

**SOLICITATION NUMBER:** SOL-388-14-000002

**ISSUANCE DATE:** April 2, 2014

**CLOSING DATE:** April 30, 2014  
at 4:30pm local time in Dhaka Bangladesh

**POSITION TITLE:** Senior Acquisition and Assistance Specialist  
(GS-13 equivalent)

**MARKET VALUE:** GS-13 Equivalent (\$72,391 - \$94,108 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**PLACE OF PERFORMANCE:** Dhaka, Bangladesh

**PERIOD OF PERFORMANCE:** One Year

**AREA OF CONSIDERATION:** U.S. Citizens/Third Country Nationals

**SECURITY ACCESS LEVEL:** Employment Authorization

**DIRECT SUPERVISOR:** Office Director/Supervisory Contracting Officer

**SUPERVISORY CONTROL:** Minimum. Incumbent is expected to act independently with little direction.

**POSITION DESCRIPTION:**

**SENIOR ACQUISITION AND ASSISTANCE SPECIALIST**

**I. BACKGROUND:**

This position is located in the Office of Acquisition and Assistance (OAA), USAID/Bangladesh. USAID/Bangladesh executes programs and projects of a critical and highly specialized nature. The primary purpose of this position is to provide A&A support to USAID/Bangladesh programs in four technical areas – Economic Growth; Democracy and Governance; Food, Disaster and Humanitarian Assistance; and Population, Health, Nutrition and Education. This work includes support on all aspects of contract management relating to and affecting USAID assistance programs in Bangladesh, including project planning, project design, implementation, and evaluation of programs. The A&A Specialist (the personal services contractor, or PSC) reports directly to the Supervisory Contracting Officer while working as a part of a team in overall support of the Mission.

This position will execute and administer procurements in support of assigned USAID/Bangladesh technical sector programs. The PSC will be responsible for planning, developing, soliciting, negotiating, managing, and advising on procurement and contract management in relation to the Mission's assistance programs. The PSC will participate in "cradle to grave" actions – from and project design through negotiation, administration and close-out. The PSC will develop and execute plans for procurement and provide contract management support to achieve program objectives.

**II. BASIC FUNCTION OF THE POSITION:**

The incumbent serves as a Senior Acquisition and Assistance Specialist in the Office of Acquisition & Assistance (OAA), USAID/Bangladesh. The PSC is responsible for all pre-award and post-award functions involving highly complex negotiated procurements of significant importance to the Mission. The work includes support on all aspects of contract management relating to and affecting USAID assistance programs in Bangladesh, including procurement planning, activity design, solicitation, negotiation, award and implementation of programs. The PSC is also responsible for training local-hire Acquisition and Assistance Specialists in OAA. The A&A Specialist reports directly to the Office Director/ Supervisory Contracting Officer.

The PSC will provide contracting support to assigned technical programs within the Mission's overall portfolio. These technical offices currently include: Population, Health, Nutrition and Education; Economic Growth; Food, Disaster and Humanitarian Assistance; and Democracy and Governance. The PSC will also serve as an Acquisition and Assistance resource for the Office of Acquisition and Assistance providing training and mentoring to staff members.

### **III. DUTIES AND RESPONSIBILITIES:**

#### ***Procurement Planning:***

- Develops long-range plans for new or complex programs. Responsible for procurement planning activities for assigned sector Offices Teams, which may include reviewing and clearing procurement plans and procurement documents and representing the Office of Acquisition and Assistance at program planning meetings.
- Develops acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements that serve as models for future major system acquisitions.
- Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules and keeps superiors informed of anticipated workload demands.
- As part of the Office of Acquisition and Assistance team, analyzes and collates approved annual procurement plans.
- Identifies within assigned sector programs those significant subsystems, components, equipment and services to be acquired by contract, grant, cooperative agreement, Inter-Agency Agreement, or International Public Organization, or other appropriate mechanism.
- Acts as advisor to program officials in activity planning meetings, and advises program officials on the procurement instruments to be used.
- Provides counseling and training to new project/technical staff on USAID regulations and Federal Acquisition Regulations (FAR) requirements. Provides on-the-job training to junior staff and assists management in selecting appropriate developmental assignments.

