



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** SOL-72061722R00015

**ISSUANCE DATE:** September 14, 2022

**CLOSING DATE/TIME:** October 13, 2022, 16:45 PM Kampala Time

**Subject:** Solicitation for **US Personal Service Contractor**

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 - (IV) Submitting an Offer** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov)

Sincerely,

Anne Martin  
Deputy Executive Officer

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

1. **SOLICITATION NO.:** SOL-72061722R00015
2. **ISSUANCE DATE:** September 14, 2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 13, 2022, 4:45 PM Kampala Time
4. **POINT OF CONTACT:** EXO and HR Specialist at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov) or 0414-306-001
5. **POSITION TITLE:** Communication Advisor
6. **MARKET VALUE:** \$81,216 - \$105,579, equivalent to GS-13.  
Final compensation will be negotiated within the listed market value.
7. **PLACE OF PERFORMANCE:** Kampala, Uganda. The contractor may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
8. **PERIOD OF PERFORMANCE:** The base period will be two years, estimated to start on or about January 2023. Based on Agency need, the Contracting Officer may exercise three one-year periods for dates estimated as follows:

Base period	TBD – two year period
Option period 1	TBD – one year period
Option period 2	TBD – one year period
Option period 3	TBD – one year period

9. **PLACE OF PERFORMANCE:** Kampala, Uganda, with possible domestic travel of up to 50 percent as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** United States (U.S.) citizen or Resident Alien – offshore or resident in Uganda.
11. **SECURITY LEVEL REQUIRED:** The successful offeror must obtain a U.S. Government Employment Authorization/Facility Access only.
12. **STATEMENT OF DUTIES:**

**General Statement of the Purpose of the Contract**

USAID/Uganda is seeking qualified candidates for the position of Personal Services Contractor (PSC) – Communication Advisor.

The Communication Advisor develops and manages communications throughout the Office of Health and HIV's (OHH) technical areas of HIV/AIDS; tuberculosis; malaria; reproductive, maternal, newborn, child, and adolescent health (RMNCAH); nutrition; global health security; COVID-19; health systems strengthening; water, sanitation, and hygiene (WASH); and strategic information. In addition, the Communication Advisor promotes USAID/Uganda's health platform that cuts across several technical offices within USAID and the interagency.

The Communication Advisor manages all public communications and correspondence to numerous internal and external stakeholders including USAID/Washington, PEPFAR Coordination Office, other U.S. agencies or departments, Government of Uganda (GOU), and NGOs operating in Uganda. Using various resources and tracking programs to produce both internal and external communications, the Communication Advisor ensures messages are consistent with the overall USAID/Uganda objectives to explain, promote, and raise awareness of USAID's health activities.

This will include developing communication materials, cables, case studies, white papers, newsletter content, social media content, remarks, speeches, briefing checklists (BCLs), correspondence, and other tools as necessary to raise awareness of the portfolio and highlight success stories to ensure that all stakeholders are well informed of OHH activities and to maximize opportunities for coordinated programming, sharing of best practices, and improved knowledge management. In addition, the Communication Advisor develops and provides training for OHH staff and its Implementing Partners (Ips) to strengthen communication skills and practices and supports, as requested, a broad range of communication approaches including public events and social media.

USAID/Uganda is a large, full-service Mission. Sectors include: health and HIV, governance, agriculture, private sector development, environmental conservation, humanitarian assistance, and education and youth. OHH programs are expansive, providing quality health care to millions of Ugandans nationwide through a mix of integrated and vertical services designed to strengthen local capacity. It offers life-saving treatment to nearly one million HIV/AIDS patients on antiretroviral drug therapy. The FY 2022 health budget is over \$260 million; the estimated five-year budget is over \$1.5 billion. Uganda is one of the largest recipients of resources through the President's Emergency Plan for AIDS Relief (PEPFAR).

### **Statement of Duties to be Performed**

#### **A. Outreach and Communications: 65 per cent**

Implement OHH's strategic communication strategy and support messaging to highlight the progress of OHH-funded activities towards the achievement of their overall goals and USAID/Uganda objectives. The communications strategy should also advance policy and strategic engagements under USAID's CDCS.

Coordinate with the USAID/Uganda Development Outreach Coordinator (DOC) to leverage local, regional, and international media relationships that will ensure OHH events/stories are covered on a timely basis with appropriate content and that USAID and Embassy Kampala staff are well informed of OHH's activities.

