

PEACE CORPS OVERSEAS PSC SELECTION MEMO

CONTRACTING OFFICER CHECKLIST AND GUIDANCE

- Instructions/Guidance to Contracting Officers for completing *Peace Corps Overseas PSC Selection Memorandum* has been followed.
- This memo shall be used to document all new PSC contracts, both long-term and short term PSCs and when a current staff member is selected for a new position.
- The PSC selection process is divided into two parts, the technical evaluation portion and the compensation and benefit negotiations.

Technical Evaluation Team selection and responsibilities: The Technical Evaluation Team must include a direct hire staff member and should include staff familiar with what skills and background are needed to perform the job well. The Technical Evaluation Team will know the evaluation factors prior to reviewing applications and/or conducting interviews.

Contract Negotiation Team selection and responsibilities: The Contracting Officer and Administrative Officer should work closely when establishing basic compensation and benefits to ensure that funds are available and that the proper manual section (MS 743 or MS744) is followed.

- In Section III – *Evaluation Approach*, pay close attention to the Evaluation Factors. All evaluation factors should related directly back to the Statement of Work. The evaluation factors need to be included in the solicitation/vacancy announcement.]
- In *Section III – Evaluation Approach*, take care when setting the **Weight** for the evaluation factors. Weights are used to define the level of importance of the evaluation criteria. Assigning meaning to weights is subjective, so limit the number of options. At the end of the selection memo is a Sample Technical Rating Against Evaluation Factors. The weight should 1, 3 or 5 as follows:
 - 1 = neutral, factor is needed but not critical
 - 3 = critical factor
 - 5 = extremely critical
- In Section IV – *Candidate Responses*, paragraph 8, if you have two rounds of interviews, be sure to document the results of each.
- Instructions for each “[*Note to Contracting Officer*]” have been followed.
- The entire memo, including all completed tick lists and instructions and previous versions, has been saved in the contract file so you’ll have a history of what you’ve done.
- “[Notes to Contracting Officer]” which are embedded in the template have been deleted before final printing or sending to OACM to review.
- All sections have been completed.

- Any blank rows or columns have been deleted.
- Contracting Officer has actually read the selection memo.
- The selection memo, especially the basis for recommendation, makes sense to the AO and Country Director.

PEACE CORPS OVERSEAS PSC SELECTION MEMORANDUM

SECTION I -- REQUIREMENTS

1. Position Title:

[Note to Contracting Officer: The term Director or Officer is reserved for direct hire staff positions only.]

2. Statement of Work:

[Note to Contracting Officer: Briefly Describe or Attach Statement of Work]

SECTION II – ADVERTISEMENT APPROACH

3. Position was advertised as follows (check all that apply):

- (1) Local Newspaper
- (2) Bulletin Board @ Embassy
- (3) Peace Corps Bulletin Board
- (4) Other: *[Note to Contracting Officer: If you choose this one, explain below.]*

4. The position was not advertised because of the following:

[Note to Contracting Officer: This should be rare. If you select this, you will also need to complete the Overseas Sole Source Justification Memo.]

SECTION III – EVALUATION APPROACH

5. Applicants were evaluated as follows: (check all that apply):

- (1) Resumes/Applications Scored Against Evaluation/Scoring Criteria Described Below
- (2) Conducted Interviews with Most Highly Rated Candidates (Attach Interview Questions)
- (3) Past Performance/Reference Checks Conducted on Selected Contractor
- (4) Other – Please explain below.

6. Evaluation/Scoring Criteria

[Note to Contracting Officer: All evaluation factors should related directly back to the Statement of Work. The evaluation factors will also be included in the solicitation/vacancy announcement.]

Scale of 1 to 5

1 = Does not Meet Evaluation Criteria

2 = Minimally Meets Evaluation Criteria

3 = Partially Meeting Evaluation Criteria

4 = Substantially Meets Evaluation Criteria

8. Final Candidates & Interview Results:

Based on the above review of the candidate's application materials and rankings [*Note to Contracting Officer: Indicate how many*] candidates were interviewed. The results are as follows:

Candidate	Evaluation Score	Summary Interview Results	New Ranking

SECTION V – CONTRACTOR SELECTION

9. Recommended Contractor:

[Note to Contracting Officer: Name which applicant you recommend.]

10. Basis of recommendation:

[Note to Contracting Officer: Give the basis for why this person has the best technical skills to meet Peace Corps' need, including a summary of how this person's skills, background, and experience represent the best match.]

EVALUATION TEAM CERTIFICATIONS

Based on the objectives and evaluation criteria, we certify that an unbiased evaluation was conducted without improper influences and believe the recommended contractor represents the best technically skilled applicant for the Peace Corps.

EVALUATION TEAM MEMBERS:

_____	_____
(Printed Name/Title)	(Signature & Date)
_____	_____
(Printed Name/Title)	(Signature & Date)
_____	_____
(Printed Name/Title)	(Signature & Date)

Section VI: Reference Check:

Area of Interest	Reference #1 Response	Reference #2 Response	Reference #3 Response

REFERENCE CHECK CERTIFICATIONS

Based on the Reference Check, the Evaluation Team's selection is confirmed.

REFERENCE CHECK EVALUATOR(S):

_____	_____
(Printed Name/Title)	(Signature & Date)
_____	_____
(Printed Name/Title)	(Signature & Date)

SECTION VII – PRICE/COMPENSATION

11. PSC Type:

- ___ (a) Host Country Resident (Use MS 743)
- ___ (b) Third Country National (TCN) Temporarily Residing in Host Country (Use MS 744)
- ___ (c) TCN Residing Permanently and Continuously in Host Country With Proper Work Permits (Use MS 743)
- ___ (d) US Citizen Temporarily Residing in Host Country (Use MS 744)
- ___ (e) US Citizen Residing Permanently and Continuously in Host Country With Proper Work Permits (Use MS 744)

12. Governing Peace Corps Manual Section:

- ___ (a) MS 743
- ___ (b) MS 744

13. Negotiations (if any):

Area of Negotiations	Contractor's Offer	Negotiated Agreement

14. Negotiated Compensation:

a. Total Contract Value (includes base compensation and benefits):

Year	Pay
Base Year	

Option Year #1	
Option Year #2	
Option Year #3	
Option Year #4	

15. Compensation considered fair and reasonable based on the following:

[Note to Contracting Officer: Detail how compensation was negotiated. The description should include how market value was established, which should be based on the LCP, the candidate's salary history and how it was used to establish annual compensation, and the results of any negotiations. If the top candidate didn't accept the position, did not accept the position ensure that you summary includes that.]

CONTRACTING OFFICER AND ADMINISTRATIVE OFFICER CERTIFICATIONS

Based on the objectives and evaluation criteria, evaluation results, and contract negotiations, we certify that an unbiased evaluation was conducted without improper influences and believe the recommended contractor represents the best overall value to the Peace Corps.

ADMINISTRATIVE OFFICER

Printed Name

Date

CONTRACTING OFFICER:

Printed Name

Date