



USAID | WEST BANK/GAZA

SOLICITATION NUMBER: 294-WBG-2024-01
ISSUANCE DATE: December 11, 2023
CLOSING DATE AND TIME: December 29, 2023
Close of Business local (Jerusalem) time 16:30

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCNPSC), USAID West Bank & Gaza Mission (WBG) USAID Chauffeurs based in Jerusalem.

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,

Digitally signed by Gezim Hysenagolli
Date: 2023.12.08 08:59:20 +02'00'

Gezim Hysenagolli
Contracting Officer

U.S. Agency for International Development

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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 294-WBG-2024-01

2. ISSUANCE DATE: December 11, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: December 29, 2023 Close of Business local (Jerusalem) time 16:30.

4. POINT OF CONTACT: USAID/West Bank & Gaza (USAID/WBG) Human Resources Office, email at HRWBG@usaid.gov

5. POSITION TITLE: USAID Chauffeur (multiple positions) - Jerusalem

6. MARKET VALUE: NIS 113,634 - NIS 170,457 equivalent to FSN- 5, that is in accordance with USAID Acquisition Regulation (AIDAR) Appendix J, and the Local Compensation Plan of USAID/WBG. Final compensation will be negotiated within the listed market value based on the successful offeror's salary history, work experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated. This salary range is not inclusive of other benefits and allowances.

7. PERIOD OF PERFORMANCE: Cooperating Country Nationals Personal Services Contract (CCNPSC) are contracts of a continuing nature and can be part of a series of sequential contracts, each not to exceed a five-year limitation. This contract will be for an initial one (1) year base period, with four (4) one-year option periods, subject to satisfactory performance, availability of funds, and continuing need for the position. The contract is expected to commence upon receipt of security and medical clearances.

8. PLACE OF PERFORMANCE: USAID West Bank & Gaza Mission, Jerusalem. The USAID Mission operates from offices in Jerusalem and Tel Aviv. Travel between the Mission's two offices, within Israel, and the West Bank is required. Must be able to work a shift schedule (Morning, Evening and Night) including weekends and holidays.

9. ELIGIBLE OFFERORS: Cooperating Country Nationals (CCNs) offerors. Cooperating Country National is an individual who is lawfully residing in Israel, the West Bank, or Gaza. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

10. SECURITY LEVEL REQUIRED: Facility access - CCN/Foreign Service National (FSN) Clearance

11. STATEMENT OF DUTIES

1) GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

This position is located in the Motor Pool section of the Executive Office, USAID/West Bank & Gaza Mission. The primary purpose of this position is to serve as a Motor Pool security driver in a high-threat environment. The incumbent operates armored Government Owned Vehicles (GOVs) and other vehicles per Motor Pool Supervisor and/or Dispatcher instructions to transport Mission staff, TDY personnel and other visitors from their lodgings to the USAID Offices at the beginning of the workday and return them in the evening; transports passengers, documents and cargo from place to place within Israel, to and from the International Airport, to Jerusalem and to various meeting/project sites and/or checkpoints in the West Bank and Gaza. Due to the requirement of driving armored vehicles and knowing defensive driving skills, the employee is expected to attend mandatory training for operating armored and other vehicles in everyday and emergency situations. Frequently serves as acting security Agent In Charge while driving for West Bank trips, bearing responsibility for passengers. Maintains his/her assigned vehicles in a clean and serviceable condition. Performs minor maintenance of a preventive nature, and anticipates other routine vehicle maintenance requirements. Completes trip tickets and other daily vehicle records. Assists with mail runs, delivery of documents/packages, conference room set up, and movement of lightweight office equipment/supplies for the Mission.

2) STATEMENT OF DUTIES TO BE PERFORMED

A. Operates USAID passenger motor vehicles in accordance with Motor Pool Supervisor and/or Dispatcher's instructions to transport Mission staff and official visitors within the cities of Jerusalem and Tel Aviv, and to surrounding areas, including the international airport, as required. Operates an armored van/GOV and other government owned vehicles to transport Mission staff, VIPs and, at times, other TDY visitors between their place of lodging and the USAID Offices in the morning and/or at the end of the work day. Transports staff and visitors to other locations in Israel, and to meeting/project sites and checkpoints in the West Bank and to the Gaza border. At times, supports the Front Office, driving the Mission Director, Deputy Mission Director, VIPs or other visitors to their various destinations within the cities of Tel Aviv, Jerusalem, the West Bank and to the Gaza border, as needed. Completes daily mileage logs, recording time and place driven and other vehicle records.

