



USAID
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: June 20, 2017

CLOSING DATE: July 19, 2017 at 5:00 PM Local Time (Kosovo)

**SUBJECT: SOLICITATION NUMBER SOL-167-17-000010-01
PERSONAL SERVICES CONTRACTOR
ACQUISITION AND ASSISTANCE SPECIALIST
(A&A SPECIALIST)/COST AND PRICE ANALYST
PRISTINA, KOSOVO**

**NOTE: THIS IS A RESIDENT HIRE POSITION OFFERED UNDER A
USAID PERSONAL SERVICES CONTRACT (PSC).**

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications for Acquisition and Assistance Specialist (A&A Specialist)/Cost and Price Analyst. This position is open to individuals who meet all of the following criteria of a Resident Hire:

Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as:

- a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement,
- or for reasons other than for employment with a U.S. government agency,
- or under any U.S. government-financed contract or agreement.

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States. U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States. Abroad means outside the United States and its territories and possessions.

Submittals shall be in accordance with the attached information at the place and time specified above. Interested Applicants must submit all the materials required by the solicitation, which includes but is not limited to:

1. A cover letter, inclusive of the candidate's experience in the relevant field, which should address how the candidate meets each of the requirements. The cover letter should not to exceed three (3) pages;
2. A current resume/curriculum vitae (CV) and three (3) to five (5) references, who are not family members or relatives, with telephone and email contact information. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. The Applicant's references must be able to provide substantive information about his/her past performance

and abilities. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Applicant's past performance and may consider such information in its evaluation; and

3. A completed and hand-signed federal form AID 302-3. **Applicants are required to sign the cover letter, the resume/CV, and the certification at the end of the AID 302-3. Applications that are received without signatures will not be considered for the position** (forms can be downloaded from: www.usaid.gov/forms/).

To be considered for the position, a candidate must meet all of the eligibility requirements listed under Selection Factors in the solicitation. The complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents must be submitted via internet as an email attachment as follows:

Send complete applications to mkepuska@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) cover letter, (2) resume/CV (with references), and (3) signed AID 302-3.

Any questions in response to this solicitation must be directed to:

Mimoza Këpuska
mkepuska@usaid.gov
HR Specialist

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. 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/Kosovo anticipates awarding one (1) contract as a result of this solicitation, subject to availability of funds.

Sincerely,

Joseph Sidari
Supervisory Executive Officer

SOLICITATION NUMBER: SOL-167-17-000010-01

ISSUANCE DATE: June 20, 2017

CLOSING DATE: July 19, 2017 no later than 5:00 PM local time (Kosovo)

POSITION TITLE: Acquisition and Assistance Specialist (A&A Specialist)/Cost and Price Analyst

MARKET VALUE: Career Ladder 12/13 (Target – Full Performance Level) Starting GS-12 equivalent (\$ 62,722 - \$ 81,541 per annum)

PERIOD OF PERFORMANCE: One year with an option for renewal, subject to the availability of funds and Agency/Mission requirements.

PLACE OF PERFORMANCE: Pristina, Kosovo

AREA OF CONSIDERATION: U.S. Citizens

I. POSITION DESCRIPTION:

The Regional Contracting Office (RCO) plays a pivotal role in the successful execution of USAID's Strategic Goals and Objectives through the planning, solicitation, award and administration of acquisition and assistance (A&A) mechanisms throughout the Balkan region. RCO staff includes two USDH Contracting/Agreement Officers (CO/AO), six Foreign Service Nationals (FSN) in Kosovo, and one FSN each in Albania, Macedonia, and Serbia, all of whom work with the technical teams to develop, award and administer programs via A&A mechanisms.

BASIC FUNCTION OF POSITION: The A&A Specialist is a key assistant to the Contracting/Agreement Officer and a key team leader for specific A&A actions within RCO. The Incumbent is a crucial player for assisting RCO and will be readily able to apply U.S. Government contracting experience (either directly or via private industry experience performing U.S. Government contracts at the prime and/or subcontract level) to a full range of A&A challenges. S/he will do this by applying A&A knowledge, skills and abilities on all A&A actions from cradle to grave while working as independently as possible. S/he may also be assigned as the team lead in performing detailed cost evaluations and establishing negotiation objectives for major A&A solicitations for RCO.

Individual actions will be unique and multifaceted. RCO covers varied and complex programs. Besides being able to apply professional procurement skills through all manners of A&A instruments, the incumbent will be expected to deal with multiple U.S. and host government entities, and cross cultural business dealings.

