



USAID | PACIFIC ISLANDS

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049224R10025

ISSUANCE DATE: August 9, 2024

CLOSING DATE/TIME: September 8, 2024
11:59PM Suva time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Fiji 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 Attachment 1.

Sincerely,



Lorraine Sherman
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72049224R10025
2. **ISSUANCE DATE:** August 9, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 8, 2024/11:59PM Suva time
4. **POINT OF CONTACT:** Executive Office/Human Resources Division, e-mail at aidmnlhr@usaid.gov
5. **POSITION TITLE:** Chauffeur, FSN-04
6. **MARKET VALUE:** FJD 23,420.00 to FJD 33,716.00 equivalent to FSN-04 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Pacific Islands, Fiji. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Initial CCNPSC contract for five years, estimated to start in December 2024.

The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts that are incrementally funded. The initial CCNPSC contract will be for five years, (subject to availability of funds, need for services, and contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued USAID Pacific Islands (Mission) requirements and the continued availability of funds. The probationary period is six (6) months.

8. **PLACE OF PERFORMANCE:** Suva, Fiji, with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS:

Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Open to all interested individuals who are Fijian citizens or non-Fijian citizens lawfully admitted for permanent residence in Fiji, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within Fiji for purposes of this application.

10. **SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

11. STATEMENT OF DUTIES**BASIC FUNCTION OF POSITION**

The Chauffeur is posted in the Office of the Mission Director, USAID/Pacific Islands in Suva, Fiji. The job holder works under the direct supervision of the Administrative Assistant (Mission Director);

operates the USAID official vehicle in support to the programmatic needs of the USAID/Pacific Islands Mission. The job holder functions as the driver in responding to the transportation requirements of the Mission Director. The job holder is responsible for the daily vehicle inspection and upkeep and in notifying the supervisor of any mechanical defects in the vehicle.

As instructed by the supervisor, the job holder may be tasked to drive the United States Government (USG) vehicle to: transport Mission employees and official visitors in the conduct of official business; transport expendable and non-expendable supplies, equipment, and furnishings; and, as needed on special occasions (i.e. high level visits, Mission off site activities, etc.).

MAJOR DUTIES AND RESPONSIBILITIES:

A. VEHICLE OPERATIONS (60%)

1. In accordance with the instructions and schedules provided by the immediate supervisor, Administrative Assistant (Mission Director) and in accordance with the guidelines set forth by the U.S. Embassy Regional Security Office (RSO) in Suva, Fiji, the Chauffeur operates the official vehicle within the capital city and suburbs to provide transportation services to the Mission Director, Mission employees and visitors, including USG high-level officials and employees. The Chauffeur assumes primary responsibility for the assigned vehicle, ensuring that the vehicle is clean and properly maintained in order to provide safe transportation services.
2. Assists travelers in planning logistics for field trips. Researches destination points, collects and shares pertinent information, such as the description of the site, projected travel time, road conditions, etc. with appropriate personnel. Suggests an appropriate vehicle and ensures that adequate planning and safety considerations have been factored into trip schedules. Exercises sound judgment in selecting routes to ensure passenger safety.
3. Coordinates with the Office Secretary or the Executive Office (EXO) supervisor to ensure that preventive maintenance is performed on a regular basis. Reports malfunctions immediately, along with other problems that may arise in the performance of assigned functions.
4. Maintains the Daily Log of Vehicle Usage and assists in the preparation of vehicle reports and inventories.
5. Maintains a high level of security awareness at all times to ensure that the USG property is protected and that passengers are not endangered. Checks underside of vehicle and under hood before starting engine when vehicle has been left unattended.
6. Reports vehicular accidents immediately, in accordance with Mission procedures; completes all required paperwork to document accidents; and ensures that the local police and the insurance company have all the information required to complete their investigations/reports.

B. VEHICLE MAINTENANCE, REPORTS AND OTHER SUPPORT (20%)

1. Responsible for the upkeep of the assigned vehicle and performs minor repairs when necessary, including changing of tires. Must regularly test and make sure that radio, mobile and satellite phone communications are functioning properly and ready for use during emergencies.
2. Performs daily inspection of vehicles, be alert to possible tampering of vehicles, inspects for defects, and can make minor repairs of preventive nature. Reports immediately deficiencies that require garage repair to supervisor. Cleans vehicle interior and exterior, checks fluids, tire pressure, air filters, etc. Takes vehicles to a commercial garage for lubrication, oil change, and other fluid changes at regular intervals according to manufacturers' maintenance guide. Keeps the vehicle in excellent and safe mechanical condition.

3. Records daily mileage, fuel consumption, repairs, and maintenance on each assigned vehicle.
4. Maintains accurate, up-to-date records on trip sheets by legibly recording the travel times, mileage, and destinations.
5. Ensures availability of all the required documents/items including trip tickets, office telephone directory, accident report forms and field trip expendable and non-expendable items. Holds fuel coupons and cash for fueling purposes while on field trips. Acts as guide and interpreter for guests on field trips and in town as required.
6. May run official errands for official personnel and may be assigned to drive the high-ranking visitors, for a portion of the time.
7. Delivers and collects official mails, invitations, documents, and other items as required.

C. MAIL AND POUCH SERVICES (20%)

1. Responsible for unclassified mail and pouch operations of USAID/Pacific Islands.
2. Responsible for timely pick up, distribution and dispatch of incoming mails, official documents, invitations, pouches, and parcels from the U.S. Embassy mailroom.
3. Prepares outgoing mails, pouches and parcels and determines the appropriate method of dispatching them (pouch, Fleet Post Office, express mail, or commercial messenger service).
4. Maintains records of incoming and outgoing mails, pouches, and parcels.

SUPERVISORY RELATIONSHIP: The Chauffeur works under the specific direction of the Administrative Assistant (Mission Director). The job holder works in accordance with instructions and schedules provided by the Mission Director Administrative Assistant, Mission Director, and/or Deputy Mission Director/s. The Executive Officer or his/her designee provides both technical and administrative direction to assure conformance with USAID Mission Orders (MOs) and other Mission policy.

SUPERVISORY CONTROLS: Supervision of other staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education** – Completion of secondary schooling is required. **Note: Additional education may NOT be substituted for experience.**
- b. **Prior Work Experience** – A minimum of three (3) years of professional driving experience is required. At least one (1) year of driving experience should have been with a government or an international organization. **Note: Additional experience may NOT be substituted for education.**
- c. **Language Proficiency/Communication Skills** – Level III in English and in the appropriate host-country language, both written and spoken, is required so that requests can be understood as well as being able to communicate clearly to clients concerning vehicle arrangements. Language competence may be tested.

- d. **Job Knowledge** – The Chauffeur must be familiar with local traffic laws and area traffic patterns, location of project sites, and locations of major buildings, organizations, diplomatic missions, and government offices, as well as the shortest and safest routes to destinations. The job holder must have a basic knowledge of vehicle maintenance on a preventative level. Basic computer literacy is required, this would include knowledge of word-processing and other computer programs (MS Word, Excel, email). Basic knowledge of protocol as it applies to driving duties is required. The job holder should have the ability to read road maps in order to find safe and expeditious alternate routes should the need arise.
- e. **Skills and Abilities** – The Chauffeur is required to have a minimum of a standard local driver license with the required professional driving permit or host country equivalent. In addition, the job holder should hold the appropriate driver's license relevant to the vehicles operated i.e., trucks. The ability to exercise sound judgment in selecting the most appropriate routes at any given time are required. The ability to complete incident reports accurately is required. Excellent defensive driving skills are required, as are strong interpersonal skills. The ability to deal tactfully with passengers and with other drivers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required. Patience and persistence in interacting with working-level employees of governmental and non-governmental ministries/offices to obtain documents is essential.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

In the event, USAID receives a significant number of offers for this solicitation as deemed by the Contracting Officer, Offerors will be evaluated holistically for all criteria on a red (reject), yellow (review only if inadequate green), and green (move on to full review) basis. Green ranked offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (30 points)
4. Job Knowledge (35 points)
5. Skills and Abilities (35 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following: (**NOTE:** As stated in the cover letter: ***Incomplete or unsigned offers will not be considered.***)
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
 - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan).
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate the period of employment for each job.
 - d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**September 8, 2024/11:59PM Suva time**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.

3. Offeror submissions must clearly reference the Solicitation number (**72049224R10025**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (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 needed to obtain medical and security/facility access.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- a. Miscellaneous Benefit Allowance (MBA)
- b. Annual Bonus
- c. Paid Leaves
- d. Medical Benefits
- e. Participation to Local Social Security System

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

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

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

1. **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. **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>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _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>
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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