



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: April 26, 2009
CLOSING DATE: May 11, 2009

SUBJECT: Solicitation No. 306-09-69/OM for U.S./Third Country Nationals Personnel Service Contractor (US/TCNPSC) **Supervisory Procurement Agent**

Ladies/Gentlemen:

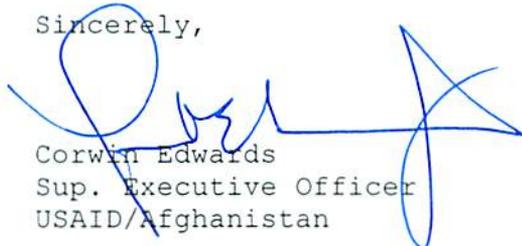
The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the PSC services as described in the attached solicitation.

For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to m0969@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until May 11, 2009, 16:30hrs local time.

Any questions on this solicitation may be directed to Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at schayapathi@usaid.gov or James Berscheit, Deputy Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at jbberscheit@usaid.gov Applications should only be sent to m0969@usaid.gov and not to any individuals.

Sincerely,



Corwin Edwards
Sup. Executive Officer
USAID/Afghanistan

U.S. Agency for International Development
Great Masoud Road
Kabul, Afghanistan

Tel: 202-216-6288 / 0700-108-001
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SOLICITATION NO. 306-09-69/OM

1. SOLICITATION NUMBER: 306-09-69/OM

2. ISSUING DATE: April 26, 2008

3. CLOSING DATE: May 11, 2009

POSITION TITLE: Supervisory Procurement Agent

4. Number of Positions: One

5. MARKETING VALUE: GS-10 (\$45,095 - \$58,622)

6. ORGANIZATIONAL LOCATION OF POSITION: USAID/AFGHANISTAN

7. DIRECT SUPERVISOR: USAID/Afghanistan, Deputy Executive Officer

8. SUPERVISORY CONTROL: Minimal. The incumbent is expected to act independently with little direction.

9. PERIOD OF PERFORMANCE: One year (12 months) with an option for renewal

10. SECURITY ACCESS: U.S Citizens: Secret Level
Third Country Nationals: Employment

11. AREA OF CONSIDERATION: U.S. OR Third Country
Nationals (TCN) CITIZENS

SOLICITATION NO. 306-09-69/OM

POSITION DESCRIPTION: USAID SUPERVISORY PROCUREMENT AGENT

A. BASIC FUNCTIONS OF THE POSITION

As a Supervisory Procurement Agent of the Procurement Team of the Management Office of USAID/Afghanistan, the incumbent is responsible for the overall management of the office's procurement operations, which includes overseeing the procurement of all non-personal services and NXP/EXP supplies and equipment including local purchases for all serviced agencies through the issuance of contracts (Purchase Order (PO), Credit Card Order (CO) or Petty Cash Request for use of imprest funds). In performing his/her supervisory duties, the incumbent is responsible for the distribution and monitoring of workload among MS/PROC staff, liaising with USAID and ASP customers, and ensuring that all procurements are processed timely and efficiently, resulting in the acquisition of quality assured commodities and services that meet the needs of our customers and are procured in accordance with relevant procurement policies and regulations as well as the established ASP performance standards.

The incumbent will also develop and manage the annual procurement plan and budget for USAID/Afghanistan and all ASP customers, as well as maintain an up-to-date list of potential local and off-shore vendors where reliable service and timely quotations can be secured; when vendors fail to perform as expected, the incumbent documents such cases in order to avoid using the vendor on future occasions.

Based on comprehensive market research, the incumbent recommends to his/her supervisor which vendor should be selected for a particular procurement action, taking into consideration the following factors: price, ability to perform/delivery time, and past performance for service/supplies. The incumbent prepares for the customers guidelines/instructions related to internal procurement procedures as well as contracts and Memorandum of Negotiation for each contract before it is signed, ensures conformance with FAR, AIDAR, CICA, the Anti Deficiency Act, and other procurement regulations. He/she will ensure that procurement files are properly researched, prepared, and filed, and that all procurement contracts clearly reflect the requirements of the requesting office. Upon delivery of goods and receipt of invoice, he/she will prepare all of the necessary documentation for payment, and whenever delays in shipments or receipt of invoices occurs, he/she follows-up with vendors to ensure action completion. The incumbent is also responsible for the staff development of his/her staff supervised, which includes ensuring that they are enrolled in relevant courses, as well as preparing work objectives and performance evaluation.

