

SOLICITATION NUMBER: M/OAA/DCHA/DOFDA-06-2288
ISSUANCE DATE: September 13, 2006
CLOSING DATE: October 13, 2006, 5:00PM EDT

LADIES AND GENTLEMEN:

SUBJECT: Solicitation for Personal Services Contractor (PSC) – Finance Unit Program
Operations Specialist

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified **U.S. CITIZENS ONLY** interested in providing PSC services as described in the attached solicitation.

Applicants interested in applying for this position **MUST** submit the following materials:

- 1) Complete and hand-signed federal form OF-612.
- 2) Supplemental document specifically addressing the five (5) Quality Ranking Factors (QRFs) shown in the solicitation.

No exceptions to the minimum document submission requirements will be allowed. Incomplete applications will not be reviewed.

Applications that are incomplete or received without a handwritten signature and supplemental QRF document will not be considered for the position. Applicants are responsible for submitting materials that are in accordance with the attached information at the place and time specified. There will be no exceptions. Applicants should retain for their records copies of all enclosures which accompany their applications.

Any questions on this solicitation may be directed to:

Mike Jones or Amy Feldman
Telephone Number: (202) 661-9366 or (202) 661-9377
E-Mail Address: finance@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 315-3803 or (240) 465-0244

All applications should be submitted to:

GlobalCorps
1201 Pennsylvania Ave., NW, Suite 200
Washington, DC 20004
E-Mail Address: finance@globalcorps.com
Facsimile: (202) 315-3803 or (240) 465-0244

Sincerely,

Yvonne Wilson
Contracting Officer

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| 1. SOLICITATION NUMBER: | M/OAA/DCHA/DOFDA-06-2288 |
| 2. ISSUANCE DATE: | September 13, 2006 |
| 3. CLOSING DATE/TIME: | October 13, 2006, 5:00 PM EDT |
| 4. POSITION TITLE: | Program Operations Specialist |
| 5. MARKET VALUE: | GS-11 (Hiring Level)
(\$54,272 - \$70,558 per year)
This position has promotion potential to the GS-12 salary range (\$65,048 – \$84,559 per year)
<i>(See note below)</i> |
| 6. PERIOD OF PERFORMANCE: | 2 years, renewable up to 5 years |
| 7. PLACE OF PERFORMANCE: | Washington, D.C. |
| 8. SECURITY ACCESS: | Secret |
| 9. AREA OF CONSIDERATION: | Open to all U.S. Citizens |

POSITION DESCRIPTION

BACKGROUND

The Finance Unit is part of the Program Support Division (PS) of the Office of U.S. Foreign Disaster Assistance (OFDA). The core functions of the Finance Unit are external and internal budgeting, management of OFDA's operating year budget, the processing of financial transactions, and financial analysis and reporting. The Program Operations Specialist, in close coordination with the Budget Officer, will help carry out these functions.

INTRODUCTION

OFDA is the office within USAID that is responsible for providing non-food humanitarian assistance in response to international crises and disasters. OFDA is part of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA). OFDA is organized into three divisions, under the management of the Office of the Director. The Disaster Response and Mitigation Division (DRM) is responsible for coordinating with other organizations for the provision of relief supplies and humanitarian assistance. DRM also devises, coordinates, and implements program strategies for a variety of natural and human caused disaster situations. DRM hires sector specialists to provide technical expertise in assessing the quality of disaster response. The Program Support Division (PS) provides programmatic and administrative support including budget/financial services, procurement planning, contracts and grants administration, and communication support for OFDA's Washington and field offices. The Operations Division (OPS) develops and manages logistical, operational, and technical support for disaster responses and administrative support to all offices and operations. OPS maintains readiness to respond to emergencies through several mechanisms, including managing Search and Rescue (SAR) Teams, Disaster Assistance Response Teams (DARTs), and Washington-based Response Management Teams (RMTs), to ensure OFDA's capacity to execute and coordinate USG humanitarian assistance and response to natural disasters and complex emergencies.

OBJECTIVE

The Program Support Division's Finance Unit requires a Program Operations Specialist to strengthen its capability to provide prompt, effective services in the areas of budgeting, transaction processing, and financial analysis and reporting.

DUTIES AND RESPONSIBILITIES

As directed by the Budget Officer, the Program Operations Specialist will assist in carrying out the core functions of the Finance Unit in support of DCHA/OFDA's worldwide operations. The duties and responsibilities include:

For GS-11:

- Process financial transactions in DCHA/OFDA's information management system and USAID's financial accounting system, and reconcile data between the two systems to ensure accuracy;
- Manipulate and query the systems to produce standard reports and ad hoc reports, utilizing Microsoft Excel software as necessary;
- Support the planning and formulation of a complex office budget that includes both program and administrative expenses;
- Maintain budget and finance related records, and assist with the processing of vouchers;
- Conduct the day-to-day operation and maintenance of financial accounts; prepare associated financial statements and reports; ensure that statements required to be submitted by legislation are in compliance with laws and regulations affecting the expenditure of funds, control of the budget, and the status of obligations and expenditures;
- Draft various documents necessary to effect a response to declared disasters including, but not limited to, authorizations, assessments, reports (including financial/statistical graphics), and cables;
- Review financial reports and obligating documents to ensure that overseas resources are fully accounted for and utilized in accordance with the DCHA/OFDA mandate and consistent with the accounts/appropriations provided to DCHA/OFDA;
- Serve on DCHA/OFDA assessment teams and on DARTs deployed to disaster sites when deemed necessary to provide technical assistance to support an emergency response; follow up each deployment with appropriate reports and/or cables;
- Serve as a member of the Washington-based RMT, which provides services and support to DARTs deployed in response to disasters. The duties on RMTs will be varied;
- Serve as DCHA/OFDA duty officer on a rotational basis.

