

**SOLICITATION NUMBER:** 72066021R10005

ISSUANCE DATE: January 15, 2021  
CLOSING DATE/TIME: February 12, 2021 at  
17:00 (Kinshasa Time)

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – Chauffeur (Mission Director), based in Kinshasa.**

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.

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 information.

Sincerely,

/S/

Priscilla Sampil  
**Contracting Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066021R10005
2. **ISSUANCE DATE:** January 15, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 12, 2021, at  
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** **Christiane Lemba** at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE:** Chauffeur (Mission Director)
6. **MARKET VALUE:** Equivalent to **FSN-04**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Democratic Republic of the Congo (DRC). Final compensation will be negotiated within the market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start o/a **June 2021**. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo (DRC) with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS: Cooperating Country Nationals as defined in AIDAR Appendix J:** “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”.
10. **SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office

**11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

The incumbent serves as the Chauffeur for the USAID Mission Directors and occasionally provides transportation service to VIP visitors and to the other members of the Mission, as directed, in accordance with instructions and schedules provided by the Mission Directors and the MD Administrative Assistant. The incumbent is responsible for driving light vehicles, as assigned, to provide services in support of USAID/DRC program activities: transports the Mission Directors and official visitors, as/when appropriate, to conduct official business within Kinshasa and to points outside the city. As needed on special occasions and upon request (i.e. VIP visits), the incumbent may be called upon to provide back-up assistance. In the performance of these duties,

the incumbent must rely heavily on his/her interpersonal skills, his/her knowledge of the procedures associated with the specific tasks assigned, and the relationships developed in the various DRC government offices, local companies, and/or governmental and international organizations. The incumbent performs daily preventive maintenance and emergency minor repairs, maintains daily trip sheets, reports all mechanical problems of the assigned vehicle to the Deputy Executive Officer. The incumbent must strictly adhere to all rules and regulations of U.S. Mission, USAID/DRC, and the laws of the country related to performance of official duties which are frequently and critically monitored.

## *2. Statement of Duties to be Performed*

### **1. Daily Operations 50%**

In accordance with instructions and schedules provided by the Mission Director and the MD Administrative Assistant, the incumbent operates the USAID official vehicle to provide transportation services to the USAID Mission Directors, official and VIP visitors within the city and surrounding areas. Responsible for the security and safety of passengers; observes all traffic laws; remains constantly alert to unusual situations and takes evasive action as appropriate.

### **2. Vehicle Maintenance and Record Keeping 20%**

Personally, ensures that the vehicle is clean (both interior as well as exterior), that it is in serviceable condition and properly maintained in order to provide safe transportation services to passengers. Performs daily preventive maintenance and emergency minor repairs. Reports any mechanical problems and malfunctioning of the vehicle immediately to the Deputy Executive Officer along with any other problems that may arise in the performance of his/her function. Ensures that preventive maintenance is performed on a regular basis (to include but not limited to daily, weekly, monthly, quarterly, yearly maintenance activities/requirements). Maintains an accurate daily record (Daily Log of Vehicle Usage) of vehicle usage, which must include signatures of all passengers and assists in the preparation of vehicle reports and inventories, when/as requested. Records daily mileage, gas consumption. Provides collective data from these records to the Motor Pool Supervisor for the monthly gasoline and annual vehicle reports.

### **3. Mail delivery and Pool Chauffeur functions 20%**

May provide regularly scheduled pick-up and delivery of mail or other items throughout the day to include but not limited to mail delivery and serving as special messenger delivering documents or invitations. Hand carries urgent purchase orders to local vendors and picks up airline tickets. Functions as pool chauffeur or field trip driver as necessary. Performs mission operations services when available.

### **4. Security Measures 10%**

Ensures that all passengers have fastened/buckled their seatbelts before starting the engine, in compliance with Agency and Post-specific safety requirements. Exercises sound judgment in

selecting which roads to use and which areas to avoid, to ensure passengers' safety. Maintains high level of security awareness at all times to ensure that United States Government (USG) property is protected and that passengers are not endangered. Reports vehicular accidents immediately to the supervisor/dispatcher in accordance with USAID/DRC Mission procedures; completes all required paperwork to document the accident; and ensures that the Police and Insurance Company have all information required to complete their investigations/reports.

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

*3. Supervisory Relationship:*

This position will work under the immediate supervision of the Mission Director or a designee for now on a day-to-day basis. Occasionally the Deputy Executive Officer will provide additional instructions/guidance and assign special tasks.

*4. Supervisory Controls: None.*

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

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Determines minimum qualifications required for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

**a. Education:** Completion of secondary school is required.

**b. Prior Work Experience:** At least three years of chauffeur experience is required, of which at least one year must have been in a USG agency or international organization.

**c. Language Proficiency:** Level III of English and French 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 Quality Ranking Factors listed below will be the basis for evaluating and ranking applicants for the position.

**QUALITY RANKING FACTORS (QRFs):**

**Job Knowledge (60 points)**

- Must be familiar with local traffic laws and area traffic patterns.
- Knowledge of motor pool regulations and directives as well as very good knowledge of various U.S Government offices and residences locations and knowledge of other destination points throughout the country.
- Must have “hands on” knowledge of, and experience in, operating a 4-wheel drive vehicle as well as performing light vehicle maintenance, is required.

**Skills and Abilities (40 points)**

- Must have a valid local driver’s license A, B and C appropriate to vehicle(s) operated.
- Knowledge of defensive driving techniques enough to exercise special precautions and take evasive action to protect passengers and the vehicle.
- The ability to deal tactfully with passengers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required.
- The ability to exercise sound judgment in selecting the most appropriate routes at a given time is required.
- The ability to complete incident reports accurately is required.

**Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**

**Total Possible Points: 100 points**

**EVALUATION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test or a technical skill sample and be interviewed either in person, by telephone or videoconference at USAID’s discretion.

Reference checks will be made only for applicants considered for employment. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaid-jobs/>
2. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities.
3. Offers must be received by **February 12, 2021 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Offers must be submitted ONLY by e-mail attachment to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) and the e-mail subject must say: **72066021R10005 Chauffeur (Mission Director)**.
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Authorization for release of information form
2. Overseas Vetting Questionnaire
3. Diplomatic Security Identity Assurance System (DSIAS) enrollment form

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC paid under the LCP is normally authorized the following benefits and allowances:

1. BENEFITS: 13<sup>th</sup> month bonus; 14<sup>th</sup> month bonus; Anniversary Bonus; Severance Pay; Contributory Retirement Plan (DCP); Group Life Insurance; Group Medical Insurance Plan; Funeral/Death Plan; Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)

2. ALLOWANCES (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

## VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

## 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](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 ITEM

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	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>

**END OF SOLICITATION**