Establish and maintain excellent working relationships and strategic engagement with a wide range of senior figures within the development and USG community related to communications, including communications officials in other USAID Missions, AID/Washington, the USAID/Uganda DOC team, the U.S. Embassy Public Affairs Section (PAS) in Uganda, PEPFAR Coordination Office, the interagency, the Uganda donor community, and OHH's IPs throughout Uganda.

Support and advise OHH leadership to ensure uninterrupted proper internal and external messaging for all of OHH's activities.

Provide thoughtful, diplomatic, consensus-building, strategic, and analytical leadership.

Support logistics for OHH and USAID/Uganda health conferences, training events, press interviews, VIP visits, launches of project activities, or other events to ensure events run smoothly and meet USAID messaging goals.

Write and/or edit briefing checklists (BCLs), speeches, talking points, blogs, cables, success stories, press releases, social media content, and other communications materials as needed by OHH, the USAID/Uganda health platforms, USAID/Uganda senior management, the U.S. Ambassador to Uganda, or other VIPs as directed, in support of USAID-sponsored activities and public events.

Develop external communication materials, case studies, white papers, regional newsletter content, social media content, and other tools as necessary to raise awareness of OHH and USAID/Uganda health activities and success stories, and ensure that stakeholders, including bilateral missions in the region, are well informed of OHH activities.

Advise and make recommendations to USAID staff, the USAID Mission Director, technical offices, IPs, and others to communicate about the work and achievements of the health office. Ensure that all activities are well-coordinated with other donor activities through regular updates given to USAID stakeholders and external development partners, including Annual Reports, Portfolio Reviews, Congressional Budget Justifications, briefings, newsletters and talking points.

Assist OHH staff to periodically review IP communication strategies and practices, and provide guidance on USAID branding and marking requirements as required by each award.

**B. General Management: 35 per cent**

Maintain a current database with all relevant communications contacts that are involved in the implementation of OHH and USAID/Uganda's health related activities (i.e. spokespersons and programmatic focal points from implementing partners, USAID/Uganda, AID/Washington, Embassy Kampala agencies, other donors, etc.).

Proofread and edit OHH materials to provide quality control.

Maintain an OHH repository of publications, fact-sheets and briefers and work with the DOC to ensure periodic publications are completed and submitted on time.

Maintain naming and filing conventions; train OHH office on these standards.

Regularly engage OHH IP communications leads to provide guidance, share updates, and ensure the IPs are submitting useful, quality content for public consumption.

Maintain a database or other knowledge management tool of messages and respective platforms, along with data on the reach of messages on various platforms, as well as the types of engagement certain messages evoke.

Maintain cleared content- written, video, audio, photo- in an easily accessible folder on the OHH google drive.

**POSITION ELEMENTS**

**Post Entry Training:** On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods; and health commodities and supply chain policies, procedures, and regulations, including the ADS, Mission Orders, and all planning and reporting databases. Formal C/AOR certification courses, program/project management and other appropriate training courses will be offered, subject to course offerings and the availability of funds. Appropriate training courses including E-training are also available. The Communication Advisor shall annually attend mandatory annual security updates, ethics training and complete OGE 450, Financial Disclosure Report.

**Available Guidelines:** The Communications Advisor must be able to exercise broad knowledge of USAID regulations related to communications, Africa Bureau and PPL procedural guidance, USAID/USG strategy documents, Mission Orders, Automated Directive System (ADS), and the Foreign Affairs Handbook (FAR), PPL policies, and other USAID or USG policies related to communications. The advisor must be proactive in keeping abreast of evolving guidelines and policies of the Strategic Planning and Analysis (SPA) Office, the SPA DOC team, and USAID/Uganda, including but not limited to the Branding and Marking Guidance, Mission Orders, Mission Notices, and USG procurement regulations.

**Exercise of Judgment:** The Communication Advisor exercises independence and decision making authority in carrying out duties, subject to final review by the OHH Deputy Office Director and the OHH Office Director. The supervisor will set overall objectives and resources available, and work with the Communication Advisor to develop deadlines, projects, and work to be accomplished. The Communication Advisor is responsible for planning and carrying out assignments, resolving most conflicts, coordinating with others, and interpreting policy in terms of established objectives. Keeping the supervisor informed of progress, the Communication Advisor may determine the approach to be taken and the methodology to be used. The supervisor will review completed work from an overall standpoint of feasibility, compatibility with other work, or effectiveness in meeting requirements. The supervisor will review and approve the Communication Advisor's work plan and performance measures. The Communication Advisor works independently with limited guidance, takes initiative where appropriate, and supports the writing, coordination, and communication needs of OHH staff members, as appropriate. The Communication Advisor must use excellent judgment to be able to deal with ambiguity at all levels.