For GS-12:

At this grade level, the Program Operations Specialist will perform all the duties and responsibilities described above with limited guidance from and limited supervision of the Budget Officer. Additionally, the Program Operations Specialist will:

- Analyze budgets;

- Develop budgetary information and, based on knowledge of the organizational budgetary priorities, draft annual and multi-year budget materials for federal budget;
- Prepare all budget documents submitted by divisions, and, once budgets are approved, manage their execution;
- Review language for the International Disaster and Famine Assistance (IDFA) annual and supplemental appropriations;
- Draft guidelines for use of various types of funds and set up systems to track them;
- Draft correspondence to respond to inquiries from Private Voluntary Organization/Non-governmental Organization (PVO/NGO) partners, Office of Management and Budget (OMB), the Congress and the public as they relate to budget and financial issues;
- Provide technical support to the development and maintenance of the DCHA/OFDA information management system; develop written procedures and guidelines for users; train users to operate and retrieve information from the database according to individual needs; design standardized and ad hoc reports as needed; control or assign passwords and privileges and create user roles and profiles;
- Update and maintain look-up tables in OFDA's accounting system; recommend modifications to meet continuing DCHA/OFDA needs and to refine reporting capabilities of the system; participate in the ongoing database redesign, management, and evolution.

SUPERVISORY RELATIONSHIP:

The Program Operations Specialist works under the supervision of and reports directly to the Budget Officer or her/his designee.

SUPERVISORY CONTROLS:

The supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and tasks to be performed.

BASIC REQUIREMENTS AND SELECTIVE FACTORS: (Determines basic eligibility for the position. Candidates who do not meet all of the basic qualifications and selective factors are considered NOT qualified for the position.)

- Bachelor's degree (preferably in finance or accounting) and at least three years of relevant work experience in finance, accounting, or a related field (preferably with the Federal Government)

OR

- At least six (6) years of work experience in a position culminating in the set of duties and responsibilities similar to those of this position

AND

- U.S. Citizenship;
- Basic understanding of financial accounting systems and software;
- Knowledge of U.S. Government financial and information management systems, or systems of a similar nature;

- Ability to obtain a Secret level security clearance as provided by USAID;
- Satisfactory verification of academic credentials.

QUALITY RANKING FACTORS: (Used to determine the competitive ranking of qualified candidates in comparison to other candidates. The factors are listed in order of importance from highest to least.)

- QRF # 1: Describe your experience using complex financial accounting systems, software, and databases to process transactions, manage data, and produce reports.
- QRF # 2: Describe your experience supporting the development, preparation, and execution of an organization's budget.
- QRF # 3: Discuss an example of your ability to think quantitatively, relate to financial concepts, and complete tasks that require attention to detail.
- QRF # 4: Discuss in detail your knowledge of, and/or experience with, the Federal Government's budgeting and financial procedures.
- QRF # 5: Describe your computer skills and written communication skills, as demonstrated through the preparation of reports, memos, financial statements, or other official documents.

BASIS OF RATING:

Applicants who meet the Basic Requirements and Selective Factors will be further evaluated based on scoring of the Quality Ranking Factor (QRF) responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

Applicants are required to address each of the QRFs on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name, social security number and the announcement number at the top of each additional page. Failure to address the selective and/or quality ranking factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Applicant Rating System is as Follows:

QRFs have been assigned the following points:

- QRF #1 – 20 points
- QRF #2 – 10 points
- QRF #3 – 10 points
- QRF #4 – 5 points
- QRF #5 – 5 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

Total Possible Points: 100

NOTES:

(1) NOTE ON THE POTENTIAL FOR PROMOTION TO THE GS-12 SALARY RANGE:

This position will be initially filled at the GS-11 salary range. Upon achievement of full performance level (satisfactory completion of training and performance requirements contained in the Individual Development Plan (IDP), certification of acceptable performance by the position Supervisor/Cognizant Technical Officer (CTO), and satisfaction of a minimum of 12 months of performance), the PSC may be eligible for promotion to the GS-12 salary range.

Should the PSC be promoted to the GS-12 salary range, he/she will not be eligible for the annual salary increase (per AIDAR Appendix D, Section 4.c.2.iv) due after the first 12 months of performance. The effective date of promotion, if any, will serve as the start date for the next 12-month period for the annual salary increase should the PSC be extended beyond two years.

WHERE AND HOW TO APPLY:

Qualified individuals are **required** to submit:

1. A complete U.S. Government Optional Form 612 with hand-written signature (downloadable forms are available on the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov> or at Federal offices) or www.globalcorps.com.
2. Supplemental document specifically addressing the five (5) Quality Ranking Factors (QRFs) shown in the solicitation.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

Via mail: GlobalCorps, 1201 Pennsylvania Ave. NW, Suite 200, Washington, DC 20004

Via facsimile: (202) 315-3803 or (240) 465-0244

Via email: finance@globalcorps.com

The most qualified candidates may be interviewed and required to provide a writing sample. OFDA will not pay for any expenses associated with the interviews. Professional references will be contacted and academic credentials will be evaluated for applicants being considered for selection.

NOTE: If a temporary secret security clearance is not obtained within nine months, the offer may be rescinded.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS 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 application.

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to FAR Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)

http://acquisition.gov/comp/far/current/html/52_200_206.html#wp1137568

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form 612.
2. Medical History and Examination Form (DS-1843). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **
6. Employment Eligibility Verification (I-9 Form). **

** Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

to determine which CIBs and AAPDs apply to this contract.

BENEFITS/ALLOWANCES:

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

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase
Eligibility for Worker's Compensation
Annual & Sick Leave

ALLOWANCES (if Applicable).*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.