



**USAID | UGANDA**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061722R10003

**ISSUANCE DATE:** January 31, 2022

**CLOSING DATE/TIME:** March 1, 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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

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

Sincerely,

Sean Mendoza  
Supervisory Executive Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061722R10003
- 2. ISSUANCE DATE:** January 31, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 1, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov) or 0414-306-001.
- 5. POSITION TITLE:** Supervisory Project Management Specialist (Health Systems Strengthening)
- 6. MARKET VALUE:** UGX 219,900,268 to 324,611,127 per annum, equivalent to FSN-12. 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**

USAID/Uganda is seeking for qualified individuals to fill the Supervisory Project Management Specialist (Health Systems Strengthening) position located in the USAID/Uganda Office of Health and HIV/AIDS (OHH), Health Systems Strengthening Unit.

The Supervisory USAID Project Management Specialist (Health Systems Strengthening [HSS]) is a senior member of the OHH. The OHH is divided into six divisions: Health Systems Strengthening, Family Health, HIV/AIDS, Strategic Information, Malaria, Global Health Security. The OHH is headed by a U.S. Foreign Service Officer who reports directly to the Mission Director. Managing a budget of over US\$275 million in fiscal year 2021 funds, OHH has a significant portfolio in the Mission. The Specialist reports directly to the OHH Chief, with responsibility for providing technical leadership to the

entire USAID/Uganda Mission and to the USG Mission to Uganda as a whole, in the areas of HSS, health legislation and policy, planning, healthcare financing, strategic information, human resources, and logistics and commodities. The Specialist is recognized by the USG and the Government of Uganda (GOU) as an expert in HSS, and serves as a key Advisor to Mission Management, the USG Mission to Uganda, to the GOU, and implementing partners (IPs). The Specialist provides supervision and managerial oversight, and is involved in the planning, design, and implementation and evaluation of all USAID/Uganda HSS activities. The Specialist provides day-to-day technical management and oversight of the HSS portfolio.

The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health, Regional Health Bureaus, USAID/Washington counterparts, Embassy leadership, other GOU entities, and with other donors and non-governmental organizations working in the health sector. The Specialist represents USAID and the USG on various high-level governing bodies key to HSS, serves on GOU technical working groups and donor working groups to advance the policy objectives of the USG and to support coordination and harmonization of health activities in Uganda, and provides essential communication and liaison within USAID offices and with other USG agencies. The work includes oversight of 15 professional and support members of the HSS Division, including direct supervision of five of those staff.

The Specialist provides strategic and technical leadership in the design and implementation of USAID/Uganda HSS activities in Uganda. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues. The Specialist has an understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with other HSS Division staff, and/or the Office Chief, as appropriate. The Specialist provides supervision to five team members, including AORs/CORs, and provides mentoring and coaching to the entire OHH in the areas of health systems strengthening, health reform, and health-care finance. The Specialist may be assigned to act for the Office Chief and/or Deputy Office Chief in their absence or preoccupation.

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

### **1. Strategic and Technical Advisor for HSS and Global Health Initiative (GHI) – 55%**

The Specialist provides policy and strategic leadership, in support of the overall USAID/USG health program, with a focus on health systems strengthening, health-care reform, and health-care financing, as well as health information systems and human resources for health; develops new HSS activities; assures monitoring and evaluation standards are met; and, provides expert technical and programmatic information and assistance as requested by the Ambassador, the Mission Director/Deputy Mission Director, and the Office Chief relating to health systems strengthening, including content for reporting documents, speeches, cables, analyses, and briefing papers. The Specialist works with various offices in the Mission to design and commission studies and research relating to HSS. As HSS Division Chief, the Specialist represents USAID/Uganda and the broader USG at national and international meetings, and leads internal and external meetings on issues related to USAID/USG health activities with emphasis on all elements related to HSS; meeting senior and mid-level GOU officials, such as the Minister of Health, senior representatives from other donor agencies and NGOs, and senior USAID and USG staff. The Specialist serves as the USG HSS lead in coordination of the GOU, with health-sector IPs, to put appropriate procedures in place for better coordination among health teams, partners, regional programs, and the GOU. The Specialist provides senior policy, strategic, and technical advice and guidance to the