#### ***Design and Solicitation Processes:***

- Collaborates in the development of evaluation criteria and assists in the preparation of statements of work.
- Develops objectives for the program in terms of competition and price range, and constructs on the contractual or assistance vehicle, which includes the use of pricing arrangements, subcontracting policy, set-aside policies, and similar considerations.

- Provides backstopping services to technical personnel by advising on resolution of special procurement problems associated with waiver requests, expediting of deliveries, apparent overlapping responsibilities, and resolution of claims.
- Prepares solicitation documents.
- Performs detailed analyses of all elements of cost in contractor proposals. Determines the competitive range and prepares defensible justifications when required.
- Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract.
- Obtains appropriate data from business and technical officials. Issues necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses or subcontracts. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. In the absence of meaningful cost and price information, develops creative approaches to developing the necessary comparative data.

***Negotiation and Award:***

- Serves as lead negotiator responsible for a significant program or for major procurements, which may include several types of instruments.
- Plans, leads, and coordinates the strategy for negotiations with contractors/grantees to develop the award price and terms.
- Prepares the award documents and recommends their execution.
- Negotiates Participating Agency Services Agreements (PASA) and Participating Agency Program Agreements (PAPA) in accordance with statutory and procedural regulations and general agreements with other Federal agencies. Negotiations include prices, terms, special conditions, and amendments. Coordinates PASAs and PAPAs with officials in participating Federal agencies and with Mission officials as necessary.

***Contract Compliance Monitoring and Administration:***

- Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.
- Ensures that contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs.
- Recommends issuing cure or show-cause notices when the contractor is not in compliance.
- Conducts analysis and prepares required documentation for various contracting actions, including: incremental funding, rate and cost adjustments, redirection of effort, time extension, incorporation of change orders, stop work orders, cure notices or show cause letters, approval of progress payments, final payment to the contractor, and contract closeout.
- Evaluates the adequacy of the awardee's business management systems for areas such as personnel compensation, insurance subcontracting and/or sub-granting procedures, and financial management. Ensures compliance with applicable cost principles, and Cost Accounting Standards and requirements. Performs work associated with the analysis of automated

contracting systems, or with providing advice and guidance on contracting and procurement issues including procurement using small/disadvantaged businesses.

- Reviews grantee's procurement systems and procedures. In response to requests for review by grantees for the purpose of certifying their procurement system and procedures, conducts in-depth on-site evaluations of grantees contracts, contracting procedures, contract planning, competition, cost analysis, organizations, employee qualifications, procurement and contract administration systems, and similar functions.
- Interprets award provisions for awardees and for officials of the agency, and provides appropriate advice and guidance. Advises technical office counterparts and contractors /grantees/recipients on their administration responsibilities contained in the award.
- Anticipates problems and provides advice to project personnel on effective implementation and time frames required.
- Terminates awards for the convenience of the Government or default by the awardee. The incumbent is responsible for the preparation of all documentation necessary to support and defend termination decisions. Negotiates termination claims settlement.
- Resolves audit findings on post-award audits. Responds to protests by researching and developing necessary analysis, documentation, and history. Works with USAID Legal Officers in proposing the Agency position, and Contracting Officer reports to support the Government defense on protests to the Government Accountability Office (GAO).

***Training:***

- Trains A&A Specialist staff on all aspects of acquisition and assistance procedures, policy and document formation. The training shall encompass Procurement Planning, Design and Solicitation Processes, Negotiation and Award, Contract Compliance Monitoring and Administration, design of tools and templates to utilize in training and other topics as assigned.

***Other Duties:***

- Recommends new or improved processes in a functional area of procurement, e.g., pre-award or price/cost analysis, including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation to subordinate contracting activities.
- Responds to protests by researching and developing necessary analysis, documentation, and history. Works with the Legal Officer in preparing the Agency's position and Contracting Officer reports to support the Government's defense on protests to the GAO. Provides ongoing technical advice and recommendations to both contracting and technical office personnel. Acts as a liaison to various offices.
- Recommends, develops, issues, and maintains contracting policies to ensure consistency in implementation.
- Performs other duties as assigned.

