



SOLICITATION NUMBER: CCN25/2024

ISSUANCE DATE: 09/26/2024

CLOSING DATE/TIME: 10/21/2024

SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - *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 I.

Sincerely,

Matthew Courtad
Contracting Officer

I. GENERAL INFORMATION

- 1. **SOLICITATION NUMBER:** CCN25/2024
- 2. **ISSUANCE DATE:** 09/26/2024
- 3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 10/21/2024 at 4:30 pm Cairo time.
- 4. **POINT OF CONTACT:** USAID Human Resources Office, e-mail at usaidhr@usaid.gov
- 5. **POSITION TITLE:** Correspondence and Records Management Clerk - Executive Office (EXO)
- 6. **MARKET VALUE:** **USD 8,564.00 – USD 12,464.00*.**
This is the Gross Annual salary before deducting taxes equivalent to **FSN-6.**

*Per a special and temporary authorization, the salary is currently denominated in US dollars and paid in EGP at the applicable rate of exchange according to the State Department Payroll Office’s official international currency exchange rate. When the conditions are met that the special and temporary authorization should be removed, the salary scale will revert to denomination and payment in EGP, as previously authorized.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Egypt. Final compensation will be negotiated within the listed market value. Please check in AIDAR and ADS.

- 7. **PERIOD OF PERFORMANCE:**
One year with option to renew estimated to start in April 2025.
The base period will be from the estimated start date till **December 31, 2025**. Based on Agency need, the Contracting Officer may exercise (an) additional **option period(s)** for 4 additional years for the date(s) estimated as follows:”

Base Period	April 2025 – December 31, 2025
Option Period 1:	January 1, 2026 – December 31, 2026
Option Period 2:	January 1, 2027 – December 31, 2027
Option Period 3:	January 1, 2028 – December 31, 2028
Option Period 4:	January 1, 2029 – December 31, 2029

- 8. **PLACE OF PERFORMANCE:** Cairo, Egypt with possible travel as stated in the Statement of Duties.
- 9. **ELIGIBLE OFFERORS:** Egyptian Citizens or non-Egyptians lawfully admitted for permanent residence in Egypt.
- 10. **SECURITY LEVEL REQUIRED:** Employment Authorization.

11. STATEMENT OF DUTIES

1. General statement of purpose of the contract

The United States Agency for International Development (USAID) mission to Egypt (USAID/Egypt) is one of the largest Missions in the Middle East. The USAID/Egypt Executive Office (EXO) is one of the world's largest EXO operations, with an annual budget of \$20 million and a staffing complement of approximately 50 staff. The EXO is responsible for providing administrative, logistical, and management support for the operational needs of USAID/Egypt. The diverse range of services required to keep the Mission functioning presents significant management challenges. Proper management systems and controls are essential for smooth functioning as well as for protection of U.S. Government resources, both physical and human.

The Correspondence and Records Management Clerk (known as C&R Clerk) is a member of the six-person C&R team, led by the C&R Supervisor. The jobholder is responsible, along with three other C&R Clerks, for managing the C&R program for the Mission in accordance with the Automated Directives System (ADS) guidance, as well as responsibilities in the areas of Receptionist/Telecommunications and General Administrative EXO services.

2. Statement of Duties to be Performed

A. CORRESPONDENCE MANAGEMENT 20%

- Receives, sorts, logs, and distributes all incoming correspondence, mail and internal documents according to subject matter. Serves as primary backup for the mail clerk during times of absence or while in travel status to obtain mail or packages. Maintains an inventory of stamps and sells to customers in the USAID building.
- Issues Mission Orders, Mission Notices, Contractor Notices, and other USAID correspondence, and posts issued correspondence to USAID/Egypt's intranet for ease of access.
- Manages official Diplomatic Notes for USAID/Egypt, ensuring proper approval through the C&R supervisor, Office Director(s), and USAID/Egypt Front Office. Once approved, the jobholder sends the diplomatic note to the Embassy Front Office for issuance to the Ministry of Foreign Affairs.
- Maintains and circulates USAID/Egypt contact lists and phone directories for the USAID Mission staff, Embassy staff, Implementing Partner staff and any other list as required by the Executive Office.
- Maintains the USAID staff biographies, and the associated photographic Facebook and biographical summaries.

B. RECORDS MANAGEMENT 20%

- Conducts inventories, inspections, and provides guidance in coordination with the C&R Supervisor to designated Mission staff on records management, procedural instructions, and disposition of files.

- Assists in managing and controlling electronic records and their archiving centrally through the agency approved online application ASIST. S/he has a leading role in filing electronic documents in the Agency Secure Image and Storage Tracking (ASIST) system in compliance with the Agency Records Management directive.
- Inspects cubicles/offices of departing employees and ensures that records mistakenly left are properly filed, if applicable.
- Assist with document reproduction, spiral binding, laminating and large scanning services as required by the Executive Office.

C. RECEIVING MANAGEMENT: 20%

- Inspects incoming crates and boxes and notes any discrepancies and initiates reports on missing and damaged items. Helps in unloading, moving, securing and storing of incoming expendable and non-expendable items and in preparing and assembling items for delivery to requesting offices.
- Performs all receiving functions, including unpacking and verifying received items and accompanying shipping documents against purchase orders. Affixes barcode labels to non-expendable property.
- Compiles, prepares, and types receiving reports using form DS-127, Receiving and Inspection Report, which shows partial, complete, or final action for the Accountable Property Officer's (APO) signature. Raises issues with the USAID/Egypt Property Management Officer (PMO) in cases that cannot be addressed at lower levels.
- Assists in preparing, routing and distributing documents to responsible offices and ensures deliveries are scheduled in coordination with customers needs.
- Files purchase orders, receiving reports, shipping and customs documents, cables and any other receiving documents. Maintains comprehensive log of the delivery receipts.

