



SOLICITATION NUMBER: 72064124R10008

ISSUANCE DATE: Monday September 2, 2024

CLOSING DATE/TIME: Wednesday September 18, 2024 11:59pm GMT

SUBJECT: Solicitation for a **Cooperating Country National 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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Tonya Jordan
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72064124R10008**
- 2. ISSUANCE DATE: Monday September 2, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: Wednesday September 18, 2024**
- 4. POINT OF CONTACT: GhanaApplications@usaid.gov**
- 5. POSITION TITLE: Chauffeur (Tamale Satellite Office, USAID/Ghana)**
- 6. MARKET VALUE:** This position has been classified at **FSN-3** on the U.S. Embassy salary scale. The annual salary range is between **USD \$5,776.00 - USD \$8,944.00**. This is in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. (Final compensation will be negotiated within the market value. Salary is paid bi-weekly in Ghanaian Cedis at the exchange rate in effect when the payment is processed).

*Conversions are made at the most favorable rate legally available to the United States Government (USG), as determined by the International Currency Exchange (ICE) managed by the Bureau of the Comptroller and Global Financial Services (CGFS). This policy is reviewed regularly and a future change may establish salaries in Ghanaian Cedis that are not linked to exchange rates.

- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start o/a August 2024. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE:** Tamale Satellite Office, Northern, Ghana with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Ghanaian citizens or non-Ghanaian citizens lawfully admitted for permanent residence and eligible to work in Ghana
- 10. SECURITY LEVEL REQUIRED:** U.S. Embassy Regional Security Office Authorization.

11. STATEMENT OF DUTIES

- 1. General Statement of Purpose of the Contract*

The Chauffeur position is located in the Tamale Satellite Office of USAID/Ghana. The Job Holder operates a passenger vehicle to transport USAID personnel.

The Chauffeur transports USAID personnel and TDY visitors within Northern Ghana and surrounding areas. The Job Holder undertakes various errands throughout the city, including delivering invitations and other correspondence to government ministries, autonomous organizations, etc. The Chauffeur performs first-line repairs needed, e.g changing tires, checking batteries, adding liquids. Records daily mileage, gas consumption, repairs and maintenance on vehicles.

2. Statement of Duties to be Performed

The incumbent of this position, one of four Chauffeurs that provide Driver services for the USAID Ghana satellite office in Tamale, Ghana. The Chauffeur is responsible for driving employees of USAID and other authorized passengers in the performance of their duties including travel to locations within Ghana to monitor USAID projects. The Chauffeur also picks up and delivers correspondence and materials for the Tamale Satellite Office. This position is resident in Tamale and most driving responsibilities will be performed in northern Ghana. On occasion, the Tamale-based Chauffeur may provide service in other locations such as to the U.S. Embassy Motor Pool in Accra.

In addition to driving, the Chauffeur performs basic repairs and maintenance such as changing tires, checking batteries, and refilling necessary fluids when required. The Chauffeur records daily mileage, gas consumption, and any repairs or maintenance that is performed on vehicles. The Chauffeur may complete additional reports related to vehicle usage based on USAID requirements. The Chauffeur ensures the vehicle has spare parts for in-county travel.

The Chauffeur must exercise good judgment in the daily performance of their duties and have a thorough knowledge of road systems in Ghana. The Chauffeur must exercise sound judgment in selecting appropriate routes from point A to point B, taking into consideration unrest or other unusual circumstances, and traffic patterns at various times of day. The Chauffeur demonstrates excellent interpersonal skills and professionalism when interacting with others within or outside of the organization.

The Job Holder is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The Chauffeur works under the specific direction of the Administrative Management Assistant (Operation Manager) based in Tamale. Assignments are coordinated with the Accra-based Supervisory Administrative Management Specialist.

4. *Supervisory Controls*

The supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Completion of secondary schooling is required.
- b. **Prior Work Experience:** A minimum three years of professional driving experience is required. At least one year of driving experience should have been with a government or an international organization.
- c. **Post Entry Training:** The Job Holder will receive training in defensive driving maneuvers. The Chauffeur will be provided “on-the-job” self-directed training in the form of reference materials including USAID and Embassy policies and regulations.
- d. **Language Proficiency:** Level III in English and in at least one Ghanaian language is required so that requests are understood, and communication is clear with clients on vehicle arrangements.

III. EVALUATION AND SELECTION FACTORS

A supplemental document is required with written responses to the Evaluation Factors listed below. Responses to each evaluation factor should not exceed 250 words. When possible, please describe your experience performing the duties described in these factors. Please include specifics on where and when you gained the experience.

Driving Experience

Experience as a professional full-time driver with an organization in Ghana. Experience planning routes to ensure the shortest and safest routes to destinations. Experience performing routine vehicle maintenance.

Reports and Record Keeping

Experience preparing reports on vehicle usage and/or maintenance records on a vehicle or vehicles. Experience monitoring vehicle usage for the purpose of scheduling preventative maintenance. Knowledge of word-processing and other computer programs (MS Word, Excel, familiarity with email applications).

Teamwork

Experience working effectively with others as a member of an organizational team. Experience demonstrating dependability in a work setting so that the team can be successful in achieving its objectives.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities. Applicants who obtain the highest scores based on the criteria defined may be interviewed and may also be required to pass a written test. A security authorization and medical clearance are required prior to employment.

After the closing date of this solicitation, all applications will initially be screened for minimum requirements and a shortlist of applicants developed. Applications from candidates that do not meet the selection criteria will not be scored.

A Technical Evaluation Committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter. 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.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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>.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to submit the following:

1. USAID form 309-2 available at the following link: <https://www.usaid.gov/forms/aid-309-2>
 2. A current curriculum vitae.
 3. A supplemental document with written responses to the Evaluation Factors listed under Section III.
 4. Relevant educational certificate (s) and work permit or residency permit.
1. **To ensure consideration of offers for the intended position, Offerors are asked to prominently reference the position title and solicitation number in the subject line of their email and on all documents submitted.**

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - a. Medical History and Examination Form (Department of State Forms)
 - b. Security Clearance
 - c. Finger Print Card (FD-258)
2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors- 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.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Salary Advance (0% interest)

- f. Social Security Contributions
- g. Local and American Holidays

2. ALLOWANCES (as applicable):
 - a. Meal Allowance
 - b. Miscellaneous Allowance

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ghanaian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

USAID regulations and policies governing **CCNPSC** and **TCNPSC** 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: [e.g., R497] - Accounting Info: <i>BFY: 2021/2022</i> <i>Fund: ES-PSF</i> <i>Distribution: 641-M</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor —

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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/resources_standards-of-conduct

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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