



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SOL-72061723R00005

ISSUANCE DATE: November 21, 2022

CLOSING DATE/TIME: December 20, 2022, 16:45 PM Kampala Time

Subject: Solicitation for **US Personal Service Contractor (USPSC) and Third Country National (TCNPSC)**

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 offer.

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

Sincerely,

Anne Martin
Deputy Executive Officer

ATTACHMENT 1**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** SOL-72061723R00005
2. **ISSUANCE DATE:** November 21, 2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 20, 2022, 4:45 PM Kampala Time
4. **POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov or 0414-306-001
5. **POSITION TITLE:** Senior PEPFAR/Orphans and Vulnerable Children Advisor (SPOA)
6. **MARKET VALUE:** \$95,973 - \$124,764, equivalent to GS-14
Final compensation will be negotiated within the listed market value.
7. **PLACE OF PERFORMANCE:** PLACE OF PERFORMANCE: USAID/Uganda.

The contractor may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. **PERIOD OF PERFORMANCE:** The **base** period will be two years, estimated to start on or about March 2023. Based on Agency need, the Contracting Officer may exercise three one-year periods for the dates estimated as follows:

Base period	March 2023 to March 2025
Option period 1	March 2025 to March 2026
Option period 2	March 2026 to March 2027
Option period 3	March 2027 to March 2028

9. **ELIGIBLE OFFERORS:** United States (U.S.) citizen or Resident Alien – offshore or resident in Uganda and Third Country National (TCN) per AIDAR Appendix J.
10. **SECURITY LEVEL REQUIRED:** The successful Offeror must obtain a U.S. Government Employment Authorization-Facility Access.
11. **STATEMENT OF DUTIES**

(1) General Statement of the Purpose of the Contract

USAID/Uganda is seeking a qualified individual to serve as the Senior PEPFAR/OVC Advisor (SPOA).

The SPOA provides technical assistance and oversight for USAID’s OVC programming, in coordination with the overall USAID and interagency PEPFAR program. S/he will provide expert technical and programmatic guidance, as well as mentoring to: 1) Increase impact of OVC programming; 2) Lead transition of full PEPFAR/Uganda OVC portfolio to USAID; 3) Improve OVC integration with larger PEPFAR and other programming; and 4) Build capacity of EYCD team to successfully design, implement, monitor, and evaluate OVC programs.

(2) Statement of Duties to be Performed

The SPOA ensures that USAID/Uganda OVC programs are consistent with Mission, Agency, and broader USG strategic priorities, and that activities support Uganda's Country Development Cooperation Strategy (CDCS) results, objectives, and goals.

Key Duties and Responsibilities:

- As a Unit Leader, supervise, coordinate, and direct the work of the Child Protection Unit within EYCD, a unit of at least four Cooperating Country National (CCN) staff;
- Provide the Child Protection Unit with technical expertise in analyzing current programming approaches within national and international context and research; recommending and designing programming modifications; and developing new programming within the framework of Government of Uganda (GOU) strategic plans and policies, USAID/Uganda's CDCS, and global PEPFAR guidance;
- Provide expert advice to the USAID/Uganda Mission and interagency for ongoing OVC strategy development and implementation, currently coordinated under the Prevention Technical Working Group (TWG) and the OVC Collaborative;
- Provide technical leadership to the implementation of U.S. Embassy Kampala's OVC Five-Year Strategic Vision and Roadmap (developed to migrate PEPFAR/Uganda's full OVC portfolio to USAID), including the transfer of up to 300,000 beneficiaries between activities and restructuring of OVC service delivery;
- Coordinate USAID's OVC components for PEPFAR/Uganda Country Operational Plans (COPs), including through consultative meetings; developing programmatic infographics and budgets; and presentations to the Embassy's PEPFAR Interagency Task Team and Executive Committee;
- Provide technical and management support for EYCD's OVC service delivery and systems strengthening activities, with a focus on successful implementation and building linkages between OVC and education programming, as appropriate;
- Provide technical guidance and monitor capacity development of local organizations and transition of USAID direct awards under PEPFAR's Local Partners Initiative;
- Represent EYCD in internal and external strategy sessions, coordination meetings, and other activities where OVC technical expertise is relevant, including meetings with the Ambassador and high-level GOU counterparts;
- Contribute to activity monitoring through consultative meetings, report review, field visits, and other means and provide technical guidance to Implementing Partners (IPs) to ensure that activities are in line with international and local best practice and complementary to the efforts of other donors;
- Advise and participate in program and activity integration and identify opportunities for optimal resource utilization and impact achievement across USAID/Uganda's portfolio;
- Promote and implement Collaboration, Learning, and Adaptation throughout USAID/Uganda's OVC programming;
- Track Ministry of Gender, Labor, and Social Development (MGLSD) priorities for child protection, engage in dialogue on these priorities with the MGLSD and other donors, and ensure that USAID programming contributes to the Ugandan government's long-term objectives for the child protection sector;

