



USAID | ASIA

FROM THE AMERICAN PEOPLE

RFP No. SOL-486-16-000002
ISSUANCE DATE: October 9, 2015
CLOSING DATE: November 5, 2015
16.00hrs Bangkok Time

SUBJECT: Solicitation for a Resident-Hire U.S. Citizen Personal Services Contractor (USPSC) for Asia Regional Training Center (ARTC) Coordinator, USAID/RDMA, Thailand

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking an application (Optional Form 612 and resume) from U.S. citizens interested in providing the PSC services described in the attachments.

Submissions shall be in accordance with the instructions to applicants provided in the attachment and delivered to the undersigned in Bangkok, Thailand at the place and by the time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short listed candidates will be contacted.

Email submissions shall be sent to Ms. Suthicha Chussananalin, Acquisition Specialist, at the e-mail address schussananalin@usaid.gov and copy Mr. Paul Martin, Contracting Officer at pmartin@usaid.gov. To ensure delivery by the due date, it is recommended that the application be sent in as email attachments. Late applications will not be considered. The award of a contract hereunder is subject to the availability of funds.

Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature or incomplete applications will not be considered for the position.

Permanent residence status and/or requisite visas and stay permits for Thailand is required.

This solicitation does not represent a commitment on behalf of USAID. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation. USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Sincerely,

Paul Martin
Regional Contracting Officer
USAID/RDMA, Bangkok, Thailand

Mailing Address:
USAID Box 47
APO AP 96546, USA

Or

USAID/RDMA
Regional Office of Procurement (ROP)
25th Floor, Athenee Tower, 63
Wireless Road, Bangkok 10330, Thailand

Attachment 1: SOLICITATION NO. SOL-486-16-000002 FOR RESIDENT-HIRE PERSONAL SERVICES CONTRACTOR (PSC), ASIA REGIONAL TRAINING CENTER (ARTC) COORDINATOR, USAID/RDMA, BANGKOK, THAILAND

1. **SOLICITATION NUMBER:** RFP no. SOL-486-16-000002
2. **ISSUANCE DATE:** October 9, 2015
3. **CLOSING DATE/TIME:** November 5, 2015, at 4.00 pm Bangkok Time
4. **POSITION TITLE:** Resident Hire USPSC Asia Regional Training Center (ARTC) Coordinator
5. **NUMBER OF POSITION(S):** One position may be filled.
6. **MARKET VALUE OF POSITION (Base Pay):** GS-13 equivalent (\$73,115 - \$95,048)
The position has been classified at the GS 13 level. Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.
7. **PERIOD OF PERFORMANCE:** To start as soon as possible, for a period of one year with the possibility of extensions depending on the need for continuation of such services, availability of funds, and satisfactory performance and the needs of the USAID Mission.
8. **AREA OF CONSIDERATION:** Eligible Family Member (EFM) or Legal Resident of Thailand - US Citizens only
9. **PLACE OF PERFORMANCE:** Bangkok, Thailand
10. **SECURITY ACCESS:** The contractor will require "Secret" security level.
11. **JOB DESCRIPTION:**

A POSITION TITLE:

Resident Hire Asia Regional Training Center (ARTC) Coordinator, USAID/RDMA

B INTRODUCTION AND BACKGROUND:

The U.S. Agency for International Development, Regional Development Mission Asia (USAID/RDMA) has established in conjunction with the Department of State (DOS), the Asia Regional Training Center (ARTC) in Bangkok. The ARTC hosts and supports training courses to meet the training and professional development requirements of USAID and DOS and to reduce the costs to the US Government (USG) by providing courses in the region as an alternative to traveling staff to Washington, DC.

The ARTC is managed and directly supported by USAID/RDMA-Bangkok in collaboration with USAID/OHR/TE (USAID/Washington HR Training Division) and the Asia Bureau. The ARTC Coordinator is employed by USAID, provides daily supervision of its operations, and reports directly to the Assistant Executive Officer and to the Supervisory EXO of USAID/RDMA.

The ARTC is a separate USAID management unit in the Asia Bureau for budget purposes, and it hosts Agency core technical and administrative training courses to support all USAID Missions in the Asia region, thereby reducing the costs associated with training travel to Washington, including airfare, per diem, overall travel time.

