



REQUEST FOR PROPOSAL (RFP)

A. RFP no. and Date:	003/2016 – January 26, 2016
B. Subject:	Personal Services Contract Review
C. Issuing Office/Section:	USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of proposals:	February 5, 2016 – (5pm, Bangkok Time)
E. Type of Award:	Fixed Price – Purchase Order
F. Basis for Award:	Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit technical and cost proposal of the services specified below. This is to support the operation of USAID Regional Development Mission Asia in Bangkok Thailand.

Questions regarding this Request for Proposal (RFP) and proposal submission must be via email only to spoomtong@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal.

Scope of Work: Personal Services Contract Review

1. Introduction:

The Regional Development Mission in Asia (RDMA) implements regional programs across 24 Asian countries and implements direct assistance in the non-presence countries of Thailand, Laos, and China, including Tibet. The Executive Office manages the delivery of critical administrative support to this large and complex regional Mission (207 staff) and to client bilateral missions (Vietnam, Burma), non-presence countries with limited staff (Laos, China), and the Asia Regional Training Center (ARTC). The Office also supports an Office of Transition Initiatives and a large Office of Foreign Disaster Assistance. Significant administrative support is provided on an ad hoc basis to other USAID missions throughout Asia.

RDMA hires a large number of local Thai and other non-American citizens (referred to as Foreign Service Nationals, or FSNs) using personal services contracts (PSC) to carry out these priorities of the Regional Office and client missions/countries. The current number of FSNs exceeds 100.

2. Purpose:

RDMA seeks an individual to conduct a review of FSN PSCs. The selected contractor will have a combination of knowledge in the procurement policy, personnel policy, fiscal policy, and Federal and Agency rules, regulations, and processes which combine to create the contracting process to hire FSNs. The Contractor will be required to review all current FSN PSC paper files in RDMA to ensure the related policies, procedures and regulations have been followed and that the contract files have been appropriately documented and are complete. These types of contracts are highly specialized and involve complex combinations of procurement, personnel, fiscal, and other Federal policies and procedures. The Contractor will perform this review in Bangkok with close interaction with the Regional Supervisory Executive Officer (EXO) and Human Resources office staff for successful performance. An oral briefing and written report with findings and recommendations will be provided to the EXO and designated Mission staff within the timeframe of this contract.

3. Scope of Work:

FSN PSCs Review:

- Develops a plan for conducting the review; outlines objectives.
- Conducts in-depth compliance review and evaluation of FSN contract actions (active)
 - Reviews the contract terms and conditions to ensure proper performance description.
 - Ensures compliance with applicable Federal and Agency guidance applicable to FSNs hiring processes.
 - Ensures contract files are complete and properly formatted
- Evaluates the adequacy of the administrative processes.
- Identifies significant areas of concern in the file structure, maintenance, and composition and reports immediately to the EXO any information which may be in violation of guidance.
- Provides advice to resolve special and ad hoc contract problems.

- Recommends various actions/solutions/notices when the contractor file is not in compliance.
- Helps prepare required documentation to correct file review findings/concerns/recommendations.
- Ensure findings are closed.
- Serves as a resources person during the period of performance to RDMA staff; provides training to staff, specifically on areas of concern.

4. Deliverables:

1. Evaluation Report of all FSNPSC files and documentation in RDMA
2. Findings and recommendations
3. Supporting documentation to close findings
4. Training to RDMA staff on matters related to FSN PSCs
5. Out-brief with EXO and EXO staff

5. Selection Criteria (Required minimum qualifications):

In order to be considered, contractor must meet the Minimum Qualifications listed below.

Education - Masters Degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Prior Work Experience - Fifteen or more years of progressively responsible professional Acquisition and Assistance (A&A) experience with the U.S. government in policy writing and analysis in complex pre-award, award, and post-award responsibilities.

Language Proficiency - Level IV (fluent) English skills are required. Demonstrated fluency in both written and spoken English is required.

Job Knowledge -

- A thorough knowledge of Federal regulations, policies, and procedures, as well as an excellent understanding of the Agency's policies and procedures regarding personal services contracts.
- Excellent knowledge of how personal services contracts operate and are structured, including the interrelationships between contracting, personnel, accounting systems, local labor laws and local markets.
- Excellent knowledge of and total acceptance and commitment to the required standards of ethics and integrity is mandatory

Skills and Abilities -

- Must have demonstrated knowledge of the FAR.
- Must have demonstrated knowledge of personal services contract types
- Must have analytical skills to review a statement of work for contractibility, consistency, readability and completeness.
- Must have the ability to review personal services contract files and develop findings and recommendations.
- Must have the sufficient verbal skills to present information to Mission staff and other Mission (non-procurement) personnel.

- Must have excellent organizational/time management skills to perform work on multiple ongoing actions, enabling all to move forward to completion.
- Must have demonstrated the ability to train/transfer knowledge regarding USG contracting rules, regulations, procedures, proposal evaluation, contract creation, and monitoring.

Available Guidelines: Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), USAID Automated Directives System (ADS), USAID Acquisition and Assistance Policy Directives (AAPDs/CIBs), USAID Procurement Executive Bulletins (PEBs), U.S. Code of Federal Regulations (CFR), Office of Management and Budget (OMB) Circulars, Federal Travel Regulations (FTR), U.S. Department of State Standardized Regulations (DSSR), USAID/Mission Orders and Mission Notices, and other applicable Federal and Agency rules, regulations, policies, procedures, and statutes as they relate to personal services contracts.

Past Performance/Professional Reference Checks: Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

Other Relevant Information: The contractor selected must be able to obtain employment authorization for access to the RDMA facility within a reasonable period of time (USAID will provide details). A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

6. **Submission Requirements (maximum 4 pages):** The offeror shall include:
 - Resume illustrating how the offeror meets the minimum qualifications
 - Brief outline of the approach to completing the SOW
 - At least three references with current contact information, preferably an email address, who are familiar with the offerors work as it relates to the SOW
7. **Cost Proposal Submission Requirements (no page limit):** Price quotation shall include:
 - The daily rate of the offeror (it is expected that one person will be sufficient to complete this SOW); the level of effort in days (8 hours equivalent); RDMA would like for work to be completed in the May – June 2016 timeframe. When proposing the daily rate, please consider that lodging will be provided and per diem will not be provided.
 - Transportation to Bangkok, Thailand
 - Other miscellaneous costs; please provide details for miscellaneous costs.

The evaluation of the offeror's price proposal shall deal with whether the price is fair and reasonable.

The USAID Contracting Officer will determine the "Best Value to the Government" based on prices that are realistic, fair and reasonable in relation with the Independent Government Cost Estimate. The Contracting Officer may enter into negotiations with the offeror to discuss areas where the proposal could be improved and costs reduced.

Upon successful negotiations with the offeror, a fixed-price Purchase Order will be used to procure the services, and payments will be made as follows – 1/3 after review of 1/3 of the contracts; 1/3 after review of 2/3 of the contracts; and 1/3 upon completion of contract review, supporting documentation, and out-brief. Payments will be made within 30 days of receipt of invoice.