**Authority to Make Commitments:** None. The Communications Advisor shall not make any unauthorized commitments for the USG. However, the Communications Advisor exercises the authority given to activity managers and Agreement Officer Representative or Contracting Officer Representatives and may make administrative arrangements consistent with ADS guidance and Mission policy. The Communication Advisor takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status.

**Nature, Level, and Purpose of Contacts:** Contacts are maintained with personnel within USAID; USAID and USG interagency Implementing Partners; the Government of Uganda; the U.S. Embassy; and other donors.

Contacts will range from working level to highest level (e.g., the Ambassador, GOU Ministers) and will be maintained to ensure top-level support for USAID priorities in Uganda.

**Sunday Pay:** Sunday pay is not authorized under this contract.

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

**Travel:** The Communication Advisor will periodically travel within Uganda and regionally. Travel may representative up to 25 percent of total work time.

### **Supervisory Relationship**

The Communications Advisor reports to the Deputy OHH Director. Key Deliverable(s) will be assigned on a quarterly basis.

### **Supervisory Controls**

None.

**13. 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 10 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be complete and signed (hand or electronic signature) –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 United States (U.S.) Citizen or Resident Alien - offshore or resident in Uganda for a two year base period. Based on Agency need, the Contracting Officer may exercise three one-year contract extension periods.

The successful Offeror must be capable of securing a U.S. Government Employment Authorization/Facility Access only. S/he must be able to secure a medical clearance to serve in Uganda.

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.

Reference checks will be conducted on those Offerors selected for the interview. The Offeror's references must be able to provide substantive information about the Offeror's past performance, skills, and abilities.

USAID reserves the right to obtain from previous employers and other sources - in addition to the ones provided by the offeror - relevant information concerning the Offeror's past performance, technical knowledge, required skills, including teamwork and team-building experience and may consider such information in its evaluation.

If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

USAID will not pay or reimburse for any expenses associated with the application, evaluation process (e.g., interviews, writing samples, writing tests) unless expenses are pre-authorized.

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

### **A. EDUCATION**

Master's degree in a relevant professional discipline such as media, journalism, communications, international relations, marketing and/or public health degree is required.

**B. PRIOR WORK EXPERIENCE**

From seven (7) years of experience directly involved in media, outreach, and communications in development partner and/or donor contexts.

Prior experience with USAID outreach and communication protocols is preferred.

**C. JOB KNOWLEDGE:**

Working knowledge of USG policies, priorities, and strategies; demonstrated familiarity and expertise with a diverse range of communications software.

**E. SKILLS AND ABILITIES (all required)**

Excellent interpersonal and networking skills and the ability to liaise authoritatively with representatives from the development sector, local media, local government, USG, and other relevant actors. Clear understanding and demonstrated skills in outreach and coordination of organizational messaging is required.

Demonstrated experience in leading consultations and facilitation of various teams with diverse backgrounds and development perspectives; applying broad USG (or similar development organizations) principles, policies and strategies; leading effective USG interagency, partner country, and donor coordination; and working with USG leadership at the working- and senior-levels.

**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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

**The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.**

**Offerors 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 9 to 10 IV. SUBMITTING AN OFFER section), **the offer package must be complete and signed (hand or electronic signature) –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 four Quality Ranking Factors (OREs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (D).**

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (OREs) 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 four Quality Ranking Factors (ORFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (D) are:**

- Offeror should cite specific, **illustrative examples for each Evaluation Factor**.
- Responses must be limited to 500 words per factor. Any words above the limit will neither be read nor scored.

QRF #1: Demonstrated experience designing and managing strategic communication programs related to health and development, preferably in Uganda or East Africa (25 points).

QRF #2: Demonstrated experience preparing outreach materials for a wide range of outlets and audiences including print, video, and social media. (25 points).

QRF #3: Demonstrated experience coordinating with U.S. Government agencies, international organizations, national or local governments, and/or other high-profile entities supporting health programming. (10 points).

QRF #4: Master's degree in a relevant professional discipline such as media, journalism, communications, international relations, marketing and/or public health degree is required. (Pass/Fail)

Offerors without a relevant degree will not be considered for award or proceed forward in the evaluation process.

The most qualified candidates may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. In addition, offeror's (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 a candidate has fully demonstrated his/her qualifications and there are no other competitive offerors, USAID reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for offerors being considered for selection.