**OTHER SIGNIFICANT FACTS:**

**A. Knowledge Required by the Position**

The position requires either: knowledge of contracting principles, laws, regulations and procedures applicable to pre-award and/or post-award actions sufficient to procure and/or administer contracts for

major development, testing, and/or production, or mastery of a procurement functional area sufficient to provide expert technical leadership, staff coordination, and consultation including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation. Familiarity with business strategy and program or technical requirements is required sufficient to perform or direct in-depth evaluations of the financial and technical capabilities, or the performance, of the contractor.

### ***Guidelines***

Policies and precedents are available but stated in general terms or are of limited use. Extensive searches of a wide range of regulations and policy circulars are frequently required. The PSC uses experienced judgment and initiative in applying principles underlying guidelines, in deviating from traditional techniques, or in researching trends and patterns to develop new approaches, criteria, or proposed policies.

### ***Complexity***

The work is characterized by breadth of planning, review, and coordination or depth of problem identification and analysis, stemming from the variety of the procurement functions or from unknowns, changes, or conflicts inherent to the issues. Work involves varied duties requiring many different and unrelated processes and methods which cover the full range of contracting and assistance activities in the assigned functional area(s) or contract reviews which reveal trends and common problems.

Decisions involve responsiveness to continuing changes in programs or technological developments. Procurements typically require new or modified contract terms and conditions, funding arrangements, or policy interpretation throughout the pre-award and post award phases. The PSC develops data and recommends or initiates action to resolve a variety of problems under different award instruments such as contract awards and awards under assistance. Actions include factors not routinely encountered. Determining what needs to be done includes analysis of alternatives, adaptation, or modification of procedures, or resolution of incomplete or conflicting technical or contractor data.

### ***Scope and Effect***

The purpose of the work is to provide expertise as a specialist in a functional area of contracts and grants/cooperative agreements by furnishing advisory, planning, or reviewing services on specific problems, projects, or programs. The work affects a wide range of procurement and assistance activities such as the operation of procurement programs in various locations, the accomplishment of significant procurement of technical program goals, or the economic position of contractors or on their respective areas.

All actions of the Senior Acquisition and Agreement Specialist will be subject to review and final approval of the responsible Contracting/Agreement Officer or his/her designee.

***Available Guidelines:*** Reference and guidance materials to be used by the Contractor in performing the duties shall include, but not be limited to the following:

- Federal Acquisition Regulations (FAR)
- AID Acquisition Regulations (AIDAR)
- Code of Federal Regulations (CFR)
- OMB Circulars
- A&A Policy Directives (AAPDs)
- Contract Information Bulletins (CIBs)
- Procurement Executive Bulletin (PEB)
- USAID Automated Directive System

### ***Exercise of Judgment***

The Contractor must exercise sound and independent judgment in interpreting and applying acquisition and assistance regulations in the course of carrying out the assigned duties.

### ***Authority to Make Commitments***

The incumbent will not have the authority to sign A&A instruments or other documents that require a warrant, or the authority to make legal determinations that have the effect of binding the Government.

#### ***Personal Contacts***

The Contractor establishes and maintains solid working relationships with all level of Mission personnel and personal contacts include a variety of specialists, managers, officials, or groups from outside the agency in a moderately unstructured setting where the purpose and extent of each contact is usually different, and the role and authority of each party is identified and developed during the course of the contact.

#### ***Purpose of Contacts***

Contacts are to obtain agreement on previously determined goals and objectives through negotiation, persuasion, and advocacy. The individuals or groups may be uncooperative, have different negotiation objectives, or represent divergent interests.

#### ***Interpersonal Skills***

The Contractor must exercise discretion and tact in a variety of stressful situations and when dealing with personnel to resolve challenges that arise during the course of the work, for which there often is not a clear solution. Team work within OAA and between technical offices is essential for overall success of Mission operations. Additionally, the Contractor must possess skills in mentoring and training junior staff members. The Contractor should also be able to explain acquisition and assistance procedures and share best practices with staff members.

