



USAID | **KOSOVO**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72016722R10007

ISSUANCE DATE: May 16, 2022

CLOSING DATE/TIME: May 27, 2022, at 5:00pm Pristina, Kosovo

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN 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, 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,

Diego Marquez,
Executive Officer/Contracting Officer



ATTACHMENT 1

I. GENERAL INFORMATION

SOLICITATION NO.: 72016722R10007

- 1. ISSUANCE DATE: May 16, 2022**
- 2. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 27, 2022, at 5:00 p.m. Pristina Time**
- 3. POINT OF CONTACT: Human Resources Office, USAID/Kosovo via pristinausaidhr@usaid.gov.**
- 4. POSITION TITLE: Automotive Mechanic**
- 5. MARKET VALUE: FSN-5 equivalent (Euro 15,656 – Euro 21,913 per annum)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Pristina. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE: CCNPSCs are contracts of a continuing nature depending on funds availability and Mission needs.**
- 7. PLACE OF PERFORMANCE: Pristina, Kosovo**
- 8. ELIGIBLE OFFERORS: Open to All Interested CCN (Cooperating Country National) Candidates**

AIDAR, Appendix J, 1. (b) Definitions:

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

(7) “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.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.



9. SECURITY LEVEL REQUIRED: Employment Authorization

10. STATEMENT OF DUTIES:

The incumbent is responsible for journeyman level repair and maintenance of motor vehicles.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs full journeyman level auto mechanic duties for all US Embassy & USAID vehicles. As problems occur, performs diagnostic tests to determine nature and extend of repair work necessary. Does oil change, checks fluid levels, maintains brake systems, wheel assemblies, etc. Depending on complexity of repair, may be asked to repair engines, transmissions, spring shock absorbers, steering mechanisms, electrical, fuel and hydraulic systems, wheel assemblies, etc, or refer the work to external shops. Uses all tools and equipment of trade. Performs quality control on repairs conducted outside.

On scheduled basis, performs general maintenance work on all vehicles. This includes cleaning motors, lubrication, liquids added, wheels balanced, general alignment, etc. Tires switched to avoid excessive wear; oil changed as needed. All vehicles are thoroughly checked before long road journeys are undertaken.

The incumbent performs other duties in keeping with the general upkeep of all vehicles. This includes examining all parts of the under-coating, inside and outside wear, brake lining, etc.

Mechanic must clean and store tools safely. The incumbent is responsible to the Motor Pool Supervisor for control of spare parts inventory. Recommends spare parts for procurement and helps the procurement section to identify the specific items needed. Uses all tools and equipment of trade properly and safely.

May be called upon to drive vehicles in periods of staff shortage in the Motor Pool.

SUPERVISORY RELATIONSHIP:

Supervision Received: Direct supervision provided by the Motor Pool Supervisor.

Supervision Exercised: None

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.



II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Completion of elementary school. Completion of vocational training or apprenticeship to produce journeyman mechanic skills, or equivalent experience is required.

Prior Work Experience: Three years of journeyman automotive experience is required.

Language Proficiency: Level 2 of English. Level 4 Albanian and/or Serbian is required.

Job Knowledge: Full Journeyman automotive trade knowledge.

Skills and Abilities: Must have a local driver's license. Per US Federal regulations (14 FAM 433), the minimum age for incidental operators of official vehicles shall be 25 years of age or older and must have had a driver's license for a minimum of five years.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

To be considered for the position, an offeror must meet the minimum qualifications listed under Section II.

The successful offeror will be selected based on a review of:

- Offeror's qualifications
- Relevant work experience
- General skills and abilities (communication, interpersonal, etc.)
- Practical knowledge skills test
- Oral Interview and
- Results of reference checks

The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

Other information regarding position:

Post Entry Training: On the job training



PRESENTING AN OFFER

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2** available at <https://www.usaid.gov/forms> and documents listed below:
 - Cover letter and current résumé/curriculum vitae (CV) limited to two pages each. The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing.
 - Offeror must provide a minimum of three name references within the last ten years from the applicant's professional life, namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references. **Do not send reference letters.**
 - Proof of the required education level (copy of certificate or diploma)
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to PristinaRecruitment@usaid.gov
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.
5. Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) signed cover letter, (2) signed resume/CV (with list of recent references), and (3) signed AID 309-2.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described herein above. Application packages with incomplete and/or unsigned forms or related documents will not be considered for further processing. The solicitation will be posted at the U.S. Embassy Pristina website at <https://xk.usembassy.gov/embassy/jobs/>.



IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the successful Offeror will be provided instructions about how to complete and submit forms for onboarding process.

V. BENEFITS/ALLOWANCES

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

BENEFITS:

The Mission participates in the Kosovo Local Social Security System (LSSS) and all eligible Locally Employed Staff are required to participate. The LSSS require contributions by both, the employee, and the employer.

The Mission provides medical coverage for employees and their immediate dependents.

ALLOWANCES:

The Mission does not provide any allowances.

VI. TAXES

The U.S. Mission withholds local income tax payments for all employees subject to local taxation laws and transmits the taxes withheld to the Tax Administration of Kosovo on behalf of employees.

VII. 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. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**
52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.



ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) Definition. As used in this clause - United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
4. 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.

¹ * See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII.



- AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

- 5. **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>.

- 6. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered 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 PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE
TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE,
COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL
AFFILIATION, MARITAL STATUS,
OR SEXUAL ORIENTATION.

SUBJECT TO FUNDS AVAILABILITY