D. TELECOMMUNICATIONS MANAGEMENT: 20%

- Maintains inventory of USAID SIM cards for two Egyptian telecommunications providers. Issues SIM cards to permanent and temporary staff. Tracks cell phone usage and residential home usage and issues bills of collection to customers. Retrieves telecom invoices and routes them for approval and payment.
- Receives and transfers incoming calls from USAID's main telephone line. Places international calls for staff and maintains a log of all international calls. Places conference calls for staff and assists customers as needed.

E. ADMINISTRATIVE MANAGEMENT: 20%

- Takes photographs for USAID staff for work visas, driver's licenses, or passport renewals.
- Issues Value Added Tax (VAT) exemption letters for local procurements, telephone and mobile lines, project vehicles, expatriates, and sub-contracts between the prime USAID Implementing Partner and the sub-contractor(s).
- Issues customs exemption letters for commodities shipped from abroad, including project vehicles, personal effects (PE), personal owned vehicles (POV), disposition of the PE & POV, re-export of the PE & POV, and the transfer of project vehicles from one project to the other or from the project to the host country government.
- Issues exemption letters for the issuance of work permits and resident visas for USAID Implementing Partner expatriate staff.

- Issues required employment certifications to the Implementing Partner and the expatriate employees.
- Processes any administrative actions as required by USAID Implementing Partners.

POSITION ELEMENTS:

Available Guidelines: Automated Directive System (ADS), Federal Acquisition Regulations (FAR), AID Acquisition Regulation (AIDAR), U.S Department of State Standardized Regulations, Foreign Affairs Manual (FAM) and Foreign Affairs Handbook (FAH), Mission Orders and other USAID regulations. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

Exercise of Judgment: The jobholder must exercise sound judgment in determining routing of correspondence, determining retention and disposition of property. S/he must be capable of guiding, assisting, and advising the mission with regard to USAID policy, regulations, and established Mission Operating Procedures.

Authority to Make Commitments: Within the scope of the assignment, the C&R Clerk is regularly called upon to provide appropriate information. The C&R Clerk is not authorized to independently commit the USG to the expenditure of funds.

Nature, Level, and Purpose of Contacts: The Contacts will be maintained in person, by phone, or by written or electronic communication with Office and Mission staff, and with relevant senior Host-Government officials, private- sector representatives, and staff of other foreign donor institutions. The nature of these contacts will be principally administrative.

Time Expected to Reach Full Performance Level: One year.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

Post Entry Training: Training in USAID Records and Correspondence Management and non-expendable property management. All training is subject to course offerings and the availability of funds.

1. **Supervisory relationship:** The jobholder will report directly to the Correspondence and Records Manager.
2. **Supervisory controls:** Supervision of staff is not anticipated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the below, required criteria, will be moved forward in the recruitment process.

Education: Completion of Secondary School and an additional two years of post-secondary studies is required.

Prior Work Experience: A minimum of three years of experience in office administration or a similar environment is required.

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.

Prior Work Experience: A minimum of three years of experience in office administration or a similar environment is required.

Language Proficiency: Level III (reading, writing and speaking) in English and Arabic is required.

Job Knowledge: The jobholder must have a good knowledge of USAID supply operations, procedures and instructions, as well as the USAID and Embassy mail and pouch handling instructions. General knowledge of the use of personal computers, data entry, facsimile/printer/photocopy machines is required.

Skills and Abilities: Must be able to comprehend all forms of correspondence in order to determine routing and file location. Accuracy in routing and logging is essential.

Selection Factors	Scoring Percentage
Experience	20
Language Proficiency	25
Knowledge	25
Skills & Abilities	30
TOTAL	100%

* As per details reflected under Qualifications above.

IV. SUBMITTING AN OFFER (APPLYING)

1. Eligible Offerors are required to submit the following to USAID Human Resources Office email usaidhr@usaid.gov, no later than COB of the vacancy deadline noted above:
 - a. A **Resume/CV** that includes the **company name, position title, month, and year** of employment for all experience
 - b. A **cover letter** detailing how they are qualified for the position.
 - The CV and cover letter attachment *must not* exceed **five pages**.
 - **Names of family members working in the Mission** *must* be included in the Resume/CV.
 - c. Include at least three references in the Resume/CV.
 - d. Proof of Citizenship and eligibility to work in Egypt.
 - e. Quoting the **vacancy number in the email subject line**.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly **reference the Solicitation number on all offeror submitted documents**.

The USAID HR Office will disregard any submissions made in any way other than the indicated above.

Employees new to a position must serve in the new position for a minimum of 6 (six) months before they can be considered eligible for another position within the mission, this includes moves between agencies. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of resumes, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your resume once you receive an automatic acknowledgment of receipt from the system. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by

former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match the highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap, or gender.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the hiring forms after an offeror is selected for the contract award.

VI. BENEFITS AND ALLOWANCES

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

a. **BENEFITS:**

The Mission currently provides:

- 1) Health Insurance Services.
- 2) Life/accident/disability insurance.
- 3) Semi-annual bonus.

b. **ALLOWANCES (as applicable):** N/A

VII. TAXES

LES employees of the mission became liable for payment of income taxes on their salaries with the implementation of the new tax law effective July 1st, 2005. Payment of taxes is on biweekly basis.

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/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>[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
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD	\$ _TBD at Award
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD	\$ _TBD at Award
	- Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD	\$ _TBD at Award
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$ _TBD

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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