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TO: ALL MALAGASY CITIZENS

SUBJECT: RECRUITMENT FOR A SENIOR ACQUISITION SPECIALIST
FOR THE DIRECTOR'S OFFICE.

**METHOD OF
EMPLOYMENT:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT RENEWABLE,
SALARY EQUIVALENT TO FSN-12 GRADE

The USAID Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as a Senior Acquisition Specialist within the Director's Office of USAID/Madagascar. The contract is for an initial period of five (5) years subject to renewal based on annual performance review, continuing need for the contractor's services, and availability of funds.

MAJOR DUTIES AND RESPONSIBILITIES

Under the direct supervision of USAID/Madagascar Mission Director, the Senior Acquisition Specialist responsibilities and duties shall include the following:

1. Contracting Office Management/General

Supervise FSN Grade-10 Contracting Specialist. Responsible for assigning and guiding the acquisition and assistance workload for all procurement actions in support of all Strategic Objectives (SOs) and operational support offices. Assign actions and prioritize work of the Contracting staff and make decisions as to the best possible course of action in difficult and complicated procurement actions. Direct and control complex negotiations leading up to award of contract. Direct the maintenance of all contract files and the Mission's procurement tracking system. Review completed documents and other assignments of all contracting Staff and US/TCN PSCs contracts completed by the Personnel Office.

Responsible for managing the procurement portfolio and performing acquisition and assistance functions for considerable dollar value program. Act at transaction levels for both acquisition and assistance will typically range in size from small to multi-million dollars per transaction. All acquisition and assistance methods are employed, including full and open competitive actions done through negotiation or sealed bidding, task orders, delivery orders agreements, grants, Leader with Associate (LWA) grants, small purchases, etc.

Sealed bidding is not often used, but the specialist is sufficiently familiar with the procedure to know when it is appropriate and know how it differs from negotiated procurement (i.e construction contract). The specialist should also be familiar with simplified acquisition procedures.

Both cost reimbursement and fixed price contracts are used routinely and the incumbent fully understands and applies the legal and procedural differences between them.

Work collaboratively with Strategic Objective Team (SOT) members/Activity Managers to define contractible, performance-based statements of work or

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program descriptions incorporating results orientation. Moreover, prepare all required supporting documentation and manage the entire effort through to completion of the award. Provide authoritative technical guidance to Cognizant Technical Officers (CTOs) in the performance of their procurement related responsibilities.

Proposals for Cooperative Agreements and Grants are often vague at the outset and require considerable participation by the incumbent in meeting with the recipients and USAID technical personnel to reach agreements on program descriptions.

Participate in program review meetings. Request cost proposals from the recipients. Review implementation requirements; when approved, issue appropriate Request For Proposal (RFP), Invitation for Applications (IFA), or Request For Quotations (RFQ).

Develop and prepare RFPs and advise Technical Evaluation Committees on questions concerning responsiveness of proposal, applicability of the FAR, and other regulations. Prepare, for Contracting Officer signature, instructions to the Technical Evaluation Committee. Provide summary briefing of Procurement Integrity and Conflict of Interest requirements applicable to members of Technical Evaluation Committees.

Perform Price/Cost analysis of proposals. Establish the Mission's price objectives.

As required, prepare, or direct preparation of acquisition instruments, such as purchase orders and/or fixed price, cost reimbursement, 8(a) IQC, Buy-Ins. Analyze Statements of Work to identify results requested and advises on ways to describe these results in a way that will permit the use of firm-fixed-price contracts when possible.

2. Pre-award duties and Responsibilities:

a. Procurement Planning

As a fully empowered representative member of the Mission Contracting Office, s/he independently provides advice and guidance to designated SO/Project teams on procurement policy and procedures in the design and implementation of their activities. As a team member of a designated SO/Project team, coordinates the development of procurement objectives for the assigned portfolio in terms of potential implementing organizations, competitive issues, socioeconomic issues, and identifies and constructs the appropriate contract or grant instrument. S/he negotiates with the SO team to ensure acquisition plans are current, have appropriate milestones, and related schedules.

