SOLICITATION NUMBER: 72067522R10009
ISSUANCE DATE: June 09, 2022
CLOSING DATE/TIME: July 08, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) PROCUREMENT ASSISTANT

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 Acquisitions and Assistance
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72067522R10009

2. ISSUANCE DATE: June 09, 2022

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

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

5. POSITION TITLE: Procurement Assistant

6. MARKET VALUE: 217,113,080 - 325,669,606 GNF (per annum) equivalent to FSN-09 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”) 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

1. General Statement of Purpose of the Contract
   The incumbent serves as Procurement Assistant in the Executive Office at USAID/Guinea and Sierra Leone Mission. S/he performs a broad spectrum of procurement-related responsibilities supporting the Mission operations and development goals. The Procurement Assistant manages the entire procurement process, from defining the need through fulfillment and close-out through the various procurement channels available under the Simplified Acquisition Procedures Rules and the Commercial Act. Tools may include but are not limited to purchase orders, blanket purchase agreements, USG purchase card, and procurements not covered under ICASS. The procurement level
is limited to the Simplified Acquisition warrant level of the EXO(s), currently set at $250,000.

The Procurement Assistant oversees and performs the design, negotiation, procurement, post-award administration, monitoring, and closeout of contracts. S/he procures (directly via GLAAS) or arranges the procurement (via ILMS) for a nonexpendable and expendable property. The incumbent is responsible for working with all sections and compiling the Mission’s yearly Operating Expense procurement plan. The incumbent serves as one of the resident experts for the Global Acquisition and Assistance System (GLAAS), directs staff using this system on the proper usage, and monitors pending entries to ensure timely procurements.

2. **Statement of Duties to be Performed**

   **A. PROCUREMENT PLANNING AND MANAGEMENT – 85%**

   In coordination with the IT Office, the Supervisory Executive Specialist, Executive Officer and relevant USAID Offices, the incumbent compiles the Mission’s yearly operating and program expenses procurement plan, works with the Executive Office Management team and the Financial Management Office staff to determine funds availability, document justifications, collect quotes, and prioritize requests. The incumbent obtains approvals for the procurement plan and manages it in its entirety ensuring all purchases are made within the designated fiscal year per the Agency and applicable regulations.

   The incumbent is a Government Purchase Card holder. When in the best interest of the USG, the incumbent makes micro-purchases using Mission’s purchase card (currently $3,500) in compliance with all applicable Federal and USAID agency prohibitions, controls, limitations, and approval requirements. This may include course registration for USAID/Guinea and Sierra Leone staff members.

   The incumbent follows prescribed procedures in the handling of procurements including contacting vendors for quotes, negotiating quotes, preparing memorandum of negotiation, preparing and populating contract files, and sending copies of purchase orders to vendors and relevant staff, and acting as quality control for purchased goods and services.

   The incumbent initiates Buyer/Requestor procurement actions in the Global Acquisition and Assistance System (GLAAS). S/he prepares and reviews Requisitions and routes to the relevant Program Manager for review/approval. S/he prepares subsequent awards and routes to the Contracting Officer (usually the Mission S/EXO) for release. The Incumbent will maintain a tracking system of all procurement documents, from purchase requests to receipt of procured goods or services by the requestor in GLAAS.

   The incumbent coordinates with Embassy/GSO/Shipping for the issuance of customs exemption requests for goods to allow for smooth and prompt customs clearances process for all incoming shipments. S/he traces and follows-up with suppliers regarding shipping
details until confirmation of Actual Date of Arrival. S/he coordinates with GSO/Shipping agents on customs clearances and deliveries to the GSO/Warehouse ensuring issuance and proper filing of Receiving and Inspection Reports. The incumbent coordinates with the Embassy/Shipping the filing of insurance claims against the shipping liner for any pilferage, lost or damaged goods during shipment, and takes all necessary actions until satisfaction.

The incumbent assists the Financial Management Office in the 1311 review exercise by ensuring that vendors submit invoices in a timely manner after service is rendered or ordered supplies are received.

In coordination with the IT staff and office administrative assistants, the incumbent is responsible to ensure timely renewal of annual services contracts/purchase orders.

S/he ensures compliance with FAR, ADS, AIDAR, and USAID policies and notices, and with other contracting laws, policies, and procedures in the procurement of supplies and services.

**B. DATABASE MANAGEMENT 15\%**

The incumbent is responsible for the proper filing of all procurement documents and related correspondence into the Agency Secure Image and Storage Tracking System (ASIST) in accordance with the established Agency filing procurement procedures. Incumbent ensures that new vendors are registered in SAM.GOV before they are awarded a Purchase Order/Contract.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. **Supervisory Relationship**

General supervision received from the Supervisory Executive Specialist, but incumbent must be able to work independently with minimal supervision within the established policy guidelines and regulations.

4. **Supervisory Controls**

Supervision is not anticipated

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**
a. **Education:** Minimum of college/university studies in Procurement, Business Administration, Accounting, Finance, or Public Administration is required.

b. **Prior Work Experience:** Position requires the incumbent to possess at least three years of progressive experience in general and administrative areas, procurement and small purchase acquisition with a governmental institution, international/non-governmental organizations, or diplomatic missions. This should include experience in development of budget plans and application of contracting practices. Some experience purchasing services and goods in a professional setting (office) using established procurement methods and maintaining records of all purchases 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](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. As part of the selection process, 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; 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 - 20 points:**

   Fluency in English and French language ability is required. The Assistant is required to possess a high degree of proficiency in both written and spoken English and French. This will be evaluated based on the written sample as well as during the interview process.

   **FACTOR #2 – Job Knowledge - 20 points:**
In 250-500 words, describe your general knowledge of procurement planning and management. Please also share how familiar you are with data management and how often you had to use them.

**FACTOR #3 – Skills & Abilities - 20 points:**
In 250 - 500 words, demonstrate how you possess any or all of the following skills and abilities with examples - ability to work independently with minimal supervision; manage competing and overlapping tasks; analytical ability and attention to details, and organization.

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

**FACTOR #4: WRITTEN TEST AND INTERVIEW PERFORMANCE** (Written test: 20 points; Oral Interview: 20 points): **total 40 points**

**Total possible points: 100 points**

**IV. SUBMITTING AN OFFER**

1. Eligible 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](https://www.usaid.gov/forms/aid-309-2). The form must be signed and in English. 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**.

3. To ensure consideration of offers for the intended position, offeror submissions must clearly reference the Solicitation number on all submitted documents.

   **SOLICITATION #72067522R10009 – Procurement Assistant** and submit only ONCE via email to: conakrypscjobs@usaid.gov

4. Submit a cover letter in English

5. Submit Written Factor #2 & #3 listed in section III above.

6. Submit a current resume/CV in English

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

Application letters and Form a309-2 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**.
The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. 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.

VI. 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

VII. TAXES

N/A

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

USAID regulations and policies governing CCNPSC and TCNPSC 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:

<table>
<thead>
<tr>
<th>LINE ITEMS</th>
<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>
</table>

Pricing by line item is to be determined upon contract award as described below:
<table>
<thead>
<tr>
<th>Option Period</th>
<th>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</th>
<th>Award Type</th>
<th>Product Service Code</th>
<th>Accounting Info</th>
<th>LOT</th>
<th>$ <em>TBD</em>_</th>
<th>$ _TBD at Award after negotiations with Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>Cost</td>
<td>[e.g., R497]</td>
<td>[insert one or more citation(s) from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
</tr>
<tr>
<td>1001</td>
<td>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>Cost</td>
<td>[e.g., R497]</td>
<td>[insert from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
</tr>
<tr>
<td>2001</td>
<td>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>Cost</td>
<td>[e.g., R497]</td>
<td>[insert from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
</tr>
<tr>
<td>3001</td>
<td>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>Cost</td>
<td>[e.g., R497]</td>
<td>[insert from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
</tr>
<tr>
<td>4001</td>
<td>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>Cost</td>
<td>[e.g., R497]</td>
<td>[insert from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
</tr>
</tbody>
</table>


5. 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).

6. 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 page for additional information: https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman.

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