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FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72011721R05

ISSUANCE DATE: 6/09/2021

CLOSING DATE/TIME: 6/23/2021 at 11:59 p.m. Chisinau Time

SUBJECT: Solicitation for a Custodian, Cooperating Country National Personal Service Contractor (CCN PSC) under the 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, Sections I through V** 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,

James Mayer
Contracting Officer



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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72011721R05
- 2. ISSUANCE DATE:** 6/09/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 6/23/2021 at 11:59 p.m. Chisinau Time
- 4. POSITION TITLE:** Custodian
- 5. MARKET VALUE:** Basic Annual rate (in U.S. Dollars): \$5,653-8,469

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Moldova forms the basis of compensation. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. This salary range is not inclusive of other benefits and allowances.

- 6. PERIOD OF PERFORMANCE:** Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five-year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.
- 7. PLACE OF PERFORMANCE:** Chisinau, Moldova
- 8. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification
- 9. STATEMENT OF DUTIES:**

This position is in the USAID/Moldova Mission. The incumbent performs custodial work in the building area and provides a full range of custodial duties to all USAID/Moldova staff and to temporary duties travelers. The incumbent is expected to follow standard practices and appropriate regulations for cleaning and disinfection. The incumbent may be responsible for reporting broken windows, stopped up drains, and leaking plumbing, other unusual findings including potential security issues. The Custodian is expected to be proactive in defining and conducting her/his responsibilities and will perform numerous, often dissimilar, tasks which have in common the purpose of improving the management and professional output of the office both within USAID and in relation to the outside community. The subject position reports to the Supervisory Management Specialist.



MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent performs a particular cleaning assignment or a range of custodial duties which include cleaning restrooms, sweeping/vacuuming, mopping, scrubbing, and waxing floors; cleaning, disinfecting, and deodorizing lavatories, commodes, and other restroom fixtures; polishes and cleans mirrors; dusts woodwork; replaces soap, deodorizers, towels, and toilet tissues and ensures a continuous supply of needed expendables. Cleans floors/carpets of offices, corridors, lobbies, warehouse by sweeping/vacuuming, mopping, waxing and polishing. Dusts, waxes, and polishes office furniture, cleans windows and empties waste/paper baskets.

Cleans and disinfects hard surfaces to reduce the risk of infection. Always follow standard practices and appropriate regulations for cleaning and disinfection. Cleans more frequently and disinfects in shared spaces if certain conditions apply that can increase the risk of infection from touching surfaces. Clean high touch surfaces at least once a day or as often as determined is necessary. Examples of high-touch surfaces include tables, doorknobs, light switches, handles, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks. Opens doors and windows and uses fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.

Responsible for reporting broken windows, stopped up drains, and leaking plumbing, other unusual findings including potential security issues. Requests replenishment of cleaning supply and bathroom expendables from the EXO Administrative Assistant when necessary. Provides general cleaning according to schedule for offices. Performs detail cleaning of assigned areas. Oversees and escorts contractors doing similar work as required. Checks the shredder and removes the sack when necessary and shreds all materials upon request. Waters and takes care of the office plants and flower arrangements. Assists secretaries with arrangements for large meetings/conferences.

Uses computers to respond to work orders via email. Responsible to ensure cleaning checklists are completed within limits of established schedule for each duty list. Provides timely feedback to the requestor and Supervisor about work order status.

SUPERVISORY RELATIONSHIP: Supervision is received through the Supervisory Management Specialist. Also receives instructions from the Executive Office Administrative Assistant and Maintenance Worker.

Supervision Exercised: None.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a



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non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS

TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

- 11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.
- 12. POINT OF CONTACT:** Completed offers (including all required documents - see section IV below) must be submitted electronically to: chisinauhr@usaid.gov . When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Secondary education is required.

Prior Work Experience: At least one year of custodial or general work experience is required.

Language Proficiency: Level I (rudimentary knowledge) Speaking/Reading/Writing English is required. Level II (limited Knowledge) Speaking/Reading/Writing Romanian is required.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

FOREIGN SERVICE NATIONAL SECURITY CERTIFICATION AND MEDICAL CLEARANCES:
The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

The probationary period is three months.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: 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 technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

10 points – Education: Secondary education is required. Additional education in the aforementioned areas is desired.



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30 points – Experience: At least one year of custodial or general work experience is required. Additional experience in the aforementioned areas, especially with the USG, is desired.

30 points – Knowledge: Incumbent must know to clean and take of routine objects located indoors/outdoors using needed chemicals and cleaning solutions; general safety guides for use and care of cleaning equipment used in indoor custodial work. Advanced knowledge in one or more of the aforementioned areas is desired.

30 points – Skills and Abilities: Must be able to work unsupervised and according to cleaning schedule, spot dirty areas and clean them without being told by a supervisor, anticipate cleaning problems caused by changing weather conditions. Must be able to use hand tools and cleaning equipment for indoor custodial work. Additional skills and abilities are desired.

TOTAL POSSIBLE POINTS: 100 points

IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION

1. Eligible Offerors are required to complete and submit through email all the below documents in order to be considered for the position.

- a. **Completed DS-174** (application for Employment as Locally Employed Staff) which can be retrieved here: <https://efrms.state.gov/Forms/ds174.pdf>

Offerors must complete the DS-174 form in English, and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

An Internal Offeror's experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position.

- b. **A cover letter** of no more than 2 pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.
- c. **A CV or standard resume** of no more than 4 pages.
- d. Names of **three professional references**, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.

Offerors who do not include all above required documents in their offer submission **will not** be considered for this position.



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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, item 12** by email with appropriate attachments.

Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites **will not be considered.**

To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission

NOTE: Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

1. Questionnaire for Employment Authorization (U.S. Embassy Moldova form)
2. Authorization for Release of Information (U.S. Embassy Chisinau's form)
3. Certificate of Criminal Records (obtained from the pertinent authorities)

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/ALLOWANCES

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

1. BENEFITS:

Health Insurance coverage
Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):

The Mission provides meal allowance in accordance with the Moldova Local Compensation Plan, in amount of \$770.

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



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VII. TAXES

Local Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax payments.

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

USAID regulations and policies governing CCN/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> .
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>.
 - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
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>.

EQUAL EMPLOYMENT OPPORTUNITY: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.