Participate in procurement planning functions which may include reviewing strategic objective agreements/results frameworks, participating in program planning meetings and identifying components of the plans that should be accomplished through the participation of outside provider organizations.

Advise SOT members/Activity Managers of the selection of appropriate acquisition and assistance mechanisms to accomplish agency programmatic objectives; identify acquisition issues/potential problems requiring guidance

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from the Regional Legal Advisor; make choice of instrument recommendations to the cognizant Contracting Officer.

Collaborate with SOT members/Activity Managers in the preparation of advance procurement planning documents for each proposed action which reflect the steps required by regulation or policy in the selected mechanism's process, realistic estimates of the time required to accomplish each step and a commitment to maintain the agreed-upon schedule. Keep the Contracting Officer informed of anticipated workload demands.

Assist SOT Activity Managers in the preparation of required descriptions of the proposed activity including, as appropriate, statements of work, specifications, program descriptions, program announcements, evaluation criteria, etc. Such assistance may take the form of participation in the original drafting process, review of drafts, training in the preparation of such documents or on USAID regulations and FAR requirements, to name a few. Such documents must adequately reflect and protect U.S. Government interests in the accomplishment of the programmatic objective and comply with pertinent statutory, regulatory, and policy requirements.

b. Review & Analysis of Acquisition Requests, & Issuance of Solicitation Documents:

Review incoming requisition documents to ensure compliance with all agency and mission requirements and appropriateness for the proposed action. Ensure proper recording of requisitions in the Agency's Acquisition and Assistance Information Systems.

Review Modified Acquisition and Assistance Documents (MAARDS) requesting acquisition or assistance instruments for complex services or programs. Analyze the requirements and determine if the instrument selection or procurement approach is sound, if the work statements or program descriptions are complete, and if the entire package is in compliance with the FAR, ADS, AIDAR, Handbook 11 and Agency and Mission policies. Ensure that necessary Mission and Host Country clearances have been obtained, and that waivers and other supporting documentation are complete. Recommend to the requesting team revisions regarding work statements, budget, classification of terms, reporting requirements, and any special conditions, and ensure that any required performance indicators are developed and included in the solicitation document (Request for Proposal or Request for Application).

Prepare all required pre-solicitation documents, including determinations and findings, synopses, justifications, IFB's, RFP's, or RFA's. When necessary, conduct pre-award conferences with potential offerors. Advise Contracting Officer concerning such matters as the adequacy and choice of evaluation criteria, type of contract, the extent and mechanisms of advertising, the appropriateness of the time permitted for bid or pre-proposal preparation, the need for a pre-solicitation or pre-proposal conference, and any special terms and conditions that may be required, particularly if their use would require a deviation from governing regulations.

Develop the solicitation document in compliance with all appropriate regulations, select and include correct clauses, and transmit the solicitation for proposals using Internet-based technology. Respond to offerors' questions

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during the proposal submission phase; and determine the need for, and prepare, clarifying amendments, as required, of solicitation documents. As necessary, may hold pre-bid or consultative meetings with partners to fully explain the Agency's and counterparts' needs and to discuss the solicitation documents. This is a complex process requiring a high degree of analysis among, and between competing and often conflicting regulations and objectives, where the incumbent independently exercises judgement involving multi-million dollar issues with significant political and legal implications.

c. Evaluation & In-depth Cost Analysis of bids/offers:

Evaluate bids and offers for responsiveness to the particular solicitation and documents the relative strengths and deficiencies of each proposal. Guide the SO/Project team in best practices of 'best value' selection, and performance-based technical approaches. Obtain reports and references, ensuring that offerors' past performance has been relevant and of a high quality.

Ensure that offerors have adequate management, accounting, personnel, and procurement systems, corporate leadership, available resources, and quality control to satisfactorily carry out contracts. Request audit reports or pre-award surveys from the Office of the Inspector General, Defense Contract Audit, Agency and obtains clearance from the U.S. Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues.

Analyze cost proposals and technical scores from the technical evaluation committee, and based on this analysis, establish the competitive range and present documentation for signature to the Contracting Officer.

