



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

CLOSING DATE: April 28, 2011

Subject: Solicitation # 624-11-012

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/West Africa), is seeking offers from qualified U.S. Citizens residing in Accra, Ghana to provide services as described in solicitation # 624-11-012.

The work is located in Accra, Ghana.

(Please contact dkissiedu@usaid.gov for detailed solicitation)

ISSUANCE DATE: April 14, 2011
CLOSING DATE: April 28, 2011

SUBJECT: Solicitation for Development of Specifications for USAID Cubicle expansion-
USAID/West Africa

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/WA), is seeking offers from qualified US Citizens currently residing in Ghana interested in providing services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position the person must meet the minimum qualifications listed in the solicitation. The work is located in Accra, Ghana.

Any questions on this solicitation should be directed in writing to Daniel Kissiedu at dkissiedu@usaid.gov no later than April 21, 2011.

All offer packages are to be submitted to:

**Regional Executive Office
USAID/West Africa
No. 24 Fourth Circular Rd. CT
P.O. Box 1630
Accra, Ghana**

(Via email: dkissiedu@usaid.gov)

Please cite the solicitation number and title within the subject line of your email application. Any attachments provided via email shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Late offers will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1

USAID/WA anticipates potentially awarding multiple Purchase Order contracts as a result of this solicitation. Please note that this does not constitute any guarantee that a Purchase Order will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an offer.

Sincerely,



Heather Armstrong
Regional Supervisory Executive Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-21-741-200
Fax: 233-21-741-365

SOLICITATION NUMBER: 624-11-012

ISSUANCE DATE: April 14, 2011

CLOSING DATE/TIME: April 28, 2011

PERIOD OF PERFORMANCE: 12 weeks

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY ACCESS: U.S. Citizen Employment Authorization

AREA OF CONSIDERATION: Open to all qualified U.S. Citizen residing in Ghana.

SCOPE OF WORK

Background

The USAID/West Africa Regional Executive Office (R/EXO) based in Accra, Ghana is responsible for administrative support (IT, personnel, procurement, travel, motor pool, policy, etc) to the bilateral Mission (USAID/Ghana with over 40 employees) and the regional Mission (USAID/West Africa with over 100 employees) located in Accra.

In the fall of 2009, USAID/WA in recognition for the need to grow the physical plant to accommodate an additional 20 new employees funded the travel of a space specialist from OBO/W to design a plan to better utilize the space we have to add these new positions. This planner designed a plan to increase the mission by 20+ cubicles with minimal disruption of the rest of the operation. In mid-2010 the Missions located the funding to order, through OBO the required furniture and equipment to make this required expansion, cleared the purchase through OBO and placed the order through the Embassy procurement office.

However, subsequent to the issuance of the Purchase Order but prior to the arrival of these items the Missions after further analysis determined that the expansion of staff would be closer to 40 and funded a further study/visit from the USAID space planning specialist assigned to USAID/OMS. This visit took place in late 2010 and the subsequent plan that was delivered was designed to maximize the space-use in the existing building and was necessarily much changed from the original OBO plans. This plan, hereinafter known as the "40+plan" involves shrinking most cubicles to a standard size. The need now is to bring these two plans together and assess what of the original plan (and equipment – which is soon to arrive at post) is still useful in the follow-up (and final) plan – and what additional equipment/furniture must still be ordered, purchased and installed as well as the expected effect upon the existing electrical and IT-wiring layouts.

The Contractor shall perform the following tasks:

DELIVERABLE ONE

- 1). Make a detailed inventory of the existing cubicle components (specifically that which is required and utilized in the existing office construction) in the USAID Building.
- 2). Compare the list of materials purchased at the recommendation of OBO in the summer of 2010 with the inventory already completed in #1 (above);
- 3). Finally, compare those cubicle components already inventoried with the furniture needed in the final (40+) plan (provided by the USAID/W office designers) - - to ascertain precisely what new equipment and materials will be needed to be purchased in order to bring the "40+" plan into being - - using as much as possible of the existing and already ordered equipment.
- 4). Assist in the development of the final Purchase Orders for furniture and cubicle pieces to put the new (+40) plan into place.

Estimated Time for completion – 4 weeks

DELIVERABLE TWO

- 1). Working with the USAID/EXO/IT staff and the Embassy FMO staff, analyze the electrical and computer systems and prepare a final listing of electrical and systems equipment and supplies needed under the new (+40) plan;
- 2). Assist in the development of the final Purchase Orders for supplies and equipment to put the new (+40) plan into place.

Estimated Time for completion – 3 weeks

DELIVERABLE THREE

- 1). Working with Embassy FMO and staff, ascertain FMO's in-house capabilities to install these cubicles and in rough-terms how much time would be required. If outside tech assistance is likely to be needed, identify who that (those) contractor(s) might be and what sorts of level of effort might be required of this (those) contractor(s),
- 2). Develop a preliminary plan for how these cubicles might be installed so as to least affect the day-to-day operation of the Mission. This plan should have not only a cubicle component but also an electrical plan and a computer systems plan as well.

Estimated Time for completion – 5 weeks

A successful offeror should have the following experience/skills.

- A. A solid understanding of engineering and construction practices and principles not only structural and electrical, but also to include the cubicle construction techniques most commonly utilized by the Department of State's OBO in the new embassy buildings.
- B. An in-depth understanding of how an embassy-FMO operates and how they tend to utilize their human and non-human resources.
- C. USG building access clearance, either a full security clearance or spousal clearance.

Evaluation criteria;

Technical Skills: 70%

Price: 30%

Preference will be given to an offeror who can complete the entire Statement of Work but partial offers will be considered.