The incumbent is responsible for all USAID administrative on/and off-shore procurement for acquisition of goods and services in support of USAID/Afghanistan both in Kabul as well as USAID/PRTs and may, from time to time procure for other regional missions on an ad hoc basis. Supervises a staff

SOLICITATION NO. 306-09-69/OM

of four(4) FSN employees where Procurement levels will generally not exceed \$100,000.00

B. DUTIES AND RESPONSIBILITIES

The Human Resources Specialist will have the following duties and responsibilities:

- a) The incumbent plans, directs, supervises, evaluates and reviews the work of three (3) FSN Procurement Agents) and one (1) Procurement Clerk responsible for procuring commodities and services to meet Mission and program requirements. The incumbent is responsible for proposing and approving the most effective ways to acquire goods and services either through GSA Contracts, Federal Supply Schedules, Commercial Catalogs, and other coordinating Procurement Planning activities together with the EXO, Dep. EXO, GSO, and Controller and participates in EXO team discussions on procurement issues.
- b) Reviews purchase requisitions as to completeness of specifications, justification, contractor performance appraisal for maintenance service contract renewal, assigns and discusses with procurement staff as to best source of procurement whether local or offshore. Incumbent prepares Requests for Quotations (RFQs), Requests for Proposals (RFPs), MAARDs, (for large service contracts and USPSCs contracts) Purchase Orders for commodities, service contracts and other procurement related documents. (Ensures POs are entered into ePICS/GLAAS System(s). Accomplishes price surveys and obtains price quotations/proposals by phone, fax, email and letters prior to issuance of obligating documents. Conducts pre-award surveys/meetings to include site visits and facility checks, contractor reference checks and other prequalification requirements prior to determination of selection. Executes award to winning contractor upon EXO's approval. Notifies losing contractors and participates in the debriefing process (if any). Prepares follow up inquiries (via phone, email or faxed letters) for commodities and shipments not received in reasonable time.
- c) Reviews and clears processed P.O.s, BPAs, Delivery Orders, etc. prior to routing to OFM to ensure best value procurement, completeness (i.e. competed, non-competed or sole source, quotations attached or abstract of quotes matrix, etc.) and in accordance with USG and USAID procurement guidelines and regulations and observance of good commercial practices in the procurement of goods and services. Also clears/reviews vendor invoices prior to processing to ensure compliance with P.O./contract terms and conditions.
- d) The incumbent is responsible for the Division's reporting requirements to

SOLICITATION NO. 306-09-69/OM

AID/W/OAA, procurement tracking system (ePIC/GLAAS Systems), provides advise to mission staff on procurement inquiries for commodities and services and in relation to USG and USAID regulations, handles claims for short/lost shipments and warranty claims for defective products received. Also responsible for administering contract close-outs that it follows established procedures on documentation. Incumbent responsible for the training and/or mentoring of staff of three(3) FSN Procurement Agents and one(1) Procurement Clerk, to include training from formal and informal sources.

- e) Incumbent shall maintain a procurement library consisting of current GSA and Federal Supply Catalogues, commercial catalogues (in CD-ROMs and hard copies), U.S. Government specifications and standards and applicable AID Handbooks and Federal Acquisition Regulation (FAR) and AIDAR (USAID Acquisition Handbook).

- f) Performs other duties and functions as required.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

1. **Education: (15 points)** University degree in business management, public administration, finance, accounting or other related field, required.

2. **Work Experience: (25 points)** A minimum of six years of progressively responsible experience in procurement with a large private, international or US Government organization is required. A minimum one year of supervisory experience is highly desirable.

3. **Communication Skills: (20 points)** Excellent English communications skills both reading and writing is required.

4. **Knowledge: (20 Points)** Must be competent in word processing and spreadsheet computer software programs. Must be able to establish priorities from among a list of competing activities and track processes until completed. Incumbent must have extensive knowledge of best practices in the procurement area as well as a comprehensive expert knowledge of USG procedures pertaining to procurement and financial operations. Broad knowledge of local market, host country tax and customs clearance laws and regulations, business practices, payment and shipment procedures in countries goods are coming from and going to.

5. **Skills and Abilities: (20 points)** Must have broad analytical skills necessary to analyze options and simultaneously carry out a variety of tasks. Accuracy, attention to detail, punctuality, excellent writing and verbal communication skills, ability to work well over the telephone are critical. Exceptional interpersonal skills required - must be tactful, personable, and be able to maintain effective working relationships with customers and vendors. Strong leadership and time management skills, ability to prioritize and work under pressure to fulfill multiple tasks within tough time limits is a must.

