



## Request for Personal Service Contractor

### USAID Office of Crisis Surge Support Staff

Position Title: Strategic Communications Officer (Multiple Positions)  
Solicitation Number: SOL-OCR-14-000007  
Salary Level: GS-14 Equivalent Hourly Rate: \$40.99 - \$53.28 (Equivalent Daily Rate: \$327.92-\$426.24)  
Issuance Date: September 16, 2014  
Closing Date: October 3, 2014  
Closing Time: 5:00 P.M. EDT

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services overseas as a Strategic Communications Officer under a personal services contract, as described in the attached solicitation.

The Office of Crisis Surge Support Staff (CS3), formerly the Office of Civilian Response (OCR), is hiring a Strategic Communications Officer who will be U.S. Personal Services Contracts (USPSCs) on intermittent contracts providing support when changed circumstances in a country necessitate an increase in staffing or additional specialized skills. The USPSCs will be a part of CS3's "Firehouse" and those serving in the Firehouse must be prepared to work abroad in USAID missions and embassies, often with little time for preparations. Deployments can be for any period of time from 2 months to almost a full year.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

**1 Complete resume.** In order to fully evaluate your application, your resume must include:

- (a) All full time paid positions, job title, location(s), and dates held (month/year), for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Please specify unpaid or part time work. Unless stated otherwise, part-time hours will be prorated at 20 hours worked per week. Unpaid, part-time and any experience that does not include dates (month/year) and locations 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) for all supervisors within the last 10 years.
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) Country of Citizenship.

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

- 2** A one page narrative demonstrating how you are qualified for the position. The narrative should take into consideration the selection criteria, describing your experience, training, education and/or awards you have received that are relevant to the position. If the narrative exceeds one page the additional pages will NOT be reviewed or evaluated.

**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. Your complete resume and one page narrative addressing the selection criteria must be mailed, delivered, faxed, or emailed to:

GlobalCorps  
529 14th Street, NW, Suite 807  
Washington, DC 20045  
E-Mail Address: kshort@usaid.gov  
Facsimile: (202) 280-1184

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

Kyndra Short  
Telephone Number: (202) 567-5297  
E-Mail Address: kshort@usaid.gov  
Website: [www.globalcorps.com](http://www.globalcorps.com)  
Facsimile: (202) 280-1184

Sincerely,

Stéphane Bright  
Contracting Officer

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

Solicitation for U.S. Personal Service Contractor (USPSC) Strategic Communications Officer (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OCR-14-000007
- 2. ISSUANCE DATE:** September 16, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** October 3, 2014, 5:00 pm EDT
- 4. POSITION TITLE:** Strategic Communications Officer
- 5. MARKET VALUE:** GS-14 equivalent hourly/daily rate (\$40.99 - \$53.28/\$327.92 - \$426.24 - not eligible for locality pay). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
- 6. PERIOD OF PERFORMANCE:** One (1) year, with four (4) option years

**STATEMENTS OF LIMITATIONS ON PERIOD/PLACE OF PERFORMANCE AND BENEFITS:**

The purpose of this contract is to establish an employee/employer relationship with the contractor to perform services overseas on a temporary, on-call basis as part of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) / Office of Crisis Surge Support Staff (CS3), formerly the Office of Civilian Response (OCR), "Firehouse." The Personal Services Contractor(s) 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 CS3 supervisor according to requests made to CS3 by USAID overseas missions. This is an intermittent USPSC. There is no obligation by CS3 to provide assignments for a minimum number of days, and the contractor will be free to provide "blackout" dates during which he/she will not be available to accept assignments.

Upon identification of a temporary need within the scope of work, CS3 will contact the contractor and provide the following information:

1. Date contractor is needed to report to CS3 or assignment in the field
2. Duration of Assignment
3. Place of Performance

The contractor will notify CS3 whether he/she is available for the assignment within two business days. At the time the contractor accepts the assignment, he/she is expected to commit for the duration of the assignment. While the contractor will be required to commit to a certain time period, it is understood that the exigencies of a crisis may require the assignment to be curtailed or extended (not to exceed 250 days per year). The contractor shall notify CS3

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

at the time of commitment if his or her existing schedule would preclude an extension. Notification of schedule conflicts shall not necessarily disqualify the contractor from the assignment, but will simply assist CS3 in recruiting a replacement. Subsequently, if unforeseen circumstances arise, and the contractor needs to curtail the assignment and leave post, the contractor must receive approval from CS3 and the Mission prior to departure.

