



SOLICITATION NUMBER: 72061723R10017

ISSUANCE DATE: June 26, 2023

CLOSING DATE/TIME: July 10, 2023, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for Acquisition & Assistance 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.

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 offers.

Any questions must be directed in writing to the Point of Contact specified in the General Information section of the solicitation at: kampalausaidjobs@usaid.gov

Sincerely,

Anne Martin
Acting Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10017
- 2. ISSUANCE DATE:** June 26, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 10, 2023, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Acquisition & Assistance Assistant
- 6. MARKET VALUE:** UGX 86,951,739 to 127,587,851 per annum, equivalent to FSN-09. 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 to a year. Employees who do not meet the required standards for their position during this probation 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 (CCN) – an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted to permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Employment Authorization

11. STATEMENT OF DUTIES:**1) General Statement of Purpose of the Contract.**

The Acquisition and Assistance Assistant (A&A Assistant) position is located in the USAID/Uganda Office of Acquisition and Assistance (OAA) and works under the general supervision of the OAA Office Director or designee.

The A&A Assistant is responsible for performing contractual support activities including performing a range of acquisition and assistance tasks to support the pre-award negotiation, award and post-award management of contracts and assistance agreements. The A&A Assistant is also responsible for contracts administrative assistance tasks that support the OAA Office Director, OAA Deputy Office Director, Contracting Officers, and A&A Specialists.

2) Statement of duties to be performed.**A. Acquisition and Assistance Support - 80 percent of time**

The primary duties of this position are to perform a variety of acquisition and assistance duties. Under the general guidance of the OAA Office Director or designee, the A&A Assistant assists A&A Specialists in their Development Objective (DO) teams with administrative modifications, amendments, memoranda, correspondence and filing in support of the efforts of the Mission; reviews and recommends approval or revision of requisitions for purchase orders, delivery orders, Blanket Purchase Order calls, or other minor actions; assists the team in drafting grants, cooperative agreements, contracts and other procurement instruments; assists the team in minor awards negotiations; maintains award files and records up to date; leads and prepares past performance reports; and leads and supports award closeouts. The A&A Assistant provides subject matter expertise and assistance with the Mission's Global Acquisition and Assistance System (GLAAS).

The A&A Assistant assists the A&A Specialists and the Contracting/Agreement Officers with achieving implementation results and goals and objectives of the Mission. The A&A Assistant's responsibilities may involve a wide range of A&A actions with the requirement that function effectively in support of A&A Specialists and Contracting/Agreement Officers.

The A&A Assistant is responsible for entering all assigned A&A awards and modifications into GLAAS, the Agency Secure Image and Storage Tracking System (ASIST), and any other electronic system. Additionally, the A&A Assistant drafts award documents in the official A&A system, develops a complex and detailed memorandum of negotiation, issues the Agreement/Contracting Officer Representative (A/COR) letters, organizes official contract/agreement files in accordance with Agency and Mission guidelines and requirements. The A&A Assistant also assists in conducting post-award orientation meetings.

The A&A Assistant supports A&A Specialists in handling administrative functions, preparing draft correspondences for salary approvals, international travel approvals, property disposition, and other post-award approvals. The A&A Assistant also supports A&A Specialists in updating the Agency's Business Forecast and Acquisition and Assistance Plan.

B. Administrative Assistance Support - 20 percent of time

The A&A Assistant assists the Office's Administrative Assistant with administrative support by providing coverage when the Administrative Assistant is absent and when workload permits. Administrative tasks include scheduling and coordinating logistics for meetings; reviewing correspondence and reports for format, spelling, grammar and punctuation accuracy; correcting errors and deficiencies; and ensuring timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents.

The A&A Assistant reviews all documents requiring the signature of the OAA Office Director for accuracy and completeness and attaches pertinent background materials as necessary. The A&A Assistant manages the flow of incoming correspondence, office mail and disseminates it properly to the OAA Office Director, OAA Deputy Office Director, and other Contracting Officers. The A&A Assistant reviews and tracks outgoing correspondence.

The A&A Assistant assists the Administrative Assistance in coordinating travel arrangements for OAA staff in coordination with the USAID travel office, motor pool, and other concerned offices. The A&A Assistant prepares travel vouchers and other documents related to their travel.

