



**SOLICITATION NUMBER:** 72C0T121R00013

**ISSUANCE DATE:** January 19, 2021

**CLOSING DATE AND TIME:** February 4, 2021, 1:00 PM Eastern Standard Time

**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 **Senior Regional Advisor – Asia** 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. 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. **Due to COVID-19 and limited access to equipment, we are currently accepting electronic and typed signatures on the AID 309-2 form.**

**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](http://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](http://www.OTIjobs.net)

Sincerely,

Cristina Sylvia  
Contracting Officer

## **I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72C0T121R00013

**2. ISSUANCE DATE:** January 19, 2021

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 4, 2021, 1:00 pm Eastern Time

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

**5. POSITION TITLE:** Senior Regional Advisor

**6. MARKET VALUE:** This position has been designated at the GS-15 equivalent level, non-locality pay (\$110,460 - \$143,598 per annum). Final compensation will be negotiated within the GS-15 equivalent level based upon the selected offeror's salary history, qualifications, previous relevant experience and work history, and educational background as reported on AID-309-2. For selected offeror's whose salary has been established on a Federal pay scale (i.e. General Schedule) or its equivalent, the base salary (not including locality pay) of their grade/step will be the basis of the salary negotiation. **Salaries over and above the pay range will not be entertained or negotiated.**

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

START DATE: Within 45 days of receiving notification that required security and medical clearances have been obtained.

**8. PLACE OF PERFORMANCE:** Bangkok, Thailand

**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. 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:

<https://www.usaid.gov/stabilization-and-transitions>

## INTRODUCTION

The OTI Senior Regional Advisor position was developed in response to a significant increase in USAID's portfolio of countries that face various forms of fragility or crisis as well as an increase in demand for OTI's experience and programming methodology. As USAID's lead operational unit for crisis intervention programming, OTI has evolved to carry out more assessments, provide more experientially-based technical advice and analysis, and closely monitor countries that face possible political crises in order to deepen understanding, identify opportunities and constraints, and prepare programming when necessary. As OTI takes its place within the new Conflict Prevention and Stabilization (CPS) Bureau, the new bureau's leadership envision this position more broadly representing CPS equities and capabilities in the region.

The Senior Regional Advisor will be based in Bangkok at the USAID/Regional Development Mission for Asia (USAID/RDMA) Mission and will report to the Washington-based OTI Regional Team Leader for Asia while also maintaining a close line of coordination with the Bangkok-based USAID/RDMA Mission Director. As the senior CPS representative at RDMA, the Senior Regional Advisor will represent the CPS bureau in the field and serve as a liaison between CPS and a wide array of individuals and institutions including USAID Field Missions, other representatives from the Relief, Response, and Resilience (R3) family of bureaus, regionally based officials from the

State Department, the Department of Defense, and other agencies of the U.S. Government, international organizations, and the non-government community abroad on political transition, conflict and post-conflict issues in the region. The position will augment technical capabilities at USAID/RDMA on thematic issues relevant to CPS and OTI programming including, but not limited to, complex crisis response, violence prevention, political transition, and stabilization. The Senior Regional Advisor will be available to visit and provide technical assistance to Missions, engage with other U.S. Government representatives in the region, and visit proposed and potential country program sites. The Senior Regional Advisor will serve as OTI's senior official in the region, will visit ongoing OTI programs in the region, and may be called upon to support other regions as needed. The Senior Regional Advisor will serve as the agent of the OTI Team Leader and, when designated, will have supervisory authority when working with OTI country teams. This position requires extensive travel, particularly within Asia.

The Senior Regional Advisor will train, mentor, backstop, and support OTI country teams, including Country Representatives, Deputy Country Representatives, and other staff on the OTI business model, procedures, minimum program requirements, and best practices. He or she will help to determine the learning and training needs of in-country staff, and contribute to broader office policy and process discussions to promote state-of-the-art transition programming. Through on-the-ground knowledge of OTI country programs, the Senior Regional Advisor will contribute to the refinement of OTI's learning and training strategy, training regimes, and materials for staff in country programs as well as office surge staff known as the Bullpen. In addition, through coordination with OTI's home office, the Senior Regional Advisor will stay abreast of current thinking in the CPS Bureau policy developments, regional trends, emerging issues, lessons learned and good practices from other regions, while at the same time contributing to bureau-level thinking on the region, cultivating and sharing best practices found in the field.