Perform extensive analysis on cost issues with consideration to economic conditions & factors of material, labor, and transportation costs. Closely examine cost and pricing data submitted by offerors to substantiate direct and indirect costs and profit. Determine reasonableness of costs submitted. Ensure that data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policies. Identify circumstances that will require a waiver.

Coordinate issues of technical weakness and excessive costs with the Project team prior to the commencement of negotiations. Clarify, and, as necessary, instruct the members of the Project team, host country counterparts, and other Mission staff on the USAID procurement process as implemented in the Agency.

Formulate the negotiation strategy, identify areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors. Conduct extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern and persuades offerors to upgrade technical deficiencies and reduce costs where appropriate. Request submission of Revised Final Proposal and prepare appropriate contract or grant instruments for award. Coordinate last stages of selection with the Project and technical evaluation team(s). Similarly, negotiate and award grants and cooperative agreements with U.S.-based and indigenous PVOs and NGOs, colleges and universities and other non-profit organizations. Analyze transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status. Coordinate contracting activities with other government agencies frequently negotiating and drafting interagency

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agreements. This is a complex process requiring a high degree of analysis among, and between competing and often conflicting regulations and objectives, where the incumbent independently exercises judgment involving multi-million dollar issues with significant political and legal implications.

Control the flow of information from the Mission to the offering community during the proposal preparation stage, ensuring that all requirements of full and open competition are met, and that the integrity of the procurement process is upheld.

Represent the Contracting Officer in the evaluation of bids and proposals, ensuring compliance with all published evaluation criteria and factors, and Federal and USAID regulations, policies and procedures. Provide instructions to the technical evaluation committee regarding rules and procedures in the conduct of a competitive source selection. Obtain pricing assistance as necessary and available and perform cost or price analysis, as appropriate and documents findings. Advise the Contracting Officer concerning the make up of the competitive range in competitively negotiated acquisitions.

Prepare pre-negotiation strategies which address price, profit/fee, special terms and conditions, as applicable; prepare requests for confirmation of the results of the negotiation, including requests for final revised proposals or revised program descriptions/financial plans, as applicable. Document the results of the negotiations and make responsibility determinations, which may require either performing or requesting pre-award, financial and program management reviews as circumstances dictate or permit.

Prepare award document that reflect the results of all discussions, any special needs of the project, and applicable terms and conditions.

Present award decision of ultimate contractor/recipient to the Contracting Officer with all the appropriate supporting documentation, including the development of appropriate performance indicators in conjunction with the SO and Project team.

Organize and conduct an orientation meeting with the selected contractor to ensure that mobilization efforts will be conducted efficiently and that all terms and conditions of procurement instruments are clear and well-understood by all parties. Provide support debriefing to unsuccessful offerors.

Distribute award documents, ensure proper recording of the obligation by the Controller's office, and provide all required notifications to unsuccessful bidders and offerors and U.S. Government award publication points. Prepare all written debriefings and arrange for telephone or in person debriefings and ensure proper data entry into USAID acquisition and assistance management information systems.

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2. Post-Award Duties

a. Contract Administration:

Responsible for contract administration sufficient to ensure that the terms and conditions of the award are met and that the contractor meets delivery schedules and/or performance milestones in a timely manner to achieve Mission objectives. Organize and conduct Post-award conferences to include orientation meeting with the selected contractor and all cognizant Mission Support Offices, beneficiaries, and relevant implementor employees to ensure that mobilization efforts will be conducted efficiently and that all terms and conditions of procurement instruments are clear and well-understood by all parties. Provide support debriefing to unsuccessful offerors. Contract Administration tasks includes site visits, change orders, drafting correspondence, initiating contractor performance evaluations, monitoring of reporting requirements, advising CTOs and contractors on their administration responsibilities, etc.

Advise the Contracting Officer and prepare appropriate documentation on any issues that may arise in the course of performance, including changes, disputes, work stoppages, problems with Government Furnished Property or Materials, changes in scope or direction, replacement of key personnel, failure to make acceptable progress, default, payment problems, or unacceptable performance/deliveries. Recommend appropriate Contracting Officer action on all required Contracting Officer prior approvals.