As services provided by the contractor are on a temporary, on-call basis, health and life insurance reimbursements will be provided on a prorated basis based on the number of days during which the contractor actually provides services.

**7. PLACE OF PERFORMANCE: Overseas**

There may be an initial orientation and training program in Washington, D.C. This may include formal classroom training, online training, on-the-job training and security training. After completion of appropriate training, the Strategic Communications Officer will be considered available for overseas assignment.

**8. STATEMENT OF WORK**

**POSITION DESCRIPTION**

**BACKGROUND**

USAID's Office of Crisis Surge Support Staff (CS3), formerly the Office of Civilian Response (OCR), is seeking highly motivated, highly qualified individuals who want the opportunity to help support USAID missions abroad when faced with a natural disaster, political crisis, internal conflict or otherwise in need of surge staff support due to some unforeseen circumstance. Created in 2008, CS3 provides crisis staffing to USAID missions throughout the world with a full range of specialized expertise. Since then this office has provided over 20,000 days of mission support in deployments to countries such as Libya, Tunisia, Kyrgyzstan, Sri Lanka, Burma, Honduras, Somalia, South Sudan, Democratic Republic of Congo, and many other countries. As a member of CS3's team of crisis responders, you would be available at short notice to bring to USAID missions your specialized skills in support of a mission's response to a crisis.

USAID is striving to become an even more nimble and agile organization when responding to crises. Countries experiencing a significant political transition in the midst of a crisis or emerging from civil conflict have unique needs that cannot always be fully addressed by a traditional USAID mission staffing. Yet timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed state. CS3 plays a unique role in USAID by ensuring the USAID mission has sufficient staff with the right skills during those critical golden hours.

To respond quickly and effectively and meet USAID mission needs, CS3 retains a group of high level professionals and experts under (USPSCs intermittent contracts) as part of a "Firehouse". These knowledgeable and skilled professionals are rapidly available to missions to expand their capacity, augment their existing capability, fill in gaps, replace evacuated staff, or in some cases project USAID presence to field sites or non-presence countries. CS3 staff provide specialized

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

skills in a range of areas from contracting to communications, program design, election monitoring, project management, development outreach, reporting, strategic planning, and others. As a member of the “Firehouse” you would play a crucial role in supporting USAID programs at a time when their success is most critical.

USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar 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 page 14 of this solicitation.

## **INTRODUCTION**

This senior level position calls for an experienced communications professional with the presence, knowledge and the leadership skills to serve for the Office of Crisis Surge Support Staff, DCHA, and USAID/Washington. While each deployment is different the Strategic Communication Officer is responsible for the following types of activities and/or programs at USAID missions abroad: developing and/or implementing a clear, consistent, proactive public information and messaging strategy that promotes the USAID Mission program to both internal and external audiences, facilitates information access and sharing within the Mission, and strengthens the Mission’s reporting to USAID Washington, Embassy, Congressional committees, etc.

## **9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The incumbent will be responsible for coordinating USG and USAID strategic communications and ensuring that USG and USAID communications policy is properly and consistently implemented. The incumbent may manage external and internal communications and be responsible for developing guidelines and policies for reporting, advising and assisting with development of reports and other communications, training of mission staff, and oversight of external communications. The incumbent will likely be a principal liaison with local and international media and will be expected to advise and assist the mission in monitoring the output of the print, online and broadcast media, managing mission interaction with media and assisting in the design and implementation of media development activities. Leadership, oversight, administrative duties and backstopping of other Mission portfolios may be encountered.

The incumbent will also be responsible to liaise with senior management officials of the State Department, the US Regional Missions and with the U.S. Ambassador or his/her Representative, other agencies of the US Government, international organizations, and the non-government community abroad. The incumbent may be responsible to visit program sites, outside the primary office setting and to act according to USG protocol and regulations. The Strategic Communications Officer must be prepared to work or collaborate with senior officials from other

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

international organizations, bilateral donors, and non-governmental organization as well as local government entities who may be important to the Mission's programs and objectives.

