

RFP-514-08-007

ISSUANCE DATE: April 3, 2008
CLOSING DATE: April 17, 2008

SUBJECT: Solicitation for U.S. Personal Service Contractor for Administrative Assistant for the Cuba Program in Washington, DC

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (**Standard Form 171 or Optional Form 612 only**) from qualified U.S. citizens to provide personal services as an Administrative Assistant under a personal services contract, as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified.

Send either a U.S. Government SF 171 or OF 612 and a resume. Incomplete or unsigned applications shall not be considered. These **signed** forms must be e-mailed, to:

sxavier@usaid.gov
otrigo@usaid.gov

Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to Sunil Xavier and Omar Trigo who may be reached by phone at 202-216-6213 or email at sxavier@usaid.gov or otrigo@usaid.gov.

This PSC is subject to the availability of funds.

Sincerely,



Sunil Xavier
Contracting Officer

Solicitation for U.S. Personal Service Contractor (PSC) Administrative Assistant

1. **SOLICITATION NO.:** RFP 514-08-007
2. **ISSUANCE DATE:** April 3, 2008
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 17, 2008, 12:00 noon local time.
4. **POSITION TITLE:** Administrative Assistant
5. **MARKET VALUE:** GS-9/11 (\$48,108 - \$75,669). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.
6. **PERIOD OF PERFORMANCE:** Two year base period plus three one-year options to extend.
7. **PLACE OF PERFORMANCE:** Washington, DC with possible travel as stated in the position description.

8. STATEMENT OF WORK

A. **Purpose of the Position:**

The incumbent of this position will serve as assistant to the Director of the Cuba Program. The incumbent will coordinate all day-to-day administrative and clerical support activities required to accomplish the work of the LAC Cuba Program Office. As the first point of contact for the Cuba office with senior US government officials, NGOs, multilaterals, and other organizations as well as the general public, s/he will represent the office in a professional, and client-oriented manner.

BACKGROUND: The USAID Cuba Program Office directs non-presence country activities in Cuba through U.S. non-governmental organizations, and universities in support of U.S. foreign policy goals and objectives.

The goal of U.S. foreign policy toward Cuba is to promote a rapid, peaceful transition to democracy. The prospects for rapid, peaceful transition will hinge on the ability of a revitalized Cuban civil society to help reconcile conflicts and prepare the population for peaceful democratic change.

To support a rapid, peaceful transition to democracy, USAID has adopted the strategic objective of increasing the flow of accurate information on democracy, human rights and free enterprise to, from, and within Cuba. The Cuban Democracy Act of 1992 authorizes the President to provide assistance "through appropriate non-governmental organizations for the support of individuals and organizations to promote nonviolent democratic change in Cuba." The Cuban Liberty and Democratic Solidarity (LIBERTAD)

Act of 1996 further elaborates the types of assistance and support the President is authorized to provide for individuals and independent NGOs to support democracy-building efforts for Cuba. Assistance may include provision of published and informational matter on democracy, human rights and market economies, to be made available to independent groups in Cuba; humanitarian assistance to victims of repression, as well as their families; support for democratic and human rights groups in Cuba; and support for a permanent deployment of independent international human rights monitors.

Key results to be achieved involve:

- 1) Building solidarity with Cuba's human rights activists;
- 2) Giving voice to Cuba's independent journalists;
- 3) Helping develop independent Cuban non-governmental organizations;
- 4) Defending the rights of Cuban workers;
- 5) Direct outreach to the Cuban people; and
- 6) Planning for transition.

From FY 1996 through July 2007, the USAID Cuba Program obligated \$65 million in support of these goals and objectives, through grants to more than 32 U.S. NGOs and universities.

The USAID Cuba Program is responsible for coordination of Cuba activities with the Department of State, the National Security Council, the Department of Commerce, the Treasury Department and other government agencies. The breadth, urgency, and political priority associated with the Cuba program place special responsibilities on all office personnel.

The Director of the USAID Cuba Program is a Senior Foreign Service Officer who reports directly to the USAID Assistant Administrator for Latin America and the Caribbean.

B. Role in the Organization:

The position will reside in the Office of the Assistant Administrator under the auspices of the Director of the Cuba Program, to whom the incumbent reports, or, in his/her absence, to the Acting Director. The incumbent will function as an Administrative Assistant and will support the Director of the Cuba Program and assist other office personnel as needed.

