



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** SOL-72061721R00005 (0001)

**ISSUANCE DATE:** July 21, 2021

**CLOSING DATE/TIME:** August 20, 2021, 16:45 PM Kampala Time

**Subject:** Solicitation for **Resident Hire U.S. Personal Service Contractor (USPSC)**

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 offer.

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

Sincerely,

Sean Mendoza  
Supervisory Executive Officer

**ATTACHMENT 1****I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** SOL-72061721R00005 (0001)
- 2. ISSUANCE DATE:** July 21, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 20, 2021, 4:45 PM Kampala Time
- 4. POINT OF CONTACT:** Ms. Grace Nakaddu, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov)
- 5. POSITION TITLE:** Acquisition & Assistance Specialist (**Resident Hire - USPSC**) (**Readvertized**)
- 6. MARKET VALUE:** \$50,748 - \$65,976, equivalent to GS-10  
Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The **base** period will be two years, estimated to start on or about November 2021. Based on Agency need, the Contracting Officer may exercise three one-year periods for the dates estimated as follows:

Base period	November 2021 to November 2023
Option period 1	November 2023 to November 2024
Option period 2	November 2024 to November 2025
Option period 3	November 2025 to November 2026

- 8. PLACE OF PERFORMANCE:** Kampala, Uganda  
with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** In order to be considered for this position, the offeror must be a United States (U.S.) Citizen or Resident Alien – resident in Uganda.
- 10. SECURITY LEVEL REQUIRED:** The successful Offeror must obtain a U.S. Government Employment Authorization – Facility Access”.

**11. STATEMENT OF DUTIES****General Statement of the Purpose of the Contract**

USAID/Uganda is seeking a qualified individual for the position of Acquisition & Assistance Specialist.

The contractor performs technical and procurement management work that supports the USAID/Uganda Office of Acquisition & Assistance (A&A) team. The Mission has an OYB in excess of \$400m and includes several high-visibility, politically-sensitive Presidential Initiatives: the President’s Emergency Plan for AIDS Relief (PEPFAR), the President’s Malaria Initiative (PMI). Global Climate Change (GCC) Feed the Future (FtF) and Power Africa. The work covers three Development Objectives generating technically complex cross-cutting programs requiring intricate and sensitive procurement operations. Individual A&A instruments range from

\$10,000 purchase orders to \$84M contract and grant agreements covering a portfolio of approximately \$1.1 billion.

Technical work involves supporting the preparation, control, and review of procurement documents and reports related to planning strategies and appropriate solicitation documents, maintaining procurement plans and files, and being responsible for the distribution and follow-up of official copies of A&A documents to permit the implementation and payment actions; or performing other similar work in support of implementation and operation of mission programs from conceptualization to close-out.

The position involves leadership and technical skills: (a) assistance with negotiation and preparation of awards; (b) aiding in the resolution of complex procurement issues; (c) assisting with management of low to high value program procurements (d) participating in discussions during the development stages of new activities and procurement planning.

The work requires multiple skills involving a practical knowledge of procurement procedures, operations, regulations, and mission programs in order to adequately protect U.S. Government interests. The mission is integrated into the U.S. Embassy and work must be coordinated with a whole-of-government approach, which requires coordination and sometimes workload integration with the Center for Disease Control (CDC), the Department of Defense (DoD) Africa Command (AFRICOM), and the Department of State (DoS). The contractor must be generally familiar with the acquisition and assistance authorities, responsibilities, and advantages of the other US Government Agencies and Departments operating in Uganda and other USAID missions in the Region and must be able to work in coordination with these organizations.

This position has the potential for expansion of duties into the administration of contracts and grants. Attainment of the expanded position is contingent upon the contractor successfully completing required training, meeting agreed-upon objectives and milestones, and performing at the Fully Successful (or equivalent) level.

