



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10022

ISSUANCE DATE: September 18, 2023

CLOSING DATE/TIME: October 2 2023, 4:45 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,
Meghan Waters
Digitally signed by
Meghan Waters
Date: 2023.09.12
10:27:03 +03'00'
Meghan Waters
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10022
- 2. ISSUANCE DATE:** September 18, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 2, 2023, 4:45 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Administrative Assistant
- 6. MARKET VALUE:** UGX 50,500,012 to 73,751,394 per annum, equivalent to FSN - 07. 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 Executive Office (EXO) Administrative Assistant /Chauffeur position is located in the USAID/Uganda Executive Office (EXO). The EXO has three (3) customer service divisions namely – (i) the EXO/Information Services Division; the EXO/Procurement and Travel Division and its sub-unit for Records Management, and (3) EXO/Human Resources Division. The EXO Administrative Assistant /Chauffeur shares responsibility with other EXO staff for achieving an integrated customer service program for the USAID/Uganda staff of a projected 250 staff members - including US Direct Hires (USDH) and Personal Services Contractors (PSCs) – USPSCs, Cooperating Country Nationals (CCNPSCs), and Third Country Nationals (TCNPSCs).

This is a mixed position with the primary responsibilities of performing a variety of administrative support duties as the Travel Assistant, Chauffeur to the Mission Director (MD) and EXO support liaison. Reporting to the EXO Administrative Assistant (Travel & Procurement), the position's primary responsibilities include:

- 1) supporting the USAID/Uganda travel portfolio by processing requests for travel services and ensuring services are delivered fully and according to service standards: - issuing travel orders in E2 System Administrator for official, entitlement, TDY trips – assists in the planning, coordinating, and implementing the full range of travel services to USAID/Uganda staff and TDYers. supporting a wide range of travel related support activities including obtaining administrative approvals for travels, voucher processing, preparing administrative documents such as Visa Support Letters/Note Verbale for official travels, etc.
- 2) serving as the alternate Chauffeur to the MD and secondarily to other staff of USAID/Uganda. Operates MD's vehicle, motorpool and/or USAID-owned vehicles (including USAID-dedicated armored vehicle(s)) in support of the USAID/Uganda program, administrative, and representational responsibilities.
- 3) supporting other EXO events coordination and logistics, mailroom services, and supplies services.

2) Statement of duties to be performed.

1. EXO Travel Assistant Support - 50 %

- Assists in the processing of travel requests and preparation of Travel Authorizations (TAs) including in-country blanket TAs, international, and amendments using the E2 software.
- Ensures that the necessary approval documents are obtained prior to travel, that there are sufficient funds in TAs to cover carrier costs, per diem, and the standard miscellaneous expenses.
- Reviews travel arrangements to ensure compliance with regulations and procedures (Fly America Act, 14 Foreign Affairs Manual (FAM), 3 FAM and Foreign Affairs Handbook (FAH), Federal Travel Regulations, direct routing, city-pair fares, per diem costs, availability of funding, etc.), and ensures that all travelers are well informed on matters related to post-funded travel.
- Updates emergency preparedness documents and records. Updates travel tracker to include historical information from past evacuations and emergencies so that mission is prepared for future incidents.
- Prepares Visa Support Letters/Note Verbale for incoming staff and TDYers requesting issuance of visas to Uganda and obtains their approval from STATE/HR.
- Helps in the preparation and submission of E2 for official vouchers.

2. EXO Administrative Duties: 25 %

The EXO Administrative Assistant /Chauffeur provides EXO support liaison to customers for ICASS services. Manages expectations for services, answers questions, assists customers to log requests, and provides guidance for staff experiencing challenges with the accuracy and efficiency while requesting services.

Customer service responsibilities:

- Assists USAID/Uganda staff (customers) to place MyServices requests – including build access and providing visitor escort.
- Provides customer information about available services and resolves service problems.
- Tracks services requests. Provides feedback to customer on delayed services, expedites correction or adjustments to ensure resolution.

EXO events coordination and logistics responsibilities:

- Provides logistics support for the EXO helping organize events by placing for GSO services.
- Arranges disposition of property when needed.
- Ensures upkeep and organization of USAID Office Space is optimal at all times.

Mailroom services:

- Delivers official correspondence (letters, reports, invitations, etc.) from and to various offices, such as the Government of Uganda (GOU), implementing partners, other international organizations, public and private sector organizations, etc.
- Collects and distributes mail and newspapers from the Mailroom on a daily basis.