## **CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the Senior Regional Advisor requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of an 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 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 Senior Regional Advisor 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 Regional Team Leader for Asia, the OTI Senior Regional Advisor will perform the following duties:

- Ensure effective and well-managed OTI country programs by performing independent analysis of program operations, and helping to mentor, train, and advise the Country Representative, Deputy Country Representative, and other members of in-country Senior Management Teams (including implementing partner staff where appropriate) on OTI's business model, programming methodology, applicable historical references, and observed personal and corporate lessons;
- Advise at strategic, programmatic and activity levels to ensure the overall success of OTI programs in the region;
- Provide high-level support to U.S. Embassies and USAID Missions for the design and execution of programs that follow OTI's quick-impact programming model;
- Monitor regional developments related to CPS and OTI's mission and mandate. Provide ongoing analysis and regular reporting to the Regional Team Leader on current political developments, security concerns and other pertinent information from the region for informed decision-making;
- Provide high-level advisory support and participation in policy development, strategy sessions, or special projects and initiatives for CPS, regional bureaus, and/or other USAID offices;
- Travel to current or potential OTI field locations and Washington, DC to conduct new country assessments, provide strategy guidance, and/or assist in the design of new or existing programs. Travel will also be required to attend relevant regional conferences and workshops;
- As requested, support management of ongoing OTI programs in the region on a temporary duty (TDY) or remote basis, including but not limited to serving as Acting Country Representative or Acting Deputy Country Representative;
- Actively manage learning and training in CPS/OTI by linking, contributing to, and refining observed lessons and best practices from the field, program, and personnel requirements to OTI's knowledge management team;
- Serve as OTI's representative, regional expert and liaison for new country start-ups, strategic analysis and dialogue with senior U.S. Government officials and representatives throughout the region; and,
- Provide strategic advice to the OTI Regional Team Leader about the direction and implementation of country programs, and the performance of in-country staff. Guide the

Regional Team Leader and relevant country teams to devise strategies for the improvement and success of OTI programs.

#### **SUPERVISORY RELATIONSHIP:**

The Senior Regional Advisor will be supervised by the Washington-based OTI Regional Team Leader for Asia or his/her designee as part of OTI's Field Programs Division.

#### **SUPERVISORY CONTROLS:**

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 or influence on the overall program.

#### **12. PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands. During deployment on assessment teams, country start-ups, and during site visits, there may be 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:**

While at post, the work is generally performed in an office environment. However, the position also requires travel throughout the region, which may require additional safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions. Senior Regional Advisors are expected to be able to travel in support of OTI country programs up to 50% of the time per annum, and for individual periods of up to 30 days.

### **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:

- (1) A Master's Degree with **nine (9) years** of work experience;

**OR**

A Bachelor's Degree with **eleven (11) years** of work experience;

**AND**

- (2) **Nine (9) years** project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization, in political transition, complex crises, community development, stabilization programming, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) **Six (6) years** of overseas field experience working in one or more developing countries;
- (4) **Six (6) years** of supervisory experience.

### **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**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance are required prior to issuance of the contract for this position.

**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.

**NOTE:** The selected must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, the offer may be rescinded.

Due to anticipated program needs, individuals should be able to travel to post within 60 days after a contract is awarded.

### **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.

### **Evaluation Factors:**

- |           |  |
|-----------|--|
| Factor #1 | Demonstrated experience representing policy issues and programming to senior-level officials across the US government and/or with foreign government, non-governmental, or other officials in order to achieve U.S. foreign policy objectives. |
| Factor #2 | Demonstrated experience conceptualizing, designing, and managing programs focused on at least one of the following: violence prevention, post-conflict, political transition, democracy-building, and/or humanitarian assistance.              |
| Factor #3 | Demonstrated experience advising, mentoring, and/or providing technical assistance to senior-level personnel on strategy development and/or program design in complex crisis or political transition environments.                             |

**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. 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. **Due to COVID-19 and limited access to equipment, we are currently accepting electronic and typed signatures on the AID 309-2 form.**

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/c1ggu](http://www.otijobs.net/#!/guidance-for-applying/c1ggu).

## **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](https://acquisition.gov/far/current/html/52_200_206.html) or [www.sam.gov](http://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](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.

**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](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 – Senior Regional Advisor**

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

**Four Option Years Table- Senior Regional Advisor**

Item No	Services (Description)	Qty	Unit	Unit Price	Amount
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(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> ]	\$_____
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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]