



SOLICITATION NUMBER: 72C0T121R00008

ISSUANCE DATE: November 23, 2020

CLOSING DATE AND TIME: December 9, 2020, 1:00PM EST

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)

Dear Prospective Offerors:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified U.S. citizens to provide personal services as a **Program Advisor/Senior Program Advisor (Program Office)** – Worldwide (Multiple, Tandem) (Intermittent) under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Offerors interested in applying for this position **MUST** submit the following materials:

1. Complete resume. In order to fully evaluate your offer, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

Note: Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. Offerors must specify in their offer materials whether they would like to be considered for the GS-13 or GS-14. Offerors who would like to be considered for both the GS-13 and GS-14 positions should submit separate offers specifying which grade level in the submission. Offerors will only be considered for the grade level specified in the submission. The offer will be considered for the lower grade level if the offeror does not specify the grade level in the submission. Offerors who are unsure of which grade level they meet the minimum qualifications for should submit separate offers for the GS-13 and the GS-14 positions. This information should be clearly identified in your resume. Failure to provide

explicit information to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing:

Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Offerors are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

3. USPSC Offeror Information for Personal Services Contracts form AID 309-2. Offerors are required to complete and sign the form. This form must be physically signed. Electronic signatures will not be accepted.

Additional documents submitted will not be accepted. Incomplete or late offers will not be considered. Your complete resume and the AID309-2 form must be mailed or emailed to:

Office of Transition Initiatives
529 14th Street, NW, Suite 300
Washington, DC 20045
E-Mail Address: OTIjobs@usaid.gov

Offerors can expect to receive a confirmation email when offer materials have been received. Offerors should retain for their records copies of all enclosures which accompany their offers. 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 offer.

Offeror resources are available at www.otijobs.net/#!guidance-for-applying/c1ggg. Any questions on this solicitation may be directed to:

OTI Recruitment Team
Telephone Number: (202) 836-7487
E-Mail Address: OTIjobs@usaid.gov
Website: www.OTIjobs.net

Sincerely,

Cristina Sylvia
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72C0T121R00008

2. ISSUANCE DATE: November 23, 2020

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: December 9, 1:00 pm
Eastern Time

4. POINT OF CONTACT: OTI Recruitment Team, (202)836-7487, e-mail at
OTIjobs@usaid.gov.

5. POSITION TITLE: Program Advisor/Senior Program Advisor (Program Office)

6. MARKET VALUE: This position has been designated as a “tandem” position that, depending on the qualifications of the offeror, can be filled at either the GS-13 equivalent level, non-locality pay (\$78,681 - \$102,288 per annum) or GS-14 (\$92,977 - \$120,868 per annum) equivalent level. Final compensation will be negotiated within the listed market value based upon qualifications, previous relevant experience and work history, salary and educational background. **Salaries over and above the pay range will not be entertained or negotiated.** As this is a Worldwide, non-locality position, incumbents who do not live in the DC metropolitan area will be provided with travel and/or per diem if they are required to work in Washington, DC. Incumbents will be provided with travel and/or per diem for all other USAID/OTI travel assignments as well.

Note: Offerors who submit an offer for the GS-14 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee, will not be considered for the GS-13 position if they have not submitted a separate offer for each. Similarly, offerors who apply for the GS-13 position even though they might meet the minimum qualifications for the GS-14 position will not be considered for the higher graded positions if they have not submitted a separate offer for each. Offerors who are unsure of which grade level they meet the minimum qualifications for should submit a separate offer for the GS-13 and GS-14 positions.

7. PERIOD OF PERFORMANCE: One year, with four one-year option periods.

START DATE: Within 45 days of receiving notification that required security clearance has been obtained.

The Personal Services Contractor hired under this contract will provide up to a maximum of 250 workdays of services on an annual basis. The specific projects, as well as dates, number of days and locations to be worked, will be determined by mutual agreement between the contractor and his/her OTI supervisor according to the programmatic needs of OTI. There is no obligation by OTI to provide assignments for a minimum number of days, and the contractor

is free to provide “blackout” dates during which he or she will not be available to accept assignments.

