



U.S. DEPARTMENT OF STATE
BUREAU OF INTERNATIONAL NARCOTICS AND LAW
ENFORCEMENT AFFAIRS (INL)



You have received this "Personal Services Contractor" (PSC) solicitation through the Department of State (DOS) Internet site. If you have any questions regarding this PSC, you may contact the DOS Official named in this solicitation. The Department is not responsible for any data and/or text not received when retrieving this document electronically. Amendments to solicitation documents generally contain information critical to the submission of an application.

Position Title: Program Advisor

Location: Port-au-Prince, Haiti

Salary Level: FS-02 - \$88,619 - \$130,140 (Equivalent GS-14)

Period of performance: The period of performance for this contract is twelve (12) months from the date of award with four (4) optional one-year extensions.

Issuance Date: July 23, 2020

Closing date: August 6, 2020

Closing Time: 3:00 PM ET

Solicitation Number: PSC-20-055-INL

Job description: See below

Dear Prospective Offerors:

The Department of State is seeking offers from qualified U.S. citizens to provide personal services for the subject position under a personal services contract, as described in this solicitation. Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

1. Form SF 171 (Completed and signed)
2. Complete resume. In order to fully evaluate your offer your resume must include:
 - a. Paid a non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for any overseas experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
 - b. Specific duties performed that fully detail the level and complexity of the work.
 - c. Names and contact information (phone and email) of your current and/or previous supervisor(s).
 - d. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
 - e. U.S. Citizenship

Note: Resume must contain explicit information to make a valid determination that the candidate meets the experience requirements as stated in this solicitation. This information needs to be clearly identified in the resume. Failure to provide explicit information to determine qualifications for the position will result in loss of full consideration.

- 3. Evaluation Factor document specifically addressing:** Each of the Evaluation Factors shown in the solicitation below. Responses must be limited to 500 words per Evaluation Factor. Any additional words above the limit will neither be read nor scored.

Note: The Evaluation Factors are worth 70 out of 100 points. Offerors are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each Factor.

- 4. Professional References:** Three (3) names and contact information (phone and email) of current and/or previous supervisors to serve as professional references.

Additional documents submitted will not be accepted. Incomplete or late offers will not be considered. Complete applications must be emailed to:

Victoria V. Stewart
U.S. Department of State
INL/EX/GAPP
StewartVV@state.gov

Sincerely,

Anthony Pierce
Contracting Officer
U.S. Department of State

SUBJECT

A solicitation for a Personal Services Contractor (PSC), Department of State (DOS), Bureau for International Narcotics and Law Enforcement Affairs (INL).

The United States Government (USG), represented by the DOS, seeks applications from US citizens interested in providing PSC services as described in this solicitation.

PRE-AWARD ETHICAL RESPONSIBILITIES OF PSC (JUN 2011)

This solicitation may result in the award of one or more personal services contracts as defined in FAR 2.101. Prior to contract award, all offerors or quotes must advise the cognizant Contracting Officer if they have a personal conflict of interest, such as a financial conflict, that would prevent them from either meeting the requirements of the clause entitled, "Post-Award Ethical Responsibilities of Personal Services Contractors," or otherwise objectively performing their contractual duties upon contract award.

HOW TO APPLY

Offerors proposal shall be in accordance with the requirements stated in this solicitation at the place and time specified. A proposal will be determined *non-responsive* and *ineligible for consideration* unless all required documents and information are included in the submission. Offerors shall ensure their resume demonstrates their possession of the minimum qualifications outlined in this Solicitation, as well as their ability to fulfill all required duties. The Government is not responsible for any costs incurred by the offeror during the solicitation process.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

This solicitation in no way obligates the Department of State to award a PSC contract, nor does it commit the Department of State to pay any cost incurred in the preparation and submission of the application.

Proposals must include the following and not exceed twenty (20) pages (additional pages will not be accepted or reviewed):

1. Form SF 171 (Completed and signed)
2. Resume
3. Evaluation Factor Responses
4. Three (3) names and contact information (phone and email) of current and/or previous supervisors to serve as professional references.

Note: Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration. **Additional documents submitted beyond the requirements will not be accepted or reviewed.**

***** ONE PDF ATTACHMENT IS HIGHLY RECOMMENDED**

VETERAN'S PREFERENCE

Veteran's preference is **not applicable** to this position therefore do not submit DD-214.

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

Submit proposal via e-mail to the attention of:
INL/Victoria V. Stewart
E-mail: StewartVV@state.gov

Direct questions regarding this solicitation to:
INL/Victoria V. Stewart
E-mail: StewartVV@state.gov

INL will not accept proposals beyond the closing time/date; unless it can be determined DOS mishandled the proposal.

GENERAL STATEMENT OF THE PURPOSE OF THIS CONTRACT

Mission of the U.S. Department of State: The U.S. Department of State is the lead institution for the conduct of American diplomacy and the Secretary of state is the President's principal foreign policy advisor. The Department of State's mission is to advance U.S. national security interests, fight terrorism, protect U.S. interests abroad, and implement foreign policy initiatives that build a freer, prosperous and secure world.

Mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL):

INL is under the Under Secretary for Democracy and Human Rights (J) and works to keep Americans safe at home by countering international crime, illegal drugs, and instability abroad. INL helps countries deliver justice and fairness by strengthening their police, courts, and corrections systems. These efforts reduce the amount of crime and illegal drugs reaching U.S. shores.

The Bureau for International Narcotics and Law Enforcement Affairs Section at the U.S. Embassy Port-au-Prince, Haiti, supports the Haitian National Police (HNP)'s development as a professional and accountable institution capable of managing Haiti's internal security.

The purpose of this Personal Services Contract is to fill the Program Advisor position in the INL section at the U.S. Embassy in Port-au-Prince, Haiti. The Program Advisor serves as an in-country program coordinator for the management and oversight of several INL assistance portfolios in Haiti, which may include counter-narcotics, border security, corrections, community policing, crowd control, anti-gang, administrative capacity-building, and/or other portfolios.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the INL Director based in Port-au-Prince, Haiti, or his or her designee, the Program Advisor will perform the following duties:

Plan:

1. Assess the HNP's capacity and needs with regard to assigned program areas.
2. Design and plan INL programs to achieve the U.S. government's goals in Haiti. In conjunction with HNP counterparts, maintain strategic plans for assigned program areas. Provide input to the annual INL budget development process.

Manage:

3. Implement, manage, and supervise assigned INL programs throughout Haiti to achieve INL goals. Ensure program sustainability. Serve as Agreement Officer Representative (AOR), Grants Officer Representative (GOR), and/or Contracting Officer Representative (COR) as required.
4. Coordinate with INL staff and liaise with Haitian authorities regarding procurement, property management, construction, vehicle purchase and maintenance, training, and communications support for assigned program areas. Draft project documents, such as terms of reference and statements of work, for specific trainings and other implementation activities in conjunction with INL/KM and INL/ WHP. Provide information for an automated database of host-country personnel receiving INL-funded training.
5. In conjunction with INL's subject matter experts embedded in the HNP, encourage the HNP to adopt policies and practices that will increase its effectiveness.

Monitor and Evaluate:

6. Regularly monitor and evaluate programs to ensure their effectiveness and compliance with all applicable laws, regulations, and policies. Conduct site visits. Perform and document project evaluations in coordination with host-country authorities and relevant U.S. agencies.
7. In conjunction with the INL Management Officer, ensure program compliance with all applicable laws, regulations, and policies. Ensure projects fall within program guidelines as notified to Congress and as laid out in the INL Haiti Strategy for developing the capacity of the HNP. Ensure that all INL-funded training is conducted in full compliance with the Leahy Amendment and Section 477 of the Foreign Assistance Act. Ensure compliance with INL property management regulations. Explain relevant U.S. laws, regulations, and policies to Haitian authorities and implementing partners.
8. Monitor program financial records to ensure their accuracy and completeness. Working with INL Port-au-Prince management, ensure budget compliance with INL financial management guidelines and regulations.

Coordinate:

9. Coordinate INL programming with other U.S. agencies, the Government of Haiti, the United Nations Integrated Office in Haiti (BINUH), other international organizations, non-governmental organizations, and program beneficiaries. Communicate and coordinate with other donors to Haiti's criminal justice sector to encourage programs complement each other and avoid duplication of effort. Work closely with other INL Haiti staff to coordinate overall assistance to the HNP.

Report:

10. Provide regular oral and written reports on program implementation. Provide programmatic guidance and analysis of developments in the HNP to the U.S. Embassy Political Section and INL Washington.
11. Draft and provide advice and assistance in the preparation of required reports, including to the U.S. Congress, INL Bureau, and other U.S. federal agencies. Contribute to the annual End Use Monitoring Report.
12. Advise the INL Director and INL Washington on issues related to assigned program areas.

Other Duties:

13. Work in close conjunction with the INL Police Advisor and INL Contracting Officer's Representative and provide backup and support as directed for their duties and responsibilities.
14. Serve as a subject matter expert in program management for INL Port-au-Prince.
15. Represent INL in internal and external meetings, ceremonies, and representational events as required. Articulate and promote U.S., Mission, and INL policies and goals.
16. Maintain security awareness and properly handle classified and controlled items and information.
17. When required, perform the role of Duty Officer.
18. Perform other duties as requested and assigned that are directly related to this Statement of Work.

TRAININGS & DISTANCE LEARNING COURSES

1. Completes the Contracting Officer Representative (PA296) distance-learning (DL) course through the Foreign Service Institute (FSI) within 120 days of arriving at Post.
2. Completes the Grants Officer Representative DL courses (PY220, 222, and 224) through FSI within 120 days of arriving at Post.

3. Completes the Introduction to Working in an Embassy (PN113) DL course through the FSI within the first six (6) months of arriving at Post.
4. Completes the mandatory Foreign Affairs Counter-Threat (FACT) Course (OT650) prior to deployment to Post.
5. *If applicable* - Consultations with the INL Program Office may be required.
6. *As required by INL Port-au-Prince Director* – INL/KM's INL-PREP training.

PLACE OF PERFORMANCE & TRAVEL REQUIREMENTS

The Program Advisor is based at the U.S. Embassy in Port-au-Prince, Haiti. The advisor will occasionally travel throughout Haiti, including to remote locations. The position may also require international travel.

RELATIONSHIPS

The Program Advisor will work under the direct supervision of the INL Deputy Director at the U.S. Embassy in Port-au-Prince, Haiti, while remaining under the programmatic oversight and guidance of the INL/Western Hemisphere Programs Office Team Lead in Washington, D.C. The Program Advisor will initiate projects and execute approved new programs under general supervision. The INL Director will monitor, review and assess the Program Advisor's work.

The INL Director will provide yearly performance reviews to the INL/EX/GAPP Contracting Officer in Washington, D.C. to contribute to the incumbent's official yearly review.

COMPLEXITY

This position involves planning, organizing, and implementing highly visibility and politically sensitivity programs of enormous complexity.

SCOPE AND EFFECTIVENESS

The Program Advisor performs broad and extensive assignments related to counter-narcotics, border security, corrections, community policing, crowd control, anti-gang, and/or administrative capacity-building programs in Haiti, which are of significant interest to the public and to Congress.

PERIOD OF PERFORMANCE

The period of performance for this contract is twelve (12) months from the date of award with four (4) optional one-year extensions.

MINIMUM QUALIFICATIONS

1. U.S. citizenship with the ability to obtain and maintain Department of State Secret level security and Medical clearances. Department of State Ethics clearance (*if applicable*). *Security clearance upgrade to the Top Secret level may be required.*
2. Seven years of experience planning, managing, coordinating, monitoring, and/or evaluating programs.
3. Five years of experience working on law enforcement or justice sector issues.
4. French or Creole language proficiency at a minimum FSI 3/3 level or equivalent.
5. Demonstrated excellent oral and written English communication skills, negotiation skills, and interpersonal skills.
6. High-level knowledge of Microsoft Word, Excel, Power Point, and e-mail programs.
7. Demonstrated ability to interact effectively with high-level officials (governmental and non-governmental).
8. Physically able to reside in Port-Au-Prince, Haiti or other location as assigned, and travel throughout the region.

EVALUATION FACTORS

(Used to determine the competitive ranking of qualified offerors in comparison to other offerors.) Offerors should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

- Factor 1: Criminal Justice Experience (15 points)**
Demonstrated experience working on law enforcement, justice sector, and/or corrections issues. Demonstrated ability to liaise effectively with host nation law enforcement officials. The ideal candidate has experience as a law enforcement supervisor or criminal investigator, or managing programs to strengthen law enforcement institutions.
- Factor 2: Program Management (25 points)**
Demonstrated expertise in designing, managing, monitoring, and evaluating complex programs to achieve policy goals, especially in a foreign assistance context.
- Factor 3: Program Coordination (20 points)**
Demonstrated ability to work effectively as part of a diverse team and to coordinate with relevant USG agencies, foreign government officials, and the international community for the purpose of sharing information and developing complementary policies and programs. Demonstrated experience preparing clear and concise written reports on complex issues.
- Factor 4: Overseas Experience (10 points)**
Demonstrated ability to work effectively in Haiti or in similar overseas environments.

BASIS OF RATING: Offerors who clearly meet the Education/Experience Requirements will be further evaluated based on scoring of the Evaluation Factor responses. Offerors are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Failure to specifically address the Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Offeror Rating System is as Follows:

Evaluation Factors have been assigned the following points:

Factor #1 – 15

Factor #2 – 25

Factor #3 – 20

Factor #4 – 10

Total Possible – 70 Points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Past performance evaluation of applicant's ability to perform under the contract. In conducting the evaluation, the U.S. government reserves the right to utilize all evaluation information available at the time of evaluation, whether provided by the applicant or obtained from other sources.

Total Possible Points: 100

The most qualified candidates may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. INL will not pay for any expenses associated with the interviews. In addition, applications (written materials and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills. In the event that an applicant has fully demonstrated his/her qualifications and there are no other competitive applicants, INL reserves the right to forego the interview process. Professional references will be evaluated for applicants being considered for selection.

COMPENSATION (BASE PAY)

This position has been designated at the FS02 equivalent level (\$88,619 to \$130,140 per annum). Final compensation will be negotiated within the listed market value based upon qualifications, previous relevant experience and work history, salary and educational background. **Salaries, including any recruitment supplemental pay that exceeds the listed pay range, will not be entertained or negotiated.**

For award, INL will negotiate for this contract based on the market value as outlined above and overall experience relevant to the solicitation requirements.

BENEFITS & ALLOWANCES

AS A MATTER OF POLICY, INL NORMALLY AUTHORIZES THE FOLLOWING BENEFITS AND ALLOWANCES

BENEFITS - IF APPLICABLE

- Employee's FICA/Medicare Contribution
- Contribution toward Health and Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual, Sick and Home Leave
- 401K Plan
- MEDVAC (provided by DOS Med)

ALLOWANCES IN ACCORDANCE WITH DEPARTMENT OF STATE STANDARDIZED REGULATIONS (DSSR) - IF APPLICABLE

- Temporary Quarters Subsistence Allowance (TQSA) or Per Diem upon arrival at Post
- Housing Allowance
- Post Allowance
- Supplemental Post Allowance
- Maintenance Allowance (SMA)
- Education Allowance
- Educational Travel (full-time United States based secondary)
- Post Hardship Differential
- Danger Pay
- Shipment of HHE, UAB, POV and Consumables