The ARTC Coordinator is responsible for all facility operations and activities and is a liaison to USAID/HR and other USAID Bureaus and offices, as necessary, to schedule and support Agency training courses to be presented in Bangkok. All training and conference coordination and scheduling is handled directly by the ARTC Coordinator. The ARTC Coordinator also assures administrative support for the Embassy Regional Employee Development Center (REDC) and the DOS Foreign Service Institute (FSI) representative in ARTC, which

operates separately, in accordance with the MOU between the Embassy Bangkok Management Office and USAID/EXO on ARTC administration.

The ARTC Coordinator bears overall responsibility for the operations and performance of work at the ARTC. S/he directly supervises four full time USAID FSN staff dedicated to its operations and provides input into the performance evaluations of two other FSN staff supporting ARTC, embedded in RDMA/EXO.

C MAJOR ROLES AND RESPONSIBILITIES:

1. Coordination of Training Courses (30%)

- a. USAID: For USAID training, the ARTC Coordinator will manage all planning, scheduling, and logistics for training and conferences that take place in the USAID ARTC training space. The ARTC Coordinator will coordinate with USAID/OHR/TE and other USAID Bureaus/Offices as necessary on the proposed training agenda for the year and schedule appropriate classrooms for the types of courses being presented. The ARTC Coordinator must demonstrate significant initiative to ensure successful coordination with Washington actors to optimize utilization of the facility. The ARTC Coordinator will also liaise extensively with USAID missions in Asia Bureau and other regions, as appropriate, to advertise courses and accommodate students. The ARTC Coordinator will take the lead in determining the optimum schedule for classes. The ARTC Coordinator will coordinate with all RDMA offices to identify training needs and to develop, schedule and support in-house courses as unique training opportunities arise.
- b. DOS, FSI and Other Agencies: The ARTC Coordinator will work with the State Department and the REDC/FSI training representative to coordinate the use of all rooms in the ARTC to maximize occupancy. The ARTC Coordinator will support other agencies in Bangkok as time permits and if space is available, to support utilization of the ARTC to minimize the costs related to their agency's training needs.

2. Logistics Coordination (30%)

- a. Classrooms: The ARTC Coordinator will be responsible for logistics coordination for all courses that will be held in the ARTC in the USAID classrooms. For courses sponsored by agencies other than USAID, the responsibility for support will be based on the needs of the sponsoring agency. It is anticipated that the DOS/FSI will require little support from the ARTC Coordinator, except when space within the USAID portion of the ARTC is scheduled. The ARTC Coordinator will be responsible for scheduling all USAID rooms and, when necessary, the use of Embassy space or use of USAID space by other agencies. The ARTC Coordinator is expected to plan and schedule classrooms to assure space is efficiently and effectively utilized.
- b. Support and Materials: In scheduling training courses, the ARTC Coordinator will be responsible for coordinating with the sponsor of each training course to ensure the management of logistics. The ARTC Coordinator will supervise an ARTC team, which will, among other responsibilities, ensure sufficient space and configuration of rooms for training, delivery of supplies and equipment, installation of software/programs on A/V equipment or IT system servers, sufficient staff in place for registration, coordination with building management to ensure student access to the facility, etc.
- c. Conferences: The ARTC Coordinator will be the main point of contact for the scheduling of all conferences to be hosted in the ARTC, to include regional Mission Director's conferences, technical conferences, financial management conferences, etc. The ARTC Coordinator will liaise with conference sponsors and help identify requirements for technical support, room configuration, list of attendees, food and beverage requirements, and janitorial services. The ARTC Coordinator will prepare budgets with cost estimates for various levels of support to meet requirements.
- d. Exterior Training Space: When scheduling conflicts arise that require alternative space outside the ARTC, the Coordinator will be responsible for locating and evaluating exterior training/conference facilities for very large groups or overflow capacity. The ARTC Coordinator will work with the procurement staff in obtaining quotes and issuing purchase orders.

- e. Participant Registration and Attendance Lists: The ARTC Coordinator will work with OHR/TE and USAID/RDMA to inform participants of LMS registration requirements and to obtain approved lists of attendees, ensuring appropriate clearances have been obtained, and issuing certificates of completion as appropriate. The ARTC Coordinator will request lists of approved non-USAID attendees for classes and conferences from the sponsoring Agency or bureau in order to coordinate access to the ARTC with the building management.