8. PLACE OF PERFORMANCE: Worldwide

9. ELIGIBLE OFFERORS: United States Citizens

10. SECURITY LEVEL REQUIRED: SECRET

11. STATEMENT OF DUTIES

POSITION DESCRIPTION

BACKGROUND

USAID’s Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local partners advance peace and democracy in politically-transitioning countries. In support of U.S. foreign policy, OTI seizes emerging windows of opportunity in the political landscape to promote stability, peace, and democracy by catalyzing local initiatives through adaptive and agile programming.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high-level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office’s programmatic goals and objectives. Some of these USPSCs serve on intermittent contracts and are referred to in OTI as “bullpenners,” providing support in a surge capacity. Those serving in the bullpen must be prepared to work both in Washington and the field, often with little time for preparations. There are several benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers’ compensation, among other benefits. For more complete information on USPSC benefits, please see Section VI of this solicitation.

For more information about OTI and its country programs please see:

INTRODUCTION

The OTI Program Advisor/Senior Program Advisor (Program Office) is a member of the Bureau for Conflict Prevention and Stabilization (CPS)/OTI Program Office, reports to the OTI Program Office Team Leader or his/her designee who are based in Washington, DC. The Program Office, as part of OTI's Program, Learning, and Innovation (PLI) Division, provides the office with strategic guidance on country-level and office-level procurement, policy, budgeting, strategy, and program performance issues, and increases key stakeholder awareness of and support for OTI as a key instrument in carrying out U.S. foreign policy objectives.

Key functions of the Program Office are to: manage core procurement mechanisms that support country programs; provide management and oversight for budgeting decisions and allocation of resources; set standards and provide guidance to country programs on strategic planning, decision-making, and implementation; and facilitate the flow of information regarding OTI programs with internal and external audiences. The Program Office is responsible for OTI outreach with counterparts within USAID as well as with other parts of the U.S. Federal Government, Capitol Hill, donors, and other interested partners and stakeholders.

The Program Advisor/Senior Program Advisor (Program Office) will provide ad hoc support and advice and assistance to the Program Office as well as to OTI program managers, technical and financial specialists, co-workers, and/or others on contract procurement policies, problems, or issues. This person will support OTI country program staff through advice, guidance, and assistance on new and ongoing contractual and financial issues to ensure effective implementation of political transition programming overseas.

CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Program Advisor/Senior Program Advisor (Program Office) requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on the building of positive relationships with his or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. The incumbent is able to prioritize and complete tasks without follow-up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. The Program Advisor/Senior Program Advisor (Program Office) is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based CPS/OTI Program Office Team Leader or his/her designee, the Program Advisor/Senior Program Advisor (Program Office) will perform the following duties:

At the GS-13 level Program Advisor level:

- Support OTI's Procurement Team and Office with procurement-related and post-award management processes related to OTI's programs;
- Review, analyze, and/or interpret acquisition and assistance statutes, regulations, policies, concepts, guidance, or procedures for use in the solution of procurement or contracting problems or the accomplishment of projects or programs and provide regular reporting on any changes or updates to current acquisition and assistance policies and procedures as they affect OTI field programs;
- Develop and review acquisition and assistance documents, including indefinite quantity contracts (IQCs), for all components necessary for solicitations, scopes of work, estimated budgets, draft contracts and agreements, and purchase orders to ensure policies and procedures are being followed;
- Provide backstop support and guidance to country program staff for new and ongoing programs through resolution of regular and special procurement needs associated with waiver requests, budget modifications, local procurement issues, design and development of large or complex grant activities or subcontracts to be implemented in the field, and other issues related to program startup, implementation, and closeout;
- Provide support to OTI country program teams as an auxiliary team member in the field and in Washington, DC;
- Serve on technical evaluation committees as necessary for OTI procurements;
- Provide training and mentoring on OTI program implementation for OTI staff and implementing partners both in Washington and the field, and assist in the development and updating of training materials as required for acquisition and assistance issues;
- Liaise with the Office of Acquisition and Assistance (OAA) and others as necessary (e.g. mission contracting officers, implementing partner procurement officers) to ensure that current procurement policies and procedures are being appropriately applied throughout the startup, implementation, and closeout phases of OTI country programs;
- Analyze office-level procurement systems and internal systems to provide advice and guidance and determine overall needs and priorities related to acquisition and assistance issues;

