REQUIREMENTS:

The Contractor will work closely with the Contracting Officers (CO), A&A Specialists and the

technical teams, and may be required to provide any or all of the following services in support of USAID’s programs: [include items as necessary]

1. Developing and conducting A&A training for A&A Specialists and A/CORs on topics

agreed upon with the CO. Virtual training may be conducted in real time (remotely), or using the Contractor’s online training platform for self-paced learning.

2. Advising CORs/AORs/Activity Managers in the selection of appropriate A&A

mechanisms to accomplish agency programmatic objectives and recommending choice of

instrument to the CO.

3. Providing guidance to CORs/AORs/Activity Managers in the preparation of required

descriptions of the proposed activity including, as appropriate, contractible statements of

work, specifications, program descriptions, program announcements, evaluation criteria,

etc.

4. Reviewing incoming documents to ensure compliance with all agency and mission

requirements and appropriateness for the proposed action and recommending for

approval or modification.

5. Preparing all required pre-award documents, including determination and findings,

synopses, justifications, Request for Proposals (RFPs), Request for Applications (RFAs),

Invitations for Bids (IFBs), Request for Quotations (RFQs), and Annual Program

Statements (APSs).

6. Researching and drafting responsibility determinations for the CO.

7. Representing the CO in the evaluation of bids, proposals, applications, or quotes and

ensuring compliance with evaluation criteria and factors contained in the solicitation, providing instructions to the technical evaluation committee regarding rules and

procedures in the conduct of a competitive source selection.

8. Preparing pre-negotiation strategies which address price, profit/fee, terms, special

conditions, preparing requests for confirmation of the results of the negotiation, including

requests for final revised proposals or revised program descriptions/financial plans.

9. Preparing award documents for signature of the CO.

10. Drafting all required notifications to unsuccessful bidders, offerors or applicants and

preparing written debriefings.

11. Administering A&A instruments to ensure that the terms and conditions of the award are

met including, but not limited to, provision of technical advice regarding contract clauses

or standard provisions, procurement policies, reviewing and recommending approval or

disapproval of subcontracts awarded by prime contractors.

12. Performing award administration tasks such as modifications, change orders, drafting

correspondence, etc.

13. Managing the non-competitive process for A&A instruments to conform to USG and

USAID regulations.

REPORTS:

Quarterly report on completed actions to be submitted to the Contracting Officer on the last day of each quarter.

PLACE OF PERFORMANCE:

The Contractor will perform all the services required under this Purchase Order remotely from its own offices.

WORK WEEK:

The Contractor is expected to deliver \_\_\_days of acquisition and assistance work throughout the period of performance on as needed bases to allow for the highest level of flexibility. The

Contractor must be reachable by phone or email on the day-to-day basis to ensure effective

communication with the CO and other Mission personnel. The Mission is located in [time zone] and will require the Contractor to participate in phone calls and virtual meetings during normal business hours in this time zone.