Ministry of Health (MoH) in areas such as HSS, health-care reform, and health-care financing; works with senior MoH officials to plan, draft, and evaluate the GOU health development plan and other strategic documents and policies; and provides advice and guidance to the MoH Director of Planning and Finance in planning regional and national (Ugandan) annual review meetings. The Specialist represents USAID/USG on the Ugandan National Advisory Committee for Health Management Information Systems, the Joint Core Coordinating Committee, and the MoH Task Force, and serves on HH Health Management teams. The Specialist works closely with USAID/Washington counterparts, ensuring compliance and constant communication. The Specialist oversees development of site visit schedules and effective monitoring plans for the HSS program, ensuring schedules are carried out routinely and that end-use checks occur; prepares for VIP visits, including preparing briefers, scene setters, arranging for site visits and accompanying delegations on visits to USAID programs, and briefing VIPs on Uganda, the country's health challenges and programs, and on USAID and USG support. The Specialist coordinates the compiling of lessons learned, and the dissemination of results to all health partners. The Specialist represents USAID/Uganda in the Health Development Partners Group and the Health Policy Advisory Committee to the Ministry of Health.

## 2. Program/Project/Activity Management and Monitoring – 25%

The Specialist serves as AOR/COR or Activity Manager for a variety of programs/projects/activities in the HSS portfolio, and supervises and provides guidance to subordinate staff who serving as AORs/CORs for additional projects; provides oversight for various studies and surveys; conducts regular site visits to review program implementation and meet with beneficiaries, and, based on the information collected during such visits, adjusts or recommends adjustments to programs/projects/activities as appropriate; reviews performance reports to ensure IPs are in compliance with bilateral government agreements and with the performance expectations outlined in their work plans and in agreements with USAID; and, ensures IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID. The Specialist ensures monitoring and evaluation systems are in place to capture IP results and contributions to overall portfolio targets; approves annual work plans for HSS Division IPs; and maintains a regular schedule of HSS project site visits at headquarters, as well as at the field level. The Specialist participates fully in the preparation of the annual PEPFAR Country Operational Plan, the Malaria Operational Plan, and the USAID Operational Plan.

## 3. HHS Division Financial Management – 10%

The Specialist is responsible for the financial management of programs/projects/activities assigned to the HSS Division, including regular budgeting for the HSS program, ensuring that that obligations, expenditures, and budget pipelines conform to action plans; ensuring appropriate and timely incremental funding of activities; ensuring program activities are in compliance with USAID financial regulations, reporting any financial discrepancies to the OHH Chief and Financial Analyst, the Mission Controller, and the Office of Acquisition and Assistance, keeping the Controller and Financial Analyst informed on the liquidation of advances; and, reviewing and providing administrative approval for assigned activities. The Specialist ensures compliance with Non-Federal Audits (NFAS) and the closure of open recommendations, and maintains monthly project financial management tracking systems.

## 4. Supervision of HSS Division Staff – 10%

The Specialist provides oversight of work and supervision of approximately of four Foreign Service National staff and two expatriate staff, and other short-term staff (including AORs/CORs), and mentors the entire Division in health systems strengthening, health care reform, and health care financing.

The Specialist serves as a full supervisor, providing supervision, leadership, mentorship, and guidance to the professional and assistant-level HSS Division staff, and provides guidance on HSS matters to all members of the OHH, including advising the Office Chief/Deputy Office Chief, as well as the Mission Director and Deputy Mission Director. The Specialist participates with considerable weight in selection decisions within the Division, and performs the full range of training, evaluation, and other supervisory responsibilities expected at the full professional level.

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

### **(3) Supervisory Relationship:**

The Specialist and Division Chief works under the very general supervision of the OHH Chief/Deputy Office Chief, who provides overall objectives, suggests approaches to consider, and reviews certain completed reports and other assignments. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with superiors. The supervisor provides a review of the assignment, the goals, and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is normally considered technically correct and is reviewed largely in terms of results achieved.

### **(4) Supervisory Controls:**

The Specialist serves as a Division Chief and full supervisor, providing supervision, leadership, mentorship, and guidance to approximately six subordinate professional and assistant-level personnel in the HSS Division.

**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. PRESENTING AN OFFER sections), **the offer package must be completed 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.

### **Education:**

Completion of an advanced degree, or the local equivalent, in medicine, public health, social science, or anthropology is required.

### **Prior Work Experience:**

A minimum of seven years of progressively responsible, professional-level experience in health-sector program management, with at least four years of that time in strategy and policy development, is required.

Experience must have provided the opportunity for project design, program planning, and/or implementation.

At least two years of experience in development-related work or related fields for USAID, other donor agencies, GOU organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data is desired.

In addition, two to four years of previous successful supervisory experience is desired.