Offerors selected for an interview will be asked to submit three examples of previously developed visual and/or written materials in order to demonstrate experience editing and developing a range of visual and/or written materials for external and internal communications, including websites.

**Total Possible Points: 100**

Factor #1 – 25 points

Factor #2 – 25 points

Factor #3 – 10 points

Factor #4 – Pass/Fail (no points assigned)

Examples of Materials – 10 points

Interview Performance – 30 points

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

**Total Possible Points: 100**

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



#### **IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit:

A. A **signed (hand or electronic signature)** 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. United States (U.S.) citizens or Resident Alien (currently resident in Uganda) must attach a copy of a valid work permit.

F. **Offers should be in Adobe Acrobat (.pdf). No other file types will be accepted. All documents should be scanned into one (1) document **(one (1) ATTACHMENT)** which should not exceed 10MB.**

Documents should be arranged and scanned in this order:

(i) **Signed (hand or electronic signature)** offer form AID 309-2

(ii) Cover Letter

(iii) Completed Curriculum vitae/resume

(iv) Supplemental documents

(v) Valid work permit – if applicable

G. 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 by email to EXO and HR Specialist at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov) **Incomplete or late applications will not be considered.**

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.

For this position, the subject line must read: SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME OR (72061722R00015 Communication Advisor, Smith Jose

**4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror 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.

\* See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

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

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the forms relating to:

1. Security Eligibility/Employment Authorization – Facility Access only
2. Medical Clearances and Certifications

#### **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

##### 1. BENEFITS:

- a) Employer's FICA Contribution
- b) Contribution toward Health & Life Insurance
- c) Pay Comparability Adjustment
- d) Annual Increase (pending a satisfactory performance evaluation) if applicable
- e) Eligibility for Worker's Compensation
- f) Annual and Sick Leave

##### 2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- a) Temporary Lodging Allowance (Section 120)
- b) Living Quarters Allowance (Section 130)
- c) Post Allowance (Section 220)
- d) Supplemental Post Allowance (Section 230)
- e) Separate Maintenance Allowance (Section 260)
- f) Education Allowance (Section 270)
- g) Education Travel (Section 280)
- h) Post Differential (Chapter 500)
- i) Payments during Evacuation/Authorized Departure (Section 600)

**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 PSC awards are available at these sources:

**1. USAID Acquisition Regulation (AIDAR), Appendix D and J** 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. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**  
**Subpart 52.2—Text of Provisions and Clauses**

**ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause -  
*United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

**Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

**3. Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

## 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: R497 - Accounting Info: Appropriation: 72221000 BBFY Fund: OE/2022	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: R497 - Accounting Info: TBD	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: R497 Accounting Info: TBD	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: R497 - Accounting Info: TBD	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor

4. 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> - as indicated and applicable to USPSC offshore or resident hires.

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#">AAPD 21-05 (PDF 422K)</a>	REVISED AND EXPANDED FRINGE BENEFITS FOR USPSCs (AIDAR Dev. No. M-OAA-DEV-AIDAR-22-1c) – November 23, 2021) <a href="#">USPSC Paid Parental Leave Timekeeping/Payroll Process</a> [41K PDF]	Personal Services Contracts
<a href="#">AAPD 21-04 Revision 3 (PDF 382K)</a>	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – December 14, 2012 <a href="#">AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</a> [165K PDF] <a href="#">AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</a> [166K PDF] <a href="#">AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</a> [200K PDF]	Acquisition Management, PSCs

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#">AAPD 21-01</a> <a href="#">(PDF 221K)</a>	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management
<a href="#">AAPD 18-02</a> <a href="#">Revision 2</a> <a href="#">(PDF 77K)</a>	This AAPD is to update the Medevac clause for U.S. personal services contractors (USPSCs) performing abroad, and USPSCs who are on official travel status abroad on temporary duty or training. The purpose of this Revision 2 is to reflect an extension to the class deviation, resulting in a new AAPD expiration date. – February 16, 2022	Personal Services Contracts
<a href="#">AAPD 10-01</a> <a href="#">(PDF 47 kb)</a>	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS – <i>01/08/10</i>	Personal Services Contracts
<a href="#">AAPD 06-10</a> <a href="#">(PDF 80 kb)</a>	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY – <i>October 30, 2006</i>	Personal Services Contracts
<a href="#">AAPD 06-08</a> <a href="#">(PDF 35 kb)</a>	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS – <i>JUNE 23, 2006</i>	Personal Services Contracts

**5. 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>.

**6. PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

[END SOLICITATION]