The A&A Assistant composes non-technical correspondences, prepares, and assembles information from various reports, briefings, and meetings for the OAA Office Director, OAA Deputy Office Director, and other Contracting Officers. The A&A Assistant serves as note-taker at selected meetings, formats notes appropriately to share with concerned staff members and provides records for the files.

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

3) Supervision Received.

Receives administrative supervision from the OAA Office Director or designee. The A&A Assistant must perform all duties with infrequent functional supervision. Guidance on specific contract actions may be provided by the cognizant A&A Specialist or CO.

4) Supervision Exercised.

The direct supervision of other staff is not contemplated.

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. To ensure compliance with the entire set of this solicitation instructions (please see page 5 to 8 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed 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.

Education:

Possession of a bachelor's degree in business administration, finance, accounting, procurement, law, marketing, is required.

Prior Work Experience:

Minimum of three years of progressively administrative, clerical and/or procurement experience is required.

Language Proficiency:

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

Job Knowledge:

Must have:

- good working knowledge of administrative and filing procedures, local administrative practices, and procedures.
- basic knowledge of “best practices” in administration logistics.
- demonstrated potential to acquire general knowledge of USAID programming policies, regulations, and methodologies.
- research and analysis skills sufficient to find local sources of data for assigned tasks, and to independently analyze and present these findings.

Skills and Abilities:

Must have:

- good analytical skills and be detail-oriented.
- excellent organizational skills to initiate and complete the required A&A tasks.
- discretion, tact, and ability to work under extreme stress to meet deadlines and to effectively complete required actions.
- excellent interpersonal skills and the ability to work independently.
- demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook, and PowerPoint).
- demonstrated ability to multi-task perform under pressure and produce accurate documents.

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.

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

To ensure compliance with the entire set of this solicitation instructions (please see page 7 to 8, 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 (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv).

Offerors **must**, therefore, **address each of the four 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.

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 four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv) are:

1. Skills and Abilities (40 points):

- good analytical skills and be detail-oriented.
- excellent organizational skills to initiate and complete the required A&A tasks.
- discretion, tact, and ability to work under extreme stress to meet deadlines and to effectively complete required actions.
- excellent interpersonal skills and the ability to work independently.
- demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook, and PowerPoint).
- demonstrated ability to multi-task perform under pressure and produce accurate documents.

2. Job Knowledge (35 points):

- good working knowledge of administrative and filing procedures, local administrative practices, and procedures.
- basic knowledge of “best practices” in administration logistics.
- demonstrated potential to acquire general knowledge of USAID programming policies, regulations, and methodologies.

-- research and analysis skills sufficient to find local sources of data for assigned tasks, and to independently analyze and present these findings.

3. Prior Work Experience (25 points):

Minimum of three years of progressively administrative, clerical and/or procurement experience is required.

4. Education and Professional Qualifications (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.

Pass/Fail

Possession of a bachelor's degree in business administration, finance, accounting, procurement, law, marketing, 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**

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. SUBMITTING AN OFFER

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

(i) A complete DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; [click at this link for latest version]. Offerors are required to complete sections 1 through 6 (use **additional pages**, if needed).

(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 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:

- (1) DS-174
- (2) Cover Letter
- (3) Complete Curriculum vitae/resume
- (4) Supplemental documents
- (5) Academic Transcripts

(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 in Section I at kampalausaidjobs@usaid.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.**

For this position, the subject line of the email MUST read:

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME

Ex: 72061723R10017 Acquisition & Assistance Assistant, 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.*

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

1. 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)

2. **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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: GH-C-POP/2022/2023 APPRO: 72-1922/231031 617-MO-2023-FSN-SALARIES-POP	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. Acquisition & 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
<u>AAPD 21-04 Revision 3 (PDF 382K)</u>	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – <i>December 14, 2012</i> <u>AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</u> [165K PDF] <u>AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</u> [166K PDF] <u>AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</u> [200K PDF]	Acquisition Management, PSCs
<u>AAPD 21-01 (PDF 221K)</u>	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

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>.

5. 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.

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN, 2023
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[END SOLICITATION]