



**SOLICITATION NUMBER: 72C0T121R00038**

**ISSUANCE DATE: September 2, 2021**

**CLOSING DATE AND TIME: September 20, 2021, 1:00 P.M. Eastern 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 Transition Advisor/Senior Transition Advisor - Worldwide (Intermittent) (Multiple, Tandem) 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. **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 AID 309-2 form must be mailed or emailed to 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](http://www.otijobs.net/guidance-for-applying). 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,

Martina Wills  
Contracting Officer

## ATTACHMENT I

### I. GENERAL INFORMATION

**1. SOLICITATION NO.:** 72C0T121R0038

**2. ISSUANCE DATE:** September 2, 2021

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 20, 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:** Transition Advisor/Senior Transition Advisor

**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 (\$79,468 - \$103,309 per annum) or GS-14 (\$93,907 - \$122,077 per annum) equivalent level, non-locality pay. **Salaries over and above the pay range will not be entertained or negotiated.**

Final compensation will be negotiated within the GS-13 or GS-14 equivalent level based upon the selected offeror’s salary history, qualifications, previous relevant experience and work history, and educational background as reported on the AID 309-2. For selected offerors 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. The final salary will be negotiated at a step on the General Schedule (Base) Salary Table articulated as an annual rate amount; however, as an intermittent position, the PSC hired under this contract will provide a maximum of 250 workdays of services on an annual basis (see Section I, item 6, Period of Performance). The selected offeror will be eligible for applicable allowances as described in Section VI on the same basis as U.S. government employees while on temporary duty in foreign areas. 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.

The title of the position at the GS-13 level will be “Transition Advisor.” The title of the position at the GS-14 level will be “Senior Transition Advisor.”

**Note:** Offerors must specify in their offer materials whether they would like to be considered for the GS-13, GS-14, or both. 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.

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**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:

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

## INTRODUCTION

The OTI Transition Advisor/Senior Transition Advisor position utilizes the oversight and management experience and skills gained from working with political transition programs and operations in the field, to advise on programmatic and operational processes in support of transition programming overseas. This position also supports assessments, new country start-ups, program implementation, program performance management processes, and training and mentoring for field-based and Washington staff. The incumbent may also be involved in strategic design of various OTI country programs and the development of management products and processes that respond to Office priorities. The incumbent is considered an expert in the field of political transitions, and has the demonstrated experience and skills to effectively support these programs both in the field and in Washington.

The OTI Transition Advisor/Senior Transition Advisor position allows OTI to take advantage of the accumulated field experience of incumbents and apply it across the Office. Having access to individuals with hands-on experience in transition programming enhances our ability to deepen understanding, identify opportunities and constraints, and be more prepared to execute programming when necessary. The Transition Advisor/Senior Transition Advisor position provides OTI with a pool of technical experts who are capable of flexing across teams, in the field and in Washington, to advise on programmatic and operational processes based on their deep familiarity of transition programming.

## CORE FUNCTIONAL AREAS OF RESPONSIBILITY

### DUTIES AND RESPONSIBILITIES

The OTI Transition Advisor/Senior Transition Advisor – Worldwide position utilizes the experiences and skills gained from providing oversight and management of political transition programs and operations in the field to advise on programmatic and operational processes in

support of transition programming overseas. It also supports assessments, new country start-ups, program implementation, program performance management processes, and training and

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mentoring for Washington and field-based staff. The Personal Services Contractor (PSC) incumbent may also be involved in the strategic design of various OTI country programs or the development of management products and processes that respond to Office priorities. The incumbent is considered an expert in the field of political transitions, and has the demonstrated experience and skills to effectively support these programs.

The work of the Transition Advisor/Senior Transition Advisor 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 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 their respective team both in Washington and in the field, and with key stakeholders both in and outside of USAID. The incumbent is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The incumbent is highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to constructive criticism in a professional manner. The Transition Advisor/Senior Transition 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 Chief, Field Programs Division (FPD) or the Chief, Program Learning and Innovation Division (PLI), or the Chief, Operations and Management Division (OMD), or designee, the Transition Advisor/Senior Transition Advisor will perform the following duties:

***At the GS-13 Transition Advisor level:***

- Provide technical support to OTI programs and teams. Examples of tasks may include: provision of ad hoc support to new OTI country program start-ups; participation in the conceptualization and design of program strategies and objectives in close coordination with staff from OTI, USAID, the U.S. Department of State, and/or the implementing partner based on political analysis and U.S. Government policy; and support for the design and execution of programs that follow OTI's quick impact programming model;
- Provide assistance with ongoing evaluations of OTI programs or activities in the field; review program budgets; assist in selection of program implementers such as grantees, contractors, and personal services contractors; support monitoring and evaluation, knowledge management, and improved business practices; analyze and report on current political developments and security concerns; assistance with closeout activities; and provision of on call technical assistance;
- Fill critical needs for program advisement, management and implementation as well as staffing

gaps in the field and, at times, in Washington, DC;

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- Represent and articulate OTI's mission, global programs, and business model to those within and outside USAID;
- Serve as a liaison with other CPS offices, other USAID Bureaus/Independent Offices (B/IOs), and other U.S. government agencies on program and policy direction;
- 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; and,
- 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.

