



**SOLICITATION NUMBER:** 72D0T120R00041

**ISSUANCE DATE:** September 22, 2020

**CLOSING DATE AND TIME:** October 7, 2020, 1:00PM EST

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

Dear Prospective Offerors:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified U.S. citizens to provide personal services as a Program Manager – Washington, D.C. (Tandem/Ladder)(Multiple Positions) 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-11 or GS-12. Offerors who would like to be considered for both the GS-11 and GS-12 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-11 and the GS-12 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. 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/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.:** 72D0T120R00041

**2. ISSUANCE DATE:** September 22, 2020

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 7, 2020, 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:** Program Manager

**6. MARKET VALUE:** This position has been designated as a “tandem/ladder” position that, depending on the qualifications of the candidate, can be filled at either the GS-11 (\$72,030-\$93,638 per annum) or GS-12 (\$86,335 - \$112,240 per annum) equivalent level. The highest level of this position is a GS-12. Final compensation will be negotiated within the listed market value of the GS-11 or GS-12 level depending on qualifications, previous relevant experience, 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.

If selected at the GS-11 equivalent grade level, following at least one year at the GS-11 grade, the candidate may have the opportunity for advancement to the GS-12 equivalent grade. In order to be advanced to the higher grade, the incumbent must meet the minimum qualifications of the higher grade and receive an excellent performance rating in their most recent annual performance evaluation. The evaluation must include a statement by the supervisor that the employee is performing successfully at the current grade and is considered ready to perform at the higher grade level. Neither advancement nor extension of the contract is guaranteed.

**Note:** Offerors who submit an offer for the GS-12 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee, will not be considered for the GS-11 position if they have not submitted a separate offer for the GS-11 level. Similarly, offerors who apply for the GS-11 position even though they might meet the minimum qualifications for the GS-12 position will not be considered for the higher graded position if they have not submitted a separate offer for the GS-12 position. Offerors who are unsure of which grade level they meet the minimum qualifications for should submit separate offers for the GS-11 and the GS-12 positions. The offeror will be considered for the lower grade level if the offeror does not specify the grade level in the submission.

**Note:** OTI has the ability to select one or more offerors from this process or make no selection at all.

**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:** 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:  
<http://www.usaid.gov/political-transition-initiatives>

## INTRODUCTION

The Program Manager is a member of the Conflict Prevention and Destabilization Bureau (CPS)/OTI Regional Team in the Field Programs Division (FPD), reports to the OTI Regional Team Leader or his/her designee, and is based in Washington, D.C. OTI currently has six regional teams: West Africa (AFR), Middle East (ME), Latin America and the Caribbean (LAC), Southern and Eastern Africa (SEA), Europe and Asia. OTI's regional teams are responsible for all program implementation-related activity in the specific region. OTI/Washington D.C. staff provide administrative and programmatic support for OTI programs in close coordination with field staff.

The Program Manager's principal responsibility is to assist one of OTI's regional teams in the administration and management of existing country programs and participates in new country program assessments as the need arises. This is a program-funded USPSC position, which OTI anticipates will focus approximately 80% of the time on country program implementation support, and approximately 20% of the time supporting strategic planning and program development. The Program Manager must have a strong interest in assisting countries in transition and be able to accomplish a wide range of administrative functions (budget and financial preparation and management, records management, and travel assistance.) to help ensure programmatic success. Since work may require continued changes in program direction and implementation, including frequent coordination, the individual will be someone who is highly flexible and willing to work under conditions of ongoing change. The successful offeror will demonstrate sound judgment, excellent communication, interpersonal and analytical skills, and possess a well-developed understanding of US policy and interests.

## CORE FUNCTIONAL AREAS OF RESPONSIBILITY

### DUTIES AND RESPONSIBILITIES

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

***At the GS-11 Level:***

*Note: Duties and responsibilities are listed in order of importance for this position*

