



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10027

ISSUANCE DATE: September 21, 2022

CLOSING DATE/TIME: October 20, 2022, 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- (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 offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1 at:
kampalausaidjobs@usaid.gov

Sincerely,

Meghan Waters
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10027
- 2. ISSUANCE DATE:** September 21, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 20, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Administrative Management Specialist
- 6. MARKET VALUE:** UGX 157,828,400 – 232,334,711 per annum, equivalent to FSN-11. 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” 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

The Supervisory Administrative Management Specialist “EXO Specialist” functions as the senior Cooperating Country National Personal Services Contractor (CCNPSC) in the Executive Office at USAID/Uganda, reporting directly to the U.S. Direct Hire (USDH) Supervisory Executive Officer (S/EXO). The EXO Specialist assists in overseeing the delivery of effective personnel, administrative, logistical, and other support services for the Mission. In this capacity, the EXO Specialist helps to organize the Executive Office (EXO) work priorities and mission objectives. The EXO Specialist is responsible for the day-to-day management and supervision of Human Resource, Travel, Procurement, and Partner coordination workflow and business processes. The EXO Specialist reviews and pre-approves designated actions for EXO attention and assigns and follows up on designated management operation tasks to ensure they are carried out properly and within appropriate customer service standards. The job may be expected to perform work-related travel.

The EXO Specialist shares responsibility with other EXO staff for achieving an integrated customer service program for the USAID/Uganda staff including U.S. Direct Hires, U.S. Personal Services Contractors (USPSCs), Third Country Nationals Personal Services Contractors (TCNPSCs), and CCNPSCs. The EXO has four (4) customer service divisions namely – the EXO/Information Services Division; the EXO/Human Resources (HR), the EXO/Travel, and the EXO/Records Management (RM). The EXO Specialist contributes to these four service divisions by: 1) applying technical expertise to strategic planning; 2) contributing to and collaborating with other USAID/Uganda offices and teams to ensure they achieve their set objectives; 3) cultivating and maintaining effective relationships between EXO and the International Cooperative Administrative Support Services (ICASS) services provider.

The EXO Specialist reports directly to the S/EXO.

(2) Statement of Duties to be performed.

As senior advisor to the S/EXO, the EXO Specialist participates in the planning, directing, and supervising the operations of USAID/Uganda's Executive Office. The EXO Specialist assists the S/EXO with the high volume of demands in the EXO services division, coordinates between service divisions, and in coordination with other Mission Offices. The EXO Specialist monitors overall performance of the EXO and is charged with ensuring that Mission procedures comply with USAID policy and regulations, and United States Government (USG) statutory requirements. The EXO Specialist is responsible for the management of personnel directly supervised, including completing performance appraisals, and making recommendations for personnel actions.

As required, the EXO Specialist provides guidance and advice to the EXO service divisions and participates in the decision-making process in EXO and Mission administrative management issues. The EXO Specialist, in close coordination with the USDH Deputy Executive Officer (D/EXO), leads the EXO in the absence of the S/EXO, including during interagency meetings, ICASS, and to USAID senior management. The EXO Specialist manages and ensures continued effective and smooth operation of the EXO in all areas, except signatory authority involving the commitment of USG funds or Information Technology security. The EXO Specialist is required to perform work-related travel as needed.

Administrative and Human Resources Management (40 percent of time)

Provides guidance and supervision to the Human Resources (EXO/HR) staff, assists in the planning and directing the personnel management operations for the Mission's U.S. Direct-Hire and PSC employees; Collaborates with the S/EXO and D/EXO and mission leadership on staffing and workforce planning issues, and recommends actions to ensure maximum, effective use of personnel. Oversees the recruitment and selection of new personnel, in coordination with the HR Specialists, exercises classification authority for USAID positions. Ensures that accurate USDH and non-direct hire data is updated in Overseas Personnel System (OPS) and maintaining mission records to meet schedules for production of the quarterly worldwide staffing pattern report. Manages Mission Uganda Merit Based Compensation (MBC) Program providing direction and policy advice to the EXO and HR Specialist. Ensures EXO/HR maintains up-to-date data to inform integrated country strategies, Mission Resource Request, management decisions and bi-annual portfolio review. The EXO Specialist is responsible for the transition, implementation, and maintenance of MBC, Global Managed health care, and will work closely with the State Departments Human Resource Officer on all issues related to the Local Compensation Plan.