The incumbent must be able to make sound, independent judgments with little supervision once given the general framework within which to work. Incumbent will have formal decision making authority and independently plans, develops and manages activities or changes to existing activities. The incumbent will provide authoritative advice and guidance to resolve, implement and manage policy issues within his/her area of development expertise and oversee local and international technical experts in a broad range of technical areas outside of his/her direct expertise. He/she will advise the agency, Mission, and other development collaborators about the range and relative effectiveness of Mission programs and contribute to overall mission planning. She/he must have the ability to quickly assimilate to different working environments and will typically take on formal responsibility for leading teams, guiding the work of other professional or technical staff.

The Strategic Communications Officer may be required to:

- Promote the USAID Mission program to both internal and external audiences, facilitate information access and sharing within the Mission, and strengthen the Mission's reporting to USAID Washington, Embassy, Congressional committees, etc.
- Advise USAID staff and implementing partners on developing appropriate public information programs and initiatives.
- Serve as resident expert on USAID branding and style guidelines, ensuring regulations are followed by recommending revisions and appropriate application as outlined in the USAID ADS 320 and the Agency's Graphic Standards Manual.
- Establish and maintain contacts with donor representatives, implementing partners and other USG agencies.
- Oversee the drafting, editing, and dissemination of timely and accurate information, fact sheets, talking points, press releases, newsletters, brochures, presentations, responses for requests for information, and all other public information materials relating to USAID activities in the country of deployment. These must be written in clear, concise English, and to the extent possible, other local languages; prepared with both the media and general audiences in mind; and designed for print, PowerPoint, social media, and web use.
- Oversee the use of social media platforms as an engagement tool with a focus on digital advocacy and outreach; a social media plan (strategy) will be developed to complement the broader communications plan. Enhance the use of technology tools (GPS mapping, digital photography, video production and computer graphics).
- Maintain a good working relationship with USAID Legislative and Public Affairs Bureau, Embassy Public Diplomacy staff, and outside NGOs and external partners.
- Organize and coordinate press events for USAID projects in conjunction with the Embassy Public Affairs Section, USAID Mission Director and Deputy Director, technical teams, and implementing partners. This could include conferences, openings, ribbon-cuttings, and other ceremonies. Write press releases, speeches, and talking points; organize background briefings.

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

- Create visual communications, in particular photography, infographics, and video production.

**SUPERVISORY RELATIONSHIP:**

The Strategic Communications Officer will take direction from and will report to the Deputy Director of CS3 or his/her designee, and while on assignment, to a mission-based supervisor designated by the CS3 Deputy Director.

**SUPERVISORY CONTROLS:**

During deployment, the supervisor at the USAID mission will set overall objectives and provide technical direction and day-to-day supervision. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished subject to mission approval and consistent with mission objectives, policies, and protocols. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision while remaining in line with agreed upon work plans and overall mission objectives. For the purpose of contract, personnel, training or general administrative matters, the CS3 Deputy Director (Washington, DC) or his/her designee will provide direction and oversight.

**10. PHYSICAL DEMANDS**

Firehouse members must obtain a Class 1 State Department medical clearance. CS3 Firehouse members may be in positions overseas that lead to unusual mental stress, and may require arduous physical exertion, by prolonged standing, by riding in and getting out of vehicles, and by operating manual or stick-shift motor vehicles. The duties may require: entering and maneuvering in facilities accessible only by stairs, long flight times, and carrying heavy baggage and items (over 30 pounds). The incumbent must be able to operate in an environment that requires endurance and ability to evaluate surroundings. Applicants must be physically and mentally capable of performing these functions efficiently and safely.

**11. WORK ENVIRONMENT**

Work is primarily performed in an office setting, though the contractor is likely to be assigned to areas where site visits and extraordinary travel time is involved and that may entail working out of temporary duty residences or hotel rooms. The contractor will travel as a U.S. government employee and is subject to Chief of Mission authority. As such, the contractor will be expected to conform to all embassy and/or USAID mission policies and procedures at his or her assignment location regarding housing, work hours, diplomatic protocols, and security. The contractor may be required to staff field offices or other locations off-site of the USAID mission or embassy. Many of the overseas environments in which the contractor may be required to work present a health risk such as: extreme air pollution, lack of potable water, or presence of waterborne and other communicable diseases. Special safety and/or security precautions, wearing of protective equipment, exposure to severe weather conditions, working in non-permissive environments, restrictions on movement and/or evacuations of a USAID mission or embassy may occur.

