



SOLICITATION NUMBER: 72066025R10006
ISSUANCE DATE: November 5, 2024
CLOSING DATE/TIME: December 6, 2024 at
at 17:00 (Kinshasa Time)

SUBJECT: Solicitation for **Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - *Local Compensation Plan*) – USAID Procurement Agent (Multiple Hire)- based in Kinshasa.**

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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Jamie Lewis
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066025R10006
- 2. ISSUANCE DATE:** November 5, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 6, 2024, at 17:00 (Kinshasa Time)
- 4. POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at usaidhrkinshasa@usaid.gov
- 5. POSITION TITLE:** Procurement Agents (Multiple Hire)
- 6. MARKET VALUE:** Equivalent to FSN- 9 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is Five (5) years, estimated to start o/a January 2025 or earlier if required clearances are obtained. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
- 8. PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:**
 - **Cooperating Country Nationals as defined in AIDAR Appendix J:** “Cooperating country national (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.”
- 10. SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract*

The incumbent serves as the Procurement Agent in the Executive Office of USAID/Democratic Republic of the Congo (DRC) and works under the supervision of the Supervisory Executive Officer or a Deputy Executive Officer. The incumbent serves as the chief negotiator providing technical and procurement support services to the Mission with simplified acquisition, procurement, and contracting procedures and is responsible for procurement of commodities and services by contract or purchase order mechanism. The incumbent is responsible for ordering from local vendors, U.S. and other international sources according to requisition specifications, general schedules from USG required sources, GSA and other supply sources that can provide the goods and services specified by requestors. The incumbent also performs critical functions including purchase of expendable (EXP) and non-expendable (NXP) property, annual procurement planning, conducting cost/price analysis, negotiation of contracts, accountability, shipping/insurance/delivery of purchased goods, end-user verifications, claims for loss or shortage, procurement of maintenance functions to support USAID/DRC Mission, contract reporting and close out. Serves as the main point of contact with the ICASS Procurement Office on all USAID procurements performed through ICASS. The incumbent directly supervises one Procurement Clerk.

2. *Statement of Duties to be Performed*

Simplified Acquisition and Procurement – Pre and Post Award Duties: 70%

- The incumbent is responsible for procurement of commodities and services, including purchasing all NXP and EXP property, at the USAID/DRC Mission. Items procured include, but are not limited to vehicles, automobile parts, electronic equipment, specialized tools and hardware, office furniture, equipment and supplies, building and equipment maintenance, repair and clearance services, as well as technical items such as office equipment, spare parts, and IT equipment and software. The incumbent receives the request for procurement of property and is expected and required to select the appropriate type of procurement instrument for any given situation and accurately apply U.S. Government procurement laws, regulations, policies and procedures that govern each type of instrument. Although the incumbent must be familiar with the procedures applicable to acquisition of goods, since support to programs will require such acquisitions, the incumbent is also responsible for acquisitions involving various types of services. The incumbent works with technical offices to assist in preparing annual procurement plans, drafting clear and concise statements of work, and supporting documentation.
- The incumbent must be able to provide authoritative technical guidance to the technical offices pertaining to procurement-related matters. The incumbent obtains standard or previously prepared technical specifications covering commodity to be purchased; if necessary, prepares or revises requisite specification. Ascertains probable sources of supply from stock catalogs and supply lists, from calls to local or third country suppliers, or by independent research. Requests bids by telephone, correspondence, or solicitations.

The incumbent is responsible for uploading the mandatory procurement documents in ASIST for each acquisition action and proper upkeep and maintenance of purchase order files in ASIST database, in accordance with USAID contract records procedures. Maintains requisite computer databases, stock manuals, specifications, and other procurement resource documents on a current basis. Compiles and maintains current market data on supplies, including latest prices, type of items, quality of product, etc. Maintains a library of procurement reference materials, including examples of contracts and purchase orders, as well as Federal Acquisition Institute Training Application System (FAITAS) training materials. In cases when procurement is to be performed through the ICASS Procurement Office, initiates ILMS/ARIBA procurement requests and serves as a single point of contact between USAID Executive Office and ICASS Procurement Office.