Reviews for accuracy and relevance documentation such as staffing requests, mission office's reorganization, travel authorizations, and/or travel related policies and procedures. Responsible for prompt execution and appropriate action on contractual documentation and funding to ensure USPSC, TCNPSC, and/or CCNPSC's are in place or remain in place for required staffing to meet Mission goals. Oversees all logistical support to Institutional Support Contractors (ISCs) to provide them with various types of services such as personnel policies, security, and the procurement of materials and supplies. Oversees and ensures the EXO/HR manage Mission training portfolio by providing consistent and excellent customer service, disseminating notices and resources with Mission staff, and assisting with USAID University course access and training registration.

Ensures Mission Training Plan and budget is executed on time and connected to the overall staff performance management and professional development. Supervises the EXO/HR service division by setting clear roles and responsibilities, planning and prioritizing, ensuring individual learning and training plans are completed and monitored, poor performance is addressed, and EXO/HR tasks are equitably delegated. Follows and executes the Mission Uganda EXO Service Standards and updates and implements any changes to the Mission as needed. Incorporates regular coaching, mentoring, and feedback into daily workflow. Communicates accurately both verbally and in writing and sets the same expectation within the EXO/HR. Holds staff accountable and takes corrective measures as needed, in consultation with the S/EXO and D/EXO. Regularly recognizes excellent performance and nominates EXO/HR staff for awards. Assists the S/EXO with Agency Incentive Awards program and Interagency Mission Awards Program management. Reads, understands, and applies all relative Automated Directives System (ADS) chapters to ensure compliance with policy and regulations. Takes all applicable contracting training to ensure proper application and execution of simplified acquisitions regulations and process. Works collaboratively with other offices within the Mission to educate, influence and reach consensus on operations and management points of contention in Mission Uganda.

Provides Administrative support, guidance, and clarification to ISCs in such areas as acquiring visas, business permits, resident permits for expatriates, registration with the Government of Uganda (GOU), Value Added Tax exemptions, and other related tax issues, registration of official program vehicles, aviation/airport issues, motor vehicle licenses; program vehicle insurance, and Mission and GOU policies guiding these and other issues. Develops close working contacts with GOU officials, especially with the officials handling issues affecting ISC operations in Kampala. Communicates with ISCs on safety and security matters as requested.

General Services (40 percent of time)

Oversees STATE General Services Office (GSO) services by coordinating with the ICASS/Travel Assistants and ICASS/Procurement Specialists, and provides work guidance to the mission's Administrative Assistants. Ensures efficient delivery of services by State/ICASS with respect to Motor Pool Operations (including the USAID Mission Director's Chauffeur), Vehicle Maintenance and Records; Customs and Shipping; Correspondence and Records, Property Management including capitalized assets, and in coordination with the State Facilities Manager the Occupational Safety and Space Management plan. Works with relevant Embassy personnel and GSO staff as needed to ensure that all systems for tracking Vehicle Maintenance and Records are current, and that all required reports are completed and submitted in a timely manner. Approves and signs requests for customs clearance of official shipments eligible for importation under USAID and GOU regulations; understands and adheres to bilateral agreements and implementation letters, as necessary. Ensures compliance with Occupational Safety and Health Standards; Oversees requests for additional or reconfigured office space, as needs dictate, providing various options to best meet requirements within available space; and reviews plans for office moves with the EXO and concerned clients to ensure staff and materials are available at the time moves are scheduled.

