



USAID | JORDAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72027821R10001
ISSUANCE DATE: October 01, 2020
CLOSING DATE/TIME: October 15, 2020
11:59 p.m. Amman local time

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

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID\Jordan to award a Personal Services Contract (PSC) nor does it commit USAID\Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Jennifer Scott
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027821R10001
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** October 01, 2020
- 4. CLOSING DATE/TIME:** October 15, 2020, 2020 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Acquisition and Assistance Specialist – Career Ladder
Acquisition and Assistance Office
- 6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its Duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years.
- 7. MARKET VALUE**

The full performance level of this position is equivalent to **FSN-11**, which is between **JOD 29,426 – JOD 48,549 per year**. However, USAID will make an award to a CCN at the entry level of this position with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to **FSN-09**, which is between **JOD17,452 – JOD28,801 per year** and the intermediate level of this position is equivalent to **FSN-10**, which is between **JOD22,970 – 37,894 per year**.

In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access / Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES

USAID/Jordan has an immediate vacancy for an Acquisition and Assistance Specialist “Ladder” in the Acquisition and Assistance Office (AAO). The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID will select more than one candidate under this solicitation.

This position is established as Acquisition & Assistance Specialist “Ladder” position, which includes positions at the: FSN-09 entry, FSN-10 intermediate, and the full performance level of FSN-11.

At the entry level, the CCNPSC at the FSN-09 will perform the following general duties:

Basic Function

The Acquisition and Assistance Specialist (Entry Level/EL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer, by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract “ladder” awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

Major Duties and Responsibilities

The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

Post-Award Duties: The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required avoiding contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

Award Closeout: The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

The major duties and responsibilities for the intermediate level FSN-10 and the full performance level FSN-11, can be found at the end of the solicitation document.

Supervisory Relationship

Under the General Supervision of the Supervisory Contracting Officer, the incumbent will receive direct supervision from the contracting officer and/or his/her designee.

Supervisory Controls

The supervision of other staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass medical and security clearances. This process takes, on average, up to nine months. The selected applicant must be able to begin working within a reasonable period (60 days).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

At the Entry Level (FSN-09)

Education: Possession of a bachelor's degree is required. Note: Additional education will NOT be substituted for Experience. **Supporting documentation (i.e. a copy of the bachelor's degree) must be included in the application for eligibility purposes).**

Prior Work Experience: A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.

Post Entry Training: There are no specific pre-entry training requirements for this entry-level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I. At a minimum, the ILTP must include all of the online courses required for FAC-C level I certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected

that FAC-C Level I certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP.

Language Proficiency: Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last six months; otherwise, the candidate will be tested again

Job Knowledge: Knowledge of public and/or private sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.

Skills and Abilities: The ability to plan and administer simple A&A activities, and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the region, is required. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

At the Intermediate Performance Level (FSN-10)

Education: Possession of a bachelor's degree is required. Note: Additional education will NOT be substituted for Experience. **Supporting documentation (i.e. a copy of the bachelor's degree) must be included in the application for eligibility purposes).**

Prior Work Experience: A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.

Post Entry Training: Successful completion of all online courses required for Federal Acquisition Certification in Contracting (FAC-C) Level I, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level I certification is not required to

achieve the FSN -10 level, only that the required training has been completed in accordance with the ILTP. The Specialist will be provided additional formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I.

Language Proficiency: Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last six months; otherwise, the candidate will be tested again

Job Knowledge: Knowledge of public and/or private sector business processes is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods is required.

Skills and Abilities: The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities, is required. The ability to manage the competition phase of new agreements and contracts of moderate complexity, and to perform cost or price analysis in both a competitive and non-competitive environment, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

At the Full performance Level (FSN-11)

Education: Possession of a bachelor's degree is required. Note: Additional education will NOT be substituted for Experience. **Supporting documentation (i.e. a copy of the bachelor's degree) must be included in the application for eligibility purposes).**

Prior Work Experience: A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program

management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.

