



USAID | DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066023R10002

ISSUANCE DATE: October 6, 2022

CLOSING DATE/TIME: November 2, 2022 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Document Control Clerk (OFM), 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.

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 the Attached 1.

Sincerely,

/S/
Contracting Officer

Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo	Pouch address: Department of State 2220 Kinshasa Place Washington, DC 20521-2220	Tel: (+243) 81 555 4430 Fax (+243) 81 555 3528 http://www.usaid.gov/cg
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066023R10002
2. **ISSUANCE DATE:** October 6, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 2, 2022 at
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** Christiane Lemba, e-mail at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Document Control Clerk
6. **MARKET VALUE:** Equivalent to FSN-6 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 April 2023 or earlier if required clearances are obtained. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through 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 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*

This is a Document Control Clerk Position. The position is located in the Voucher Section, Office of Financial Management USAID/Democratic Republic of the Congo. The position will be responsible for performing the full range of Voucher Section support functions to the Clients (Missions, SO Teams, and Embassies).

2. Statement of Duties to be Performed

1. Date-stamps and logs into the PHOENIX system all incoming invoices, vouchers, claims, etc., received in OFM for payment, by entering relevant data such as payee's name, invoice date and number, amount, type of currency, description of goods or services to be paid, U.S. Disbursing Office code, etc. Type vouchers (SF 1034s) when these are lacking. Daily reviews the list of unprocessed vouchers that are outstanding for administrative approval and follows up with AOR/CORs, Procurement Unit, EXO and OAA to ensure that the vouchers are returned within 5 days in order to comply with Prompt Pay Act requirements. Provides a bi-weekly unprocessed voucher report to all voucher examiner personnel and OFM management for review. Tracks the prompt payment days by maintaining a complete log of all vouchers received and processed in excel, in the unprocessed tracking log. **30%**
2. Attaches a copy of proper obligation documents; obtains the receiving report if applicable; and assigns to the Voucher Examiner. Determines whether the payment is subject to Prompt Payment Act requirements and establishes accordingly the applicable payment due date for each payment. Annotates each invoice, voucher or claim with a document control/voucher number assigned by the Phoenix system. Distributes the invoices, vouchers or claims to the Voucher Examiners for review and processing for payment. **25%**
3. Coordinates the Agency Secure Image and Tracking system (ASIST) for OFM. Manages the scanning/upload process, distributes and collects vouchers and other relevant accounting documents and ensures documentation is handled in accordance with agency storage, retention and destruction guidelines. Files vouchers and their attachments in accordance with established classifications. Vouchers must be filed in a wide variety of project and OE files, including activity agreements, contracts, purchase orders, travel authorizations and requests and selected vendors, etc. Assists in preparation and or review of vouchers processed by other voucher examiners as requested by OFM management. **15%**
4. Distributes copies of paid vouchers to the vendor, Procurement or Project Officer; sends payment notification to employees. Retrieves voucher and accounting documents as requested by authorized staff. Issues OFM bills for collection generated as a result of overweight transportation bills, use of the Mission Director's vehicle and excess travel advances over allowable travel costs. **15%**
5. Provides customer response service to all payees, procurement unit and other Mission staff. Answers questions as to the status of individual vouchers and when payment is estimated to be processed. Filters questions and researches background information in order to notify OFM management of any real urgent or emergency requests for payments which appear to be genuine and requires senior OFM management attention. **10%**
6. Provides all other miscellaneous assigned duties and looks for targets of opportunity to support the OFM Clients to which assigned. Several of these representative miscellaneous duties are as follows: Backstops Administrative Assistant. **5%**

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

3. *Supervisory Relationship:* Works under the immediate supervision of the Supervisory Voucher Examiner who assigns work on a long-term basis and spot-checks completed assignments.
4. *Supervisory Controls:* Receives indirect advice and guidance from the Certifying Officer while performing voucher examination duties. The Supervisory Voucher Examiner writes the incumbent's performance evaluation in consultation with the Certifying Officer.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines minimum qualifications required for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

a. Education: Completion of Secondary School and Post-Secondary School training in Business Studies of Accounting (Diploma) is required.

b. Prior Work Experience: At least two to four years of progressively responsible experience in accounting or a closely related field is required. One to two years' experience working with US Government allotment accounting systems is preferred.

c. Language Proficiency Level IV French ability (fluent) is required. Level II English with an ability to write.

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: 45 points**

Good general knowledge of accounting office operations is required. Familiarity with USAID programs and Generally Accounting Principles and Standards is highly desirable

Skills and Abilities: 55 points

Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques and strong interpersonal skills are also required.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**Total Possible Points: 100 points****SELECTION PROCESS**

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualifications for the position. A committee will then convene to review applications that meet and/or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews

Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

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

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaid-jobs/> and on USAID Facebook page <https://www.usaid.gov/democratic-republic-congo/work-with-us/careers>
2. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities.
3. Offers must be received by **November 2, 2022 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Offers must be submitted ONLY by e-mail attachment to usaidhrkinshasa@usaid.gov and the e-mail subject must say: **72066023R10002 - Document Control Clerk**
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 2. Authorization for release of information form
 3. Overseas Vetting Questionnaire
 4. Diplomatic Security Identity Assurance System (DSIAS) enrollment form
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

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; Maternity Leave (for female employees)
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 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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBC	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/OGE%20Regulations>

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.

END OF SOLICITATION