



SOLICITATION NUMBER: 72C0T121R00006

ISSUANCE DATE: November 17, 2020

CLOSING DATE AND TIME: December 10, 2020 1:00 PM 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 an **Operations and Management Team Leader** (Multiple) 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. This form must be physically signed. Electronic signatures will not be accepted.

NOTE ABOUT THE DATA UNIVERSAL NUMBERING SYSTEM AND SYSTEM FOR AWARD MANAGEMENT REQUIREMENTS: All USPSCs with a place of performance in the United States are required to have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to receiving an offer. You will be disqualified if you either fail to comply with this requirement or if your name appears on the excluded parties list. The selectee will be provided with guidance regarding this registration.

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/c1ggu. 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
M/OAA/CPS/OTI
Supervisor Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72C0T121R00006

2. ISSUANCE DATE: November 17, 2020

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: December 10, 1:00 pm Eastern Time

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

5. POSITION TITLE: Operations and Management Team Leader

6. MARKET VALUE: This position has been designated at the GS-13 equivalent level, D.C. locality pay (\$102,663 - \$133,465 per annum). Final compensation will be negotiated within 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.** Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.

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.

8. PLACE OF PERFORMANCE: Washington, D.C.

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

As a key member of the OTI Operations and Management Division, the Operations Team Leader is directly responsible for the overall administration, coordination, and evaluation of OTI's Operations and Management Division functions. In addition to managing OTI's most important resource, its people, the Operations and Management Team Leader will be a strategic partner to the Senior Leadership to participate in office strategy in addition to support administration.

CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the **Operations and Management (OMD)** Team Leader requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a dynamic 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 in a quick paced environment with constant change. He/She will maintain professional and respectful working relationships with colleagues and Senior Leadership in a diverse workforce. She/he places a premium on building and maintaining positive working relationships with teams in Washington and field offices as well as key stakeholders. The incumbent is able to prioritize and complete tasks without follow-up by the supervisor and will fill gaps as required by his/her supervisor to ensure continued responsiveness from the team. The Operations and Management Team Leader is a strategic thinker, articulates innovative ideas, presents solutions to challenges that arise, and is a positive role model for colleagues across OTI and USAID.

Under the direct supervision of the OTI Deputy Chief, Operations and Management Division or his/her designee, the Operations and Management Team Leader will perform the following duties:

SUPERVISION

- Manage a team of up to five people staffed at the GS-7 through GS-12 equivalent levels; recruit team members, set expectations and work objectives; assign and balance team workload; review work products; train and develop program-funded staff utilizing updated job aides and other training materials; hold staff accountable, provide constructive annual evaluations as well as ongoing feedback and address personnel issues as they arise;

OMD GENERAL

- Serve as strategic advisor to both office staff and leadership on personnel management and operations processes. Demonstrate a sound understanding of agency and federal procurement policies and regulations related to OTI systems for the recruitment and management of program-funded staff (such as U.S. Personal Services Contractor staff and Foreign Service Limited staff, etc.);
- Develop and maintain effective relationships with all OTI staff and across USAID offices;
- Evaluate processes to improve best practices and seek innovative ways of doing business to improve efficiency and effectiveness;
- Liaise with the Agency's General Counsel (GC), Office of Acquisitions and Assistance (OAA), Human Capital and Talent Management, Administrative Management Services (AMS), USAID Travel Office, and other entities to ensure OTI follows standardized USAID policies and procedures, advocate for OTI requirements, and ensure that appropriate waivers are employed to enable rapid response for political transition programs overseas;
- Perform services under this scope of work at physical locations other than Washington OTI headquarters, including within other USAID offices, bureaus or other USG agencies

not to exceed six months. Serve as Acting Deputy Chief, Operations and Management and/or Acting Chief, Operations and Management when required;

- Coordinate between all OTI's divisions on all issues related to travel, human resources; talent management, administrative management and/or workforce planning;

