POSITION: ACQUISITION AND ASSISTANCE SPECIALIST

Background

The incumbent performs technical and procurement management work that supports the USAID/Burma Acquisition & Assistance (A&A) team, which consists of a USDH Contracting Officer, a TCN Senior A&A Specialist, and one FSN A&A Specialist. The Mission has an OYB in excess of $100m and includes several high-visibility, politically sensitive programs and several Presidential Initiatives: the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI) and Feed the Future (FtF). The work covers three Development Objectives and one Special Objective generating technically complex cross-cutting programs requiring intricate and sensitive procurement operations.

Basic Function of Position

Technical work involves supporting the preparation, control, and review of procurement documents and reports related to planning strategies and appropriate solicitation documents, conducting the analysis, evaluation, and negotiation of a wide variety of acquisition and assistance documents, such as contracts, cooperative agreements, and grants; maintains various procurement files and responsible for the distribution and follow-up of official copies of A&A documents to permit the implementation and payment actions; or perform other similar work in support of implementation and operation of mission programs.

The work requires multiple skills involving a practical knowledge of procurement procedures, operations, regulations, and mission programs in order to adequately protect the Government interests. The mission is integrated into the U.S. Embassy and work must be coordinated with a whole-of-government approach, which requires coordination and sometimes workload integration with USAID's Office of Transitions Initiatives, the Centers for Disease Control (CDC), Dept. of Treasury Office of Technical Assistance and the Department of State (DoS).

This position represents the full performance level of a career ladder, beginning at FSN-09. Attainment of this grade level represents that the Specialist has successfully completing substantial training, met agreed-upon objectives and milestones, and has performed at the Fully Successful (or equivalent) level. At this level, it is anticipated that the Specialist will play a significant role in mentoring lower-level trainees, and others, by identifying knowledge gaps and training needs.

MAJOR DUTIES AND RESPONSIBILITIES

The Specialist is the A&A representative to all Mission Development Objective (DO) Teams. The Specialist advises Mission and DO Team management on the interpretation and application of acquisition policies and regulations to specific acquisition and assistance activities, both operational and project support.

The A&A Specialist provides professional level procurement expertise, planning and guidance necessary to develop, modify and administer contracts, task orders, purchase orders, grants and cooperative agreements, US Government Interagency Agreements, host nation support contracting, public international organization instruments, donor-to-donor instruments, and other unique constructs. The Specialist must be able to evaluate procurement issues with a degree of expertise sufficient to form the

basis of well-founded recommendations to the Contracting Officer. In addition the incumbent must be a subject matter expert in the Global Acquisition and Assistance System (GLAAS) and must be able to provide technical assistance to users in all GLAAS roles – Requestor, Approver, Program Manager and Buyer.

All acquisition and assistance methods are employed, including full and open competitive action done through negotiation or sealed bidding, task orders, delivery orders against established indefinite quantity contracts, interagency agreements, cooperative agreements, grants, leader with associate awards, simplified acquisition, etc. Contract types include cost reimbursable, fixed price, incentive, price redetermination, hybrid and other constructs. Assistance types include reimbursable, advance funded, fixed obligation, public-private partnerships, public international organization grants, and other Assistance constructs. Supervision is provided by the Contracting Officer in the A&A Office.

Major duties and responsibilities (100% of the time) are comprised as follows:

a. Pre- award duties and responsibilities (60%)
    1. Procurement Planning (10%)
    2. Solicitations (20%)
    3. Award formation (30%)

b. Post-Award duties and responsibilities. (40%)
    1. Administration and close-out (30%)
    2. Other relevant duties (10%)

a. Pre-Award Duties and Responsibilities (60%)

1. <u>Procurement Planning (10%):</u>

The Specialist assists Development Objective (DO) Teams in establishing an acquisition strategy, preparing procurement plans, preparing concepts and activity approval documentation, establishing requirement documents (with associated waivers, justifications and certifications). Recommends options, alternatives, preferable types of contracts/assistance agreements (e.g., fixed price vs. cost-reimbursement, grant vs. cooperative agreement) and financing alternatives to best achieve project/program/activity objectives, and recommends changes in acquisition/assistance request documents to ensure the widest possible competition. Assists in developing the schedule of deliverables to meet funding-type requirements, delivery schedules, cash flow needs and technical requirements. Provides expert advice on establishing incentivization schemes, planning quality assurance surveillance, completing independent government cost estimates, conducting market surveys, coordinating with host government procurement processes, ensuring correct funding and entering requirements into automated systems. Assists technical personnel in the development of Acquisition/Assistance plans and actively collaborates with Activity Managers in the development of concept papers. Analyses requirements to determine instrument selection, procurement approach, timelines and milestone plans, the sufficiency of requirements definition (Statements of Objectives, Performance Work Statements, Statements of Work, Program Descriptions, Specifications, Source Selection Criteria, and/or Award Fee Determination criteria), ensures compliance with FAR, ADS, AIDAR, and/or other Mission, Agency, or USG policies, such as gender and environmental policies, and

clears the Activity Approval Document before final Mission approval. Ensures the incorporation of Mission and Agency procurement principles in all acquisition planning and has wide latitude to innovate new approaches. Finally, the Specialist assists technical personnel in preparation of requisitions in the GLAAS system, ensuring funds are properly committed.