- Using GLAAS, the incumbent drafts solicitation documents such as request for proposals, requests for quotations, and solicitations for bids, reviews and analyzes bids and price quotations, vendors' bids, reviews and analyzes proposed offers, vendors' billing documents, and prepares contracts and simplified acquisition orders, maintains correspondence and reports in regard to these procurement activities prior to submitting them to the Executive Officer or the Contracting Officer for their approval and signatures. S/he drafts detailed Memoranda of Negotiation for the Contracting Officer's approval for each procurement action completed. S/he is responsible for monitoring and administering contractual activities and performs contract closeout action for each completed contracting activity. The incumbent serves as the Negotiator for all EXO acquisition actions. S/he is expected to take an active role in supporting the various support teams in meeting their procurement needs and must be aware of changing market conditions including price and availability of important commodities and services. The incumbent must maintain contacts with officials of local vendors to facilitate resolving procurement problems. S/he must know, understand and track a full range of GSA and U.S. Federal Acquisition standards and guidelines as well as the Federal Acquisition Regulations (FAR) and AIDAR, precedents for contracts and purchase orders.
- The incumbent reviews quotes, invoices and other procurement documents to verify appropriateness of costs and charges, checks purchase orders and accompanying file to ensure that proper procedures were followed. Analyzes performance under contracts, including costs, quality, adherence to delivery schedules, and other pertinent issues. Reviews all payment documents to determine if commodities and services were received per contract specifications. Carries out quarterly, six monthly and annual reviews on status of procurement expenditure in consultation with the Office of Financial Management (OFM); advises Executive Officer on legality of procurement transactions, DRC regulations pertaining to local contracting/purchases; coordinates with OFM for funds availability for all procurements. Informs the Executive Officer of issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, default, cost overruns, unacceptable performance and payment problems. Ensures payment vouchers (Form SF1034) are prepared to process payments. Obtains Sales Tax Exemptions from MFA where required. Carries out accruals in consultation with OFM and conducts 1130 reviews as required. Conducts closeout of

contracts after completion. This includes ensuring that contract audits and other procurement instruments are conducted in a timely manner, preparing performance documentation and resolving outstanding issues noted in audits.

Procurement Support and General Administrative Management 30%

- The incumbent develops and makes use of data-based management tools to assist in analyzing and coordinating procurement support services for the Mission teams. This responsibility will apply particularly to the personal property replacement schedules, procurement plans and budgets for non-expendable property (NXP). The incumbent advises and assists the EXO and the Deputy EXO in preparing Mission procurement support services to client teams.
- The incumbent is responsible for the formulation, preparation and monitoring of the Mission's Operating Expense (OE) and Program-funded procurement plans. The procurement plans are established at the beginning of each fiscal year and include all known and planned procurement actions for the next fiscal year. At least quarterly, the Procurement Agent is responsible for preparing a comprehensive review of the procurement plan and a written report on status of accounts plan versus actual expenditures according to the OE budget plan.
- The incumbent will process petty cash requests for daily operating expenses, cash purchase of office supplies, provide complete administrative assistance and event management support for indoor and outdoor events in all respect to projects, and when required, perform emergency "off-the-shelf" local purchasing. Serves as a liaison with the Embassy Shipping Unit to coordinate the receipt of incoming and arrange for outgoing shipments to/from Post for USAID personnel.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

2. Supervisory Relationship

The Procurement Agent works under the general guidance of the Supervisory Executive Officer or the Deputy Executive Officer who makes assignments in terms of the range of procurement actions the incumbent is expected to perform independently. The incumbent independently initiates necessary coordination with requesting technical and program/project teams, providing policy and strategic guidance on how to best fulfill their requirements, and with OFM, and other offices. Keeps superiors updated through periodic status reports and through verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

3. Supervisory Controls

Directly supervises one CCNPCS Procurement Clerk. The incumbent makes assignments and

provides procedural instructions and deadlines, assists with problems and reviews completed work for accuracy and achieving results.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. Education: At least two years of full-time post-secondary study at college or university in Business Administration Commerce, Economics, or related field is required.