WORKFORCE PLANNING

- Provide guidance and direction for office workforce planning efforts, ensuring a link to the larger OTI strategic plan, and secure adequate resources and tools for staff planning and administrative purposes; recommend actions to OTI supervisors to ensure maximum effective use and placement of program-funded personnel; ensure guidance documents such as job aids ,office orders, and templates are updated on OTI knowledge network;
- Maintain a strong understanding of USAID USPSC policies including contracting and benefits as governed by USAID Acquisition Regulations (AIDAR) Appendix D [<https://www.acquisition.gov/aidar/aidar-appendix-d-direct-usaid-contracts-us-citizen-or-us-resident-alien-personal-services-abroad>.] Maintain effective knowledge of industry trends, employment legislation, as well as federal and agency regulations pertaining to U.S. Personal Services Contractors and other program-funded hiring mechanisms to ensure office compliance;
- Design and execute a communication strategy to inform staff of changes to personnel policies and procedures;
- Serve as the OTI point of contact for assisting in the recruitment and retention of all OTI direct hire staff both civil and foreign service. Oversee staffing levels and organizational charts to support OTI as a contingency office; ensure OTI compliance with all Agency and Conflict Prevention and Stabilization (CPS) Bureau data calls on staffing and personnel;
- Lead or advise OTI on Diversity and Inclusion efforts in regards to recruitment and staffing, and participate in OTI or bureau or agency level working groups and reform efforts;

EMPLOYEE SERVICES

- Use broad knowledge and experience in administrative office management, to liaise with offices outside of OTI, to successfully oversee issues related to facilities management including space, cube and workstation assignments and changes, telephone assignments and transfers, records management, and general office management such as supply orders and safety and emergency preparedness; serve as a Direct Line Officer (DLO) for OTI and liaises with Bureau-level Administrative Management Services (AMS);

- Research, analyze, troubleshoot and resolve issues on benefits as they arise across all hiring mechanisms and recommend solutions for implementation by OTI management; Represent OTI in Conflict Prevention and Stabilization (CPS) Bureau and/or Agency efforts related to human resources such as serving on committees to analyze and recommend changes to USPSC policies and prepare deviations on benefits issues for USPSCs;
- Manage OTI's security clearance and badging processes for all hiring mechanisms across the office, including addressing issues with the Conflict Prevention and Stabilization (CPS) Bureau, AMS and USAID's Office of Security (SEC). Manage unit security and classified information access for OTI; oversee process and management of ClassNet requests and issues;
- Manage and coordinate OTI records management program including maintenance and disposition of administrative and program files; serve as records liaison officer and coordinate with Office of Information and Records Division (IRD) accordingly ensuring OTI is in compliance with latest records regulations;
- Develop, maintain, and implement office policies and procedures related to general office management to maintain efficiency. Provide support and updated information to supervisors and employees on questions and requests related to the administrative support services provided by OTI; Identify issues/problems and escalate any major management issues to the attention of the Deputy Chief, Operations and Management Division;
- Coordinate with OTI's Senior Staff in drafting, distributing, reviewing, and analyzing staff morale and/or support surveys in order to improve performance and morale across the office; Oversee the coordination and facilitation of office-wide morale and well-being activities, including but not limited to multiple annual OTI events and staff care initiatives;

EMPLOYEE RELATIONS

- Advise and assist OTI management on sensitive personnel issues for all hiring mechanisms. Serve as lead advisor and mediator to research and resolve workplace conduct and performance management issues. Design an effective employee relations strategy to preserve the employer-employee relationship; In consultations with the CO, advise on performance improvement plans, benchmarks and program-funded contract terminations; Manage relationships with inter-agency and other government agencies in support of OTI program funded staff on resolving complaints, claims or actions regarding EEO, harassment, labor relations, ethics and other similar processes;
- Conduct exit interviews to determine reasons for staff departures, and make necessary changes to program-funded staff policy and succession planning; represent OTI in Conflict Prevention and Stabilization (CPS) Bureau and/or Agency efforts related to rightsizing and regionalization or other relevant topics;