3. Support to Instructors and Students (10%)

- a. Instructors: The ARTC Coordinator will ensure USG and/or private-sector contract instructors are provided briefing information on the training facility and support services in a timely manner, allowing sufficient lead time for instructors to, for example, obtain Thai visas, make hotel reservations, obtain Country Clearances, mail or pouch training materials to Bangkok, provide information and funding to support any local procurement of supplies or catering services, etc. The ARTC Coordinator will be responsible for determining support required by instructors and for negotiating timing and delivery of support by RDMA and ARTC staff. For instructors of courses from agencies other than USAID, the ARTC Coordinator will liaise with the point of contact for the sponsoring Agency to determine the level of support required. The ARTC Coordinator will insure that each instructor is provided with, or advised of, the following:
 - i. Travel and Facility Information
 - ii. Security Briefing
 - iii. Emergency contacts
 - iv. Access to Airline Ticket support/reconfirmation/Travel Agent
 - v. TDY accounts established for long-term instructors needing AIDNet access
 - vi. Instructional materials and local printing or shipment thereof
 - vii. Daily attendance records and submission to appropriate offices
- b. Student Support: The ARTC Coordinator will ensure students/participants are provided logistics information in a timely manner, allowing sufficient lead time to, for example, obtain Thai visas, make hotel reservations, obtain Country Clearances, etc. For students of classes from agencies other than USAID, the ARTC Coordinator will liaise with the point of contact for the sponsoring agency to determine the level of support required. The ARTC Coordinator will insure that each student is provided with or advised of the following:
 - i. Travel and Facility Information
 - ii. Security Briefing
 - iii. Emergency contacts
 - iv. Access to information on Airline Ticket support/reconfirmation/Travel Agent
 - v. Access to internet and AIDNet
- c. Accommodations: The ARTC Coordinator will be responsible for ensuring lodging information is provided to instructors and students/participants. The ARTC Coordinator, in conjunction with the RDMA/PROC office will identify the most economical room rates for students and instructors in hotels within a reasonable distance of the ARTC, project usage rates for rooms, and attempt to negotiate discounted rates based on guaranteed usage. When required and as appropriate, the ARTC Team will coordinate reservations, provide arrival/survival information for hotels to give to students/instructors upon check-in and provide information of procedures for check-out and going to the airport.

4. Facility Operations (10%)

- a. Physical Operations: The ARTC Coordinator will be responsible for the physical maintenance and upkeep of the ARTC, which includes but is not limited to coordinating and overseeing cleaning, routine maintenance, and repairs (obtained through RDMA/PPM). The Coordinator is also responsible for the overall management and use of the facility by clients in coordination with RDMA/EXO. The ARTC Coordinator will be responsible for arranging for weekend/after-hours air conditioning and any staffing needs for events outside normal business hours, obtaining cost estimates for such additional use, and coordinating with the sponsoring agency for payment.

- b. Catering Vendor: The ARTC Coordinator will administer contract(s) for food/drinks/breaks catering vendors. The ARTC Coordinator oversees the quantity and quality of the food and drinks provided by the vendor to ensure quality and a good faith effort in arranging for food that meets religious and dietary restrictions. The Coordinator coordinates with RDMA/EXO to manage the contract with the catering vendor, ensuring food service operations are in compliance with agreements and that non-USAID organizations/agencies are appraised of prices, availability, etc.
- c. Student Lunches: When the entity sponsoring a training course includes a lunch or other special event for students, the ARTC coordinator will provide support in consultation with RDMA/EXO.