#### ***Time Required to Perform Full Range of Duties***

The Contractor is expected to be an expert in the field of acquisition and assistance procedures.

#### ***Physical Demands***

The work is sedentary.

#### ***Work Environment***

The work is performed in an office setting.

### **IV. REPORTING REQUIREMENTS/SUPERVISION:**

The incumbent will be supervised by the Supervisory Contracting/Agreement Officer and/or Deputy Contracting/Agreement Officer.

The Supervisory Contracting Officer sets the overall objectives of the work as well as the available resources. The PSC, in consultation with the Supervisory Contracting Officer, develops specific objectives and priorities. The PSC independently plans and carries out the work, selecting the approaches and techniques to be used, and informs the supervisor of progress and significant problems. Work is evaluated on the degree to which program and regulatory requirements are met.

### **V. QUALIFICATIONS AND SELECTION CRITERIA**

#### **MINIMUM QUALIFICATIONS**

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Additionally, interviews and writing samples may be requested only from the top scoring candidates. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Factors listed below.

- Cover Letter (should note date of availability to begin assignment in Bangladesh)
- Resume/ Curriculum Vita (CV)
- Optional Form for Federal Employment (OF 612)
- Copy of Procurement Management Certification Program, FAC-C Certification or equivalent provided along with copies of relevant course certificates
- 3-5 References with contact information provided
- Ability to obtain U.S. government employment authorization, in accordance with USAID hiring policy.
- Satisfactory verification of academic credentials.

## **EVALUATION CRITERIA:**

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria:

### **1. Education: (15 points)**

A Bachelor's degree and 24 business credit hours in a relevant major listed below, is desired. However, relevant, extensive work experience, if demonstrably successful, may be substituted or be given appropriate consideration.

Relevant majors are business administration, public administration, law, banking, international affairs, procurement and contracting or finance with an emphasis on commerce, trade, and materials management.

Completion of courses leading to the Federal Acquisition Certification – Contracting (FAC-C) (or its predecessor PMCP) is highly desirable.

### **2. Experience: (30 points)**

Seven to ten years of progressively responsible professional experience in acquisition and assistance functions. Demonstrated prior experience and ability to exercise independent judgment in the full range of responsibilities: procurement planning, solicitation, analysis and evaluation of proposals, negotiation and award of acquisition and assistance instruments, cost and price analysis, administration, termination, negotiation of changes, execution of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance and disposition of claims.

Experience that demonstrates pre-award negotiation skills and experience in making formal presentations and in post award administration. At least three years of experience working on acquisition and assistance actions overseas with international with international organizations is required.

Experience in mentoring, training new hires, leading teams and supervisory skills, is desired.

### **3. Knowledge: (35 points)**

Demonstrated knowledge of federal contracting and assistance principles, laws, statutes, Executive Orders, regulations and procedures applicable to pre-award and/or post-award actions sufficient to procure and/or administer contracts, grants and cooperative agreements for a variety of specialized equipment, services, and/or construction, or to conduct studies of problem areas and develop standard methods and operating procedures.

Knowledge of the following is preferred:

- Federal Acquisition Regulations (FAR)
- USAID Acquisition Regulations (AIDAR)
- Contract Information Bulletins (CIBS) / Acquisition & Assistance Policy Directives (AAPDs)
- Office of Procurement Administrative Memoranda (OPAMS)
- USAID Automated Directive System (ADS)
- Office of Management and Budget (OMB) Circular
- Title 22, Code of Federal Regulations (CFR) as appropriate to USAID

Familiarity with business practices and market conditions applicable to program and technical requirements is required sufficient to evaluate such actions as bid responsiveness, contractor responsibility, and/or contractor performance.

Demonstrated knowledge of team management strategies, mentoring and knowledge transfer to provide training for junior staff members.

#### **4. Skills and Abilities: (20 points)**

Must be able to work independently in a highly demanding environment and capable of handling tasks with varying deadlines. The ability to plan, organize and manage complex negotiations and meetings is very important. Strong organizational skills; ability to work independently with little supervision; ability to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time is essential.