- Serve on short-term assignments with other USAID offices or bureaus in direct support of CPS/OTI programs not to exceed six months;
- Support related tasks required to fulfill OTI's program objectives as requested by the Program Office Team Leader or OTI senior leadership; and,
- Supervise staff as delegated by the supervisor. Evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel and program and operations requests. Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured.

At the GS-14 level Senior Program Advisor level:

- Provide expert advice to OTI's Procurement Team and Office with procurement-related and post-award management processes related to OTI's programs;
- Review, analyze, and interpret acquisition and assistance statutes, regulations, policies, concepts, guidance, or procedures for use in the solution of procurement or contracting problems or the accomplishment of projects or programs and provide regular reporting on any changes or updates to current acquisition and assistance policies and procedures as they affect OTI field programs;
- Develop and review acquisition and assistance documents, including indefinite quantity contracts (IQCs), for all components necessary for solicitations, scopes of work, estimated budgets, draft contracts and agreements, and purchase orders to ensure policies and procedures are being followed;
- Provide expert advice and guidance to country program staff for new and ongoing programs through resolution of regular and special procurement needs associated with waiver requests, budget modifications, local procurement issues, design and development of large or complex grant activities or subcontracts to be implemented in the field, and other issues related to program startup, implementation, and closeout;
- Provide support to CPS/OTI country program teams as an auxiliary team member in the field and in Washington, DC;
- Serve on technical evaluation committees as necessary for OTI procurements;
- Provide training and mentoring on OTI program implementation for OTI staff and implementing partners both in Washington and the field, and assist in the development and updating of training materials as required for acquisition and assistance issues;

- Liaise with the Office of Acquisition and Assistance (OAA) and others as necessary (e.g. mission contracting officers, implementing partner procurement officers) to ensure that current procurement policies and procedures are being appropriately applied throughout the startup, implementation, and closeout phases of OTI country programs;
- Analyze office-level procurement systems and internal systems to provide advice and guidance and determine overall needs and priorities related to acquisition and assistance issues;
- Serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs not to exceed 6 months;
- Provide other related tasks required to fulfill OTI's program objectives as requested by the Program Office Team Leader or OTI senior leadership; and,
- Supervise staff as delegated by the supervisor. Evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel and program and operations requests. Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured.

SUPERVISORY RELATIONSHIP:

The Program Advisor/Senior Program Advisor (Program Office) will be supervised by the OTI Program Office Team Leader or his/her designee, within the OTI Program Learning and Innovation (PLI) division.

SUPERVISORY CONTROLS:

At the GS-13 level, the supervisor will set overall objectives and resources available, and work with the employee to develop deadlines, projects, and work to be accomplished. The employee will be responsible for planning and carrying out assignments, resolving most conflicts, coordinating with others, and interpreting policy in terms of established objectives. Keeping the supervisor informed of progress, the employee may determine the approach to be taken and the methodology to be used. The supervisor will review completed work from an overall standpoint of feasibility, compatibility with other work, or effectiveness in meeting requirements.

At the GS-14 level, the supervisor will provide administrative directions in terms of broadly defined missions or functions. The employee will independently plan, design and carry out programs, projects, studies or other work assignments. The employee's work will be considered technically authoritative and normally accepted without significant change, and will be reviewed in terms of fulfillment of program objectives, influence on the overall program, or contribution to the advancement of the objective.

12. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. If traveling overseas, the employee may be subject to some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

13. WORK ENVIRONMENT:

Work is performed in an office setting. Overseas deployments are not required for this position.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Offerors who do not meet all of the education and experience factors are considered NOT qualified for the position. See detailed instructions for demonstrating Education/Experience under “Submitting an Offer”)

At a **minimum**, the offeror must have:

At the GS-13 Program Advisor (Program Office) level:

- (1) A Master’s Degree with **five (5) years** of work experience;

OR

A Bachelor’s Degree with **seven (7) years** of work experience;

AND

- (2) **Four (4) years** of experience designing procurements or managing contracts, grants, or cooperative agreements related to international programming.

At the GS-14 Senior Program Advisor (Program Office) level:

- (1) A Master’s Degree with **seven (7) years** of work experience;

OR

A Bachelor’s Degree with **nine (9) years** of work experience;

AND

- (2) **Six (6) years** of experience designing procurements or managing contracts, grants, or cooperative agreements related to international programming.

III. EVALUATION AND SELECTION FACTORS

(Determines basic eligibility for the position. Offerors who do not meet all of the education and experience factors are considered NOT qualified for the position.)

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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

SELECTION FACTORS:

(Determines basic eligibility for the position. Offerors who do not meet all of the selection factors are considered NOT qualified for the position.)

- Offeror is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Supplemental document specifically addressing how the candidate meets each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Satisfactory verification of academic credentials.

NOTE: If a full security investigation package is not submitted by the selected within 30 days after it is requested, the offer may be rescinded. If a security clearance is not able to be obtained within four months after the selected submits the initial security clearance documentation, the offer may be rescinded.

EVALUATION FACTORS:

(Used to determine the competitive ranking of qualified offerors in comparison to other offerors. The factors are listed in priority order from highest to least.)

Offerors should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

- | | |
|-----------|--|
| Factor #1 | Demonstrated experience designing procurements, managing procurement processes, or the post-award management of contracts, grants, or cooperative agreements for international development programs. |
| Factor #2 | Demonstrated experience analyzing and interpreting program data, conducting complex analyses, and identifying and addressing procurement or post-award management issues or problems. |

Factor #3 Demonstrated experience with federal acquisition and assistance policies, practices, and procedures, including contracts, grants, or cooperative agreements relating to the implementation of international development programs.

BASIS OF RATING: Offerors who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Offerors are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Offeror Rating System is as Follows:

Evaluation Factors have been assigned the following points:

Factor #1 – 25

Factor #2 – 25

Factor #3 – 20

Total Possible – 70 Points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

The most qualified offerors may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. OTI will not pay for any expenses associated with the interviews. In addition, offers (written materials and interviews) will be evaluated based on content as well as on the offerors writing, presentation, and communication skills. In the event that an offeror has fully demonstrated his/her qualifications and there are no other competitive offerors OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for offerors being considered for selection. OTI reserves the right to contact previous employers to verify employment history.

IV. SUBMITTING AN OFFER

Offers must be **received** by the closing date and time at the address specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.

Qualified offerors are **required** to submit:

1. Complete resume. In order to fully evaluate your offer, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

Your resume should contain **explicit information to make a valid determination that you fully meet the minimum qualification requirements** as stated in this solicitation for each grade level(s) for which you are applying. If you do not specify which grade level(s), your offer will be considered at the lower grade level. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing:

Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Offerors are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

3. Offeror Information for Personal Services Contracts form AID 309-2. Offerors are required to complete and sign the form. This form must be physically signed. **Electronic signatures will not be accepted.**

Additional documents submitted will not be accepted.

To ensure consideration of offers for the intended position offers must prominently reference the solicitation number in the offer submission.

Offeror resources are available at www.otijobs.net/#!/guidance-for-applying/c1ggg.

DOCUMENT SUBMITTALS

Via mail: Office of Transition Initiatives, 529 14th Street, NW, Suite 300, Washington, D.C. 20045

Via email: OTIjobs@usaid.gov

Please note in your document submittal where you heard about this position.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS 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 offer.