Procurement: Ensures appropriate management controls are in place and utilized in all areas of procurement activities; approves requests for advance of funds through local petty cash as needed. Liaises and consults regularly with a wide variety of USAID/Washington offices, private-sector vendors, and contractors. Participates in the development of the annual procurement plan, in concert with the S/EXO and the D/EXO, for submission to Mission management and inclusion in the annual Budget Request.

Property Management: Oversees the property management function for non-expendable and expendable property, including office equipment and furniture inventories, as well as the residence for the Mission Director. Oversees all office spaces in coordination with ICASS/Procurement Specialist, EXO/ISD Specialist, and EXO. Ensures that all official property procured by the Mission, non-expendable and expendable, is properly received and that the required receiving reports are accurately completed; that all required actions are completed for the proper establishment and maintenance of inventory records; where applicable, supervises all disposal sales, from item selection, completion of disposal authorizations, conduct of the actual sale, and adjustment of property records to comply with Agency regulations; assists STATE/ICASS in conducting periodic inspections of facilities to ensure proper procedures for security, fire prevention, safety, and

cleanliness are in place and in compliance with Agency regulations; and conducts spot checks on various records throughout the year to determine their validity and to ensure that all items are accounted for and that actual accounts match records. Ensures that the Mission's safety and security equipment, IT equipment, and mobile devices are managed according to USG regulations. Monitors USAID-assigned residential and office building maintenance, including the status of make readies, routine and preventive maintenance, and maintenance of sufficient supplies, equipment, and records.

Budgeting, Policy Planning and Communication (20 percent of time)

Assists with the following budget-related functions: Develops OE support budgets and monitors obligations and accruals of OE, manage approximately US\$7M, ensuring that procurement plans are in place at the beginning of the FY, and processed in a timely fashion, in coordination with the S/EXO, D/EXO, and FMO; Participates in ICASS negotiations with the U.S. Embassy, when designated; Reviews ICASS invoices to assure proper allocation of work load counts; Establishes good working relationships and maintains open communication with U.S. Embassy Management Sections, including applicable GSO, FMO, and Security staff, to ensure receipt of services procured under ICASS, and to resolve any outstanding issues. Conducts management analyses and studies, as required, to recommend or evaluate improvements in management operations; Assists in the planning and direction of a continuing nature to evaluate Mission organization, staffing, and services to ensure maximum utilization of material and human resources; Analyzes requirements and makes administrative and technical recommendations to Mission management as requested; Develops and implements appropriate internal Mission management systems and policies; Drafts or clears Mission Orders, Staff Notices, and correspondence from EXO on management policies, as needed or required; Serves on the Management Control Review Committee and the Federal Managers Financial Integrity Act committee, to ensure the implementation of remedies or recommendations that align with agency regulations.

CCN PSCs may participated in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

(3) Supervisory Relationship:

The EXO Specialist reports to Supervisory EXO. The EXO Specialist works with a high degree of independence. Assignments are made orally and in writing. The S/EXO, in consultation with the EXO Specialist sets priorities and deadlines in terms of policy, priority, results to be achieved, and basic approaches. The EXO Specialist reviews completed written work, and provides clearance on external correspondence, as directed. The EXO Specialist coordinates work guidance, products, and objectives with the D/EXO on day to day operations.

(4) Supervisory Controls:

The EXO Specialist provides direct supervision over the EXO/HR, procurement, and the EXO/RM. The EXO Specialist provides indirect supervision of four (4) other EXO staff. The EXO Specialist can step in to supervise all sections within the EXO as requested or serves as the Alter Ego of the D/EXO when needed. The EXO Specialist provides counsel, advice, or instructions to staff members as well as daily supervision. The EXO Specialist provides guidance and indirect supervision to ISCs on special administrative projects as requested for travel, construction, maintenance, security, and other administrative matters.

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 7 to 10 –

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:

A bachelor's degree or the equivalent of a four-year US college/university degree in human resources, financial management, business administration, computer science, international relations, political science, or public administration and/or policy is required.

