



USAID | BURMA

FROM THE AMERICAN PEOPLE

REQUEST FOR PROPOSAL (RFP)

A. RFP no. and Date:	001/2016 – April 08, 2016
B. Subject:	Acquisition & Assistance Support Services
C. Issuing Office/Section:	USAID Burma/ Office of Acquisition and Assistance
D. Closing date for receipt of proposals:	April 29, 2016 at 16:00 MMT
E. Type of Award:	Purchase Order – Fixed Daily Rate
F. Basis for Award:	FAR Part 13

Description of Requirements

The United States Agency for International Development in Burma (USAID/Burma) is seeking proposals from qualified companies/individuals to provide Acquisition & Assistance Support for USAID/Burma as described in section C, Description/Specification/Statement of Work.

Proposals must be submitted by the designated date and time indicated above. Proposals received after the closing date and time will not be accepted. Proposals in response to this solicitation must be valid for 90 days.

USAID may not award to an offeror unless the offeror has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D. The registration process may take many weeks to complete. Therefore, offerors are encouraged to obtain them early to be eligible to apply for this solicitation.

Proposals must be submitted via email to oaaburma@usaid.gov. No other forms of submission will be accepted.

Any questions regarding this RFP must be submitted in writing via e-mail to oaaburma@usaid.gov by April 29, 2016 at 1600 MMT.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal. Furthermore, the Government reserves the right to reject any and all offers, if such action is considered to be in the best interest of the Government. USAID anticipates the award of one (1) contract under this solicitation.

STATEMENT OF WORK

I. TITLE

Acquisition & Assistance Support for USAID/Burma

II. PURPOSE

The U.S. Agency for International Development/ Burma requires a contractor to provide institutional and operational support services. It requires surge support to Mission contracting capacity to ensure that acquisition and assistance mechanisms are in place to support USAID/Burma's programs.

III. BACKGROUND

After decades of absence, USAID/Burma re-opened its doors in 2012 in response to the Government of Burma (GOB) undertaking democratic and economic reforms. The Mission's reestablishment, announced by Secretary of State Clinton, was formalized during President Obama's visit to Rangoon in November 2012.

The democratic reforms that have taken place in Burma over the past two years present both unprecedented opportunities and immense challenges for the U.S. Mission. The U.S. Government, through engagement with all levels of the Burmese government, civil society and private sector, is collectively poised to support Burma as it deepens and sustains reforms.

Since USAID/Burma's re-opening, the mission has experienced rapid growth, including the establishment of an Office of Acquisition and Assistance (OAA) in early 2015. The office, when fully staffed, will be composed of one Contracting/Agreement Officer, and two A & A specialists, and will be responsible for the successful implementation of over \$100 million per year through various contracting mechanisms across three technical offices. USAID/Burma presents one of the most complex operating environments the agency faces. OAA is an integral part of ensuring the mission advances USG foreign policy in accordance with legislation

IV. CONTRACT TYPE

The Government contemplates award of a **Purchase Order with reimbursement based on a Fixed Daily Rate** resulting from this solicitation.

V. SPECIFIC TASK REQUIREMENTS

The contractor will work closely with the USAID/Burma or RDMA Contracting Officer (CO) and may be required to provide any or all of the following services in support of USAID/Burma's programs. Under this award, the contractor is expected to perform functions which are closely associated with the performance of inherently governmental functions such as those listed in FAR Subpart 7.5—Inherently Governmental Functions, but will not be performing any of the inherently governmental functions.

1. 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
2. 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.
3. Reviewing incoming documents to ensure compliance with all Agency and Mission requirements and appropriateness for the proposed action and recommending for approval or modification
4. 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)
5. Researching and drafting responsibility determinations for the CO
6. Assisting 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
7. 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
8. Preparing award documents for signature of the CO
9. Distributing the final award document, ensuring proper recording of the obligation by the Financial Management Office, and providing all required notifications to unsuccessful bidders, offerors or applicants; preparing written debriefings
10. 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
11. Performing award administration tasks such as modifications, change orders, drafting correspondence, etc.
12. Analyzing and taking action to resolve audit findings
13. Providing additional administrative support functions and preparing ad hoc reports as requested

VI. PERIOD OF PERFORMANCE

A&A support is required on an intermittent basis for a period of up to one year from May 22, 2016 to May 21, 2017 as follows:

- From May 22, 2016 to August 21, 2016: 54 days

- From August 22, 2016 to May 21, 2017: 30 days

VII. PLACE OF PERFORMANCE

The place of performance is Yangon, Burma. The contractor will not be provided with regular office space at USAID Burma, but must be available to meet with USAID Burma staff at or near the US Embassy on a weekly basis. The contractor must have access to high speed internet.

VIII. SELECTION CRITERIA:

Award will be made to the technically acceptable offeror who provides the lowest fixed daily rate.

Technical Acceptability

Education – Master’s Degree or equivalent in accounting, law, business administration, finance, contracts, purchasing, economics, industrial management, international trade, marketing, or organizational management.

Language Proficiency - Level IV (fluent) English skills are required.

Experience Five or more years of progressively responsible professional Acquisition and Assistance (A&A) experience that demonstrates knowledge of Federal regulations, policies, and procedures, as well as an excellent understanding of the Agency’s policies and procedures regarding personal services contracts.

Skills and Abilities -

- Must have demonstrated knowledge of the FAR.
- Must have demonstrated knowledge of personal services contract types
- Must have analytical skills to review a statement of work for contractibility, consistency, readability and completeness.
- Must have the ability to review personal services contract files and develop findings and recommendations.
- Must have the sufficient verbal skills to present information to Mission staff and other Mission (non-procurement) personnel.
- Must have excellent organizational/time management skills to perform work on multiple ongoing actions, enabling all to move forward to completion.
- Must have demonstrated the ability to train/transfer knowledge regarding USG contracting rules, regulations, procedures, proposal evaluation, contract creation, and monitoring.

Past Performance/Professional Reference Checks: The references will be asked to provide a general assessment of the applicant’s suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

Other Relevant Information: The successful offeror must have or be able to obtain a security clearance at the level of “Employment Authorization.”

IX. SUBMISSION REQUIREMENTS

Offerors must provide the following documents:

- Resume illustrating how the offeror meets the minimum qualifications
- Biographical datasheet AID 1420-17 with salary history for the past three years
- At least three references with current contact information, preferably both an e-mail address and a telephone number.
- Price quotation that includes a fully burdened daily rate that includes all direct and indirect costs (if any). Offerors must provide a brief explanation of how the burdened daily rate was determined.