Post Entry Training: Post Entry Training: In order to qualify at the FSN-11 level, the Specialist must be certified at the Federal Acquisition Certification in Contracting (FAC-C) Level - 1, and have additionally completed USAID Essential Elements in Assistance and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level II & III courses may be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist may be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds

Language Proficiency: Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last six months; otherwise, the candidate will be tested again

Job Knowledge Job Knowledge: Knowledge of public and/or private sector business processes is required. Professional level knowledge of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A professional level of knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods is required.

Skills and Abilities: The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs, is required. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants 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 applicants 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 applications 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 applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID Jordan will consider all applicants at the entry level on an equal basis for their demonstrated potential to move to the intermediate level consequently rise to the full performance level. Applicants who do not meet the minimum requirements for the entry level FSN-09 will not be contacted. Applicants who meet the minimum requirements at the entry level FSN-09 will be further evaluated based on the evaluation criteria mentioned below:

- a. Language Proficiency: 10 %
- b. Prior work experience: 30 %
- c. Skills and abilities: 60 %

Top-ranked applicants will be given an English test (TOEIC). Applicants with passing marks may be given a written skills technical test, which will be on any of the evaluation criteria mentioned above (testing will be conducted in Amman, Jordan). Top-ranked applicants from the written skills test will be invited for an interview. USAID\Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID\Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approves a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

1. Applicants are required to submit the following as a complete application package:

- a. Current curriculum vitae that includes the National Jordanian ID number. *
- b. Filled and signed Universal Application for Employment (DS-0174).
Application form can be found at: <https://jo.usembassy.gov/wp-content/uploads/sites/34/ds174.pdf>
- c. Copies of educational certification for eligibility purposes. *

**Failure to submit copies of certification and comprehensive curriculum vitae will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.*

2. Complete application packages must be received by the closing date and time specified in **Section I, item 4**, and submitted to the Point of Contact in **Section I, item 10**.

3. To ensure consideration of application for the intended position, applicants must prominently reference the Solicitation number in the email submission.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

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

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

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:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>
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>

ATTACHMENT ONE - Intermediate Level FSN-10
Major Duties and Responsibilities

Basic Function:

The Acquisition and Assistance Specialist (Intermediate Level/IL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract "ladder" awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

Major Duties and Responsibilities

The Specialist (Intermediate Level/IL) is responsible for providing acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide assistance with acquisition and assistance processes to designated Technical Offices, and/or DO Teams, and to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide more advanced experience with the intent that the Specialist will be responsible for all phases of the A&A process for complex actions in the future. The Specialist performs complete A&A transactions for activities involving moderate complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

The Specialist (IL) must understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and apply these requirements to make recommendations to the supervisor or higher level Specialist/Officer regarding the appropriate instrument type for the situation at hand. The Specialist is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist should have an operating knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

The Specialist (IL) performs his/her assignments semi-independently, seeking the guidance of higher-level

Specialists/Officers for more complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning, and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. With limited assistance, the Specialist conducts pre-award activities for moderately complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions.

The Specialist advises on the adequacy of evaluation criteria and the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by higher-level Specialists/Officers. The Specialist, with assistance as necessary from higher-level Specialists/Officers, ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist assists in the development of pre-negotiation cost objectives in conjunction with the CO/AO or higher level Specialist; recommends the competitive range; negotiates with potential awardees with guidance from higher-level Specialists/Officers; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist works with higher-level Specialists/Officers on pre-award assessment surveys of potential contractors or recipients in order to ensure eligibility prior to an award being made. The Specialist, with limited assistance, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, with assistance as needed from higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist researches and makes recommendations to resolve issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

Award Closeout: The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

ATTACHMENT ONE – Full Performance Level FSN-11

Major Duties and Responsibilities

Basic Function

The Acquisition and Assistance Specialist (Full Performance Level/FPL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts requests for proposal or quotations; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes budgets; recommends special contract requirements; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist maintains up-to-date contract files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeouts. The Specialist provides guidance to supported Teams related to award modifications.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract “ladder” awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

Major Duties and Responsibilities

The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission’s needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the

Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with potential partners to fully explain the Agency's needs, and discusses solicitation documents. The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer/Regional Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and, prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented. The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that are consistent with implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the CO/AO for signature.

Award Closeout: The Specialist reviews completed (after physical completion) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.