



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SOL-72061724R00001

ISSUANCE DATE: December 28, 2023

CLOSING DATE/TIME: January 26, 2024, 16:45 PM Kampala Time

Subject: Solicitation for **Resident Hire US Personal Service Contractor**

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,

Kent

Benson

Kent Benson

Supervisory Executive Officer

Digitally signed

by Kent Benson

Date: 2023.12.20

11:56:02 +03'00'

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** SOL-72061724R00001
2. **ISSUANCE DATE:** December 28, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 26, 2024, 4:45 PM Kampala Time
4. **POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov or 0414-306-001
5. **POSITION TITLE:** Deputy Development Outreach and Communications (DOC) Advisor - (Resident Hire – USPSC)
6. **MARKET VALUE:** \$84,546 - \$109,908, equivalent to GS-13.
Final compensation will be negotiated within the listed market value.
7. **PLACE OF PERFORMANCE:** Kampala, 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 June 2024. Based on Agency need, the Contracting Officer may exercise three one-year periods for dates estimated as follows:

Base period	TBD – two year period
Option period 1	TBD – one year period
Option period 2	TBD – one year period
Option period 3	TBD – one year period

9. **PLACE OF PERFORMANCE:** Kampala, Uganda, with possible domestic travel of up to 10 percent as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** United States (U.S.) citizen or Resident Alien – resident in Uganda.
11. **SECURITY LEVEL REQUIRED:** The successful offeror must obtain a U.S. Government Employment Authorization/Facility Access only.
12. **STATEMENT OF DUTIES:**

General Statement of the Purpose of the Contract

USAID/Uganda is seeking qualified candidates for the position of **Resident Hire US Personal Service Contractor** – USAID/Uganda Deputy Development Outreach and Communications (DOC) Advisor -

The USAID/Uganda Mission manages one of USAID's largest and most complex development programs worldwide. The Mission manages a broad range of activities in education, health, agriculture, economic growth, environment, democracy and governance, and humanitarian assistance.

The Deputy DOC Advisor (D/DOC) supports USAID/Uganda to promote a better understanding of the purpose, scope, and impact of USAID investments in Uganda. The D/DOC serves as an integral member of the Mission Program Office (PRO), developing and implementing accurate and timely public communications and outreach materials and efforts regarding USAID/Uganda activities and programs. Under the supervision of the **Supervisory DOC (S/DOC)** and in close coordination with other DOC team members, the D/DOC prepares and edits public information and publicity materials for general audiences and visitors; facilitates story placement with local and international television, radio, print and electronic media; and leads outreach programs and events, to include public affairs campaigns and local events. The D/DOC plays an essential role in formulating, implementing, and regularly updating a Communications and Outreach Strategy for Uganda.

Statement of Duties to be Performed.

The D/DOC's specific responsibilities include, but are not limited to, the following:

Control and Oversight for Written Materials: 35% of time

The D/DOC serves as a writer, editor, and quality control manager for internal and external written materials and stories coming through the DOC team.

The D/DOC serves as a primary drafter for written stories and blog articles published by the DOC team. This is done in conjunction with the appropriate technical office representatives or implementing partners.

The D/DOC ensures that key information on USAID/Uganda's work, including fact sheets and other materials, is kept up-to-date and accessible on public platforms, such as the Mission website. The D/DOC regularly updates these documents and/or creates new, relevant documents to reflect the latest reporting data.

For all events requiring remarks or talking points to be delivered by U.S. government officials, including USAID leadership and/or staff, the D/DOC thoroughly reviews and edits these documents to fit the style and needs of the speaker, and ensures that key policy messages are taken into account. While primary authorship for these materials generally rests with relevant technical points of contact, the D/DOC works closely with these POCs to ensure timeliness and quality.

The D/DOC works closely with technical office POCs to ensure timely clearance and delivery of all written materials and remarks associated with events which the S/DOC clears with the Embassy Public Diplomacy Office (PDO).

The D/DOC also serves as the point person for other written materials, to include, but not be limited to:

- Articles to be published in local media or online
- Press releases
- USAID inputs to the U.S. Embassy's annual "Report to the Ugandan People"
- Brochures highlighting USAID work in Uganda
- Scripts for videos produced by the Mission or by implementing partners
- Other written materials designed for public consumption
- Talking points, remarks, or presentations to be delivered by USAID staff to interagency, donor, or other non-USAID stakeholders.

Supervision and Coordination: 25% of time

The D/DOC will, in the event of the S/DOC's absence, or at his/her direction, manage day-to-day office operations and assignment delegation. The D/DOC will work with the office director and FSN staff, as needed, on all aspects of public events, including site visits, countdown meetings, event planning and set-up, media relations, and contact with Embassy, and USAID staff.