- Ensure that all USAID HIV/AIDS prevention models and other curricula used under OVC programming have or receive approval from the MGLSD and/or other appropriate Ministries;
- Remain current on evolving guidance from U.S. Office of the Global AIDS Coordinator (OGAC) and USAID/Office of HIV/AIDS (OHA) on OVC programming; emerging research and communities of practice; and global best practices;
- Mentor AORs to improve program management and oversight within USAID and PEPFAR guidelines, particularly using data and recent guidance to inform program management;
- Write success stories and design site visits for high-level visitors, including senior USAID, USG, and GOU officials;
- Analyze data and prepare briefing materials, issues papers, and status and progress reports and contribute to the preparation of standard reporting documents, including quarterly and semi-annual reports and other reports that may be requested from OHA and OGAC; and,
- Other tasks or responsibilities assigned based on (a) organizational and programming need and/or (b) the Advisor's own interests.

POSITION ELEMENTS

Post Entry Training: On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Appropriate training courses including E-training will be offered, subject to course offerings and the availability of funds. The contractor shall annually complete Financial Disclosure Report (OGE 450 form). The contractor shall attend mandatory annual Ethics training conducted at USAID/Uganda by the Regional Legal Advisor. The contractor may also be required to attend and successfully complete the mandatory Contracting/Agreement Officer Representative (COR/AOR) training, other USAID Acquisition and Assistance, project management, and implementation training as needed.

Available Guidelines: Foreign Affairs Manual (FAM), Foreign Affairs Regulations (FAR), Automated Directives System (ADS), Mission Orders, and Mission Notices. Strategic Framework for U.S. Foreign Assistance; Agency policy statements; Operational Plans; strategies and guidance, including the Uganda CDCS; the Automated Directives System; results frameworks; and work plans.

Exercise of Judgment: Substantial judgment (discretion) is applied daily in giving technical guidance to USG, USAID, and GOU colleagues, and to IPs; and in representing USAID in multiple-stakeholder fora. Within the authority extended to C/AORs, exercises significant judgment in interpreting the intent of policies, directives, and guidelines in the field of expertise to demonstrate the ability and experience to develop applications and guidelines, resolve technical and/or operational problems encountered. The SPOA collaborates with and provides guidance to OHH C/AORs regarding strategic information components of awards. Substantial judgment is required in analyzing and determining whether to recommend approval of actions regarding strategic information, the approaches to be taken and methodologies to be used, ensuring that PEPFAR targets are achieved, as well as larger child protection metrics. The SPOA makes recommendations that can be defended in a complex and difficult program area with great political visibility.

Authority to Make Commitments: None. However, the SPOA recommendations will lay the basis for making commitments or decisions and contribute to policy decisions made by the EYCD Office Director or the Mission Management Team.

Nature, Level, and Purpose of Contacts: Contacts are maintained with personnel within USAID; USAID and USG interagency IPs; the GOU; the U.S. Embassy; and other donors. Contacts will range from working level to

highest level (e.g., the Ambassador, GOU Ministers) and will be maintained to ensure top-level support for USAID priorities in Uganda.

Sunday Pay: Sunday pay is not authorized under this contract.

Support Items: The contractor will be provided with the support services, equipment, and supplies necessary to perform the work.

(3) Supervisory Relationship

The SPOA reports to the EYCD Office Director. Key Deliverable(s) will be assigned on a quarterly basis. The SPOA is expected to take self-initiative in planning, executing, and determining assignments that provide technically authoritative, expected results.

(4) Supervisory Controls

This position is designated as a supervisory position with oversight of at least four CCNPSCs on the Child Protection unit.

If a TCN is selected for award, during the period of this contract, the TCN personal services contractor must provide at least three (3) hours per week of training to a CCNPSC designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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 offerpackage must be complete 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.

USAID/Uganda expects to award a personal services contract for a United States (U.S.) Citizen or Resident Alien - offshore or resident in Uganda or Third Country Nationals (TCNs) for a two year base period. Based on Agency need, the Contracting Officer may exercise three one-year contract extension periods.

The successful Offeror must be capable of securing a U.S. Government Employment Authorization – Facility Access only. S/he must be able to secure a medical clearance to serve in Uganda.

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.

Offerors meeting the required qualifications for the position will be evaluated based on the information/documentation presented in the offer.