2. Solicitations (20%):

The Specialist analyzes requirements for completeness, compliance and contractibility. Determines that the instrument selection and procurement approach meet FAR, AIDAR, CFR, ADS, and/or other Mission, Agency, or USG policies. Ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete. Recommends revisions regarding Statement of Works (SOWs), budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application. Establishes method and sufficiency of advertising, determines mandatory and optional clauses and provisions coordinates reviews such as Contract Review Boards (CRB) and Boards of Acquisition and Assistance Reform (BAAR) reviews. Prepares all required pre-solicitation documents, including determinations and findings, synopses, justifications, notices of procurement/assistance actions for publication in international and/or local media, and for posting on the internet. Develops solicitation packages (Requests for Proposal, Requests for Quote, Oral Solicitations, Invitations for Bid, Requests for Application, Annual Program Statement, etc.) The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million dollar issues with significant political and/or legal implications. Coordinates and holds pre-solicitation conferences and public meetings with partners to fully explain and discuss the solicitation documents. Manages vendor communication to include screening source selection sensitive information, addressing market queries and solicitation questions and coordinating responses. Posts the solicitation on Federal websites and issues amendments to clarify questions concerning such topics as specification changes, language ambiguities, clarification of contract clauses, etc. Finally, the Specialist receives proposals/applications.

3. Award formation (30%):

The Specialist evaluates applications and offers for responsiveness to particulars solicitation, and documents the relative strengths and deficiencies of each proposal. Guides SO teams in the practice of 'best value' selection, and in performance-based technical approaches. Obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. Ensure that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. Request audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. Analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting Officer. Performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted utilizing appropriate techniques for value analysis and projection of future changes in

labor, material costs and changes in technology; coordinates and analyses pre-award surveys of financial and management control systems of offerors and applicants for sufficiency; identifies high-risk recipients and establishes risk mitigation plans; ensures data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver or deviation. Coordinate issues of technical weakness and excessive cost with the SO Team prior to commencement of negotiation. Clarifies, and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the US procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; and conducts 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. Requests submission of Revised Final Proposal, and prepares appropriate contract or grant instruments for award. Coordinate the last stages of selection with the SO Team and technical evaluation committee(s). Negotiates and awards grants and cooperative agreements with US-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 agreements. Prepares documentation for CRB review when required, and responds to CRB questions and comments. Prepares complete source selection documentation and negotiation memoranda and letters. Prepares award and file documentation in GLAAS for approval by the Contracting Officer. Ensures the Contracting Officer's Representative or Agreement Officer's Representative (COR/AOR) is certified, nominated, appointed and briefed. Notify awards to Congress. Publish award information. Distributes award documents to Awardees and COR/AORs, and ensures proper recording of the obligation by the Controller's office. Provides all required notifications to unsuccessful bidders and U.S. Government award publication points. Prepares debriefings and arranges debriefing meetings when requested. Monitor responses to notifications and debriefings for protests and appeals. In the event of a protest, assists in preparation of all documentation required to support the Government position. Organizes and conducts post award and orientation meetings with the selected contractors 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.

b. Post-Award Duties and Responsibilities (40%)

1. <u>Administration and close-out (30%):</u>

The Specialist interprets terms and conditions of existing awards and advises technical team members on appropriateness of actions to ensure that the terms and conditions are met and that the awardees meet delivery schedules and/or performance milestones. Monitors partner funding levels and ensures incremental funding actions are initiated in a timely fashion. Provides advice for significant modifications and assists DOs with appropriate waivers and justifications. Processes modifications through GLAAS, ensuring requests for modification are appropriately documented and funding is committed. Establish requests for modification for administrative changes and processes modifications in GLAAS. Processes requests for approvals, source origin and nationality waivers, consents to subcontract and approvals to sub-grant. Reviews budget realignments and implementation plan changes. Alerts management to possible contractual inadequacies and deficiencies, recommends course of action and prepares

appropriate documentation on any issue that may arise in the course of performance. These issues may include: changes in scope or direction, replacement of key personnel, schedule slippages, work stoppages, property issues, payment problems, disputes and unacceptable performance/deliveries. Resolves disputes through negotiation, settlement or termination. Prepares determination and findings for dispute resolution. Prepares cure notices and show cause letters. Prepares terminations for default or convenience. Other administration tasks include performance monitoring through include site visits, issuing change orders, initiating contractor performance evaluations, monitoring of reporting requirements, modifying payment terms for new provisional and final Negotiated Indirect Cost Rate Agreements (NICRA), advising technical team members and contractors on their administration responsibilities, etc. Upon completion, coordinates and monitors partner closeout to include property disposition, final deliveries, final invoices, NICRAs, closeout audits and final reports. Resolves intellectual property rights issues and patent/trademark requirements. Resolve outstanding claims and final payment issues. Ensures audits are conducted and assists in resolution of costs questioned as unsupported or unallowable resulting from audit reports. Drafts audit determinations and recommends courses of action to improve financial and managerial capacity of implementing partners. Ensures completed instruments are properly closed.

2. Other relevant duties (10%):

The Specialist ensures timely submission of Acquisition and Assistance data to Washington using automated reporting systems such as GLAAS. Processes and drafts responses to congressional inquiries, GAO questions and audit findings, and questions from the public. Responds to data calls from USAID Washington and other Government sources. Monitors the contractual/assistance activities of business, industry, private voluntary organizations and institutions, and others participating in implementing technical projects in working through and cooperatively with technical programs or project counterparts. Keeps abreast of market development and conducts general market research. Participate in developing training materials and training of Mission staff in acquisition and assistance. Provides coaching and mentoring to new personnel. Provides on-the-job training and monitors the performance of COR/AORs. As required, provides information and advice to the Contracting Officer on critical procurement issues, or on the effect of new or revised US or host-country requirements. Attend key Mission meetings on behalf of the Contracting Officer, as assigned.