**Statement of Duties to be Performed.**

a. The contractor is responsible for project acquisition and assistance support for USAID/Uganda. USAID country programs are diverse and multi-sectoral. The contractor is required to provide acquisition or assistance to a designated Development Objective (DO) Team(s), and to support a variety of programs/projects. These programs/projects are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts. **(15%)**

b. The contractor is expected to work with technical specialists/activity managers in DO Teams throughout the Mission, assisting in the preparation and maintenance of annual procurement plans, the development of clear and concise statements of work, and full supporting documentation. The contractor will support OAA and technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include maintaining and updating the Active Award List, Contract and Agreement file maintenance, CPARS system maintenance, writing and ensuring COR/AOR designation letters are correct and up to date, and leading the close-out process of expired awards. Other support duties may include updating the Agency A&A Plan, FAITAS and assistance with other A&A systems or processes. **(15%)**

Pre-Award Duties – The contractor participates in meetings on procurement planning, collates data, prepares and updates tracking tools in order to monitor pending procurements, works with DO Teams to assist in the preparation of justifications, waivers, and other necessary approvals as needed. Assists higher-level Specialists/Officers to prepare Requests for Proposal and Requests for Application. Assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. **(30%)**

c. Post-Award Duties – The contractor assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. As assigned, conducts site visits and attends meetings. Assists in programmatic duties as required avoiding contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. Assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems. **(30%)**

d. The contractor will perform miscellaneous administrative tasks, including but not limited to: travel requests, digital scanning and timekeeping. **(10%)**

**Position Elements**

**Post Entry Training:** The A&A Specialist shall annually complete Financial Disclosure Report (OGE 450 form) and attend mandatory annual Ethics training conducted at USAID/Uganda by the Legal Advisor. On-the-job training will be provided relating to USG specific procedures, regulations, and methods. The contractor will be required to attend and successfully complete appropriate training courses, subject to course offerings and the availability of funds.

**Available Guidelines:** USAID Automated Directives (ADS) Chapter 300; Agency Policies, USAID/Uganda Mission Orders, policy and guidelines; USAID/USAID Country Development Cooperation Strategy.

**Exercise of Judgment:** In instances not clearly covered by written guidelines, The contractor will use his/her own personal, well-informed judgement in devising innovative approaches to setting priorities and resolving technical, administrative, managerial and/or policy problems. The use of initiative, tact, diplomacy, discretion and patience is required in dealing with colleagues at USAID, other USG government agencies, implementing partners, the Government of Uganda as well as representative from donor organization to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

**Authority to Make Commitments:** The contractor has no independent authority to commit funds on behalf of the U.S. Government. However, the contractor establishes priorities based on available guidelines and professional judgement and makes recommendations to USAID on specific activity issues or problems.

**Nature, Level, and Purpose of Contacts:** The contractor shall maintain strong working relations with USAID colleagues.

**Support Items:** The contractor will be provided with the support services, equipment, and supplies necessary to perform the work.

The contractor is responsible for operating USAID information systems and information security to a level of "Individual Accountability", "Need to Know" and "Separation of Duties", as defined in ADS 545.6 and also below:

**Individual Accountability** - The principle requiring that individual users be held accountable for their actions, after being notified of the Rules of Behavior in the use of the system, and the penalties associated with violations of those rules.

**Need to Know** - The need for specific information not normally available without justification and authorization prior to the release of the information in question.

**Separation of Duties** - A requirement that two or more individuals are needed to complete a process. This ensures that no single individual has complete control over process execution.

This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

The contractor maintains a high level of ethics and appropriate discretion; s/he ensures and enforces procurement integrity through the procurement and administration process in accordance with the Federal Acquisition Regulation Part 3.104 and the Procurement Integrity Act (41 USC 423).

**Supervisory Relationship:**

The contractor works under the direct supervision of the Contracting Officer, who makes assignments and provides direction for the completion of tasks. The contractor works with the assistance, coaching and mentoring of the A&A Specialists. The contractor will independently initiate necessary coordination with requesting Mission Technical Officers, DO and Program/Project Teams, to complete assigned tasks and deadlines. The contractor will keep the A&A Specialists, as well as the Contracting Officer, updated through periodic status reports and verbal briefings. Completed work is reviewed closely at this level, in terms of accuracy, completeness and timeliness.

**Supervisory Controls:** This is not a supervisory position.

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

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

To ensure compliance with the entire set of this solicitation instructions (please see page 7 to 9 – III. EVALUATION AND SELECTION FACTORS and IV. PRESENTING AN OFFER sections), **the offer package must be complete and signed—where indicated - and offerors must include in their offers information to demonstrate that they:**

- (1) have attained the required education level; and
- (2) meet the experience requirements, etc.

USAID/Uganda expects to award a personal services contract for a resident hire U.S. citizen, or U.S. Resident Alien for a two year period. Based on Agency need, the Contracting Officer may exercise three one-year contract extension periods.

The successful applicant must be capable of securing a U.S. Government “Employment Authorization – Facility Access”. S/he must be able to secure a medical clearance.

In order to be considered for the position, an offeror must meet the minimum qualifications listed below. Consideration and selection will be based on a panel evaluation of the evaluation factors.

Offerors meeting the required qualifications for the position will be evaluated based on the information/documentation presented in the offer.

Additionally, interviews and writing samples may be requested only from the top scoring offerors. Please note that not all offerors will be interviewed or contacted.

USAID reserves the right to conduct telephonic interviews with the highest-ranked offerors and make the interview a deciding factor in selection.

USAID reserves the right to contact previous employers for relevant information concerning performance and may consider such information in its evaluation. Reference checks may be conducted on those offerors selected

for an interview. The offeror's references must be able to provide substantive information about his/her past performance and abilities.

USAID will not pay for any expenses associated with the interviews unless expenses are pre-authorized.

Required professional qualifications include the following and offerors must address all the elements as part of their offer in response to this resident hire PSC solicitation.

**Education:**

Bachelor's Degree in business administration, economics, finance, management, law or related field, is required.

**Work Experience:**

1-3 years in an office-based, progressively responsible work situation is required.

**Language Proficiency:**

Level IV (fluency) in both written and spoken English.

**Job Knowledge:**

Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required.

A familiarity, or knowledge, of US Federal and USAID Acquisition and Assistance Regulations is particularly as it relates to acquisition and assistance through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types is highly desired.

**Skills and Abilities:**

Good organizational, analytical, negotiating, and time management skills, with strong English writing and proofreading skills and attention to detail also required.

Math skills and ability to perform basic math functions such as cost analysis, addition and percentage calculations.

Ability to multi-task and the potential to acquire the ability to plan and administer acquisition activities and provide acquisition assistance and support for Agency programs and projects in a timely manner is required.

Potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required.

Ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of acquisition and assistance actions.

Ability to deal effectively with high-level representatives of the US and Regional business community, with senior managers in the USAID Mission and with senior level host government representatives is required.

Strong computer skills, especially in Microsoft Word, Excel, and Access, and the potential to utilize public, high-visibility, externally monitored electronic resources via the web, especially those pertaining to procurement-related topics and those used to generate awards.

The web-based systems that require proficiency include: the GLAAS system and the CPARS system, and may include Federal Business Opportunities (FedBizOps) (now BetaSAM), Grants.gov, Federal Procurement Data System (FPDS), Federal Assistance Award Data System (FAADS), Central Contractor Registration (CCR), and System for Award Management (SAM). Government systems may be learned on the job, however, the

contractor must be competent with the use of word processing, spreadsheets, and other standard business system software.

### **III. 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(c). 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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

#### **Offers will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the selection criteria below.**

To ensure compliance with the entire set of this solicitation instructions (please see page 8 – 9 IV. SUBMITTING AN OFFER section), **the offer package must be complete and signed—where indicated - and offerors must include in their offers information to demonstrate that they** have attained the required education level and meet the experience requirements, etc.

#### **Offerors will be evaluated and ranked based on the information provided for the five Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (D).**

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

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

#### **The five Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (D) are:**

##### **1. Skills and Abilities: (total 40 points)**

Good organizational, analytical, negotiating, and time management skills, with strong English writing and proofreading skills and attention to detail also required.

Math skills and ability to perform basic math functions such as cost analysis, addition and percentage calculations.

Ability to multi-task and the potential to acquire the ability to plan and administer acquisition activities and provide acquisition assistance and support for Agency programs and projects in a timely manner is required.

Potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required.

Ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of acquisition and assistance actions.

Ability to deal effectively with high-level representatives of the US and Regional business community, with senior managers in the USAID Mission and with senior level host government representatives is required.

Strong computer skills, especially in Microsoft Word, Excel, and Access, and the potential to utilize public, high-visibility, externally monitored electronic resources via the web, especially those pertaining to procurement-related topics and those used to generate awards.

The web-based systems that require proficiency include: the GLAAS system and the CPARS system, and may include the Federal Business Opportunities (FedBizOpps) (now BetaSAM), Grants.gov, Federal Procurement Data System (FPDS), Federal Assistance Award Data System (FAADS), Central Contractor Registration (CCR), and System for Award Management (SAM). Government systems may be learned on the job, however, the contractor must be competent with the use of word processing, spreadsheets, and other standard business system software.

**2. Job Knowledge: (total 35 points)**

Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required.

A familiarity, or knowledge, of US Federal and USAID Acquisition and Assistance Regulations is particularly as it relates to acquisition and assistance through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types is highly desired.

**3. Prior Work Experience: (total 25 points)**

1-3 years in an office-based, progressively responsible work situation is required.

**4. Education (pass/fail):** Offerors will be given a passing score if they have a relevant degree.

Bachelor's Degree in business administration, economics, finance, management, law or related field, is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities - 40 points

Job Knowledge - 35 points

Prior Work Experience - 25 points

Education – **Pass/Fail**

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

**Total Possible Points: 100**

**Evaluation Factor Total – 100 points, and Pass for Education and Reference Check**

Offerors invited to an interview and/or 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. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit:

A. A **hand signed** offer form [AID 309-2](#), “Offeror Information for Personal Services Contracts with Individuals,” available at: <http://www.usaid.gov/forms>;

B. Cover letter clearly indicating the position for which you are applying;

C. Curriculum vitae/resume specifically which **MUST** include:

(i) Paid and 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 all international field experience must also be detailed;

-- **Any experience that does not include dates (month/year), location, and hours per week will not be counted towards meeting the solicitation requirements.**

(ii) Specific duties performed that fully detail the level and complexity of the work.

(iii) Names and contact information (phone and email) of your current and/or previous supervisor(s).

(iv) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

D. Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

E. Valid work permit.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted by email to [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) copy to [cnavidad@usaid.gov](mailto:cnavidad@usaid.gov).

No other form of submission will be permitted (e.g. courier, fax or hand delivery). The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission. USAID will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late offers or delayed electronic submissions will not be accepted.

3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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 the medical and securing a U.S. Government “Employment Authorization – Facility Access”.

**VI. BENEFITS/ALLOWANCES**

As a matter of policy and as appropriate, the resident American and Alien contractor will be compensated in accordance with AIDAR Appendix D. Resident American and Aliens are not eligible for fringe benefits, differentials or allowances. They are eligible for contributions to health insurance and life insurance. Benefits include sick and annual leave as described in AIDAR Appendix D

([https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf))

## VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

**1. USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at : [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>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: BBFY:2019/2020 APPRO: 7219/201021 DOAG: 617-DO3-SYS-20-PO.2-01-CIV-AO	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: BBFY:2019/2020 APPRO: 7219/201021 DOAG: 617-DO3-SYS-20-PO.2-01-CIV-AO	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: BBFY:2019/2020 APPRO: 7219/201021 DOAG: 617-DO3-SYS-20-PO.2-01-CIV-AO	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info:	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor

	BBFY:2019/2020 APPRO: 7219/201021 DOAG: 617-DO3-SYS-20-PO.2-01-CIV-AO				
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3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at: <http://www.usaid.gov/work-usaid/aapds-cibs>.

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#"><u>AAPD 10-01</u></a> <a href="#"><u>(PDF 47 kb)</u></a>	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS – 01/08/10	Personal Services Contracts

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]