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 reserves the right to conduct telephonic interviews with the highest-ranked offerors and make the interview a deciding factor in selection.

Reference checks will be conducted on those Offerors selected for the interview. The Offeror's references must be able to provide substantive information about the Offeror's past performance, skills, and abilities.

USAID reserves the right to obtain from previous employers and other sources - in addition to the ones provided by the offeror - relevant information concerning the Offeror's past performance, technical knowledge, required skills, including teamwork and team-building experience and may consider such information in its evaluation.

If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

USAID will not pay or reimburse for any expenses associated with the application, evaluation process (e.g., interviews, writing samples, writing tests) unless expenses are pre-authorized.

The required professional qualifications include the following and offerors must address all the elements as part of their offer in response to this PSC solicitation.

A. EDUCATION

A Master's Degree (or higher) in child development; psychology; education; social work; sociology; public health; epidemiology; health, social, or behavioral science; or other relevant fields is required.

B. PRIOR WORK EXPERIENCE

Minimum of ten years' experience working with child protection and HIV issues and programs, with strong preference for experience in programs to mitigate the effects of HIV on children and their families/caregiver, with at least eight years' experience in an international or resource-challenged settings.

Experience working with USAID Missions, host country governments, IPs, and/or PEPFAR programs is required.

C. JOB KNOWLEDGE

Comprehensive understanding of HIV/AIDS prevention and community-based social welfare initiatives, including program design, implementation, and evaluation.

Strong knowledge of and experience with USAID processes and requirements, including PEPFAR programming (e.g., Country Operational Plan development, reporting, etc.).

D. SKILLS AND ABILITIES

Evidence of excellent interpersonal, facilitation, and teambuilding skills/experience.

Demonstrated ability to maintain close counterpart relationships, both governmental and in the IP community.

Demonstrated leadership skills in negotiating and managing diplomatically sensitive issues.

Demonstrated ability to apply policy directives to activity design, implementation, and monitoring and evaluation.

Excellent written and oral communication skills.

Ability to obtain, analyze, and evaluate complex data and to prepare precise and accurate factual and analytical reports.

Ability and willingness for limited travel within Uganda and potentially to other countries.

E. LANGUAGE PROFICIENCY

Excellent command of written and spoken English, Level IV (fluent).

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. FAR provisions of this solicitation 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.

Offerors will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the selection 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 (ORFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (D).

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (ORFs) 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.

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

1. Work Experience (35 points)

Minimum of ten years' experience working with child protection and HIV issues and programs, with strong preference for experience in programs to mitigate the effects of HIV on children and their families/caregiver, with at least eight years' experience in an international or resource-challenged settings. **(20 points)**

Experience working with USAID Missions, host country governments, IPs, and/or PEPFAR programs is required. **(15 points)**

2. Skills and Abilities (35 points)

Evidence of excellent interpersonal, facilitation, and teambuilding skills/experience. **(5 points)**

Demonstrated ability to maintain close counterpart relationships, both governmental and in the IP community. **(5 points)**

Demonstrated leadership skills in negotiating and managing diplomatically sensitive issues. **(5 points)**

Demonstrated ability to apply policy directives to activity design, implementation, and monitoring and evaluation. **(5 points)**

Excellent written and oral communication skills. **(5 points)**

Ability to obtain, analyze, and evaluate complex data and to prepare precise and accurate factual and analytical reports. **(5 points)**

Ability and willingness for limited travel within Uganda and potentially to other countries. **(5 points)**

3. Job Knowledge (30 points)

Comprehensive understanding of HIV/AIDS prevention and community-based social welfare initiatives, including program design, implementation, and evaluation. **(15 points)**

Strong knowledge of and experience with USAID processes and requirements, including PEPFAR programming (e.g., Country Operational Plan development, reporting, etc.). **(15 points)**

4. Education (pass/fail): Offerors will be given a passing score if they have a relevant degree.

A Master's Degree (or higher) in child development; psychology; education; social work; sociology; public health; epidemiology; health, social, or behavioral science; or other relevant fields is required.

Evaluation Factors have been assigned the following points:

Prior Work Experience - 35 points

Skills and Abilities - 35 points

Job Knowledge - 30 points

Education – **Pass/Fail**
Satisfactory Professional Reference Checks – **Pass/Fail**

Total Possible Points: 100

Evaluation Factor Total – 100 points, and Pass for Education and Reference Check

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over TCNs. Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

Offerors invited to an interview and/or 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:

A. A **signed (hand or electronic signature)** offer form AID 309-2, “Offeror Information for Personal Services Contracts with Individuals,” available at: <http://www.usaid.gov/forms>.

