



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062424R00006

ISSUANCE DATE: March 27, 2024

CLOSING DATE/TIME: April 10, 2024/23:00 GMT

SUBJECT: Solicitation for Offshore U.S. Personal Services Contractor (USPSC) as Executive Officer, USAID/West Africa

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of any offer.

All offers must be submitted to the Point of Contact via email to: accrapsc@usaid.gov. Only shortlisted offerors will be contacted.

Any questions must be directed in writing to accrapsc@usaid.gov.

Sincerely,
TANIECE
BALDWIN

OWUSU (affiliate)
Taniece Owusu

Regional Contracting Officer
USAID/West Africa

Digitally signed by TANIECE
BALDWIN OWUSU (affiliate)
Date: 2024.03.26 14:17:51 Z

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: **72062424R00006**
- 2. ISSUANCE DATE: **March 27, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **April 10, 2024, 23:00 GMT**
- 4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at: accrapsc@usaid.gov
- 5. POSITION TITLE: **Executive Officer, USAID/West Africa.**
- 6. MARKET VALUE: **\$123,041- \$159,950** equivalent to **GS-15**. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 05/2024 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

Base Period:	o/a 06/2024 to 06/2026
Option Period 1:	o/a 06/2026 to 06/2027
Option Period 2:	o/a 06/2027 to 06/2028
Option Period 3:	o/a 06/2028 to 06/2029

- 8. PLACE OF PERFORMANCE: **USAID/West Africa, Accra**
- 9. ELIGIBLE OFFERORS: U.S. Citizens (including Lawful Permanent Residents)
- 10. SECURITY LEVEL REQUIRED: Secret
- 11. STATEMENT OF DUTIES

BACKGROUND

This position is located in the Regional Executive Office (REXO) of USAID/West Africa and will be based in Accra with periodic travels to Benin, Cameroon, and Cote d'Ivoire. The REXO is responsible for administration and internal management activities of the USAID Missions in USAID/West Africa (USAID/WA), including its field offices in Cote d'Ivoire, Cameroon, and Benin. It also provides management guidance to USAID/Ghana .

The REXO provides administrative and logistical support to all program operations. It is in charge of USAID communications and records, non-ICASS local and offshore procurement (within the warrant limits of the Executive Officer and Mission Director), cross-border motor pool operations for USAID/WA, personnel functions, information technology systems, property management, implementing partner support, travel and space management. Other functions include developing, executing and monitoring the operating expense (OR) budget in coordination with the Financial Management Office; reviewing program implementation documentation regarding management support requirements; assessing efficiency of internal management policies and procedures; and issuing USAID Administrative management regulations and procedures. The office is responsible for maintaining liaison with Embassy Administrative Officers and for monitoring the quality and quantity of services provided as agreed between the agencies under the Inter-Agency Cooperative Administrative Support Services (ICASS) agreement.

BASIC FUNCTION OF THE POSITION

The USPSC Executive Officer (EXO) will report directly to the Supervisory Executive Officer (S/EXO). The USPSC/EXO serves the mission on the full range of support services, activities, and oversight to the complex daily operations of the REXO Office. The USPSC/EXO will be expected to provide leadership, guidance, and professional expertise and knowledge and collaborate closely with staff in all management and logistical EXO functions.

The USPSC/EXO may serve as acting Supervisory Executive Officer in the absence of USDH EXOs. When the USPSC EXO is in an acting capacity, the EXO will report directly to the Deputy Mission Director and administer day-to-day operations of the Executive Office.

MAJOR DUTIES AND RESPONSIBILITIES

The USPSC/EXO is responsible for coordinating the delivery of effective and efficient management and logistical support to the Mission including liaison with the ICASS provider at post for the provision of services to USAID customers (e.g., housing, motor pool).

A. General Administrative Direction

Ensure effective and timely delivery of quality services by all Executive Office units through:

- Coordination of activities toward the achievement of common objectives.
- Independently plan, design, and implement projects/studies; results accepted as authoritative.
- Identification and implementation of productivity-enhancing delivery systems. ● Targeted training for service-provider staff.
- Publication and updating of clear guidelines for customers.
- Conducting and analyzing periodic customer satisfaction surveys.
- Maintenance of adequate internal controls to protect USAID assets and monitor internal procedures; and
- Career development and in-service training programs.

B. Budget and Procurement

Prepare and oversee implementation of annual administrative procurement budgets (OE), to include:

- Solicitation and analysis/approval of acquisition projections of all USAID/West Africa operating units, including PSC contracts and associated costs.
- Maintenance of appropriate system of checks and balances from initial requisition through final disposition of property.
- Provision of adequate competition.
- Adherence to FAR/AIDAR requirements.
- Sign procurement and PSC actions (Contracting Warrant preferred); and
- Oversight of CORs for all continuing requirements and voucher approvals.

C. General Services

Provide direction for all general services, including:

- Managing with the ICASS service provider the Mission's personal property program, including office furniture and equipment, vehicles, and supplies.
- Developing standards for replacing, issuing, using, and controlling USG property.
- Managing the real property program including office and facilities maintenance.
- Management of C&R operations.
- Developing space utilization plans for future Mission expansion; and
- Conducting newcomer orientation training for all staff.

D. Facility Maintenance and Repair

The USPSC/EXO will oversee the maintenance and repair of equipment and services at the USAID building, including:

- Managing new construction projects as they arise.
- Provide oversight to Facilities Maintenance staff of these two buildings; and
- Liaising with USAID and ICASS to ensure that the service standards are adhered to.

E. Travel Management

The USPSC/EXO may assist in managing official travel, including:

- Managing E-2 Travel and approving E2 and paper travel requests; and
- Responding to requests for information and conducting limited training on travel-related topics.

F. Safety and Security Programs

Administer all aspects of the Mission's safety and security program, including:

- Maintenance of emergency notification systems covering all US and local national employees, TDY visitors, and contractor staff.
- Office and residential evacuation, equipment and procedures.
- Periodic safety training of employees.
- Compliance and operation of safety and security programs; and
- Liaison with RSOs and USAID/SEC.

G. Other Activities

- Explore and develop opportunities for improving USAID services to customers.
- Represent USAID in such interagency fora as the ICASS working group, the Inter-Agency Housing Board, the Post Employment Committee, and the Joint Country Awards Committee.
- Develop, interpret, and ensure implementation of administrative management policies, regulations, and procedures.
- Formulate, interpret, and communicate long-range principles, policies, and objectives for administrative services programs. Serve as a key communicator of new administrative policies and procedures.
- Ensure successful implementation of large-scale administrative, human resources, and organizational changes.
- Prepare workforce planning scenarios based on various budget scenarios.
- Provide policy advice and guidance on the management and support functions and services required for effective program implementation.
- Advise and support the S/EXO on the full range of personnel matters, including development and implementation of appropriate personnel procedures and workforce planning.
- Analyze mission management requirements and, in coordination with the Office of Financial Management, develop the operating expense budgets for the mission.

POSITION ELEMENTS

Supervision Received: The USPSC/EXO will report directly to the Supervisory Executive Officer (S/EXO) with minimal supervision or guidance.

Supervision Exercised: The USPSC/EXO may supervise any or all of the following EXO divisions: Communications & Records, Travel, Personal Property Management and Supply, Data Management Division, Human Resource Divisions, and alternative Service Providers. The incumbent will not supervise a USDH as per AIDAR Appendix D.

Available Guidelines: Because of the scope of activities covered by the EXO office, there is a wide variety of regulations that cover the various elements, including the Foreign Affairs Manual (FAM), Automated Directive System (ADS), Standardized Regulations and AID Acquisition Regulations (AIDAR). In addition, some aspects of the job are not directly covered or instructed within the formal regulations such as Global Acquisition and Assistance System (GLAAS) and E-2 Travel and most especially the management and organization of USAID/West Africa. Policies and procedures are also often implemented on an interim basis through notices and Acquisition and Assistance Policy Directives (AAPD) in the case of procurement. The USPSC/EXO must have a very sound understanding of this wide variety of regulations and be able, based on experience, to interpret the intent of what at times can be very confusing and contradictory regulations/guidance.

Exercise of Judgment: As an experienced Executive Officer, the USPSC/EXO will exercise independent judgment and ingenuity to interpret and develop applications and guidelines in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent judgment must be exercised in setting priorities. The use of initiative, discretion, and patience is expected from the incumbent in dealing with the USAID/West Africa office and client mission/office personnel as well as representatives from other U.S. Government agencies to resolve problems that arise during the course of work. The USPSC/EXO will also be required to follow and adhere to USAID's Code of Ethics and Conduct.

Authority to Make Commitments: The incumbent's independent authority to commit the U.S. Government (USG funds on behalf of the USG) will be determined by his or her contracting warrant

authority, if any. A contracting warrant is required for this position.

Nature, Level, and Purpose of Contacts: Internally, the incumbent will interact in terms of passing on knowledge and advice with the entire mission staff and will be expected to provide expert level advice to the Mission Directors and Deputy Mission Directors. The incumbent must be able to establish sound and effective relationships with U.S Embassy counterparts, including up to the Deputy Chief of Mission level, as well as host country officials both locally and regionally. Additionally, the incumbent will coordinate with the ICASS service provider and customers. Nature of contact will vary from information providing/gathering to advice, coordination, and ensuring services received meet established standards.

Physical Demands and Work Environment: Work is primarily sedentary, but the Executive Office is responsible for a building compound that will require occasional physical oversight through walking the compound and inspecting that projects are completed. Work environment is that of a professional office setting.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. Education:

Minimum of Master's degree, in business administration, management, or public administration is required.

B. Experience:

Ten years (10) of progressively responsible experience in performing and supervising USG management operations or overseas experience specifically related to administrative management for a large and complex organization, including space planning, property management, procurement, contracting, USG travel, training, and personnel management required. The incumbent must have proven experience providing day-to-day direction in support of administrative and operational needs of a large and complex regional mission. The incumbent must have experience working in a team setting. S/he must have experience representing office at higher levels within the organization.

C. Language:

Fluency (Level IV) in English Language

III. EVALUATION FACTORS/SELECTION CRITERIA

The Government may award a contract without discussions with offerors in accordance with FAR 52.215- 1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest-ranking

applicants may be selected for an interview, but an interview is not always necessary.

A. Work Experience and Knowledge (40 Points)

The incumbent must be a professional in management operations. Work experience should demonstrate the ability to link broad knowledge of administrative skills with larger organizational priorities and goals. Work experience must demonstrate proven ability to work independently with minimal supervision or guidance. Expert knowledge of the broad range of administrative management issues including property management, physical and technical security, general services, personnel management, training, procurement, budgeting, records and correspondence is required. Demonstrated understanding of programming policies, regulations, budgeting, and documentation is required. Thorough knowledge of international development systems, including acquisition and assistance, development programming, supply management, contract management, financial management and human resource management is required. Knowledge and ability in management of training programs and processes required. Knowledge of managing and administering a broad ranging training program required. Knowledge of mentoring programs required.

B. Skills and Abilities: (50 Points)

The incumbent must possess strong interpersonal and cross-cultural skills enabling him/her to establish and maintain strong contacts with customers both within and outside the immediate office. Proven leadership and management skills particularly with respect to administrative issues are required. Proven ability to lead, train, and supervise is required. Proven ability to analyze, conceptualize, negotiate, exercise sound judgment, and originate ideas to streamline REXO processes, required. Proven ability to identify problems, and develop creative solutions required. Ability to anticipate change and adapt work activities accordingly is required. Ability to develop tools or procedures in response to new operational conditions is essential. Proven interpersonal skills to manage requests with patience, diplomacy, and a sense of humor is required.

Strong mentoring and training skills are required. Proven ability to understand and resolve complex administrative issues. Must be able to implement strategic management plans in line with guidance provided by the Mission's front office and directions received from USAID/Washington. Demonstrated successful experience in the field of management and administration, including personnel administration, management analysis and planning, general services and travel in an international context supporting development initiatives is required. Ability to establish and maintain professional and effective contacts within the Mission and the business community of the Mission is required. Ability to conduct negotiations and discussions in a diplomatic manner while protecting the interest of the Mission is required.

C. Communication Skills: (10 Points)

Demonstrated excellence in oral and written communication, including the ability to obtain, evaluate, and interpret reports, and to effectively communicate USAID's mission and policies to the public. The incumbent must have the ability to make oral presentations logically and persuasively. The incumbent must have the ability to communicate orally and in writing quickly, clearly, and concisely.

Total: 100 points

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309- 2**, “Offeror Information for Personal Services Contracts with Individuals,” available at: <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than one (1) page.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers 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. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Evaluation Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to 500 words per factor, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) professional references, one (1) of which must be a current or former supervisor. USAID reserves the right to contact previous employers to verify employment history. If the offeror had a previous position with USAID, the TEC and/or CO may obtain reference checks from the previous supervisor(s) or CO(s). Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to: accrapsc@usaid.gov.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

The forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *

5. Fingerprint Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

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

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

- 2. ALLOWANCES:** Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101
- (a) Temporary Quarters Subsistence Allowance (Section 120)
 - (b) Cost-of-Living Allowance (Chapter 210)
 - (c) Post Differential (Chapter 500)

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

USAID regulations and policies governing USPSC awards are available at these sources:

- a. USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at:

https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

- b. Contract Cover Page form AID 309-1** available at: <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

	ITEM NO SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC	2	LOT	\$ TBD	\$TBD at Award after negotiations

	- Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>				
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

c. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at:
<http://www.usaid.gov/work-usaid/aapds-cibs>.

d. **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/OGES%20Regulations> .

e. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:
https://www.usaid.gov/partner-with-us/acquisition_assistance-ombudsman/psc-ombudsman.

f. **FAR Provisions Incorporated by Reference:**

[52.204-27](#) PROHIBITION ON A BYTEDANCE COVERED APPLICATION (JUN 2023)

[END OF SOLICITATION]