Manage the non-competing Continuation Application process for Assistance Instruments, including evaluating recipient performance, analyzing subsequent year work plans, and negotiating continuation funding.

Administer a full range of contracts, grants, and other procurement documents including contract modifications. These duties include: analysis and evaluation of offers; obtaining necessary clarifications from the requesting technical office; making recommendations for corrections to requesting documents when they are inadequate, inappropriate or significant documentation is missing; preparing the award, including the statement of work, budget, necessary terms and conditions and applicable provisions and clauses; ensuring that all necessary certifications for given actions are requested and obtained; conducting negotiations and documenting them in a "Memorandum of Negotiation"; preparing the award documents for the Contracting Officer's signature including incorporating and making requested revisions/changes/corrections to the award document; properly assembling and completing the award file for Contracting Officer review to include incorporating and making requested revisions/changes/corrections to the file; presenting the award file and obligating document with a recommendation for approval and signature to the Contracting Officer for review and signature; and distributing executed award documents following signature. Determine allowability and allocability of direct and indirect costs, ensure compliance with payment terms, closes out contracts through termination, normal completion and final settlement.

3. SO Team Membership and Support Services

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Serve as a member of the SO teams and participates fully in the strategic objectives (SO) requirements process. Assure that requirements reflect a commitment to a performance based acquisition instrument on the Statement of Work. Represent the A&A viewpoint with the objective of having all team members fully understand and appreciate the value adding nature of the procurement function, how to obtain needed services or assistance per SO time schedules, as well as the statutory and procedural requirements established by Federal and USAID authorities for the purpose of protecting the U.S. and host country partner government's best interests.

4. Mission Support Services

Present portions of Contracting Office training sessions to Mission staff. As one of the accomplished acquisition specialists, provides crucial international and local knowledge, consultation and advice to senior Mission Management as well as program continuity for achievement of results package.

REQUIRED QUALIFICATIONS

Education:

The equivalent of a Bachelor's degree in business administration, finance, marketing, accounting, law or other relevant fields. In addition, three years of progressively responsible job-related, professional level experience is required. At least 5 years of direct contracting experience may be substituted for this degree.

Prior Work Experience:

Seven years of progressively responsible professional acquisition/assistance experience is required

Language Proficiency:

Fluency in English

Fluent professional level speaking, reading and writing at the level IV in English is required. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

Fluency in French

Fluent professional level speaking, reading and writing at the level IV in French language is required. The standard for this level is as described above.

Job Knowledge, Skills and Abilities:

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Applicants who do not include a discussion of knowledge, skills, and abilities in the application will not receive further consideration.

Must be knowledgeable and competent in the use of U.S. Government Federal Acquisition Regulations, U.S. Government Grant Regulations and other reference sources; developing negotiation positions and award budgets; preparing award support documentation; making determinations concerning the appropriateness of subcontracting or subgranting; reviewing proposals for price reasonableness; and assisting in the resolution of controversies under acquisition and assistance instruments. Knowledge of Malagasy commercial laws and business practices.

Must have strong interpersonal skills and the ability to represent USAID to off-shore and local contractors. Must be able to organize and manage acquisition functions effectively and develop sound acquisition policy and advice. Must have the ability to orient, train and supervise acquisition personnel. Must be able to perform price and cost analysis and write memoranda, including memoranda of negotiations to support recommendations made to Contracting Officer.

CLEARANCE: The selected individual must obtain medical and security clearances before starting work (USAID/Madagascar will assist in this matter for selected candidate).

SALARY: The position is classified at an FSN-12 Grade. The selected candidate will be hired at the "trainee" level FSN-11 for the first year.

DEADLINE: Submit a completed OF-612 (available at USAID/Reception), a CV, an application letter, and copies of pertinent certificates by **4:00 pm, Wednesday, September 3, 2008** to USAID/Madagascar EXO/HR, Tour Zital, 6th Floor, Ankorondrano, Antananarivo, Madagascar.

Please mark the envelope with **PERNOT 2008-14**.

Applications must be received at USAID Office by the above deadline to be considered.

Clearance:

Johary Rakotofiringa
Acting FSN EXO

Approval:

Gerald A. Cashion
Mission Director