedures and financial management. Ensures the contractor's compliance with Cost Accounting Standards and requirements.

Policy Research, Analysis, and Interpretation

Analyzes a variety of contracting policy issues and problems and identifies alternative courses of action. Provides technical advice to management and contracting officers on matters pertaining to: contracting policies and procedures and provides advice upon request regarding specific situations or problems and upon receipt of changed procedures involving regulations, laws, and good business practices.

Responds to protests, by researching and developing necessary analysis, documentation, and history in conjunction with the Contracting Officer. Works with the legal office in helping to prepare the Agency's position and Contracting Officer reports to support the Government's defense on protests.

III. OTHER SIGNIFICANT FACTS:

Performs other duties as assigned. All actions of the Senior Contract Specialist will be subject to review and final approval of the responsible Contracting/Agreement Officer or his/her designee.

Guidelines

Policies and precedents are available but stated in general terms or are of limited use. Extensive searches of a wide range of regulations and policy circulars are frequently required. The Senior Contract Specialist uses experienced judgment and initiative in applying principles underlying guidelines, in deviating from traditional techniques, or in researching trends and patterns to develop new approaches, criteria, or proposed policies.

Complexity

The work is characterized by breadth of planning, review, and coordination or depth of problem identification and analysis, stemming from the variety of the procurement functions or from unknowns, changes, or conflicts inherent to the issues. Work involves varied duties requiring many different and unrelated processes and methods which cover the full range of contracting and assistance activities in the assigned functional area(s) or contract reviews which reveal trends and common problems.

Decisions involve responsiveness to continuing changes in programs or technological developments. Procurements typically require new or modified contract terms and conditions, funding arrangements, or policy interpretation throughout the pre-award and post award phases.

The Senior Contract Specialist develops data and recommends or initiates action to resolve a variety of problems under different award instruments such as contract awards and awards under assistance. Actions include factors not routinely encountered. Determining what needs to be done includes analysis of alternatives, adaptation, or modification of procedures, or resolution of incomplete or conflicting technical or contractor data.

Scope and Effect

The purpose of the work is to provide expertise as a specialist in a functional area of contracts and grants/cooperative agreements by furnishing advisory, planning, or reviewing services on specific problems, projects, or programs. The work affects a wide range of procurement and assistance activities such as the operation of procurement programs in various offices or locations, the accomplishment of significant procurement of technical program goals, or the economic position of contractors or on their respective geographic areas.

Personal Contacts

Personal contacts include a variety of specialists, managers, officials, or groups from outside the employing agency in a moderately unstructured setting where the purpose and extent of each contact is usually different, and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts

Contacts are to obtain agreement on previously determined goals and objectives through negotiation, persuasion, and advocacy. The individuals or groups may be uncooperative, have different negotiation objectives, or represent divergent interests.

Physical Demands

The work is sedentary.

Work Environment

The work is performed in an office setting.

IV. REPORTING REQUIREMENTS/SUPERVISION:

The incumbent will be supervised by the Contracting/Agreement Officer.

The Contracting Officer sets the overall objectives of the work as well as the available resources. The Senior Contract Specialist, in consultation with the Contracting Officer, develops specific objectives and priorities. The SENIOR CONTRACT SPECIALIST independently plans and carries out the work, selecting the approaches and techniques to be used, and informs the supervisor of progress and significant problems. Work is evaluated on the degree to which program and regulatory requirements are met.

V. SELECTION FACTORS:

(The Selection Factors determine basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. citizen or U.S. Permanent Resident;
- Completed and signed Federal Form OF-612 is submitted;
- Supplemental documents, especially a resume and/or additional information addressing the Qualifications and Evaluation Criteria (specified below), is submitted;

- Ability to obtain a “Secret” level security clearance, as provided by USAID; and
- Satisfactory verification of academic credentials and past performance.

VI. QUALIFICATIONS:

1. Education:

A Bachelor's degree in a relevant field (listed below) is required. However, relevant, extensive work experience, if demonstrably successful, may be substituted or be given appropriate consideration in lieu of the Bachelor's degree.

Relevant majors are business administration, public administration, law, banking, international affairs, procurement and contracting or finance with an emphasis on commerce, trade, and materials management.

Completion of FAC-C Certification is desirable.

2. Experience:

A minimum of seven years of progressively responsible professional experience in acquisition and assistance functions. Demonstrated prior direct experience and ability to exercise independent judgment in the full range of responsibilities: procurement planning, solicitation, analysis and evaluation of proposals, negotiation and award of acquisition and assistance instruments, cost and price analysis, administration, termination, negotiation of changes, execution of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance and disposition of claims.

Experience in the preparation and issuance of a variety of contract types and assistance instruments

Experience that demonstrates pre-award negotiation skills, experience in making formal presentations, and experience in post award administration.

Experience in leading teams and supervisory skills are desired.

3. Knowledge:

Demonstrated knowledge of federal contracting and assistance principles, laws, statutes, Executive Orders, regulations and procedures applicable to pre-award, award, and/or post-award actions sufficient to procure and/or administer contracts, grants and cooperative agreements for a variety of specialized services, equipment, and/or construction, or to conduct studies of problem areas and develop standard methods and operating procedures.