**Language Proficiency:**

The ability to communicate effectively in both written and spoken English is required. Knowledge of one or more Ugandan languages will be highly useful.

**Job Knowledge:**

In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to health systems strengthening in Uganda and the region, is required.

Mastery of a variety of health development areas, including HSS, health care reform, health care financing, health information systems, human resources development, logistics systems and commodity supply, maternal and child health, and family planning is expected.

Knowledge and understanding of the economic political, social, and cultural characteristics of Uganda; and, the economic developments, resources, and resource constraints, and development prospects and priorities of Uganda and the region.

Good knowledge of, or the potential to acquire such knowledge, USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

Knowledge and understanding of the organization and respective roles of the different branches in the GOU, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans.

In-depth knowledge of GOU institutions, policy directions, objectives, and priorities relating to USAID activities in the sector; and a sound knowledge of the political, economic, social, and cultural characteristics and developments in Uganda.

**Skills and Abilities:**

The ability to plan, organize, manage, and evaluate HSS program activities is required.

Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior and middle-level GOU officials, and with public and private organizations, such as primary USAID technical contacts in the development area.

Verbal communication skills are also used to explain and interpret GOU attitudes, priorities, and concerns to USAID/USG officials, and to negotiate program/project/activity plans and resolve implementation issues with appropriate host-country organizations, technical advisors, IPs, counterparts, and peers.

Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers.

Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans.

Skill in program/project/activity programming, policies, and plans, and in developing strategies for implementation, is desired.

Ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters.

Good computer skills are required to manage activity goals and achievements, both technical and financial.

### 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©](#). 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>.

**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 10, IV. PRESENTING AN OFFER section), **the offer package must be complete, and hand 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 four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting 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 – Presenting an Offer 1 (iv) are:**

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

--In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to health systems strengthening in Uganda and the region, is required.

--Mastery of a variety of health development areas, including HSS, health care reform, health care financing, health information systems, human resources development, logistics systems and commodity supply, maternal and child health, and family planning is expected.

--Knowledge and understanding of the economic political, social, and cultural characteristics of Uganda; and, the economic developments, resources, and resource constraints, and development prospects and priorities of Uganda and the region.

--Good knowledge of, or the potential to acquire such knowledge, USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

--Knowledge and understanding of the organization and respective roles of the different branches in the GOU, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans.

--In-depth knowledge of GOU institutions, policy directions, objectives, and priorities relating to USAID activities in the sector; and a sound knowledge of the political, economic, social, and cultural characteristics and developments in Uganda.

**2. Prior Work Experience (35 points):**

--A minimum of seven years of progressively responsible, professional-level experience in health-sector program management, with at least four years of that time in strategy and policy development, is required.

--Experience must have provided the opportunity for project design, program planning, and/or implementation.

--At least two years of experience in development-related work or related fields for USAID, other donor agencies, GOU organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data is desired.

--In addition, two to four years of previous successful supervisory experience is desired.

**3. Skills and Abilities (25 points):**

--The ability to plan, organize, manage, and evaluate HSS program activities is required.

--Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior and middle-level GOU officials, and with public and private organizations, such as primary USAID technical contacts in the development area.



--Verbal communication skills are also used to explain and interpret GOU attitudes, priorities, and concerns to USAID/USG officials, and to negotiate program/project/activity plans and resolve implementation issues with appropriate host-country organizations, technical advisors, IPs, counterparts, and peers.

--Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers.

--Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans.

--Skill in program/project/activity programming, policies, and plans, and in developing strategies for implementation, is desired.

--Ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters.

--Good computer skills are required to manage activity goals and achievements, both technical and financial.

#### **4. Education (pass/fail):**

Offerors will be given a passing score if they have a relevant level of education. Offerors without a relevant level of education will not be considered for award or proceed forward in the evaluation process.

Completion of an advanced degree, or the local equivalent, in medicine, public health, social science, or anthropology is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points

Work Experience - 35 points

Skills and Abilities - 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. PRESENTING AN OFFER

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

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

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

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

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

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

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

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

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

(v) **Copies of Academic Transcripts.**

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

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

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

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

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

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

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

## VI. BENEFITS/ALLOWANCES

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

## VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

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

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](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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: APPRO: 72-1920/241031 BBFY: GH-H/2020/2024 617-MO-2021-FSN-SALARIESPEPFAR	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

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

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#">AAPD 21-01 (PDF 221K)</a>	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021	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>.

**[END SOLICITATION]**