3. Chauffeur to the Mission Director/other USAID staff: 25 %

- Safely and according to local laws operates MD's vehicle to provide transportation services primarily to the MD or to other USAID/Uganda staff and official TDY'ers.
- Plans logistics for trips. Researches the destination points and collects pertinent information such as the description of the site, projected travel time, road conditions, and seeks guidance from RSO on security concerns. Based on personal analysis of the situation, ensures that adequate planning and safety considerations have been factored into trip schedules. Exercises sound judgment in selecting which roads to use and which areas to avoid ensuring the safety of the MD or the other passengers.
- Ensures all duties as driver of the assigned vehicle are performed in adherence with local traffic laws and Mission Policies.
- Maintains proper record-keeping (logbook of covered activities on a daily basis) and attendant paperwork including updating monthly mail log, mileage records and activities to ensure an easily retrievable filing system.
- Records vehicle usage, maintenance, and overall care of the assigned vehicle by reporting any problems identified and ensuring all licenses and documents relating to the vehicle are current and as required.
- Schedules vehicle examination for service with the Mission motor pool mechanic and checks for vehicle insurance validity.
- Travels throughout Uganda and stay overnight in remote areas as assigned.

3) Supervision Received.

The position is supervised by the EXO Administrative Assistant (Travel & Procurement), who provides assignments in terms of a discussion of the work to be performed, and Division priorities. There is frequent interaction and work guidance from the Deputy EXO and the Supervisory EXO as well. Most work occurs as a result of normal operations, but special activities may be assigned at any time. There is great independence to carry out the assignments ensuring accuracy in completed products which will normally be reviewed in terms of results achieved and in meeting Division objectives. Unusual situations will be referred to the supervisor, Deputy Executive Officer and Supervisory Executive Officer for review and consultation.

4) Supervision Exercised.

Supervision 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 6 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:

Completion of a secondary school (ordinary and advanced levels) and two or more years of post-secondary schooling is required. Vocational training in general automotive mechanics is required.

Prior Work Experience:

Minimum of three years of administrative or clerical experience is required. A minimum of three years of professional chauffeur experience and a possession of a valid Driver's License with classes B, CM, DL, DM, etc. is required.

Language Proficiency:

Level III English is required.

Job Knowledge:

-- Strong knowledge of administrative support with the ability to quickly become familiar with Division responsibilities and activities and possess a general knowledge of standard office procedures and practices.

-- Hands-on knowledge and experience operating a 4-WD vehicle.

- Knowledge of Uganda traffic laws.
- Knowledge of traffic patterns throughout the Kampala city, as well as secondary/alternate routes, up-country, roads/conditions, and various GOU offices/facilities, implementing partner offices and project sites.
- Excellent knowledge of defensive driving techniques to utilize in potential emergency situations, that could be targets of criminal or terrorist activities.
- Basic knowledge of first aid and auto mechanics.
- Ability to read manufacturers operating manuals and complete forms accurately and legibly.

Skills and Abilities:

- Must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated.
- Must be proficient in using the Internet and E-mail.
- Must be customer service oriented, showing excellent interpersonal skills and abilities to work as part of a team.
- Ability to organize, prioritize and follow through on work assignments.
- Excellent mechanical ability to identify vehicle malfunctions and perform minor repair and maintenance.

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 8 to 9, 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 (35 points):

- Must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated.
- Must be proficient in using the Internet and E-mail.
- Must be customer service oriented, showing excellent interpersonal skills and abilities to work as part of a team.
- Ability to organize, prioritize and follow through on work assignments.
- Excellent mechanical ability to identify vehicle malfunctions and perform minor repair and maintenance.

2. Job Knowledge (35 points):

- Strong knowledge of administrative support with the ability to quickly become familiar with Division responsibilities and activities and possess a general knowledge of standard office procedures and practices.
- Hands-on knowledge and experience operating a 4-WD vehicle.
- Knowledge of Uganda traffic laws.
- Knowledge of traffic patterns throughout the Kampala city, as well as secondary/alternate routes, up-country, roads/conditions, and various GOU offices/facilities, implementing partner offices and project sites.
- Excellent knowledge of defensive driving techniques to utilize in potential emergency situations, that could be targets of criminal or terrorist activities.
- Basic knowledge of first aid and auto mechanics.

-- Ability to read manufacturers operating manuals and complete forms accurately and legibly.

3. Prior Work Experience (30 points):

Minimum of three years of administrative or clerical experience is required. A minimum of three years of professional chauffeur experience and a possession of a valid Driver's License with classes B, CM, DL, DM, etc. 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

Completion of a secondary school (ordinary and advanced levels) and two or more years of post-secondary schooling is required. Vocational training in general automotive mechanics is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities – **35 points**
Job Knowledge – **35 points**
Prior Work Experience – **30 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: 72061723R10022, Administrative 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: <i>R497</i> - Accounting Info: BBFY Fund: OE/2023 APPRO: 72231000 617-MO-2023-FSN-SALARIES-OE	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]