Knowledge of the following regulations, policies and guidance is preferred:

- USAID Acquisition Regulations (AIDAR)
- Contract Information Bulletins (CIBS) / Acquisition & Assistance Policy Directives (AAPDs)
- Office of Procurement Administrative Memoranda (OPAM)
- USAID Automated Directive System (ADS)
- Office of Management and Budget (OMB) Circulars
- Title 22, Code of Federal Regulations as appropriate to USAID.

Familiarity with business practices and market conditions applicable to program and technical requirements is required to evaluate such actions as bid responsiveness, contractor responsibility, and/or contractor performance.

4. Skills and Abilities:

Must be able to work independently in a highly demanding environment and capable of handling tasks with varying deadlines. The ability to plan, organize and manage complex negotiations and meetings is very important. Strong organizational skills; ability to work independently with little supervision; ability to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time is essential.

Demonstrated ability to work collegially with technical officers, peers, and supervisors with good interpersonal skills and past performance in working effectively in a team environment is required.

Must be able to exercise tact and diplomacy; and to maintain strict confidentiality and high standards of professional and ethical conduct.

Ability to lead team and provide strategic advice on highly complex, time sensitive procurements.

Must be able to communicate complex and difficult policy and programmatic issues understandable by knowledgeable laypersons without oversimplifying.

Demonstrated ability to conduct contract negotiations. Demonstrated skills in managerial and coordinative activities sufficient to conduct a variety of contractual actions occurring concurrently, is essential.

Excellent oral and written English communications skills, including proven ability to produce high quality technical documents, are required.

Proficiency in standard operating and application software (especially Windows, Outlook, MSWORD and MSEXCEL is a requirement.

VII. EVALUATION CRITERIA:

Prior Work Experience (40 points)

Past Performance (60 points)

Interpersonal skills

Demonstrated skills and abilities

Knowledge of acquisition and assistance rules and regulations

Applicants meeting the required qualifications for the position will be evaluated based on information provided in the application. USAID reserves the right to conduct interviews with the highest ranked applicants. Reference checks will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

VIII. INSTRUCTION TO APPLICANTS:

(a) Interested individuals are requested to submit fully completed and hand-signed copy of an **Optional Application for Federal Employment Form (OF-612)** (available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices). Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances received such as housing, travel, educational support, vehicle use, etc.

NOTE: Applicants are required to sign the certification at the end of the OF-612 form. Applications that are received without a signed OF-612 form will not be considered for the position.

(b) Applicants must submit a current resume/curriculum vita (CV) which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in the application not being considered for the position.

(c) Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

(d) The submission office (specified below) must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position. To ensure consideration of the application for the intended position, please reference the solicitation number on the application form and supplementary documents, as well as in the subject line of the cover letter.

(e) Please send your application to the attention of Ms. Rosalind Sika as noted below:

By U.S. Mail:

Rosalind Sika, Contracting Officer
U. S. Agency for International Development
Office of Acquisition and Assistance
Ronald Reagan Building (RRB) Room No. 7.09-034
1300 Pennsylvania Avenue, N.W.
Washington, D.C. 20523

Applicants are advised that regular U.S. mails to RRB may be delayed because of security measures. Applicants should, therefore, take this into consideration to ensure timely delivery of their applications.

Delivered by Courier or Hand carried:

Applications that are submitted by courier or hand carried will be accepted at the 14th street guard entrance of the Ronald Reagan Building only. Packages cannot be dropped off at the desk. The carrier must inform the guard there is a package for Ms. Rosalind Sika, Tel. No. (202) 712-0207. The guard will contact Ms. Sika for pick-up. It is the applicant's responsibility to ensure that the application is received on time.

Applications submitted by e-mail:

Applications submitted by e-mail should be sent to rsika@usaid.gov.

Note: Hand-signed pages of e-mailed applications must be scanned and submitted with the application. Unsigned applications will NOT be considered.

(f) Questions regarding this solicitation must be directed to Rosalind Sika rsika@usaid.gov and to Bruce Gelband at bgelband@usaid.gov

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of an application in response to this solicitation. Award under this solicitation is subject to the availability of funds.

IX. LIST OF REQUIRED FORMS FOR PSC:

Forms outlined below can found at <http://www.usaid.gov/forms> or at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL>

1. Optional Form for Federal Employment (OF 612).
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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AS A MATTER OF POLICY, AND AS APPROPRIATE AND/OR AS APPLICABLE, A USPSC IS NORMALLY AUTHORIZED BENEFITS AND ALLOWANCES IN ACCORDANCE WITH THE AIDAR APPENDIX D.

1. BENEFITS

- Employee's FICA Contribution
- Contribution toward Health and Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual & Sick Leave

2. ALLOWANCES (If Applicable). **

- (A) Temporary Lodging Allowance (Section 120)
- (B) Living Quarters Allowance (Section 130)
- (C) Post Allowance (Section 220)
- (D) Supplemental Post Allowance (Section 230)
- (E) Separate Maintenance Allowance (Section 260)
- (F) Education Allowance (Section 270)
- (G) Education Travel (Section 280)
- (H) Post Differential (Chapter 500)
- (I) Payments during Evacuation/Authorized Departure (Section 600), and

(J) Danger Pay (Section 650)

** Standardized Regulations (Government Civilians Foreign Areas) and AIDAR

3. FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

CONTRACT INFORMATION BULLETIN (CIBs) AND Acquisition and Assistance Policy Directives (AAPDs) pertaining to PSCs

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

Additionally, AIDAR Appendix D can be found at <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.