

## **USPSC Diversity, Equity and Inclusion (DEI) Specialist**

Buyer: BUREAU FOR HUMANITARIAN ASSISTANCE

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### **Description:**

**SOLICITATION NUMBER:** 720BHA22R00004

**ISSUANCE DATE:** December 2, 2021

**CLOSING DATE AND TIME:** June 22, 2022, 12:00 P.M. Eastern Time

**SUBJECT:** Solicitation for U.S. Personal Service Contractor (USPSC)

Dear Prospective Offerors:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Office of Humanitarian and Management Operations (HBMO), is seeking offers from qualified U.S. citizens to provide personal service as a Diversity, Equity and Inclusion (DEI) Specialist under a United States Personal Services Contract (USPSC), as described in the solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Offerors interested in applying for this position **MUST** submit the following materials:

Complete resume. In order to fully evaluate your offer, your resume must include:

(a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. 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) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments. Failure to identify an academic discipline will result in disqualification.

(d) U.S. Citizenship

(e) Optional: How did you hear about this opportunity? (SAM.gov, BHA Jobs, Career Fair, etc.).

Your resume must contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. This information must be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

USPSC Offeror form AID 309-2. Offerors are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted. AID 309-2 is available at <http://www.usaid.gov/forms>.

### **NOTE REGARDING ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS**

The contractor will be required to show proof that the contractor is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.

### **NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS AND THE SYSTEM FOR AWARD MANAGEMENT**

All USPSCs with a place of performance in the United States are required to have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to receiving an award. You will be disqualified if you either fail to comply with this requirement or if your name appears on the excluded parties list. The selectee will be provided with guidance regarding this registration.

NOTE: As of March 28, 2018, all new SAM.gov entity registrations will now require a signed notarized letter identifying the authorized Entity administrator for the entity associated with the DUNS number. Additional information on the format of the notarized letter and where to submit can be found via the below Federal Service Desk link:

[https://www.fsd.gov/fsd-gov/answer.do?sysparm\\_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm\\_search=kb0013183](https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183)

Offerors can expect to receive a confirmation email when offer materials have been received. Offerors should retain for their records copies of all enclosures which accompany their offers. Your complete resume must be emailed to:

HBMO Recruitment Team

E-Mail Address: [BHA.HBMORecruitment@usaid.gov](mailto:BHA.HBMORecruitment@usaid.gov)

Website: [www.BHAjobs.net](http://www.BHAjobs.net)

Any questions on this solicitation may be directed to the HBMO Recruitment Team via the information provided above.

Sincerely,

Sonja Stroud-Gooden

Contracting Officer

Country:

United States

Published date:

Jan 07 2022

Deadline:

Jun 22 2022

Contact:

BHA Recruitment Team

Email:

[BHA.HBMORecruitment@usaid.gov](mailto:BHA.HBMORecruitment@usaid.gov)

Link:

[Link to original](#)

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**Please register**

Registering is free and only takes a moment.

[Register](#)

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Open Contracts ID:

ocds-0c46vo-0421-d94f40dd819d4ca795d95573137bba2c

Saved on:  
Jan 10 2022

Source ID:  
d94f40dd819d4ca795d95573137bba2c

OCDS JSON:

<https://openopps.com/tenders/uspsc-diversity-equity-and-inclusion-dei-specialist/ocds-0c46vo-0421-d94f40dd819d4ca795d95573137bba2c?format=json>

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