



**SOLICITATION NUMBER:** 72C0T121R00031

**ISSUANCE DATE:** July 8, 2021

**CLOSING DATE AND TIME:** July 23, 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 Communications Team Leader - Washington, D.C. 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 two (2) 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 60 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.**

**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 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,

Cristina Sylvia  
Supervisory Contracting Officer

**ATTACHMENT I**

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72C0T121R00031

**2. ISSUANCE DATE:** July 8, 2021

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 23, 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:** Communications Team Leader

**6. MARKET VALUE:** This position has been designated at the GS-14 equivalent level, D.C. locality pay (\$122,530 - \$159,286 per annum). Final compensation will be negotiated within the 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 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. **Salaries over and above the pay range will not be entertained or negotiated.** Offerors 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

The OTI Communications Team Leader is expected to be dedicated primarily to outreach and communications activities. While the Communications Team Leader may be supervised by any OTI division leader or their designee, the primary supervisor for the position under this solicitation will be OTI's PLI Deputy Division Chief or their designee.

The Communications Team Leader is responsible for conceptualizing, developing and implementing a wide range of outreach and communications strategies for OTI including ensuring the Communications team's ability to deliver relevant technical assistance to regional teams. The Communications Team Leader also oversees development of new outreach products and delivery of staff training pertaining to outreach and public affairs. The Communications Team Leader also oversees the generation and maintenance of OTI information on the USAID website and compilation, editing, and dissemination of OTI reports and updates.

While the Communications Team Leader works under the direction of the PLI Deputy Division Chief, he or she must demonstrate a high degree of autonomy and responsibility. The incumbent must be articulate and able to represent OTI in various forums, meetings and seminars and have a sound understanding of USAID's operational processes in Washington. The Communications Team Leader must have excellent writing, editing, storytelling, and interpersonal skills and an understanding of U.S. policy interests and the role transition programming can play in the mitigation of conflict and the development of democracy. The Communications Team Leader must be able to communicate effectively, in person and in writing, with diverse audiences and is able to accomplish a wide range of assignments on short notice.

## **CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the Communications Team Leader 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 and communications functions to help ensure effective outreach and programmatic support. 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. The incumbent places a premium on the building of positive relationships with their 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 Communications Team Leader is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The Communications Team Leader priorities are expected to change and evolve in accordance with the requirements of OTI and will be determined in consultation with and under the direct supervision of the Bureau for Conflict Prevention and Stabilization (CPS)/OTI Deputy Chief of the Program, Learning and Innovation (PLI) Division or their designee.

The Communications Team Leader will perform the following duties, listed in order of importance for this position:

- Lead and oversee the work of the OTI Communications Team including communications specialists, coordinators, assistants and/or interns and provide effective oversight of management, logistical, budget, administrative, human resources, and contractual issues;
- Provide orientation, training, and mentoring to Communications Team members; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance;

recognize good performance; communicate where performance needs to be improved; resolve complaints; approve leave requests and timesheets as well as training, travel, program, and operations requests;

- Develop and implement OTI's office-level and country-specific strategic communications plans, including OTI's messaging and branding, social media presence, cultivating strategic outreach opportunities, developing information products, and monitoring/supporting implementation of plans;
- Oversee content creation across OTI's social media accounts and assist with campaigns involving other USAID offices;
- Oversee production and distribution of OTI print and multimedia materials disseminated through OTI's external and internal websites and for presentations to internal and external audiences, including updating guidelines for OTI staff and editing documents;
- Manage OTI reporting needs, including but not limited to, OTI's Annual Report, Congressional Budget Justification, regular/monthly program reporting, and daily/weekly bullets to USAID leadership;
- Initiate, design and deliver training and mentoring for OTI staff and implementing partners to better communicate about OTI and OTI's programs in both Washington and the field;
- Represent and articulate OTI's mission and global programs to key players (i.e. select visitors, officials from international organizations, bilateral donors, and national and local foreign government officials);
- Identify, develop, and maintain professional relationships with non-governmental organizations (NGOs), implementers, international donors, USAID offices, U.S. government agencies and other organizations of importance to OTI programs in Washington and the field; serving as a liaison to coordinate outreach activities, respond to media inquiries, and assist in the preparation of presentations and briefings;
- Seek out and initiate new forums through which OTI can more effectively engage with key audiences based on the analysis of current outreach efforts, new outreach priorities, and targets identified by OTI country teams and office leadership. Advise OTI country teams and office leadership on improving effectiveness of their outreach to target audiences within USAID and with key stakeholders;
- Coordinate with OTI's graphic design team to ensure office videography, photography and graphic design needs are met;
- Provide support to OTI country program teams as an auxiliary team member in the field and in Washington, DC, traveling to countries in which OTI works;

- Act as PLI Division Chief during their absence;
- As required, 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 for a period not to exceed six months; and,
- Serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs for a period not to exceed three months.

#### **SUPERVISORY RELATIONSHIP:**

The Communications Team Leader will be supervised by the OTI PLI Deputy Division Chief or their designee.

#### **SUPERVISORY CONTROLS:**

At the GS-14 equivalent level, the 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**

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

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

Work is primarily performed in an office setting. If the incumbent 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”)

The successful offeror must be able to accomplish a wide range of assignments on short notice. Since work often involves changes in program direction and implementation, including frequent coordination, the individual must be someone who is highly flexible and able to work on multiple

tasks simultaneously. The offeror must be able to work productively and effectively as a member on a team.

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

(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) **Seven (7) years** of experience with a U.S. government foreign affairs agency, international or domestic assistance organization, or non-governmental organization developing and implementing strategic communications programs or other communications-related work;

(3) **Four (4) years** of experience with supervising, mentoring, training, and/or guiding staff;

(4) **One (1) year** of overseas field experience working in developing countries.

### **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.

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.

**EVALUATION FACTORS:**

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

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

**Evaluation Factors:**

Factor #1      Demonstrated experience developing and implementing strategic communication plans and products for various internal and/or external audiences in consultation with a broad range of stakeholders, particularly in an organization with a mission focused on, but not limited to, international development, community development, or public outreach or service.

Factor #2      Demonstrated experience leading, supervising and training teams to design and implement outreach and strategic communication programs and a variety of products, in an international or culturally diverse professional setting.

**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 – 30  
Total Possible – 60 Points

Interview Performance – 30 points

Examples of Materials – 10 points

Offerors selected for an interview will be asked to submit three examples of previously developed visual, video, and written materials, and include a written description of the product and explain their role in producing it. These examples should demonstrate experience editing and developing a range of visual and written materials for external and internal audiences.

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 two (2) 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 60 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).

**DOCUMENT SUBMITTALS**

**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, 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. Medical History and Examination Form (DS-1843).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
4. Fingerprint 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.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>.

**One Base Year Table – Communications Team Leader**

Item No	Services (Description)	Qty	Unit	Unit Price	Amount
(A)	(B)	(C)	(D)	(E)	(F)
0001	<p><b>Base Year 1 - Compensation</b>  Award Type: Cost  Product Service Code: R497  Accounting Info: <i>[insert from Phoenix]</i></p>	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- Communications 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.

**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 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 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]