B. Cover letter clearly indicating the position for which you are applying.

C. Curriculum vitae/resume specifically which **MUST** include:

(i) Paid and non-paid experience, job title, location(s), dates held (month/year) and hours worked per week for each position;

-- Dates (month/year) and locations for all international field experience must also be detailed;

-- Any experience that does not include dates (month/year), location, and hours per week will not be counted towards meeting the solicitation requirements.

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

(iii) Names and contact information (phone and email) of your current and/or previous supervisor(s).

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

D. Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

E. United States (U.S.) citizens or Resident Alien (currently resident in Uganda) must attach a copy of a valid work permit.

F. 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:

- (i) **Signed (hand or electronic signature)** offer form AID 309-2
- (ii) Cover Letter
- (iii) Completed Curriculum vitae/resume
- (iv) Supplemental documents
- (v) Valid work permit – if applicable

G. 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 by email to EXO and HR Specialist at: kampalausaidjobs@usaid.gov **Incomplete or late applications will not be considered.**

No other form of submission will be permitted (e.g., courier, fax, or hand delivery). The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission. USAID will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late offers or delayed electronic submissions will not be accepted.

3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.

For this position, the subject line must read: SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME OR 72061723R00005 Senior PEPFAR/Orphans and Vulnerable Children Advisor (SPOA), Smith Jose

4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to show proof that the contractor is fully vaccinated against COVID-19 on or before the first date of onboarding, or submitting an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contractor may be terminated*. USPSCs/TCNPSCs performing overseas must follow the Mission polices and/or directives from the U.S. Department of State regarding COVID-19 requirements.

*See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the forms relating to:

- 1. Security Eligibility/Employment Authorization – Facility Access only
- 2. Medical Clearances and Certifications

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- a) Employer's FICA Contribution
- b) Contribution toward Health & Life Insurance
- c) Pay Comparability Adjustment
- d) Annual Increase (pending a satisfactory performance evaluation) if applicable
- e) Eligibility for Worker's Compensation
- f) Annual and Sick Leave

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- a) Temporary Lodging Allowance (Section 120)
- b) Living Quarters Allowance (Section 130)
- c) Post Allowance (Section 220)
- d) Supplemental Post Allowance (Section 230)
- e) Separate Maintenance Allowance (Section 260)
- f) Education Allowance (Section 270)
- g) Education Travel (Section 280)
- h) Post Differential (Chapter 500)
- i) Payments during Evacuation/Authorized Departure (Section 600)

3. In accordance with AIDAR Appendix J, sec. 4(c)(2)(ii), the Mission Director has approved compensation for a TCNPSC SPOA under the Alternate Classification Procedure.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes; TCNPSC tax requirements per AIDAR Appendix J.

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

USAID regulations and policies governing PSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix D “Direct USAID Contracts with a U.S. Citizen or U.S. Resident Alien for Personal Services Abroad” including **contract clause “General Provisions,”** available at: <https://www.usaid.gov/ads/policy/300/aidar>

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 **contract clause “General Provisions,”** available at: <https://www.usaid.gov/ads/policy/300/aidar>

2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES
Subpart 52.2—Text of Provisions and Clauses

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS(OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause - *United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

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	<p>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <ul style="list-style-type: none"> - Award Type: Cost - Product Service Code: R497 - Accounting Info: <p>Appropriation: 72-1921/221031 BBFY Fund: GH-C-AIDS/2021/2022 DOAG: 617-DO1-RES-22-PO.2-01-HIV-AO</p>	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor

1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor

4. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> - as indicated and applicable to USPSC offshore or resident hires.

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-05 (PDF 422K)	REVISED AND EXPANDED FRINGE BENEFITS FOR USPSCs (AIDAR Dev. No. M-OAA-DEV-AIDAR-22-1c) – November 23, 2021) USPSC Paid Parental Leave Timekeeping/Payroll Process [41K PDF]	Personal Services Contracts
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
AAPD 18-02 Revision 2 (PDF 77K)	This AAPD is to update the Medevac clause for U.S. personal services contractors (USPSCs) performing abroad, and USPSCs who are on official travel status abroad on temporary duty or training. The purpose of this Revision 2 is to reflect an extension to the class deviation, resulting in a new AAPD expiration date. – February 16, 2022	Personal Services Contracts
AAPD 10-01 (PDF 47 kb)	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT	Personal Services

AAPD/CIB No.	Title/Issued Date	Subject Category
	AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS – 01/08/10	Contracts
AAPD 06-10 (PDF 80 kb)	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY – October 30, 2006	Personal Services Contracts
AAPD 06-08 (PDF 35 kb)	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS – JUNE 23, 2006	Personal Services Contracts

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]