- Participate in the implementation of current and new country program operations with primary focus on administrative, budget, logistics, personnel and contractual support, as well as maintaining program files and records;
- Manage assigned country program(s) including headquarter-based contractors and grantees working under such programs; when required provide support as an auxiliary team member in the field, being prepared to travel to difficult posts in overseas conflict or post-conflict areas for two weeks or more;
- Provide backstopping and troubleshooting support to field-based staff through frequent communication and administrative support;
- Develop and maintain collaborative relationships with OTI's three divisions (Operations and Management Division; Field Programs Division; and Program, Learning and Innovation Division);
- Develop and maintain collaborative relationships with bureau offices, USAID divisions, the Department of State, U.S. Government agencies and departments, non-governmental organizations, international donors, and other stakeholders interested in particular OTI country programs, to coordinate and effectively implement interagency efforts;
- In consultation with FPD management, coordinate closely with the appropriate OTI teams to support monitoring and evaluation, program performance management, knowledge management, data analysis and/or training needs;
- After an initial learning period, serve as Contracting Officer Representative (COR) or Agreement Officer Representative (AOR) for Task Orders, Grants or Cooperative Agreements, ensuring OTI's requirements are met (serving as COR/AOR requires the successful completion of USAID training);
- In conjunction with the supervisor, manage and/or participate in the selection of program implementers such as grantees, contracts, and personal services contractors;
- Prepare documentation for required contracts, grants or cooperative agreements in accordance with agency and office guidelines;

- Respond to requests for information regarding OTI programs from within and outside of the agency in collaboration with OTI's Program Office; develop outreach materials in collaboration with the Program Office Outreach Team;
- Present OTI information on complex concepts through public speaking and presentations to a wide range of audiences;
- Represent OTI at inter-office, inter-bureau, or inter-agency committees or in meetings where issues discussed relate to OTI's program goals;
- After an initial learning period, provide orientation, training, and mentoring for other OTI Program Assistants and Program Managers;
- Provide support for the design and execution of programs that follow OTI's quick-impact programming model;
- Assume higher representational responsibilities, such as Acting as Deputy Team Leader, Team Leader or Deputy Country Representative in his/her absence;
- Perform services under this scope of work at physical locations other than Washington D.C. OTI headquarters, including within USAID offices, bureaus or other USG agencies for a period not to exceed six months.

***At the GS-12 Level:***

*Note: Duties and responsibilities are listed in order of importance for this position*

- Participate in the design and implementation of new country program operations to include management of administrative, budget, logistics, budget, personnel and contractual support, as well as maintaining program files and records;
- Perform complex country analysis and support program design to develop existing and future programs and strategies in high priority countries;
- Manage assigned country program(s) including headquarter-based contractors and grantees working under such programs; when required, provide support as an auxiliary team member in the field, being prepared to travel to difficult posts in overseas conflict or post-conflict areas for two weeks or more;
- Provide orientation, training, and mentoring for other OTI Program Assistants and Program Managers;
- Provide backstopping and troubleshooting support to field-based staff through frequent communication and administrative support;

- In collaboration with the program team, develop, monitor, evaluate and recommend performance measures for country programs and individual projects, including the work of contractors and grantees;
- In consultation with FPD management, coordinate closely with the appropriate OTI teams to support programs monitoring and evaluation, program performance management, knowledge management, data analysis and/or training needs;
- Manage and/or participate in the selection of program implementers such as grantees, contractors, and personal services contractors;
- Serve as Contracting Officer Representative (COR) or Agreement Officer Representative (AOR) for Task Orders, Grants or Cooperative Agreements, ensuring OTI's requirements are met (serving as COR/AOR requires the successful completion of USAID training);
- Prepare documentation for required contracts, grants or cooperative agreements in accordance with agency and office guidelines;
- Respond to requests for information regarding OTI programs from within and outside of the agency in collaboration with OTI's Program Office; develop outreach materials in collaboration with the Program Office Outreach Team;
- Present OTI information on complex concepts through public speaking and presentations to a wide range of audiences;
- Represent OTI at inter-office, inter-bureau, or inter-agency committees or in meetings where issues discussed relate to OTI's program goals;
- Develop and maintain collaborative relationships with OTI's three divisions (Operations and Management Division; Field Programs Division; and Program, Learning and Innovation Division);
- Develop and maintain collaborative relationships with other bureau offices, USAID divisions, the Department of State, U.S. Government agencies and departments, non-governmental organizations, international donors, and other stakeholders interested in particular OTI country programs, to coordinate and effectively implement interagency efforts;
- Provide support for the design and execution of programs that follow OTI's quick-impact programming model;
- Assume higher representational responsibilities, such as Acting as Deputy Team Leader, Team Leader or Deputy Country Representative in his/her absence;

- Perform services under this scope of work at physical locations other than Washington D.C. OTI headquarters, including within USAID offices, bureaus or other USG agencies for a period not to exceed six months.

#### **SUPERVISORY RELATIONSHIP:**

The assigned OTI Regional Team Leader or his/her designee, as a member of the Field Programs Division, will supervise the Program Manager.