The D/DOC will monitor and evaluate progress toward communications objectives as outlined in the Mission-approved Communications Strategy.

The D/DOC will work closely with the technical office communications specialists to help ensure that the A/CORs in each technical office receive guidance and support on their communications responsibilities. In the absence of one of the technical office communications specialists, the D/DOC can fill that support role on a temporary basis.

The D/DOC will work closely with FSN staff on the DOC team, as well as technical office communications specialists, to ensure that the Mission communications calendar is up-to-date and in line with the Mission Communications Strategy.

Periodic training on writing and verbal communications will be offered for Mission and IP staff working in roles relevant to communications. The D/DOC will help to develop, provide and/or facilitate these trainings.

Social Media: 20% of time

The D/DOC is responsible for the gathering, curation, and publication of all USAID/Uganda content on USG social media platforms, in accordance with USAID/Uganda's Communications and Outreach Strategy.

If/when USAID/Uganda launches standalone social media platforms, the D/DOC will be responsible for managing these platforms.

The D/DOC is responsible for managing a system among implementing partners (IPs) and A/CORs for collecting content that could be shared on social media, including photos, videos, and information pertaining to USAID/Uganda programs. To this end, the D/DOC will liaise regularly with IPs, A/CORs, and technical office communication specialists to solicit potential content for social media.

The D/DOC is proactive and creative in developing and managing social media campaigns, monitoring social media analytics, working with partners to target specific audiences, and anything else that can be achieved using social media channels.

The D/DOC responds to requests from the U.S. Mission to Uganda for social media content.

Site Visits and Storytelling: 10% of time

The D/DOC will periodically (2-3 times per year) travel to visit USAID activities being implemented in different areas of Uganda and help to collect content for storytelling on USAID platforms.

Sharing this role with other members of the DOC team, the D/DOC will work to cover events in Kampala or in other parts of the country, and while on these visits talk to program participants, local representatives, and more to learn more about the impact of USAID efforts. The D/DOC will develop stories and collect quotes, photos, videos, and other information that could be used in writing or publishing other outreach materials on any of USAID's internal or external platforms.

Events Coordination and Support: 10%

Alongside other extended DOC team members, the D/DOC will work with the S/DOC to provide support to USAID and Embassy leadership at events. In addition to the preparation of written materials, events support may include: advising technical teams on protocol issues, site selection, staging, and logistical issues; identifying and scheduling speakers; providing on-site coordination of media; and following up with media to ensure coverage of public events. The D/DOC is responsible for drafting/reviewing all event information and materials to be posted to the Mission website.

POSITION ELEMENTS

Post Entry Training: On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods; the ADS, Mission Orders, document formats and processes required for internal USG correspondence. The appropriate training courses may be offered, subject to course offerings and the availability of funds. Appropriate training courses including E-training are also available. The D/DOC must remain familiar with the USAID ADS, Handbooks, Mission Orders, USAID/Washington Bureau and LPA outreach guidance and established USAID/Uganda and Program Office procedures and regulations; and media and communications papers prepared by USAID/Washington and the Department of State.

Available Guidelines: USAID general guidelines regarding allowable communications activities and relationships with PDS and the media, including Branding Guidelines; standard Agency procurement and contracting procedures; priorities set by approved strategies; U.S. Embassy guidelines on public outreach and media relations.

Exercise of Judgment: Substantial reliance is placed on the employee's use of judgment concerning priority and effectiveness of public relations documentation and activities. Employee must react to and interpret changing priorities and circumstances in the Ugandan media and their effects on his/her work in coordination with various mission elements. Many important decisions will be based on employee's experience and managerial skills. The employee must plan his/her work schedule independently and direct colleagues and subordinates to use skills and abilities effectively.

Authority to Make Commitments: The D/DOC may make administrative arrangements consistent with ADS guidance and USAID/Uganda Mission policy and take action and establish priorities based on available guidelines and professional judgment. Guidance is sought when needed, and superiors informed of activity status. Within the scope of the authority delegated, the D/DOC negotiates outreach and communications activities with counterparts in the Mission and U.S. Embassy.

Nature, Level, and Purpose of Contacts

- a) Relationship in the USAID Mission: The D/DOC works in close collaboration with, Mission Director, Deputy Mission Director, Mission Program Office staff, extended DOC team members (including technical office staff focused on communications, and other Mission staff. The D/DOC ensures that the many diverse elements of USAID and its constituencies play active roles in the development and implementation of USAID's public relations activities, taking a proactive role to ensure that these actions highlight the strong U.S. partnerships in the region and emphasize the benefits that Ugandans receive from American foreign assistance.
- b) Relationship with Public Diplomacy Section (PDS): The D/DOC works closely with the U.S. Embassy PDS on a range of activities including, but not limited to, public relations strategy development and contacts with the Ugandan media. The D/DOC ensures that key operational linkages and feedback systems are maintained.
- c) Relationship with USAID/Washington: LPA and Africa Bureau communicators, USAID/Washington, are important stakeholders in public relations activities focused on U.S. foreign assistance to Africa. The D/DOC is

a principal mission contact with LPA and is responsible for coordinating all appropriate actions to ensure that all Washington policies related to public relations are followed.

- d) Other Relationships: The D/DOC has a wide range of other contacts including the U.S. Embassy, involving at times the Office of the Ambassador, host country government

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

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

Travel Requirements: The position includes travel up to 10% of the time to support the USAID/Uganda Mission at events or for storytelling visits.

Supervisory Relationship: The D/DOC reports to the S/DOC.

Supervision exercised: No formal supervision is anticipated. The D/DOC may provide work guidance for the one to two FSN DOC position(s).

13. PHYSICAL DEMANDS .

Work is usually performed in an office setting and does not pose undue physical demands. During temporary duty travel, or when attending public events, the employee may be subjected to additional physical exertion including long periods of standing, walking over rough terrain, or carrying moderately heavy items (less than 50 pounds).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION.

To ensure compliance with the entire set of this solicitation instructions (please see page 6 to 12 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be complete 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.

USAID/Uganda expects to award a personal services contract for a United States (U.S.) Citizen or Resident Alien – resident in Uganda 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 Facility Access. S/he must be able to secure a medical opinion of health.

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.

Education:

Bachelor's degree (Master's degree preferred) in a development field, international affairs, communications, journalism, or a related area.

Work Experience:

--At least 5 years of progressively responsible experience in the field of international communications or similar; demonstrated management experience specifically within the communications field is required.

--Proven experience in disseminating information to a variety of target audiences is required.

--Prior experience in public information and outreach is required; experience living and working in Africa is desirable.

--Experience with building capacity and mentoring is desirable.

Language Proficiency:

--Fluent, outstanding verbal and written English communication skills, analytical ability, and interpersonal relationships are required.

-- Knowledge of Ugandan languages, culture and work environment is desirable but not required.

Technical Knowledge:

--Thorough knowledge of media operations (e.g., print, television, internet, radio) from the perspective of knowing how to shape and get a story out is required.

--Demonstrated skills and extensive hands-on experience in public relations are mandatory.

--Possess the ability to craft information messages in various media formats (e.g. press releases, website, blogs, etc.), targeting a variety of audiences both local and stateside.

---Strong writing, developmental editing, and copy-editing skills required.

- Experiencing working with and managing social media platforms and crafting social media content required.
- Creative skills to present information in attractive, interesting, readable formats is desired.
- Demonstrated skills in photography, layout, and graphic design are strongly preferred.
- Ability to make contacts at the senior-most levels throughout the local and international community, articulate views, work with teams to convey Mission positions to a variety of audiences is desired.
- Knowledge of re-engineering policies, procedures and directives related to strategic communications programming, activity development, achieving results, performance monitoring, and activity and program close-out is desirable.

Skills and Abilities:

- The D/DOC must have demonstrated ability to exercise significant, independent professional judgment.
- The D/DOC must be able to recognize operational problems and issues and address them appropriately.
- The D/DOC must have excellent written and verbal communication skills and demonstrated analytical skills.
- The D/DOC must also have displayed an ability to work collaboratively, build consensus, serve as a personal mentor, and effectively coordinate with external actors in multicultural settings.
- In summary, S/He must:
 - Possess strong and demonstrated knowledge of principles and practices of event planning, public relations, speech and press release writing, media relations, and journalistic writing and reporting techniques
 - Have knowledge of technical aspects involved in the production of different public outreach activities, such as production of televised programs
 - Maintain superior levels of professionalism while working under pressure
 - Possess excellent written and verbal communications skills
 - Possess good understanding of local environment and culture
 - Possess excellent organizational and critical thinking skills
 - Possess strong, working knowledge of Google applications and/or similar Microsoft products
 - Possess exceptional interpersonal skills with the ability to influence relationships positively
 - Possess superior project management skills and the ability to take initiative working with the direction of management; must be able to take ownership of projects, creatively problem solve and see through to completion
 - Be willing to assume duties and responsibilities in all communications areas, as needed
 - Be familiar with using a digital

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 selection criteria below.

Interviews, the completion of one or two exercises, and a review of the candidate's professional work samples (e.g. press releases, photos, news clippings, newsletters, op-eds, social media posts, other media products such as YouTube videos and blogs, action memos, and/or event briefers, etc.) are mandatory for consideration to this position.

To ensure compliance with the entire set of this solicitation instructions (please see page 11 to 12, 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. PRIOR WORK EXPERIENCE (30 points in total):

20 points:

--At least 5 years of progressively responsible experience in the field of international communications or similar; demonstrated management experience specifically within the communications field is required.

