
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 1.

Sincerely,

Albert Asante
Regional Contracting Officer
USAID/Office of Acquisition and Assistance
1. GENERAL INFORMATION

1. SOLICITATION NO.: 72067522R10008

2. ISSUANCE DATE: June 08, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: July 08, 2022 - GMT Conakry, Guinea time.

4. POINT OF CONTACT: HR Team, e-mail at conakrypscjobs@usaid.gov

5. POSITION TITLE: ADMINISTRATIVE ASSISTANT

6. MARKET VALUE: 131,145,344 - 196,718,046 GNF equivalent to FSN-07
   In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy/Guinea. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be one year. And based on Agency need, continued needs for services, funds availability and satisfactory performance, the Contracting Officer may exercise four (4) additional option periods of one (1) year each.

8. PLACE OF PERFORMANCE: Conakry, Guinea with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: Cooperating Country National (“CCN”)

   DEFINITION OF A CCN PER THE AIDAR:

   “Cooperating Country National” (“CCN”) means 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: Facility access.

11. STATEMENT OF DUTIES

   A. General Statement of Purpose of the Contract
      This position is located in the Executive Office (EXO) in USAID/Guinea. The incumbent serves as the principal administrative support person for EXO, processes invoices and manages the Communications and Records Program for the Mission.
      The Administrative Assistant is the primary contact person responsible for EXO’s customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington,
and other customers. In this capacity, the Administrative Assistant is also responsible for coordinating information about the Office and making sure that information gets to customers in a timely and professional manner. The position also serves as quality assurance controller and customer service liaison with the ICASS service provider. The Administrative Assistant is also responsible for managing and developing the Records Management Program within the Mission in accordance with the Automated Directives System (ADS) guidance. S/he has a leading role in ensuring records and documents are filed in the Agency Secure Image and Storage Tracking (ASIST) system in compliance with the Agency’s new Records Management directive. Additionally, s/he will be required to receive, review and process personal and official telephone bills, vendor invoices and coordinate with the Office of Financial Management Services (OFM) for payment. S/he is also responsible for coordinating courier pickup and deliveries and providing reproduction services to the Mission.

B. Statement of Duties to be Performed

**RECORDS MANAGEMENT (30%)**

- Responsible for the Mission’s Records Management Program, including advice on retention, retirement, storage and/or destruction of records and files in accordance with the Automated Directives System, ADS 500 series.
- Directs the Records and Information Management program to meet business objectives; disseminates organizational policy and practice with respect to records to ensure that records are secure throughout the lifecycle and preserved and managed over time.
- Serves as the Mission’s focal point with USAID Washington on records management.
- Responsible for the timely annual submission of the Mission Inventory and File Report.
- Manages the records storage/warehouse area and directs/assists file custodians during the files retirement process.
- Provides training to file custodians at least once per year, including the orientation of new staff in records management and other communications and records functions.

**ADMINISTRATIVE SUPPORT (20%)**

- Send and receive emails, set-up meetings and make appointments at the request of the supervisor and other EXO staff & TDYers, including vehicle & expediter requests. Take meeting minutes at meetings as requested, serve as escort for visitors.;
- Responsible for coordinating Mission Learning Hour calendar and subsequent calendar invitation and all logistics related to those meetings such as booking the rooms, ensuring signing sheets are prepared and ready for the events, rooms are properly set up for in-person events, adequate technology arrangements are made in coordination with the Systems Office.
• Prepares and maintains the Annual Mission Leave Calendar,
• Submits all timesheets in WebTA and stock requests in ILMS.
• Updates the Mission Telephone Directories and Phone Trees on a regular basis; updates and prints the Mission’s pocket lists on a quarterly basis.
• Prepares, as a Requester in GLAAS, requisition/requisitions for modification (REQ/REQM) for procurement actions ensuring that proper quotations are received, funding cite are provided and correct EOCC numbers are imputed in the REqs/REQMs. Incumbent follows through until the REqs/REQMs are in released status and inform the Buyer accordingly.
• Prepares business cards for all employees upon reception of the approved request.
• Drafts and/or distributes Mission Notices, maintains a yearly tracker and ensures that all Mission Notices are posted on the Mission Intranet.

**CORRESPONDENCE MANAGEMENT (20%)**

• Maintains control of all correspondence for EXO by establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the supervisor, receives and screens incoming mail and routes appropriately; drafts non-technical responses to routine correspondence and letters in English and French, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. Distributes internal policies and procedures.
• Uses available applications in the performance of a variety of assignments, drafts a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature, tracks documents routed for clearances and signatures till completion.
• Establishes, maintains files according to the Agency standards.

**BILLING AND INVOICES SERVICING (15%)**

• Receives and reviews all invoices for good/service payment for accuracy before onward transmission to OFM for processing. For invoices that the Mission pays directly, secures the signature from the responsible unit and transmits with all supporting documents for processing. For invoices that are paid for by the Embassy, transmit the properly signed invoice and supporting documents by email to the OFM voucher section for crosswalk issuance, secures the S/EXO or (delegate)’s signature prior to transmitting to the Embassy for processing.
• Prepares Memorandum of Collection of other than Official use of the vehicle by the Mission Director.
• Prepares Memorandum of Collection for personal use of the international courier service.
• Manages subscriptions to local and international periodicals, including daily distribution, maintains liaison with the vendors, and verifies their bills.
GENERAL SERVICE SUPPORT (15%)

- Provides heavy duty printing and copying service e.g. reproducing training materials, manuals, reports, binding, laminating and other specialized reproduction services.
- Requests toner and stationery for printers, copying machines for EXO.
- Serves as primary POC for maintenance repairs needed in the Office including submitting work order and follow-through until the repair is completed.
- Updates the FMIS (Fleet Management Information System) with data on USAID managed vehicles - fuel and repair - regularly or on a quarterly basis at least.
- Issues all outgoing DHL shipments.
- Assures that Annual Property Reports - Non expendable for both Guinea and Sierra Leone, Non expendable for the Mission Director’s Residence are submitted in a timely manner.
- Assists IT office with inventory management to include physical verification of all IT assets and ensuring all equipment is properly tagged upon reception.
- Conducts quarterly inventory of Mission ordered toners and maintained in the supply room.