- Oversee the interpretation and application of USAID Automated Directive System (ADS) policies relating to human capital, and talent management issues; research, analyze and recommend OTI specific policies in line with USG requirements;
- Oversee recognition and incentive-building programs for program-funded staff, and develop, maintain, and implement office recognition and incentive policies and procedures aligned with OTI's mission, vision and goals. Collaborate with OTI supervisors and employees to establish innovative recognition opportunities to support retention, engagement and organization morale;
- Oversee OTI's compliance with annual performance evaluations requirements across all hiring mechanisms. This includes tracking compliance against submission requirements, following up with OTI supervisors/managers and serving as liaison with appropriate oversight offices (HCTM or USAID's Office of Acquisition and Assistance). Strategically align performance criteria systems with office competencies, values, goals and strategic vision. Establish human resources objectives in line with office strategies;
- Coordinate informational sessions on best practices related to supervising, managing, leading and/or mentoring staff and other applicable human capital and talent management topics; liaise with OTI Training Team, inter-agency offices, USAID Training and Development and external resources in support of OTI program-funded staff; ensure supervisor, management and leadership guidance and tools are updated on OTI's knowledge management platform;

TRAVEL

- Serve as an expert in the area of federal and Agency travel processes and regulations, and provide concrete and concise policy and technical guidance as it pertains to domestic and international travel for OTI staff. Ensure that Travel and Operations Specialists serving on the team are providing accurate and timely support to OTI travelers. Participate on Agency panels and/or working groups to develop, improve, or train on new systems relevant to OTI travel requirements;
- Oversee the preparation of travel authorizations in the Agency travel system for all OTI staff, including processing of travel requests, ensuring that all clearances have been obtained and that required documentation (itineraries, country clearances, and funding) has been prepared and any amendments to travel authorizations are processed as needed. Ensure that assignment to post travel authorizations are prepared according to agency guidelines;
- Ensure Diplomatic and Official passport applications and requests for renewals are processed for OTI program funded staff, and facilitate the receipt of required visas and country clearances. Coordinate with the traveler and with the USAID travel agent to provide the traveler with a travel authorization, ticket, and travel voucher package. Advise

OTI program staff on the preparation of documentation in support of international travel requests for country clearances, cable notifications of assignment to post for field staff), and maintain a library of resource documents of interest to travelers, including per diem rates and travel allowances;

- Review and process travel vouchers for payment for program funded staff. Monitor processing via the Agency travel system to ensure timely payment by the Office of Financial Management (M/FM). Intervene when necessary to assist travelers in the resolution of problems arising in connection with their travel vouchers. Conduct periodic reviews of travel-related obligations and disbursements to identify funds for de-obligation;
- Ensure that OTI, Agency, and State Department travel information and systems are shared efficiently and effectively with OTI staff, using OTI systems (e.g. OTI Anywhere) through regular group and one-on-one trainings, ad hoc brown bags, and maintenance of resources documents of interest to travelers; and,
- Serve as the OTI point of contact on regulations and policies relating to ordered departure and emergency evacuation of program-funded staff posted to USAID Missions and/or U.S. Embassies. Assist employees on ordered departure with questions regarding allowances, departure location and other logistics.

SUPERVISORY RELATIONSHIP:

The Operations Team Leader will be supervised by the OTI Deputy Chief, Operations and Management Division or his/her designee.

SUPERVISORY CONTROLS:

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.

12. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands.

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:

- (1) A Bachelor’s degree with a minimum of **six (6) years** of work experience;

OR

Associates degree with a minimum **eight (8) years** of work experience;

OR

A high school diploma with a minimum of **ten (10) years** of work experience;

AND

- (2) **Four (4) years** of experience in the field of operations or administrative management positions, including, but not limited to: travel, human resources, office management, recruitment, benefits/compensation, employee relations, training and development, performance management as well as strategic planning for a large organization with staff located in at least two locations;

AND

- (3) **Three (3) years** of **supervisory** experience, including training, guiding and mentoring staff.

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 managing or leading human resources, operations, or travel support for an organization providing international crisis or humanitarian relief overseas.
- Factor #2 Demonstrated experience working under pressure in a fast-paced environment, while independently managing competing priorities and meeting aggressive deadlines.
- Factor #3 Demonstrated experience researching and articulating rules and regulations in a government context.

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 – 30
- Factor #2 – 20
- 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. 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 – Operations and Management Team Leader

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- Operations and Management Team Leader

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]