**12. START DATE:** Immediately, once necessary clearances are obtained.

**13. POINT OF CONTACT:** See Cover Letter.

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

#### **14. REQUIREMENTS FOR THE POSITION**

Determines basic eligibility for the position. Applicants who do not meet all of the below requirements, including education and experience factors, are considered NOT qualified for the position.

This position requires ability to work independently and autonomously dependent on Mission needs. Superior organizational skills, journalism skills, and the ability to understand and describe international development programs are desired. It is expected that the incumbent will have broad experience in the job requirements and will not need further training in any aspect of the position. Knowledge of the objectives and operations of the US government and the program activities of other international donor organizations.

At a minimum, the applicant must have:

- U.S. Citizen;
- English Fluency;
- Ability to obtain a SECRET level security clearance provided by USAID and a TOP SECRET clearance as designated and provided by USAID. A Top Secret clearance may be required for certain activations based on programmatic needs;
- Ability to obtain a Department of State Class 1 worldwide medical clearance;

#### **Education & Experience Requirements**

- (1) Bachelor's degree in Communications, Media, Journalism or related field with at least **nine (9) years** of proven journalism or communications experience, **four (4)** of which with an international development organization. A minimum of **two (2) years** of relevant overseas experience, preferably in developing or conflict prone countries. Exceptional command of English with regional expertise and fluency in Arabic, French, Spanish, or Russian is preferred but not required

#### **OR**

- (2) Graduate degree in the field of Communications, Media, Journalism or a related field with **seven (7) years** of proven journalism or communications experience, **three (3)** of which with an international development organization. A minimum of **two (2) years** of relevant overseas experience, preferably in developing or conflict prone countries. Exceptional command of English with regional expertise and fluency in Arabic, French, Spanish, or Russian is preferred but not required

#### **Other Requirements**

- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- A one page narrative submitted. See cover page for narrative requirements;
- Satisfactory verification of academic credentials.

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

**15. SELECTION CRITERIA (100 Total)**

(Used to determine the competitive ranking of qualified applicants.)

**Criteria 1: Education (10 Points)** Points will be scored proportionally to relevance and level. Desired degree specialization is ranked in order of preference.

- A Bachelor's Degree in Communications, Media, Journalism, Public Relations, Marketing, English, International Affairs, Political Science, History, Psychology, Sociology, Anthropology.
- A Graduate Degree in Communications, Media, Journalism, Public Relations, Marketing.

**Criteria 2: Experience (30 Points)**

- Demonstrated experience in overseeing the development and execution of a strategic communication plan for an international organization, including the use of social media and other forms of digital outreach using the full range of current technology tools.
- Demonstrated ability to manage internal and external communications for an international organization, including, but not limited to, reporting, information sharing and briefings.
- Demonstrated ability in overseeing the production of fact sheets, talking points, press releases, newsletters, brochures, presentations and similar activities.
- Demonstrated experience in managing media relations, including media monitoring, building relationships with media outlets, organizing and coordinating press events, drafting responses to press inquiries and similar activities.
- Demonstrated experience in managing or advising on the design and execution of media development projects.

**Criteria 3: General Skills and Abilities (15 Points)**

- Demonstrated ability to function with minimal supervision and to exercise leadership in the development and execution of strategic communication plans.
- Demonstrated ability to engage with senior United States and foreign government officials, as well as senior officials of international organizations, diplomatic missions, the private sector and NGOs.
- Demonstrated ability to function effectively in a demanding, fast paced and rapidly changing environment.
- Demonstrated ability to live and work in sometimes austere, conflict prone environments.
- Demonstrated analytical and independent decision making skills.
- Demonstrated ability to lead diverse multi-disciplinary teams.

**Criteria 4: Regional, Cross-Cultural and Language Abilities (15 Points)**

- Familiarity with the politics, economics, history and cultural mores of at least one region of the developing world gained through education and/or experience. Demonstrated ability to utilize a major foreign language (French, Spanish, Arabic, Russian) in the course of conducting business with local partners (FSI 3 equivalent or better).

**Interview and writing test: (30 Points)**

Applicants may be asked to perform one writing task during the application period. Internet access for at least an hour may be required. The applicant must be the sole author.