Cuba is a "non-presence" country, which means that USAID funds a development program in Cuba but does not have an in-country office. In non-presence countries, activities that are normally carried out by an overseas Mission are managed from Washington and implemented from the U.S. Since this is the case in Cuba, the incumbent's duties correspond to those of an overseas Mission Director's secretary and Administrative Assistant. A high degree of coordination with the State Department Office of the Coordinator for Cuban Affairs and the U.S. Interests Section/Havana is required.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

Full range of office management, administrative services, logistical support and information services

Appointments, Calendars and Schedules for Cuba Program Office personnel (50%)

As first contact point, handles all incoming calls and visitors in a professional and courteous manner. Maintains a record of calls to be returned and, using judgment and initiative, places return calls when appropriate. Coordinates extensively with other offices in LAC, including the AA's office, program office, technical support office and Executive Management Team, in other Bureaus in USAID, other offices in the USG, with grantees and other organizations.

Manages schedule of the Director of the Cuba Program, making time commitments as necessary. Schedules and prioritizes appointments and meetings for the Director and other office staff, as needed. Accepts/declines invitations for the Director on own initiative based on knowledge of the Cuba Program and protocol. Coordinates meeting locations, dates, participants and agendas. Researches background information and sends it to meeting participants. Prepares briefing books as needed.

Maintains files of correspondence and notes significant events which should be brought to the attention of the Director of the Cuba Program Office and staff.

Maintains office schedule of Cuba Office planned official travel (including absences for training) and all scheduled annual and sick leave for office management purposes. Updates on a regular basis on own initiative.

Mail, Correspondence and Reports on Cuba Program for Office Management and AA/LAC (30%)

Assembles correspondence, reports and other pertinent background material for use in speeches, presentations etc. Uses Power Point to prepare presentations.

Coordinates extensively with disparate organizational elements to direct correspondence for the Cuba Program Office. Drafts official correspondence and routine reports for the Director. Reviews correspondence for the Director's signature insuring that it is grammatically correct, free of spelling or grammatical errors and formatted correctly. Handles and tracks all actions assigned to the Cuba Program Office by USAID/Executive Secretariat and acts as the office primary liaison with Executive Secretariat staff.

Office Automation for Cuba Program Office (20%)

Using USAID automated systems, arranges travel for the Director and office staff. Schedules flights, makes hotel reservations, prepares travel authorization documents and obtains all relevant clearances, and prepares and submits travel vouchers once travel is completed. Coordinates visa processing, as required. Prepares and submits taxi and other miscellaneous expense vouchers for payment for Cuba Program office staff.

Integrates several types of software, such as spreadsheet, database, word processing, desktop publishing and graphics applications to generate specific working documents and reports. Selects an appropriate system, application and format for producing program support materials to meet specific needs.

Using USAID automated payroll systems, maintains records of and reports time and attendance for Cuba Program Office Staff.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands.

11. WORK ENVIRONMENT

Work is primarily performed in an office setting.

12. START DATE: Immediately, once necessary clearances are obtained.

13. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

GS-9: You qualify at the GS-9 grade level if you possess one year of specialized experience that equips you with the skills needed to perform the duties of the position. This experience must be equivalent to at least the GS-7 grade level. Examples include: ensuring that priorities and deadlines are met on a variety of administrative programs and projects; setting-up and monitoring deadlines; evaluating supply needs, experience as Office Manager; coordinating administrative and quasi-technical correspondence.

GS-11: You qualify at the GS-11 grade level if you possess one year of specialized experience that equips you with the skills needed to perform the duties of the position. This experience must be equivalent to at least the GS-9 grade level. Examples include: planning, organizing and coordinating administrative activities; experience as an Office Manager; conveying priorities of the Office director to employees and ensuring assignments are completed; preparing briefing materials; handling shifting priorities of a sensitive nature; identifying, analyzing and resolving sensitive or technical problems without supervisory intervention using tact and diplomacy.

SELECTION FACTORS

- a. Relevant Administrative Skills (35%):
 - 1. Demonstrated experience in office management
 - 2. Excellent skills in office systems, correspondence etc
 - 3. Prior USAID administrative experience useful
- b. Communication Skills (35%)
 - 1. Demonstrated English language proficiency (oral and written)
 - 2. Spanish language proficiency preferred

3. Demonstrated experience drafting correspondence, reports, presentation etc.

c. Organization Skills (30%)

1. Proficient in setting up office systems, including filing, correspondence, travel, leave management etc
2. Experience managing office director schedules.

APPLYING:

Qualified individuals are requested to submit:

For USPSCs a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices);

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can be found at http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 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.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs and CIBs apply to this contract.

BENEFITS/ALLOWANCES:

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

BENEFITS:

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

ALLOWANCES (if Applicable).*

* Standardized Regulations (Government Civilians Foreign Areas).

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