#### **SUPERVISORY CONTROLS:**

At the GS-11 level, the supervisor will set overall objectives and resources available, and work with the employee to develop deadlines, methodology, and work to be accomplished. The employee will be responsible for carrying out assignments and consulting with the supervisor on policy interpretations. The supervisor will evaluate work for technical soundness and effectiveness in meeting work objectives.

At the GS-12 level, the supervisor will set overall objectives and resources available, and work with the employee to develop deadlines, projects, and work to be accomplished. The employee will be responsible for planning and carrying out assignments, resolving 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. If traveling overseas, the employee may be subjected to some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy load (less than 50 pounds).

### **13. WORK ENVIRONMENT:**

Work is primarily performed in an office setting. If the employee travels overseas, the work may involve additional 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:

*At the GS-11 level:*

(1) A Master's Degree with **three (3) years** of work experience;

**OR**

A Bachelor's Degree with **four (4) years** of work experience;

**AND**

(2) **Two (2) years** of project management experience with a U.S. Government foreign affairs agency, international assistance organization, or non-governmental organization in community development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;

(3) **Nine (9) months** of overseas experience in a developing country;

(4) **Demonstrated experience in contract and grant management.**

*At the GS-12 level:*

(1) A Master's Degree with **four (4) years** of work experience;

**OR**

A Bachelor's Degree with **five (5) years** of work experience;

**AND**

(2) **Three (3) years** of project management experience with a U.S. Government foreign affairs agency, international assistance organization, or non-governmental organization in community development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;

(3) **One (1) year** of overseas experience in a developing country;

(4) **Demonstrated experience in contract and grant management.**

**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;
- 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 is 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 incumbent must obtain Department of State medical clearance within six months after the contract is issued. If a medical clearance is not obtained within this period, USAID may terminate the contract at the convenience of the government.

### **OFFEROR RATING SYSTEM**

The offeror rating system factors are used to determine the competitive ranking of qualified offerors in comparison to the technical evaluation criteria. Offerors must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided.

**Note:** Supplemental documentation with written responses is not required and will not be reviewed for this solicitation.

**Note:** Offerors are required to address each factor of the Offeror Rating System in their resume, describing specifically and accurately what experience, training, education, and/or awards they have received as it pertains to each factor. Failure to address the selection factors and/or Offeror

Rating System evaluation factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The evaluation factors are as follows:

**Industry Experience (15 Points):**

- Demonstrated experience managing post-conflict, political transition, or emergency operations programs.
- Demonstrated knowledge of political transition, conflict, and stabilization work in complex field environments.

**Program Operations and Management (25 Points):**

- Demonstrated experience with budgeting and logistical support
- Demonstrated experience providing personnel and contract support
- Demonstrated experience with grants, contracts, or cooperative agreements
- Demonstrated ability to facilitate effective partnerships and collaborate with co-located and remote staff
- Demonstrated experience with public speaking and representation

**Administrative Support (15 Points)**

- Demonstrated experience providing administrative backstopping
- Demonstrated experience maintaining program files and record keeping

**Analytical Skills (15 Points);**

- Demonstrated experience using analytical skills used to research, prepare, and present status report, briefing papers, and other official documents
- Demonstrated experience with research and information gathering to identify trends or inform budget, award management, and decision making

**BASIS OF RATING:** Offerors who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated in accordance with the Offeror Rating System. Those offerors determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that a offeror has fully demonstrated his/her qualifications and there are no other competitive offerors, OTI reserves the right to forego the interview process.

The Offeror Rating System is as follows:

Evaluation Factors – 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 offers. OTI will not pay for any expenses associated with the interviews. In addition, offers (written materials and interviews) will be

evaluated based on content as well as on the offerors writing, presentation, and communication skills. In the event that an offeror has fully demonstrated his/her qualifications and there are no other competitive offerors OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for offerors being considered for selection. OTI reserves the right to contact previous employers to verify employment history.

#### **IV. SUBMITTING AN OFFER**

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

Qualified offerors are **required** to submit:

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

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

**NOTE:** The Offeror Rating System Evaluation Factors are worth 70 out of 100 points. Offerors are required to address each factor of the Offeror Rating System in their resume, describing specifically and accurately what experience, training, education, and/or awards they have received as it pertains to each factor. Failure to address the selection factors and/or Offeror Rating System factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

2. **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/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.                           |
| (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](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .

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

**One Base Year Table – Program Manager**

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- Program Manager**

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