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

**Satisfactory Professional Reference Checks – Pass/Fail**

**Total Possible Points: 100**

**BASIS OF RATING:** Applicants who meet the Minimum Requirements for the position (Education/Experiences and Other Requirements) will be further evaluated by applying the selection criteria to the submitted resume and narrative. Those applicants determined to be competitively ranked will also be evaluated on interview performance and satisfactory professional reference checks.

Applicants are required to submit a one page narrative demonstrating how they are qualified for the position. The narrative should take into consideration the selection criteria describing your experience, training, education and/or awards they have received that are relevant to each criteria. Be sure to include your name and the announcement number at the top of the page.

The applicants determined to be competitively ranked will be interviewed and may be required to provide a writing sample. Face-to-face interviews will be conducted in Washington D.C. CS3 will not pay for expenses associated with the interviews but will conduct telephone or videoconference interviews for those not available in Washington D.C. Professional references and academic credentials will be evaluated for applicants being considered for selection.

**APPLYING:**

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals are **required** to submit:

**1. Complete resume.** In order to fully evaluate your application, your resume must include:

- (a) All full time paid positions, job title, location(s), and dates held (month/year), for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Please specify unpaid or part time work. Unless stated otherwise, part-time hours will be prorated at 20 hours worked per week. Unpaid, part-time and any experience that does not include dates (month/year) and locations 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) for all supervisors within the last 10 years.
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) Country of Citizenship.

**2. A one page narrative demonstrating how you are qualified for the position.** The narrative should take into consideration the selection criteria, describing your experience, training,

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

education and/or awards you have received that are relevant to the position. If the narrative exceeds one page the additional pages will NOT be reviewed or evaluated.

Additional documents submitted will not be accepted.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any email.

**DOCUMENT SUBMITTALS**

**Via mail:** GlobalCorps, 529 14th Street, NW, Suite 807, Washington, DC 20045

**Via facsimile:** (202) 280-1184

**Via email:** kshort@usaid.gov

**NOTE:** If the full security application package is not submitted within 30 days after the Office of Security determines eligibility, the offer may be rescinded. If a Secret security clearance is not obtained within nine months after offer acceptance, the offer may be rescinded. If Top Secret clearance is not obtained within nine months after receipt of the Secret security clearance and award, USAID may terminate the contract at the convenience of the government.

**NOTE:** If the full medical clearance package is not submitted within 30 days after offer acceptance, the offer may be rescinded. If a Class 1 Department of State medical clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

**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 application.

**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS**

All individuals contracted as USPSCs are required to have a DUNS Number. In this instance, USAID will provide a generic DUNS Number, and USPSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)

[https://www.acquisition.gov/far/current/html/52\\_200\\_206.html](https://www.acquisition.gov/far/current/html/52_200_206.html)

**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at:

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

1. Optional Form 612.
2. Medical History and Examination Form (DS-6561).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

Forms 1 through 5 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs and AAPDs 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 CIBs and AAPDs apply to this contract.

**AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY**

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

**FAR 52.222-50 - COMBATING TRAFFICKING IN PERSONS**

FAR clause 52.222-50 is hereby incorporated as Attachment 2 to the solicitation.

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

**BENEFITS:**

Employer's FICA Contribution  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Annual Increase (pending a satisfactory performance evaluation)  
Eligibility for Worker's Compensation  
Annual & Sick Leave

**ALLOWANCES (if Applicable).\***

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Post Differential (Chapter 500).
- (F) Payments during Evacuation/Authorized Departure (Section 600), and
- (G) Danger Pay (Section 650).

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

\* Department of State Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

ALL QUALIFIED APPLICANTS 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.

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

**ATTACHMENT 1**

**Acquisition & Assistance Policy Directive (AAPD) No. 06-10**  
**PSC Medical Expense Payment Responsibility**

General Provision 22, 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/c23002.htm>.

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. "MEDICAL EVACUATION (MEDEVAC) SERVICES."

(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

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

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).

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

ATTACHMENT 2

**FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).**

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

**Solicitation for a USPSC Strategic Communications Officer (Multiple Positions)**  
**SOL-OCR-14-000007**

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
  - (i) The United States Government's zero tolerance policy described in paragraph (b) of this clause; and
  - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.