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.

C. Supervisory Relationship

Supervision of other USAID staff is not contemplated

D. Supervisory Controls

The job holder is under general supervision of the Supervisory Executive Specialist. S/he will also receive guidance from AID/W with respect to handling of records management and guidance on general services related work from the Supervisory Executive Specialist. The Supervisory Executive Specialist will provide assignments and Office priorities and/or special assignments to the incumbent. The incumbent should also be able to carry out assignments with minimal supervision but must consult with the Supervisor or S/EXO on issues of higher complexity.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a) Education: Completion of two or more years of post-secondary education in Secretarial or Business Administration is required.

b) Prior Work Experience: Two to three years minimum experience in office administration is required, including correspondence and mail, records and basic
financial management functions. At least one year must have been with a foreign or an international organization is required.

III. EVALUATION AND SELECTION FACTORS

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.

1. Selection Process: After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum qualification required will not be scored. Applicants meeting the minimum qualification may be subjected to a written test to further narrow down eligible candidates. Finalist candidates may be interviewed either in person or remotely at USAID’s discretion.

Reference checks will be made for only applicants considered as finalists. Reference checks may be conducted with individuals not provided by the offeror. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter and USAID will delay such reference checks pending the applicant’s concurrence.

2. Evaluation factors and basis of rating:

Applicants who clearly meet the minimum qualifications will be further evaluated based on the evaluation factors below.

FACTOR #1: Language Proficiency - 10 points:
Fluency in English and French language ability is required.
This will be evaluated based on the written sample as well as during the interview process.

FACTOR #2: Job Knowledge, Skills, and Abilities - 20 POINTS:
In 250 words, describe your knowledge of and experience with records (documents) and correspondence management i.e. reception, organization, distribution, and disposition of correspondence and records.
In 250 words, describe your general administration knowledge, your adaptiveness to new working environments. Provide a list of web-based applications you have been using and important features they have in common and what strategy you used to facilitate and integrate their usage in your daily work.

FACTOR #3: SKILLS & ABILITIES - 30 POINTS:
In 500 to 750 words, describe how you take advantage of technology to facilitate your daily work. Explain how you manage conflicting priorities in your work. Attention to details and thoroughness should also be demonstrated.

Based on the above criteria, short-listed candidates will be considered for an interview.

INTERVIEW PERFORMANCE (Oral & Written) – 40 points

TOTAL POINTS = 100

Professional Reference Checks will be conducted but yield no points.

SUBMITTING AN OFFER

1. Offerors are required to complete and submit the offer form AID 309-2. “Offeror Information for Personal Services Contracts with Individuals,” available at https://www.usaid.gov/forms/aid-309-2. The submitted form must be signed. Un-signed application forms and any missing requested documents will not be considered.

2. 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.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

SOLICITATION #72067522R10008 Administrative Assistant and submit only ONCE via email to: conakrypscjobs@usaid.gov

4. Submit a cover letter highlighting your experience and education.

5. Submit a current resume/CV

6. Submit responses outlining the Evaluation Factors #2 & #3 listed in section III above.

7. Provide the names of three to five professional references with current contact information, with both an email address and a telephone number.

Application letters and Form AID 309-2 must be signed. Incomplete and unsigned applications/forms will not be considered. All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in English.
IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award. Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit security form OF-174.

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:
   a. Miscellaneous Allowance
   b. Transportation Allowance
   c. Tabaski bonus
   d. Year-end bonus

VI. TAXES

N/A

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:


2. Contract Cover Page form AID 309-1 available at 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>
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<tr>
<td>0001</td>
<td>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>1</td>
<td>LOT</td>
<td>$<em>TBD</em>_</td>
<td>$_TBD at Award after</td>
</tr>
</tbody>
</table>
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info:

<table>
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<th>Option Period</th>
<th>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</th>
<th>Award Type: Cost</th>
<th>Product Service Code: [e.g. R497]</th>
<th>Accounting Info:</th>
<th>1</th>
<th>LOT</th>
<th>$ <em>TBD</em>_</th>
<th>$ <em>TBD at Award after negotiation s with Contractor</em></th>
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</thead>
<tbody>
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<td>1001</td>
<td>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>- Award Type: Cost</td>
<td>- Product Service Code: [e.g. R497]</td>
<td>- Accounting Info:</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$ <em>TBD at Award after negotiation s with Contractor</em></td>
</tr>
<tr>
<td>2001</td>
<td>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>- Award Type: Cost</td>
<td>- Product Service Code: [e.g. R497]</td>
<td>- Accounting Info:</td>
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<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$ <em>TBD at Award after negotiation s with Contractor</em></td>
</tr>
<tr>
<td>3001</td>
<td>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>- Award Type: Cost</td>
<td>- Product Service Code: [e.g. R497]</td>
<td>- Accounting Info:</td>
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<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$ <em>TBD at Award after negotiation s with Contractor</em></td>
</tr>
<tr>
<td>4001</td>
<td>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>- Award Type: Cost</td>
<td>- Product Service Code: [e.g. R497]</td>
<td>- Accounting Info:</td>
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<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$ <em>TBD at Award after negotiation s with Contractor</em></td>
</tr>
</tbody>
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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
The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION