



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061720R10012

**ISSUANCE DATE:** May 11, 2020

**CLOSING DATE/TIME:** May 22, 2020, 4:45:00 PM Uganda Time

**SUBJECT:** Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC) (*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Fredrick Onyango  
Supvy. Executive Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061720R10012
- 2. ISSUANCE DATE:** May 11, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 22, 2020, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) or 0414-306-001.
- 5. POSITION TITLE:** Chauffeur
- 6. MARKET VALUE:** UGX 36,981,012 – 54,015,271 per annum, equivalent to FSN-04. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

The initial term of the contract will be five years, which shall include a probationary period of six months. Employees who do not meet the required standards for their position during this six months period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.

- 8. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.

**10. SECURITY LEVEL REQUIRED:** Employment Authorization

**11. STATEMENT OF DUTIES:**

**(1) General Statement of Purpose of the Contract**

USAID/Uganda is seeking for a qualified individual to fill the Chauffeur position - assigned chauffeur duties to the USAID Mission Director and must always be safety and security conscious.

Working under the general supervision of the Mission Director and direct supervision of the Executive Officer, operates Mission Director’s assigned vehicle in accordance to daily instructions to transport the Mission Director. Also responsible for daily vehicle inspection and notifying supervisor of any mechanical defects in the vehicle.

**(2) Statement of Duties to be performed.**

**Chauffeur Duties - 100%:**

1. Follow USAID Mission Director's schedule provided by his/her Office Manager.
  - Drive the USAID Mission Director to/from office and residence, to functions and to locations within and outside Kampala.
  - Remain constantly alert to possible terrorist activity and other unusual situations and take evasive action as appropriate. --Must be punctual and consider traffic congestion, detours, and routes to be taken to ensure the safe and timely pick-up and/or arrival of passengers.
  - Assist the Mission Director, when applicable, to carry, check and retrieve baggage.
  
2. Responsible for the security safety and well-being of passengers, observe all traffic laws, drive defensively.
  - Deliver and pick up documents.
  - Drive official guests as instructed.
  
3. For security reasons, must always ensure awareness of all major city street constructions and repairs that may cause traffic congestion, detours and traffic halts and be cognizant of situations that may prevent or hinder rapid egress from the area.
  - When dropping off or picking up the Mission Director, to the extent practical, remain in the vehicle with seat belt secure and engine running.
  
4. Maintain vehicle in clean and neat condition.
  - Check oil, water and gas daily.
  - Follow maintenance schedule to ensure car is checked on a regular schedule and that tune-ups are performed on a quarterly basis.
  
5. Perform daily inspection of vehicle, be alert to possible tampering of vehicle, inspects for defects and make minor repairs of preventive nature.
  - Report immediately deficiencies that require garage repair to supervisor.
  - Clean vehicle interior and exterior, checks fluids, tire pressure, air filters, etc.
  - Take vehicle to commercial garage for lubrication, oil change and other fluid changes at regular intervals according to manufactures' maintenance guide.
  - Keep vehicle in excellent and safe mechanical condition.
  - Record daily mileage, fuel consumption, repairs and maintenance on each assigned vehicle.
  
6. May run official errands for official personnel and may be assigned to drive VIP visitors, for a portion of the time.
  - May be assigned motor pool duties during the USAID Mission Director's absence.
  - May delivery urgent mail; operate a small bus/van, pickup or light trucks to deliver materials and equipment as instructed.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**(3) Supervisory Relationship:**

Direction and supervision is received from the Mission Director. But may receive instructions, advice or guidance from the Supervisory Executive Officer who is responsible for contractor's performance evaluation.

**(4) Supervisory Controls:**

None.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the minimum qualification criteria listed below. Applicants who do not meet all of the education and experience requirements or who provide incomplete, unsigned applications that are not in compliance with the application instructions will not be evaluated or considered for award.

**Education:**

Completion of Secondary School (advanced level) is required.

**Prior Work Experience:**

Three (3) years of professional chauffeur experience is required.

A valid Uganda Driver's license for the following types of vehicles is required:

- Classes - B (motor cars),
- CM (medium commercial),
- DL (light omnibus), and
- DM (medium omnibus).

**Language Proficiency:**

Level III English - good working knowledge in English language ability is required.

**Job Knowledge:**

Must be familiar with local traffic laws and area traffic patterns.

Detailed knowledge of the traffic laws and rules of the road, knowledge of defensive driving techniques enough to exercise special precaution and take evasive action to protect passengers.

Detailed knowledge of streets and roads and alternate routes in Kampala a must and familiarity with up-country roads and their condition a plus.

**Skills and Abilities:**

Capability to exercise defensive driving skills under strain and stress in situations requiring special precaution or evasive action to protect passengers.

Mechanical ability to identify vehicle malfunctions and perform minor repair and maintenance.

## II. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306©](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 2 (iv).

Offerors must, therefore, address each of the five Quality Ranking Factors (QRFs) in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The five Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 2 (iv) are:

### **1. Job Knowledge (40 points):**

Must be familiar with local traffic laws and area traffic patterns.

Detailed knowledge of the traffic laws and rules of the road, knowledge of defensive driving techniques enough to exercise special precaution and take evasive action to protect passengers.

Detailed knowledge of streets and roads and alternate routes in Kampala a must and familiarity with up-country roads and their condition a plus.

### **2. Skills and Abilities (40 points):**

Capability to exercise defensive driving skills under strain and stress in situations requiring special precaution or evasive action to protect passengers.

Mechanical ability to identify vehicle malfunctions and perform minor repair and maintenance.

**3. Prior Work Experience (20 points):**

Three (3) years of professional chauffeur experience is required.

A valid Uganda Driver's license for the following types of vehicles is required:

- Classes - B (motor cars),
- CM (medium commercial),
- DL (light omnibus), and
- DM (medium omnibus).

**4. Education (pass/fail):** Offerors will be given a passing score if they have a relevant level of education. Offerors without a relevant level of education will not be considered for award or proceed forward in the evaluation process.

Completion of Secondary School (advanced level) is required.

Evaluation Factors have been assigned the following points:

- Job Knowledge - 40 points
- Skills and Abilities - 40 points
- Work Experience - 20 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Satisfactory Professional Reference Checks– **Pass/Fail**

**Evaluation Factor Total – 100 points, and Pass for Education, Language Proficiency and Reference Checks.**

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

**IV. PRESENTING AN OFFER**

1. Eligible Offerors are required to complete and submit (**Requirements (i) - (v) below are critical for compliance of the offer. Therefore, candidates should pay due attention to these:**

(i) A typed and **hand signed** (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4)**, if needed, to provide complete work history).

(ii) Cover letter (addressed to the USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements.

(iii) Complete curriculum vitae/resume. In order to fully evaluate your application, the resume must include:

(a) Paid and non-paid experience, job title, dates held (month/year). **Please specify unpaid or part time work. Any experience that does not include dates (month/year) will not be counted towards meeting the solicitation requirements. (NOTE: Resume and DS-174 work experience should match.)**

(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.

(d) Name and contact information (phone and email) of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

(iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

(v) Copies of Academic Transcripts

**(vi) Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.**

(vii) Submitted offers and documents become the property of USAID and will not be returned.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact at [KampalaHR@state.gov](mailto:KampalaHR@state.gov). Incomplete or late applications will not be considered.

All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy. Final compensation for Offerors will be negotiated within the listed market value.

## **VII. TAXES**

Successful Offeror will be subject to Ugandan tax laws.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contractual General Provisions ([https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf))

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

#### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: BBFY Fund: OE/2020 APPRO: 72201000	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

**[END SOLICITATION]**