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS AND THE SYSTEM FOR AWARD MANAGEMENT

All individuals contracted as USPSCs with a place of performance in the United States are required to have a DUNS Number and be registered in the SAM database. USAID will provide a generic DUNS Number for USPSC's with a place of performance outside the United States.

The selected offeror will be provided with guidance regarding this registration.

For general information about DUNS Numbers and SAM, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number and FAR 52.204-7, System for Award Management.

https://acquisition.gov/far/current/html/52_200_206.html or www.sam.gov.

ALL QUALIFIED OFFERORS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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 the successful offeror instructions about how to complete and submit the following forms. Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Declaration for Federal Employment (OF-306).
2. Medical History and Examination Form (DS-6561).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
4. Finger Print Card (FD-258).

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

- a) Employer's FICA Contribution
- b) Contribution toward Health & Life Insurance
- c) Pay Comparability Adjustment
- d) Annual Increase (pending a satisfactory performance evaluation)
- e) Eligibility for Worker's Compensation
- f) Annual and Sick Leave

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

(a) Post Differential	Chapter 500 and Tables in Chapter 900.
(b) Living Quarters Allowance	Section 130.
(c) Temporary Lodging Allowance	Section 120.
(d) Post Allowance	Section 220.
(e) Supplemental Post Allowance	Section 230.
(f) Payments During Evacuation	Section 600.
(g) Education Allowance	Section 270.
(h) Separate Maintenance Allowance	Section 260.
(i) Danger Pay Allowance	Section 650.
(j) Education Travel	Section 280.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix D, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including contract clause “General Provisions,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .

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

One Base Year Table – Program Advisor/Senior Program Advisor (Program Office)

Item No	Services (Description)	Qty	Unit	Unit Price	Amount
(A)	(B)	(C)	(D)	(E)	(F)
0001	Base Year 1 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$_____	\$_____
	Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
Total Estimated Cost					\$_____

Four Option Years Table- Program Advisor/Senior Program Advisor (Program Office)

Item No	Services (Description)	Qty	Unit	Unit Price	Amount
(A)	(B)	(C)	(D)	(E)	(F)
1001	Option Period (OP) 1 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$_____	\$_____
	OP 1 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
2001	OP 2 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$_____	\$_____

	OP 2 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
3001	Option Period (OP) 3 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$____	\$____
	OP 3 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
4001	Option Period (OP) 4 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$____	\$____
	OP 4 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
Total Estimated Cost <i>[base + options]</i>					\$____

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals 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 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>

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which AAPDs and CIBs apply to this contract.

AAPD 06-10 – PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY

General Provision 28, MEDICAL EXPENSE PAYMENT RESPONSIBILITY

(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>. Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) MEDICAL EVACUATION (MEDEVAC) SERVICES – Please see Attachment 2 to this solicitation for information on AAPD No. 18-02.

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer's liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled "Emergency and Irregular Travel and Transportation." In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067,

Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

ATTACHMENT 2

Title 48 of the Code of Federal Regulations (CFR) Chapter 7. USAID Acquisition Regulation (AIDAR)

APPENDIX D – DIRECT USAID CONTRACTS WITH A U.S. CITIZEN OR A U.S. RESIDENT ALIEN FOR PERSONAL SERVICES ABROAD

GP 25. MEDICAL EVACUATION (MEDEVAC) SERVICES (DEC 2019)

A contractor who is required to relocate abroad and accompanying eligible family members; or a contractor on official travel status abroad on temporary duty or training, will be provided Medevac services through the Department of State, Bureau of Medical Services, similar to that provided to U.S. Government employees in 16 FAM 300 Medical Travel. Medevac costs that will be covered by USAID include travel and per diem, but do not include medical care costs.

To be eligible for Medevac services covered by the Department of State Medevac program, the contractor and accompanying eligible family members must obtain and maintain international health insurance coverage in accordance with the clause of the contract entitled, “Insurance.”

GP 29. INCENTIVE AWARDS (DEC 2019)

The contractor is eligible to receive certain monetary and non-monetary USAID incentive awards in accordance with the AIDAR and USAID internal policy.

[END OF PROVISION]