B. The employee is expected to be familiar with and have undergone training for operation of armored vehicles in everyday and emergency situations. These skills will be tested daily in high threat environments such as the West Bank as well as in environments with moderate threat levels, such as Jerusalem and Tel Aviv. In routine driving situations, the employee should be familiar with local traffic regulations and customs, and obey the laws. When a threat or emergency situation develops, the employee may be required to operate beyond the traffic regulations in order to save the lives of passengers or other security personnel — only in life-threatening situations should the security driver employ

emergency driving methods. In high threat areas, the employee must be able to operate their vehicle in high stress situations, in multi-vehicle convoys, at high rates of speed in close proximity to other vehicles, without sacrificing the safety of passengers or other security personnel. Further, per the Regional Security Office, in many cases, in the absence of any protective services personnel in the vehicle, the chauffeur is expected to act as the Agent in Charge (AIC) for the mission and bears the responsibility for all vehicle occupants. This could be as much as 70% of their West Bank driving time. In this scenario, the chauffeur is responsible for all communications with the Tactical Operations Center (TOC), receiving instructions from the TOC, and selecting routes that include many dynamic factors such as traffic patterns, checkpoints, threat streams, road conditions, and other factors that could potentially impact the safety and security of the driving mission and its related passengers.

C. The driver will maintain his/her assigned vehicle(s) in a clean and serviceable condition. Performs minor maintenance of a preventive nature, and anticipates other routine vehicle maintenance requirements. Identifies mechanical problems as they occur. Reports the preceding requirements and problems promptly to the Motor Pool Supervisor. Completes "Vehicle Use Record" and other daily vehicle records. On a daily basis, ensures fuel tanks are filled with gasoline and conducts routine checks of oil, water and other fluid levels. Makes visual vehicle inspections at the beginning of the work day, including checking the condition of tires and brakes, and other basic safety checks. Failure to adequately perform these vital inspections could result in the injury or death of the employee and/or passengers in the vehicle. When maintenance is required beyond the basic inspection performed by the employee, the employee is responsible for requesting that the Motor Pool Supervisor complete a maintenance work order.

D. Delivers documents and supplies to project sites, Palestinian Authority (PA) Ministries, US Embassy facilities in Jerusalem and Tel Aviv, to/from the USAID offices, other embassies, and associated agencies. At times, supports the Communications and Records (C&R) office with mail pickup, delivery and check cashing duties as needed. At times, supports the General Services Office (GSO) with pickup and delivery of other items, as needed. Delivers correspondence to local addresses in Israel and the West Bank.

E. Occasionally moves lightweight office equipment and supplies within and between the various USAID offices. Sets up and disassembles conference rooms. Participates in training and team events as designated by the Motor Pool Supervisor, Deputy Executive Officer (D/EXO), and/or Supervisory Executive Officer (S/EXO). Performs other miscellaneous related duties as assigned.

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 RELATIONSHIPS: This position has no supervisory responsibility.

4) SUPERVISORY CONTROLS: The job holder receives direct supervision from the Motor Pool Supervisor. Receives instruction(s) from Diplomatic Security (DS) personnel while in a GOV with the chauffeur, i.e. from the RSO or other security personnel. Most duties are carried out independently.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, the following minimum qualifications must be met:

1. Drivers License: Must have valid Israeli C1 (truck) and bus (D1) driver's licenses and be permitted to drive in the West Bank and Israel.

2. Education: Completion of high school is required.

3. Work Experience: A Minimum of two years of progressively responsible experience as a chauffeur is required; simultaneous or additional experience that indicates competence to perform described duties .

4. Language Proficiency: Level III (Good working knowledge) in written and spoken English, Arabic and Hebrew is required (see detailed language level definitions below) are required. Language proficiency will be tested based on below levels.

- English, Arabic and Hebrew : Level III - Good working knowledge of written and spoken English, Arabic and Hebrew. Job holder will be able to read and understand, for example, regulations, instructions, and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the language.

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.

A. EVALUATION FACTORS

Applicants who meet the minimum qualifications for education, work experience, and language proficiency will be evaluated on the following criteria:

1. Work Experience (30 Points): USAID will assess the applicability of, and additional relevant work experience that increases the candidate's competitiveness for the position. Demonstrated responsible duties in security, travel, administrative/office management, customer service or related fields will be considered.

2. Job Knowledge (20 Points):

- Must have a good knowledge of automotive vehicle operation and safety, including defensive driving maneuvers, and a general knowledge of vehicle maintenance requirements.
- Must be familiar with local driving regulations, practices, traffic patterns and conditions.
- Must have in depth knowledge of the environment in which he/she works in a security or threat context. This includes knowledge of road infrastructure, locations of checkpoints, delineation of unmarked borders, urban density of various neighborhoods, and travel times between various locations.
- The employee should have a baseline for local behavior and customs in each area of operation in order to recognize unusual and possibly dangerous behavior.

3. Skills and Abilities (50 Points):

Driving and Security (30 Points):

- Safe and effective vehicle operation with focus on customer comfort and satisfaction (will be tested).
- Must have the ability to spend entire work days behind the wheel traveling in both undeveloped and urban areas. Must be able to handle last minute changes and flexibility.
- Must be able to operate at a high level of alertness and with a high degree of effectiveness for periods up to and occasionally exceeding 10 hours.
- Must have the ability to operate an armored vehicle in routine and emergency situations.
- Must be able to read, translate, and follow maps and other traffic guidance (will be tested).