B. Prior Work Experience: At least three years of experience in procurement or contracting for an international or governmental organization is required.

C. Language Proficiency: Fluent in French and English in speaking, writing, and reading (Level IV) is required. English language capabilities will be tested as part of the candidate screening process described below.

III. EVALUATION AND SELECTION FACTORS

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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

Quality Ranking Factors (QRFs):

Job Knowledge (60 points)

- Knowledge of US Federal and USAID Acquisition Regulations, knowledge and understanding of how to execute and administer a complex procurement portfolio, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. Must have a good knowledge of local market practices and supplies as well as local

pricing practices. A good knowledge of local markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods, is required. Knowledge of US and DRC regulations concerning imports and exports of goods, A good knowledge of USAID procurement regulations, instructions and procedures is required, knowledge of FAR, AIDAR, ADS, FAM, USAID property control procedures and regulations, including reporting requirements to USAID/Washington and Mission Management. A thorough working knowledge of USAID regulations governing property management, inventory control and shipping as well as ordering procedures. Knowledge related to moving and storing procedures to safeguard property is required.

Skills and Abilities (40 points)

- Must have outstanding negotiating skills and be able to tactfully obtain information formally and informally. Ability to plan and administer large acquisition activities and provide adequate acquisition assistance and support for agency programs and projects in a timely manner. Ability to apply governing contracting regulations, procedures, and policies to individual acquisition programs. An ability to deal effectively with high-level representatives of the US and local business community, and with colleagues in USAID/DRC and the host government, as required. Outstanding supervision and management ability is also required. Must be able to draft and prepare correspondence, procurement, and contract documents. Ability to learn the use of software and database programs, including, but not limited to the procurement management and inventory control system. Must be tactful, yet effective in dealing with Mission personnel, ability to deal with a wide variety of suppliers and with various post officials. Skill in preparing cogent, precise specifications is also required. Proficiency in Word processing, data programs, and spreadsheet software, MS Word, MS Excel, must be proficient in the use of GLAAS and ASIST, and ability to learn ILMS/ARIBA procurement tracking system required

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Possible Points: 100 points

SELECTION PROCESS

After the application deadline, the EXO/HR Unit will refer all correctly submitted applications to an English language test and other relevant skills tests as part of the screening process. The HR team will review the test results and invite candidates who meet the minimum standards to complete the *form [AID 309-2](#) (Offeror Information For Personal Services Contracts With Individuals)* for further consideration. Shortlisted candidates will then be evaluated by a committee based on the outlined criteria and will participate in a written test and/or interview at USAID's discretion.

Only shortlisted candidates will be contacted. No responses will be sent to unsuccessful applicants.

Reference checks will be conducted only for applicants under consideration for employment. References should provide detailed information about the applicant's past performance and abilities. Note: Additional references may be obtained independently beyond those provided by the applicant.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

IV. SUBMITTING AN OFFER

Applicants must submit a **Curriculum Vitae (CV/resume) with a cover letter ONLY** by email to usaidthrkinshasa@usaid.gov by **December 6 , 2024** using the email subject line: "**72066025R10006 Procurement Agent (Multiple Hire)**". This number is the solicitation number. Email subject lines that do not strictly adhere to this policy may be considered invalid.

Submit only one offer per candidate.

Late or incomplete Offers will be considered invalid.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms/documents after an offeror is selected for the contract award:

- Overseas Vetting Questionnaire (valid/Updated electronic copy)
- Diplomatic Security Identity Assurance System (DSIAS) enrollment form
- ID or Passport (all passport covering past 7 years)
- School Documents (Diploma, Certificates, and Transcripts)
- Proof of work/End of service Certificate,
- Proof of Residency .

VI. BENEFITS AND ALLOWANCES

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

1. **BENEFITS** (as applicable): 13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Family Leave Benefit; Maternity Leave (for female employees); Paternity Leave.
2. **ALLOWANCES** (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

VIII. 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/sites/default/files/documents/1868/aidar_0.pdf
2. **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:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBC</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals 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/resources_standards-of-conduct (*Ref. see template downloaded from My USAID.gov*)
5. **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/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUNE 2023

END OF SOLICITATION