Prior Work Experience:

Minimum of seven (7) years of progressively responsible professional administrative, and supervisory experience, developing and implementing management procedures, contracting, procurement, human resources, information technology and knowledge management, or any combination thereof is required.

Language Proficiency:

English IV Fluency in Speaking, Writing, and Reading.

Job Knowledge:

--In-depth knowledge, or the ability to quickly gain such knowledge of U.S. and GOU laws, regulations, instructions, procedures, policies, and practices relevant to administrative management, human resources management, budget and fiscal administration, travel, information technology, building management, property management, procurement and contracting, Records Management, and other administrative procedures, regulations, and requirements sufficient to provide administrative and technical (when required) supervision of EXO personnel.

--Ability to research market prices, locate, understand, and interpret regulations, and to apply these to specific cases in the functional areas outlined in the position description.

Skills and Abilities:

--Excellent supervisory, analytical, and interpersonal skills, tact, and diplomacy are required.

--Ability to proactively manage tasks and work accurately and efficiently with minimal supervision is essential.

--Good leadership and managerial skills, and a personality that inspires confidence in CCNPSCs and permits the maintenance of effective working relationships with employees and supervisors.

--Ability to forecast needs for resources, to plan and assess issues/problems and develop realistic solutions.

--Ability to train other personnel, and to tactfully and efficiently work with a multidisciplinary Mission personnel to facilitate administrative support and customer services.

--Ability to create and maintain a good working climate, to ensure maximum productivity in a service-oriented manner.

--Ability to negotiate effectively within the US Embassy interagency and administrative personnel, and GOU and business officials on USAID operations and resources.

Ability to use computer-based applications, technology, and 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. 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 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 (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 (total 45 points):

--Excellent supervisory, analytical, and interpersonal skills, tact, and diplomacy are required. **(10 points)**

--Ability to train other personnel, and to tactfully and efficiently work with a multidisciplinary Mission personnel to facilitate administrative support and customer services. **(10 points)**

--Good leadership and managerial skills, and a personality that inspires confidence in staff and permits the maintenance of effective working relationships with employees and supervisors, within the US Embassy interagency and administrative personnel, and GOU and business officials on USAID operations and resources. **(10 points)**

--Ability to proactively manage tasks and work accurately and efficiently with minimal supervision and to ensure maximum productivity in a service-oriented manner. **(5 points)**

--Ability to forecast needs for resources, to plan and assess issues/problems and develop realistic solutions. **(5 points)**

--Ability to use computer-based applications, technology, and software. **(5 points)**

2. Job Knowledge (total 35 points):

--In-depth knowledge, or the ability to quickly gain such knowledge of US and GOU laws, regulations, instructions, procedures, policies, and practices relevant to administrative management, human resources management, budget and fiscal administration, travel, information technology, building management, property management, procurement and contracting, Records Management, and other administrative procedures, regulations, and requirements sufficient to provide administrative and technical (when required) supervision of EXO personnel. **(20 points)**

--Ability to research market prices, locate, understand, and interpret regulations, and to apply these to specific cases in the functional areas outlined in the position description. **(15 points)**

3. Prior Work Experience (total 20 points):

Minimum of seven (7) years of progressively responsible professional administrative, and supervisory experience, developing and implementing management procedures, contracting, procurement, human resources, information technology and knowledge management, or any combination thereof is required. **(20 points)**

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**

A bachelor's degree or the equivalent of a four-year US college/university degree in human resources, financial management, business administration, computer science, international relations, political science, or public administration and/or policy is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities - 45 points
Job Knowledge - 35 points
Prior Work Experience - 20 points

Education and Professional Qualifications – **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 typed and **signed (hand or electronic signature)** (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 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: 72061722R10027 Administrative Management Specialist, Smith, Jose

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors.** Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

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. RESERVED.

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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: OE/2022 APPRO: 72221000 617-MO-2022-FSN-SALARIES-OE	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

4. 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
AAPD 21-04 Revision 3 (PDF 382K)	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 AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management, PSCs
AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021	Acquisition Management

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.

[END SOLICITATION]