DUTIES AND RESPONSIBILITIES: The A&A Specialist may serve in a Team Leader position and will be the principal advisor for a broad range of USAID A&A activities, to include high dollar, complex competitive procurement actions, but also assistance (grants and cooperative agreements), modifications, delivery and purchase orders, interagency agreements and supply schedule or other related actions. S/he shall exercise leadership skills in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performed in a positive, team and customer oriented manner. S/he may have a formal decision-making authority in the many aspects of the broad areas of acquisition and assistance.

1. Pre-Award Expertise and Services (45%)

Under the guidance of the RCO Director, performs or directs all actions required to conceptualize, plan, solicit, negotiate and award many kinds of acquisition and assistance actions of varying complexity. Conducts Acquisition and Assistance planning and subsequent pre-award activities fully supportive of USAID's strategic and special objectives and related results expectations and requirements. Leads or serves as principal advisor on all cost evaluations (including full cost, price, and cost realism analyses) for all major A&A actions in RCO.

- a. Can understand performance based A&A principles with a resulting capability to meld Acquisition and Assistance services into specific contributions to appropriate USAID objectives and lower level indicators, outputs and inputs.
- b. Organizes, directs, conducts and/or coordinates pre-bid/pre-proposal conferences for complex procurement actions.
- c. Reviews requests for A&A actions (to include consulting on scope of work or program description documents), and manages the A&A process to ensure compliance with Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR) and associated USAID policies. The incumbent manages the technical and cost/price evaluation process plus subsequent negotiation processes in all actions (competitive or otherwise) to arrive at business management-appropriate instruments, including grants and cooperative agreements, with a specific emphasis on leading the cost/price evaluations for all major RCO A&A actions. This includes completing fully documented files with certifications, negotiation memoranda reflecting complete explanations for Contracting Officer decision rationales, a comprehensive record of commitments and obligations of the parties. Finally, the incumbent manages the award process from beginning to conclusion with fully executed contract or assistance documents.
- d. Develops long-range plans for new or complex programs. Responsible for procurement planning activities in assigned organizations, which may include reviewing and clearing project papers and representing RCO at program planning meetings. Anticipates problems and provides advice to project personnel on effective implementation and time frames required. Serves on project review committee.
- e. Serves as advisor to program officials in project planning meetings. Advises program officials of the procurement instruments to be used and assists in the preparation of

statements of work. Provides guidance and training to new project/technical staff on USAID regulations and FAR requirements. Collaborates in the development of evaluation criteria.

2. Post-award Expertise and Services (45%)

Under the guidance of the RCO Director, performs all actions required to administer the variety of A&A instruments. The incumbent will apply for an administrative warrant when all requirements are met and will exercise authority within the limitations of the administrative warrant.

- a. Exercises a proactive role during the administration phase to include coordinating with technical, controller and legal officers, conducting meetings and conferences as required, maintaining good communications with contractors, recipients and grantees, interpreting contract or award provisions, and negotiating and finalizing instrument modifications when warranted.
- b. Coordinates special requirements with other U.S. Government offices and agencies, including the Office of Inspector General (OIG), Defense Contract Audit Agency (DCAA), General Accounting Office (GAO), and Small Business Administration. Responds to Freedom of Information Act requests.
- c. Provides backstopping services to the field regional personnel by advising on resolution of special procurement problems associated with waiver requests, expediting of deliveries, apparent overlapping of responsibilities, and resolution of claims. Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.
- d. Responsible for contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. Responsibilities typically include periodic site visits, approval of changes to incremental funding, preparation of rate and cost adjustments, redirection of level of effort, coordination of time extensions, incorporation of change orders, preparation of stop work orders, sub-awards consents, approval of key personnel, equipment purchases, property disposition reviews and approvals, preparation of cure notices or show cause letters, and contract closeout. Advises technical office counterparts and contractors on their administration responsibilities contained in the contract. Evaluates the adequacy of the contractor's business management systems for areas such as personnel compensation, insurance subcontracting procedures, and results of the financial audits.

3. Mission Support Services (10%)

As one of the RCO's A&A Specialists, provides crucial knowledge of the international and local contractor and NGO community via consultation and advice to Senior Mission Management. Establishes and maintains an authoritative Mission presence to include provision of consultative advice on A&A policies and procedures to external groups (e.g., other USG agencies, NGOs, public international organizations (PIOs), for-profit contractors,

other donors, etc.). Responds to protests and audits findings and recommendations by researching and developing necessary analysis, documentation, and history of the awards. Works with the Regional Legal Advisor in preparing the Mission's position and provides assistance to the Contracting Officer to support the Government's defense on protests to the GAO, and programmatic and financial audits conducted by OIG and GAO.