***At the GS-14 Senior Transition Advisor level:***

- Provide technical support to OTI programs and teams. Examples of tasks may include: act as OTI's in-country Start-Up Manager for limited periods of time for new OTI country program start-ups; conduct assessments for possible new country programs; conceptualize and design program strategies and objectives in close coordination with staff from OTI, USAID, the U.S. Department of State, and/or the implementing partner based on political analysis and U.S. Government policy; support for the design and execution of programs that follow OTI's quick impact programming model;
- Provide assistance with ongoing evaluations of OTI programs or activities in the field; manage program budgets; supervise the implementation of OTI-financed activities, including overseeing and/or managing the selection of program implementers such as grantees, contractors, and personal services contractors; assist in selection of program implementers such as grantees, contractors, and personal services contractors; support monitoring and evaluation, knowledge management, and improved business practices; analyze and report on current political developments and security concerns; execute closeout activities; and provision of on-call technical assistance;
- Fill critical needs for program advisement, management and implementation as well as staffing gaps in the field and, at times, in Washington, DC;
- Represent and articulate OTI's mission, global programs, and business model to those within and outside USAID;
- Liaise with other CPS offices, other USAID Bureaus/Independent Offices (B/IOs), and other U.S. government agencies on program and policy direction;
- Supervise staff as delegated by the supervisor (e.g. Country Representatives, Deputy Country

Representatives, etc.). Evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and

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timesheets as well as training, travel and program and operations requests; and,

- 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 Transition Advisor/Senior Transition Advisor will be supervised by the FPD Chief, the PLI Chief, or the OMD Chief, or designee. They will also work under the general guidance and direction of the OTI Country Representative in the field.

#### **SUPERVISORY CONTROLS:**

At the GS-13 level, the PSC's supervisor sets overall objectives. The incumbent and supervisor together develop deadlines, projects, and work to be done. The incumbent independently plans, designs, and carries out projects, studies, and programs. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements, or expected results.

At the GS-14 level, the PSC's supervisor provides administrative direction in terms of broadly defined missions or functions. The incumbent independently plans, designs and carries out projects, studies, and programs. Results of the work are considered technically authoritative. There is no higher level official technically responsible for administering the program/project.

### **12. PHYSICAL DEMANDS**

While in Washington, the work is generally sedentary and does not pose undue physical demands. While traveling overseas, 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 in Washington, the work is generally performed in an office environment. While traveling overseas, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**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:

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***At the GS-13 Transition Advisor 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) **Five (5) years** of project management experience with a domestic or international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities; or a U.S. Government foreign affairs agency;

(3) **One (1) year** of overseas field experience (in person or virtual). A virtual temporary duty (TDY) is defined as work that would have been conducted in an overseas location if not for the COVID pandemic;

(4) **One (1) year** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

***At the GS-14 Senior Transition Advisor 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 project management experience with a domestic or international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities; or a U.S. Government foreign affairs agency;

(3) **Two (2) years** of overseas field experience (in person or virtual). A virtual temporary duty (TDY) is defined as work that would have been conducted in an overseas location if not for the COVID pandemic;

(4) **Three (3) years** of supervisory experience (including but not limited to mentoring, training, and guiding 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 offeror 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.

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Factor #1 Demonstrated experience working independently and with minimal supervision on political transition, political reform, or similar complex programs in high pressure environments, especially in an international or diverse team setting.

Factor #2 Demonstrated experience using political analysis to inform programming policy, strategies, and objectives, especially in conflict-prone environments.

Factor #3 Demonstrated experience interacting with and representing organizations to U.S. Government agencies, donors, international organizations, and local counterparts, including host country governments and beneficiaries.

**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**

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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. **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](http://www.otijobs.net/guidance-for-applying).

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## **DOCUMENT SUBMITTALS**

**Via email:** [OTIjobs@usaid.gov](mailto: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, Unique Entity Identifier and FAR 52.204-7, System for Award Management.

[https://www.acquisition.gov/far/part-52#FAR\\_52\\_204\\_7](https://www.acquisition.gov/far/part-52#FAR_52_204_7) 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. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
3. Finger Print Card (FD-258).

## **VI. BENEFITS AND ALLOWANCES**

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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.
- (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.acquisition.gov/aidar/aidar-appendix-d-direct-usaid-contracts-us-citizen-or-us-resident-alien-personal-services-abroad>.

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

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**One Base Year Table – Transition Advisor/Senior Transition 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-Transition Advisor/Senior Transition Advisor**

Item No	Services (Description)	Qty	Unit	Unit Price	Amount
(A)	(B)	(C)	(D)	(E)	(F)
100 1	Option Period (OP) 1 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$ ____	\$ ____

	<p>OP 1 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i></p>				
200 1	<p>OP 2 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i></p>	1	LOT	\$ ____	\$ ____

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	<p>OP 2 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i></p>				
300 1	<p>Option Period (OP) 3 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i></p>	1	LOT	\$ ____	\$ ____
	<p>OP 3 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i></p>				
400 1	<p>Option Period (OP) 4 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i></p>	1	LOT	\$ ____	\$ ____
	<p>OP 4 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i></p>				
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.

**5. PSC Ombudsman** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International

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Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/workusaid/personal-service-contracts-ombudsman7> The PSC Ombudsman may be contacted via:

[PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

#### **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

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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).

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## **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]