Other (20 points):

- Must be discrete and able to deal tactfully, but firmly when required, with all levels of people; at times in controversial situations, maintaining calm when tense situations arise.
- Must also be able, while driving colleagues through West Bank checkpoints, to ensure tactful communications with the Israeli Defense Forces and the Crossing Points Authority.
- The employee must have the ability to assess mechanical problems and perform basic roadside maintenance such as changing a tire or using jumper cables to start a vehicle (will be tested).
- The employee must have the ability to communicate clearly in Arabic, Hebrew and English when interacting with colleagues and other personnel (will be tested).
- Ability to use office machines such as a cellphone, computer, photocopier and calculator.
- Ability to complete vehicle reports in English (will be tested).
- Must be able to work a shift schedule (Morning, Evening and Night) including weekends and holidays.

B. SELECTION PROCESS

In order to be considered for the position, an applicant must submit a complete application package in accordance with the guidance provided in section IV of this solicitation. Applicants are required to include in their cover letter a brief narrative demonstrating how their education, experience, and skills address the evaluation criteria listed above.

After the closing date, applications will be initially screened to determine whether applicants have met the advertised minimum qualifications. Applications from candidates who meet the minimum requirements will be reviewed and evaluated by a technical committee in accordance with the evaluation and selection factors. Applications from candidates who do not meet the required selection criteria will not be considered. Only shortlisted applicants will be contacted. Interviews and tests may be requested, either in person, virtually, or by telephone at USAID's discretion. The above listed criteria (Section III, A) will be used in the tests and oral interviews. USAID reserves the right to interview only the highest-ranked applicants (based on the application review) OR not to interview any candidate. Language proficiency will be tested based on the language levels defined above. Applicants are **required** to state their language proficiency levels in their application.

Professional reference checks will be conducted at the discretion of USAID for applicants considered as finalists and will be considered in determining final selection. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

The final selected candidate must obtain the required security and medical clearance within a reasonable period of time. Details on how to obtain both clearances will be provided once a job offer is made and accepted. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

IV. SUBMITTING AN OFFER

When applying, please state on the cover letter WHERE/HOW you learned about the position.

1. Eligible Offerors must complete and submit all the required documents listed below enclosed with a cover letter **referencing the solicitation number and position title**, addressing all the vacancy announcement requirements and selection factors respectively. **Incomplete applications will not be considered.** Offers must be submitted via email in WORD or PDF format only.

1. **Cover Letter - a signed one-page cover letter referencing the Solicitation number and position title.** This letter must include a brief narrative demonstrating how their education, experience, and skills address the vacancy announcement requirements and selection factors listed in this solicitation.
2. Recent **curriculum vitae (CV) or resume.**
3. Form [AID 309-2](#), **“Offeror Information for Personal Services Contracts with Individuals”**.
4. List **three to five professional references**, who are not relatives or friends, who have knowledge of your work performance. Make sure to include previous supervisors and their contact information.

2. Offers must be received electronically by the closing date of **December 29, 2023 Close of Business local (Jerusalem) time 16:30**, as indicated in Section I, item 3, and submitted to the Points of Contact in Section I, using the following contact and email address:

Human Resources Office, USAID West Bank & Gaza
Email: HRWBG@usaid.gov

3. To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation number in the offer submission.

IMPORTANT NOTES:

- Please state where/how you learned of the position
- Incomplete application packages missing any of the above-mentioned documents will **NOT** be considered.
- Failure to address the minimum selection and/or evaluation factors may result in the offeror not receiving further consideration.
- Only electronic submissions will be considered. Hard copies will not be accepted.
- Only shortlisted applicants will be contacted.
- Nepotism /conflict of interest may result in disqualification of offerors depending on the circumstances.

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 instructions about how to complete and submit the following forms as applicable.

1. Documents required for Health Certificate Medical History and Examination Form
2. Documents required for Security Clearance Procedure (Court certificate, Police certificate, Birth Certificate, Copy of ID, Copy of Passport, recent picture) (SF-85)

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

- Leave benefits (Annual Leave, Sick Leave, other authorized leave)
- Official holidays (U.S. and local)
- Local retirement/savings plan
- Education fund
- 13th-month bonus
- Vacation Bonus (Recuperation Pay/“Dmei Havra’a”):
- Holiday gift bonus
- Health Insurance (on a partially reimbursable basis)

2. ALLOWANCES:

- Transportation allowance
- Meal allowance

VII. TAXES

All Locally Employed staff (FSN/CCN) are required to pay income tax to the Government of Israel or the Palestinian Authority depending on their legal residency status. Income tax & Israeli national Insurance will be deducted from the gross salary based on the employee’s legal status and credit points according to Israeli local labor Laws.

LE Staff who are U.S. citizens or U.S. permanent resident aliens (green card holders) are also required to meet U.S. income tax obligations and to participate in the U.S. Social Security System.

I. 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.	Supplies/Services (Description)	Quantity	Unit	Unit Price	Amount
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	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: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ 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: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ 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: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

4001	Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	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 are 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 and compliance with 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 .

EQUAL EMPLOYMENT OPPORTUNITY:

USAID is an equal opportunity employer, ensuring that all employees can achieve their fullest potential and applicants for employment can compete on an equitable basis regardless of race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity.