



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 617-18-00007

ISSUANCE DATE: March 5, 2018

CLOSING DATE/TIME: March 16, 2018, 4:45 P.M. Ugandan Time

SUBJECT: Solicitation for Cooperating Country Personal Service 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, Sections I through V 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 information.

Sincerely,

Frederick Onyango
Supervisory Executive Officer



I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 617-18-00007

2. ISSUANCE DATE: March 5, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: March 16, 2018, 4:45 PM
Ugandan Time

4. POSITION TITLE: Chauffeur (RIG)

5. MARKET VALUE: UGX 34,488,206 – UGX 50,686,201 per annum, equivalent to FSN-4. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Uganda. Final compensation will be negotiated within the listed market value.

6. 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.

7. PLACE OF PERFORMANCE: Kampala, Uganda with possible travel as described in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Employment Authorization

9. STATEMENT OF DUTIES:

I. General Statement of Purpose of the Contract:

USAID/Uganda is seeking qualified Ugandans for the position of Chauffeur (RIG).

The incumbent serves as a Locally Employed Staff (LES) Chauffeur (RIG) responsible for security related duties including administrative and chauffeuring duties in the Regional Office of Inspector General/Office of Investigations (RIG/I) team based in Kampala, Uganda.

The incumbent, who works under the direction of either an Assistant Special Agent in Charge (ASAC) in Frankfurt, Germany or the Special Agent in Charge (SAC) in Washington, D.C., has duties and responsibilities that are designed to support the investigative program of the Uganda RIG/I sub-office. The mission of the Office of Inspector General is to promote and preserve the efficiency, effectiveness, and integrity of USAID and other U.S. Government development programs, to include the Millennium Challenge Corporation (MCC) and the U.S African Development Foundation (ADF). To that end, the RIG/I Uganda sub-office is primarily responsible for receiving allegations and conducting inquiries and investigating allegations or matters of possible fraud, waste, and abuse in the USAID programs in Uganda and surrounding countries, to include Kenya, Tanzania, Rwanda, and South Sudan.

II. Statement of Duties to be Performed:

a. Administrative Duties (50%)

Utilizing a high level of discretion while performing OIG taskings, ensure operational security such as the handling of sensitive OIG mail and correspondence.

Responsible for record-keeping (maintains log-book 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 in the OIG office.

Responsible for usage, maintenance and overall care of OIG vehicles by reporting any problems identified and ensuring all licenses and documents relating to the vehicle are renewed on time and as required. Schedules vehicle examination for service with the Mission motor pool mechanic and keeps track of timely car insurance renewals.

Responsible for accounting for each trip, the preparation of OIG travel vouchers, complying with Mission policies and OIG rules and regulations.

b. Chauffeur Duties (50%)

Provides chauffeur services to OIG sources, informants, subjects, armed authorities, witnesses and host country government authorities.

Picks sensitive OIG documentation and ensures its safe delivery at destinations at all times.

Selects routes to make best use of time, particularly during high traffic periods and ensures defense driving to assure safety and security while driving OIG personnel, VIPs and other individuals associated with the OIG. Safety of passengers is first and foremost, followed by safe operation of assigned vehicles to avoid accidents.

Ensures all duties as driver of the assigned vehicle are performed in adherence with local traffic laws and Mission Policies.

Travels throughout Uganda and stay overnight in remote areas as needed by OIG.

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.

III. Supervisory Relationship:

The contractor works under the general day-to-day of the regional agent assigned to the RIG/I Uganda office who may assign tasks and evaluate work. Over sight and supervision is provided exclusively by the ASAC/SAC. The contractor exercises independent professional judgement in most phases of the assignments, must make sound and timely decisions in difficult situations without hesitation or guidance. The supervisor provides a review of the assignments, the goal to be achieved, and the results expected.

IV. Supervisory Controls:

None.

10. OPEN TO: All qualified Ugandans are eligible to submit an offer in response to this solicitation.

11. PHYSICAL DEMANDS: The work does not involve undue physical demands.

12. POINT OF CONTACT: Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, an Offeror must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors.

Additionally, interviews and writing samples may be requested only from the top scoring offerors. Please note that not all Offerors will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks may be conducted on those Offerors selected for an interview. The Offeror's references must be able to provide substantive information about his/her past performance and abilities. Offerors are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Factors listed below.

1. Education: Completion of secondary school is required. Vocational training in general automotive mechanics is desirable.

2. Prior Work Experience: Three (3) years of chauffeur experience and must have a valid Driver's License with classes B, CM, DL – one (1) year of which must have been in an administrative office.

3. Job Knowledge: Must have basic knowledge of office administrative management, records keeping, familiarity with local traffic laws, defensive driving techniques, area traffic patterns and secondary/alternate routes, up-country roads/conditions, regulations and other office requirements sufficient to provide effective support to the OIG and staff and customers.

4. Skills and Abilities: Possession of good office managerial skills and a personality that inspires confidence and permits the maintenance of effective working relationships with other OIG employees and supervisors. The following are also required: ability to forecast needs for resources, ability to plan and assess problems and develop realistic solutions; ability to tactfully and efficiently work with others to ensure the highest quality of administrative support services to the OIG office, capability to exercise defensive driving skills under strain and stress in situations requiring special precaution or evasive action to protect passengers, excellent mechanical ability to identify vehicle malfunctions and perform minor repair and maintenance.

III. EVALUATION AND SELECTION FACTORS

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

Offerors must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and may be 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 (EPR) are not eligible to apply.

1. Education (pass/fail):

Applicants without a relevant education background will not be considered for award or proceed forward in the evaluation process. Completion of secondary school is required. Vocational training in general automotive mechanics is desirable.

2. Prior Work Experience (20 points):

Three (3) years of chauffeur experience and must have a valid Driver's License with classes B, CM, DL – one (1) year of which must have been in an administrative office.

3. Job Knowledge (30 points):

Must have basic knowledge of office administrative management, records keeping, familiarity with local traffic laws, defensive driving techniques, area traffic patterns and secondary/alternate routes, up-country roads/conditions, regulations and other office requirements sufficient to provide effective support to the OIG and staff and customers.

4. Skills and Abilities (50 points):

Possession of good office managerial skills and a personality that inspires confidence and permits the maintenance of effective working relationships with other OIG employees and supervisors.

The following are also required:

- ability to forecast needs for resources; **(5)**
- ability to plan and assess problems and develop realistic solutions; **(10)**
- ability to tactfully and efficiently work with others to ensure the highest quality of administrative support services to the OIG office; **(15)**
- capability to exercise defensive driving skills under strain and stress in situations requiring special precaution or evasive action to protect passengers; **(15)**

--excellent mechanical ability to identify vehicle malfunctions and perform minor repair and maintenance. (5)

TOTAL: 100 Points

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. References will be checked for top scoring offeror(s).

IV. PRESENTING AN OFFER

1. 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.

2. Late applications, received after the closing date and time, will not be accepted or considered for award.

3. To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.

4. Eligible Offerors are required to complete and submit:

(i) A **signed** AID-302-3 Offeror Information for Personal Services Contracts (<https://www.usaid.gov/forms/aid-302-3>)

(ii) Cover letter clearly indicating the position for which you are applying and describing how you meet the minimum requirements

(iii) A Curriculum Vitae/Resume

(iv) Copies of Academic Transcripts

(v) Names, contact numbers, and e-mail addresses of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to: KampalaHR@state.gov

6. 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.

7. Submitted offers and documents become the property of USAID and will not be returned.

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

The Chauffeur (RIG) will be compensated 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 Offerors will be subject to Ugandan tax laws.

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

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>

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

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>.