Maximum Points Available: 100.

D. Term of Performance

The term of the contract will be for one year from on/about June 15, 2009 to on/about June 14, 2010. Within 3 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 10. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. FICA and federal income tax will be withheld by USAID. During this one year period you will be entitled to two Rest and Recuperation trips (R&R) and two Regional Rest Breaks. While you will have to use your Annual Leave or Compensatory time for R&R, you will be entitled to 5 days Administrative Leave plus two days of travel time for each Regional Rest Break. There are 4 destinations for Regional Rest Break - they are: Dubai, New Delhi, Istanbul or Baku.

E. General information regarding living and working conditions in Afghanistan

Life in Kabul, the capital of Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT.

SOLICITATION NO. 306-09-69/OM

Physical Demands and Work Environment: Work in the office is mostly sedentary but travel to program activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, DoD, and ISAF as relevant. PRT sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

F. Medical and Security Clearance

The selected applicant must be able to obtain (US Citizens should obtain USG Secret Level and Third Country Nationals should obtain employment authorization) security clearance. US Citizens should obtain Department of State Class I Medical Clearance and Third Country Nationals should obtain Medical Clearance and certify it by USG certified doctor.

G. Benefits:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

A. BENEFITS:

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

B. ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
 - (2) Living Quarters Allowance (Section 130)
 - (3) Post Allowance (Section 220)
 - (4) Supplemental Post Allowance (Section 230)
 - (5) Post Differential (Chapter 500)
 - (6) Payments during Evacuation/Authorized Departure (Section 600) and
 - (7) Danger Pay (Section 650)
 - (8) Education Allowance (Section 270)
 - (9) Separate Maintenance Allowance (Section 260)
 - (10) Education Travel (Section 280)
- * Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

H. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs

- AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays
- AAPD 06-10 PSC Medical expense payment responsibility
- AAPD 06-07 AIDAR, Appendix D: Contract budget, salary determination and salary increase
- AAPD 06-01 Medical evacuation insurance
- CIB 01-10 Revision of medical clearance process - PSC with U.S. Citizens
- CIB 01-07 Clarification of the extension/renewal policy regarding PSCs
- CIB 01-05 Clarification of the Rest and Recuperation (R&R) policy regarding Third Country Nationals (TCNs)
- CIB 00-08 Revision of Competitive Process - PSCs with U.S. Citizens
- CIB 00-03 FICA & Medicare Tax Rates for Personal Services Contracts
- CIB 99-22 PSC Policy
- CIB 98-23 Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
- CIB 98-16 Annual Salary Increase for USPSCs
- CIB 98-14 Change in Required Application Form for USPSCs
- CIB 98-11 Determining a Market Value for Personal Services Contractors Hired under Appendix D.
- CIB 97-17 PSC's with U.S. Citizens or U.S. resident aliens
- CIB 97-16 Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
- CIB 96-23 Unauthorized Provision in Personal Services Contracts
- CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
- CIB 93-17 Financial Disclosure requirements under a Personal Services Contract
- CIB 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

[http://www.usaid.gov/procurement bus_opp/procurement/cib/subject.html#psc](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc)

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

I. LIST OF REQUIRED FORMS FOR PSCs:

SOLICITATION NO. 306-09-69/OM

For initial consideration:

1. Cover Letter
2. Curriculum Vita
3. OF-612

J. APPLYING

Qualified individuals are required to submit a U.S government OF-612 form which is available at:

- 1: <http://www.usajobs.opm.gov/forms.asp>,
- 2: Federal Offices
- 3: or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>

Applications without completed OF-612 form will not be considered. Applicant's CVs should also be included as an attachment. All applications should be submitted electronically to e-mail address m0969@usaid.gov

Attention: Seetha Chayapathi
Human Resources Specialist
USAID/Afghanistan

Applications should only be sent to the e-mail address given above.

To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for an interview. Applicants may submit an application against this solicitation at any time but prior to **May 11, 2009**, 16:30hrs Kabul time unless revised. Please note that only short listed candidates will be notified.

List of Required PSC forms outlined below can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/forms.html.

1. 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). Standardized regulations (government civilians foreign areas)

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.

Point of Contact

IX

SOLICITATION NO. 306-09-69/OM

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) -
(202) 216-6288 Ext. 4440; Fax (202) 216-6288 (Ext. 4440) Email:
schayapathi@usaid.gov.

Place of Performance

Address: USAID/Afghanistan
U.S. Embassy
Great Masoud Road
Kabul, Afghanistan