II. SUPERVISION AND MANAGEMENT RESPONSIBILITIES

Incumbent is supervised by the RCO Director/Supervisory Contracting Officer. Incumbent may be required to supervise TCN or FSN A&A specialists. Incumbent will be required to provide guidance, training and experience-based knowledge to other A&A specialists. Incumbent may be required to serve as Acting RCO Director.

III. QUALIFICATIONS AND SELECTION CRITERIA

EDUCATION (20 POINTS): The incumbent must have a Master's degree in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, organizational management and any other related social science field. The study of the Master's degree should include at least 24 semester/36 quarter hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

WORK EXPERIENCE (20 POINTS): Incumbent must demonstrate that they have relevant past performance and work experience of four or more years with progressive responsibilities in an area relating to A&A work (including auditing, financial analyses, legal analyses, etc.). At least two years of previous employment or interaction with U.S. Government department or agencies or other international development organizations.

COMMUNICATIONS (20 POINTS): The incumbent must demonstrate excellent interpersonal skills as well as excellent oral and written communication skills.

KNOWLEDGE (10 POINTS): Incumbent must demonstrate current knowledge of Federal regulations.

SKILLS AND ABILITIES (30 POINTS): Incumbent must demonstrate strong organizational skills, the ability to plan and provide required support for RCO in a timely and effective manner, and an ability to quickly assimilate information and quickly learn required procedures. Good analytical, negotiating, and time management skills are required, with strong proofreading skills and attention to detail is required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict confidentiality and high ethical standards throughout all phases of acquisition and assistance actions. In addition, the incumbent must be able to lead meetings at all levels, provide effective and tactful procurement ethics guidance to senior management personnel, and senior executives of private sector and non-governmental organizations and must be prepared to enforce ethical standards on these individuals if necessary.

Promotion Potential: *The selectee may be promoted up through to the full performance level without further competition when all regulatory, qualification, and performance requirements*

are met. Selection at a lower grade level does not guarantee promotion to the full performance level.

I. REQUIREMENTS

Security and Medical Clearance

The final selected candidate must be able to obtain Security clearance for work within a reasonable period of time (USAID will provide details regarding the clearance to the selected candidate after selection). If such clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer. The candidate must obtain required medical clearance.

II. INSTRUCTIONS TO APPLICANTS

Interested Applicants must submit all the materials required by the solicitation. These documents include a cover letter [not to exceed three (3) pages]; a current resume/CV containing the information contained in Section V which clearly demonstrates the Applicant's education, experience, knowledge, skills, abilities, and accomplishments as they relate to the selection criteria outlined and the Duties and Responsibilities of the position. The hand-signed federal form AID 302-3 (forms can be downloaded from: www.usaid.gov/forms/).

A. Personal Information:

Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);

B. Education:

School names, city and state, majors, type and year of any degrees received;

C. Work Experience:

Provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, basic salary. Indicate if we may contact your current supervisor; Applicants should note that the salary history for the purposes of form AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.;

D. Other Qualifications:

Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job related certificates and licenses (current

only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested);

E. References:

Applicants must provide a minimum of three (3) and a maximum of five (5) recent professional references (within the last 5 years), who are not family members or relatives, with telephone and email contact information. The Applicant's references must be able to provide substantive information about his/her past performance, skills, abilities and interpersonal skills. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Applicant's past performance and may consider such information in its evaluation; and

F. Date of Availability:

It is expected that the selected candidate will begin work within 15 days of receipt of security clearance. Candidate must provide its date of availability to begin assignment in USAID Pristina, Kosovo.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents must be submitted via internet as an email attachment as follows:

Send complete applications to mkepuska@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) signed cover letter, (2) signed resume/CV (with recent references), and (3) signed AID 302-3.

Interested candidates must send the documents outlined above via the internet, to the attention of the address indicated above. E-mail must be received by the closing date and time specified in the cover letter.

The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

NOTE:

This position requires the submission of complete forms and/or supplemental materials as described herein above. Failure to provide the required information and/or materials will result in your not being considered for employment. The Applicant must sign the cover letter, resume/CV, and the AID 302-3. Please note that **incomplete and/or unsigned applications will NOT be considered**. 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.

III. BENEFITS

Resident Hire PSCs are eligible for benefits listed below:

A. Benefits

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave

Note: PSCs are not exempt from payment of Federal Income Taxes