Demonstrated ability to work collegially with technical officers, peers, and supervisors with good interpersonal skills and past performance in working effectively in a team environment is required. S/he must be able to adhere to high standards of professional conduct and to maintain strict confidentiality and high ethical standards relating to all areas of acquisition and assistance.

Demonstrated ability to lead team(s) and provide strategic advice on highly complex, time sensitive procurements. Must be able to communicate complex and difficult policy and programmatic issues understandable by knowledgeable laypersons without oversimplifying and be able to transfer knowledge/mentor other team members.

Proven ability in the following: negotiation, issuance of fixed-price contracts, issuance of cost reimbursement contracts, issuance of special-purpose contracts and agreements, business evaluations, administration, termination and award and administration of grants and cooperative agreements. Demonstrated skills in managerial and coordinative activities sufficient to conduct a variety of contractual actions occurring concurrently, is essential.

Demonstrated excellence in oral communication in English and strong writing skills. Proving ability to evaluate, and interpret policy directives and regulations, produce technical documents and to effectively communicate to internal and external stakeholders and produce technical documents is required.

Proficiency in standard operating and application software (Windows, Microsoft Word, Excel, and Outlook) is required.

**TOTAL POINTS: 100**

#### **VI. SELECTION FACTORS:**

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)



- Applicant is a Third Country National;
- Completed and signed Federal Form OF-612 is submitted;
- Supplemental documents, especially a resume and/or additional information addressing the Evaluation criteria, is submitted; and
- Ability to obtain a security clearance or employment authorization clearance, as provided by USAID.

#### **INSTRUCTIONS TO APPLICANTS:**

Interested individuals are requested to submit fully completed and hand-signed copy of an Application for Federal employment (SF-171) or an Optional Application for Federal Employment Form (OF-612), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria:

1. Personal Information: full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. Education: High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
3. Work Experience: provide the following information for your paid and non- paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
4. Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery typing speed, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
5. Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. Date of availability to begin assignment in Dhaka, Bangladesh.

Forms are (available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices). Applicants should note that the salary history for the purposes of the SF-171 or OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position. Please note all applications must be signed – **unsigned**

**applications shall NOT be considered.** Please reference the solicitation number on your application, and as the subject line in any cover letter.

Interested candidates should send above via the internet, facsimile or international mail, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Address: Supervisory Executive Officer  
Executive Office  
USAID/Bangladesh  
C/O American Embassy  
Madani Avenue, Baridhara, GPO Box 323  
Dhaka -583, Bangladesh  
Email : [Dhaka-jobs@usaid.gov](mailto:Dhaka-jobs@usaid.gov)

## **VII. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:**

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

### **BENEFITS**

- Employer's FICA and Medicare Contribution\*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave
- Shipment and storage of household effects
- Shipment of POV (Private Own Vehicle)
- Access to Embassy medical facilities, and pouch mail service
- Defense-based Accreditation and Medevac insurance

*\*Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

**ALLOWANCES:** TCNs will be paid allowances in accordance with the Bangladesh Mission Order. Details are available on request. USPSCS will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – if applicable.

1. Temporary Lodging Allowance (Section 120)
2. Living quarters allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Separate Maintenance Allowance (Section 260)
6. Education allowance (Section 270)
7. Educational Travel (Section 280)
8. Post differential (Chapter 500)
9. Payments during Evacuation/authorized Departure (Section 600)
10. Danger Pay (Section 650)
11. Consumables Allowance

**SECURITY AND MEDICAL CLEARANCE:** Medical clearances are required of TCNs. An Employment Authorization is required.

## VIII. LIST OF REQUIRED FORMS FOR PSC:

Forms outlined below can found at: <http://www.usaid.gov/forms> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Application for Federal employment (SF-171) or Optional Application for Federal Employment (OF-612)
2. Contractor Physical Examination (AID Form 1420-62). \*
3. Questionnaire for Sensitive Positions (for National
4. Security) (SF-86), or \*
5. Questionnaire for Non-Sensitive Positions (SF-85). \*
6. Finger Print Card (FD-258). \*

\* Forms 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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### CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc)

Additionally, AIDAR Appendix D can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

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.