5. Administrative Responsibilities (10%)

- a. Supervision: The ARTC Coordinator will directly supervise USAID employees assigned to ARTC, to include the FSN Training Program Assistant, Secretary, Receptionist and Supply Clerk. The FSN Training Program Assistant is responsible for coordinating all registration and details of training events with OHR/TE, USAID/W Bureaus, and USAID University. This Training Program Assistant will support the ARTC Coordinator when the Coordinator is on leave, providing day-to-day support for general operational requirements and accommodating special requests as needed. The FSN Secretary and the FSN Receptionist will provide additional administrative support including Country Clearances, visa assistance, tracking arrivals and departures, providing information on Bangkok, course material reproduction, etc. The FSN Supply Clerk will assist with inventory and property management, as well as provide assistance in classroom setup. As the supervisor of record, the ARTC Coordinator is responsible for preparing all employee evaluations, monitoring work, providing mentoring to ARTC staff, developing training plans, and updating and maintaining position descriptions that reflect work requirements.
- b. Facility Management: The ARTC Coordinator will work with and obtain services from the RDMA Executive Office staff. Although physically residing in RDMA office space, an FSN Procurement Specialist, and IT Specialist will be dedicated to ARTC support. These employees will be supervised by and receive technical direction and support from the USAID/RDMA managers in each technical area. The ARTC Coordinator will also receive assistance on training from RDMA/HR on an as needed basis. There will be a dedicated cleaning staff provided under an umbrella contract that is administered by the Embassy GSO, but which will report to the cleaning contract supervisor on the 24th floor at RDMA. All maintenance and repair of the ARTC will be coordinated through the RDMA/EXO/PPM office.
- c. Budgeting: The ARTC Coordinator will work with the RDMA Executive Office and the Office of Financial Management (OFM) to prepare annual operational budgets for the ARTC. This will include but not be limited to staffing, training courses, supplies and instructional materials, equipment maintenance and repair, replacement or addition of equipment, and the catering contract.
- d. Procurement: The ARTC Coordinator will plan all procurements in conjunction with the RDMA/EXO, taking into consideration life-cycle replacement of equipment and purchasing innovative equipment to facilitate training. The ARTC Coordinator will also develop scopes of work for services required, i.e. training delivery, local reproduction of training materials, CDs, etc. The ARTC Coordinator will comply with RDMA/EXO procedures and policies for all procurement related matters.

6. Learning Management & Development (10%)

- a. Capacity Building: The ARTC Coordinator, in connection with RDMA/EXO, will support capacity building within RDMA to enhance the skills of USAID staff and strengthen capacity to design and deliver training courses and workshops. In part, such support shall be provided through identifying and coordinating appropriate training (such as courses related to presentations skills or training design) as well as providing guidance and a forum for practicing training delivery.
- b. Resources: The ARTC Coordinator will identify and manage resources to aid in the design and delivery of training, including but not limited to temporary staff support on an as-needed basis, books, activities, online toolkits, etc. As necessary, these resources can be requested, developed, managed and allocated under the ARTC Coordinator's guidance. The Coordinator shall research, identify and propose the allocation of such external resources.

- c. Support: The ARTC Coordinator will provide support to the design of training courses, specialized training and technical workshops. Such support may be provided directly by ARTC staff or by the procurement of temporary, specialized staff support through contracts or other appropriate support mechanisms; such support may consist of coordination with other USAID personnel, missions, and AID/Washington offices with the required specialized subject matter expertise and/or skills necessary to conduct or facilitate the required training.

D REPORTING REQUIREMENTS/SUPERVISION:

Incumbent will report to the Assistant Executive Officer and to the Supervisory Executive Officer in the absence of the A/EXO. Supervision is exercised in a broad and general manner. The incumbent is expected to take initiative in planning and carrying out work assignments.

In collaboration with the incumbent, the supervisor will establish annual work objectives and review work outputs and accomplishments to ensure compliance with Agency policies. The incumbent is expected to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated and self-directed.

E SUPERVISORY CONTROLS:

The ARTC Coordinator will directly supervise USAID employees assigned to ARTC, to include the FSN Training Program Assistant, Secretary, Receptionist and Supply Clerk.

F PHYSICAL DEMANDS:

The successful candidate will be required to pass a medical certification exam, paid for by the U.S. Government. USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

G AVAILABLE GUIDELINES:

Apart from various guidelines on training found in the FAM and ADS, the Coordinator must have the initiative, common sense, outstanding judgment, organizational skills, and attention to detail to develop day-to-day work flows and guidelines to manage the ARTC, which is the first regional training center overseas for USAID as well as establishing a partnership with Department of State staff. Work is reviewed regularly for the adequacy of results, but review of methods and procedures employed is usually not detailed and is left to the prerogative of the ARTC Coordinator. The Assistant EXO will set objectives and general guidelines while the Coordinator is responsible for planning and implementing policies to ensure the training center is optimally used.