--Proven experience in disseminating information to a variety of target audiences is required.

--Prior experience in public information and outreach is required; experience living and working in Africa is desirable.

10 points:

--Experience with building capacity and mentoring is desirable.

2. KNOWLEDGE (35 points in total):

15 points:

--Thorough knowledge of media operations (e.g., print, television, internet, radio) from the perspective of knowing how to shape and get a story out is required.

--Demonstrated skills and extensive hands-on experience in public relations are mandatory.

10 points:

--Possess the ability to craft information messages in various media formats (e.g. press releases, website, blogs, etc.), targeting a variety of audiences both local and stateside.

---Strong writing, developmental editing, and copy-editing skills required.

10 points:

--Experiencing working with and managing social media platforms and crafting social media content required.

--Creative skills to present information in attractive, interesting, readable formats is desired.

--Demonstrated skills in photography, layout, and graphic design are strongly preferred.

-- Ability to make contacts at the senior-most levels throughout the local and international community, articulate views, work with teams to convey Mission positions to a variety of audiences is desired.

-- Knowledge of re-engineering policies, procedures and directives related to strategic communications programming, activity development, achieving results, performance monitoring, and activity and program close-out is desirable.

3. SKILLS, AND ABILITIES (35 points in total):

10 points:

--The D/DOC must have demonstrated ability to exercise significant, independent professional judgment.

--The D/DOC must be able to recognize operational problems and issues and address them appropriately.

15 points:

--The D/DOC must have excellent written and verbal communication skills and demonstrated analytical skills.

10 points:

--The D/DOC must also have displayed an ability to work collaboratively, build consensus, serve as a personal mentor, and effectively coordinate with external actors in multicultural settings.

-- In summary, S/He must:

- Possess strong and demonstrated knowledge of principles and practices of event planning, public relations, speech and press release writing, media relations, and journalistic writing and reporting techniques.
- Have knowledge of technical aspects involved in the production of different public outreach activities, such as production of televised programs.
- Maintain superior levels of professionalism while working under pressure.
- Possess excellent written and verbal communications skills.
- Possess good understanding of local environment and culture.
- Possess excellent organizational and critical thinking skills.
- Possess strong, working knowledge of Google applications and/or similar Microsoft products.
- Possess exceptional interpersonal skills with the ability to influence relationships positively.
- Possess superior project management skills and the ability to take initiative working with the direction of management; must be able to take ownership of projects, creatively problem solve and see through to completion.
- Be willing to assume duties and responsibilities in all communications areas, as needed.
- Be familiar with using a digital

4. EDUCATION (Pass/Fail)

Bachelor's degree (Master's degree preferred) in a development field, international affairs, communications, journalism, or a related area.

Applicants without a relevant degree will not be considered for award or proceed forward in the evaluation process.

Total Possible Points: 100

Skills and Abilities: 35 points

Prior Work Experience: 30 points

Knowledge: 35 points

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

Total Possible Points: 100

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

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

H. The offer should include all relevant academic qualifications and experience. Offerors will not be disqualified for having more than required qualifications/experience.

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

Exp. 72061724R00001 Deputy Development Outreach and Communications (DOC) Advisor, 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. Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

* 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. Facility Access
- 2. Medical Clearances and Certifications

VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, the resident American and Alien contractor will be compensated in accordance with AIDAR Appendix D. Resident American and Aliens are not eligible for fringe benefits,

differentials, or allowances. They are eligible for contributions to health insurance and life insurance. Benefits include sick and annual leave as described in AIDAR Appendix D
https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes;

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 including contract clause “General Provisions,” available at 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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Appropriation: 72241000 BBFY/ Fund: OE/2024	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: <i>R497</i> - 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: <i>R497</i> - 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: <i>R497</i> - Accounting Info: TBD	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor

3. 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 resident hires.

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 22-02 (PDF 327 KB)	Telework and Remote Work Policy for U.S. Personal Services Contracts with Individuals – <i>July 13, 2022</i>	Personal Services Contracts
AAPD 21-04 (PDF 483K)	Executive Order 14042 on Ensuring Adequate COVID-19 Safety Protocols for Federal Awards – <i>December 14, 2012</i> 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 Personal Services Contracts
AAPD 21-01 (PDF 220K)	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
AAPD 10-01 (PDF 47 kb)	Personal Services Contracts: Changes in USG Reimbursement Amounts for Health Insurance and Physical Exam Costs – <i>01/08/10</i>	Personal Services Contracts
AAPD 06-08 (PDF 35 kb)	AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts – <i>JUNE 23, 2006</i>	Personal Services Contracts

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	June 2023
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[END SOLICITATION]