H EXERCISE OF JUDGMENT:

The ARTC Coordinator is required to exercise independent judgment and ingenuity in interpreting and developing policy and guidelines and in devising innovative approaches to resolving technical, administrative, managerial problems. Excellent judgment must be exercised in setting priorities. Discretion and patience is expected from the ARTC Coordinator in dealing with USAID/RDMA personnel, Embassy HR/REDC and Department of State FSI personnel, and representatives from other U.S. Government Agencies.

I AUTHORITY TO MAKE COMMITMENTS:

The incumbent has no independent authority to make any resource commitments or commit U.S. Government Mission funds on behalf of the U.S. Government.

J POST ENTRY TRAINING:

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's

established policies, procedures and regulations. Organized/formal training (both internal & external) may be provided if it is determined to be in direct support of USAID/RDMA activities.

K LANGUAGE PROFICIENCY:

Strong written and oral proficiency in English is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with: 1) all categories of mission employees, 2) USAID Washington Bureaus and the equivalent offices in the State Department; and 3) the general public. The incumbent is required to be able to prepare briefing documents (when required), including participation in the drafting of annual technical, programmatic, and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring little or no editorial changes.

L OTHER REQUIREMENTS:

The incumbent must be:

- A U.S. Citizen;
- Permanent resident and/or have requisite visas and work permits for Thailand;
- Available and willing to work outside the regular 40-hour workweek when required/necessary;
- Willing to travel to work sites and other offices as/when requested; and,
- Able to obtain a security clearance at the level of "Secret" within a reasonable period of time.

M QUALIFICATIONS AND SELECTION CRITERIA:

Evaluation Criteria/Selection Criteria

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. In addition to the forms required below, applicants should provide a cover letter and a current resume/curriculum vitae (CV) addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria:

1. Education and Experience: 35 points

A bachelor's degree in business administration, accounting, education, or related field is required. Alternatively, five years of relevant work experience can be substituted in lieu of the requirement for a bachelor's degree. Experience in managing an organizational unit and supervising staff for a minimum of two years is required. Experience working in a team environment, providing or overseeing training, and educational development is desired.

2. Knowledge: 30 points

General knowledge of training systems and fundamentals of organizational management is required. Familiarity with the MS Outlook Office suite is required. Knowledge of event planning and logistics management is desired.

3. Skills: 35 points

Strong supervisory and management skills are required. Excellent interpersonal and cross-cultural skills are required to assure the establishment and maintenance of relationships with organizational contacts and clients. Strong organizational and prioritization skills are required. Strong skills in setting priorities and tracking logistical information are required, as well as demonstrated excellence in oral and written communication. Training skills are desired.

TOTAL POINTS: 100

N INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit following:

1. Fully completed and hand-signed copy of an Optional Application for Federal Employment Form (AID-302-3) at <http://www.usaid.gov/forms>. Applicants should note that the salary history for the purposes of the AID-302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.
2. A current resume or curriculum vitae (CV);
3. Personal Information: full name, mailing address, email address, day and evening phone numbers, and country of citizenship;
4. A minimum of three and a maximum of five references, including two references which must be from direct supervisors who can provide information regarding the applicant's knowledge.
5. Information on current or prior U.S. Government security or employment authorization clearance and current or prior U.S. Government/employment medical clearances.
6. Copies of required work and/or residency permits.

NOTE: Submission of a resume alone **IS NOT** a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation. Late applications will not be considered. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the cover letter.

O Selection Process:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. 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 check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

P ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

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

1. BENEFITS:

- Base Salary
- Employer's FICA and Medicare Contribution*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave

** Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

2. **FEDERAL TAXES:** USPSCs are not exempt from payment of Federal income taxes.

3. **SECURITY AND MEDICAL CLEARANCE:**

A Secret Clearance is required. Medical clearance is required.

4. **CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

http://transition.usaid.gov/business/business_opportunities/cib/

Additionally, AIDAR Appendix D can be found at: <http://transition.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

(End of Solicitation)