

SOLICITATION NUMBER: M/OAA/DCHA/DOFDA-07-193

ISSUANCE DATE: December 15, 2006

CLOSING DATE: January 16, 2007, 5:00 p.m. EST

SUBJECT: Solicitation for U.S. Personal Service Contractor for an Administrative Support Coordinator in Washington, DC.

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services as an Administrative Support Coordinator under a personal services contract, as described in the attached solicitation.

Submittals shall 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:

- Complete and hand-signed federal form OF-612.
- Supplemental document specifically addressing the five (5) Quality Ranking Factors (QRFs) shown in the solicitation.

Incomplete or unsigned applications shall not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

GlobalCorps
1201 Pennsylvania Ave., NW, Suite 200
Washington, DC 20004
E-Mail Address: ogatasc@globalcorps.com
Facsimile: (202) 315-3803 or (240) 465-0244

Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

Mike Jones or Amy Feldman
Telephone Number: (202) 661-9366 or (202) 661-9377
E-Mail Address: ogatasc@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 315-3803 or (240) 465-0244

Sincerely,

Yvonne Wilson
Contracting Officer

**Solicitation for a USPSC Administrative Support Coordinator
M/OAA/DCHA/DOFDA-07-193**

Solicitation for U.S. Personal Service Contractor (PSC) Administrative Support Coordinator

- 1. SOLICITATION NO.:** M/OAA/DCHA/DOFDA-07-193
- 2. ISSUANCE DATE:** 12/15/2006
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** 01/16/2007, 5:00 pm EST
- 4. POSITION TITLE:** Administrative Support Coordinator
- 5. MARKET VALUE:** GS-12 (\$65,048 - \$84,559). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.
- 6. PERIOD OF PERFORMANCE:** 2 years, renewable up to 5 years
- 7. PLACE OF PERFORMANCE:** Washington, DC with possible travel as stated in the position description.

8. STATEMENT OF WORK

POSITION DESCRIPTION

BACKGROUND

The Office of U.S. Foreign Disaster Assistance (OFDA) monitors humanitarian conditions, assesses disaster impacts, and coordinates ongoing disaster assistance efforts overseas. OFDA is part of the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA). To fill its mandate to respond to disasters around the world on behalf of the U.S. Government (USG), DCHA/OFDA projects itself overseas in a variety of ways. First, DCHA/OFDA maintains five permanent regional offices and one sub-regional office in the following locations: San Jose, Costa Rica; Bangkok, Thailand; Dakar, Senegal; Nairobi, Kenya; Pretoria, South Africa; and Kathmandu, Nepal. Second, in countries where DCHA/OFDA has a large humanitarian response portfolio, it establishes a Program Office within the USAID Mission or U.S. Embassy. Third, in the event of major disasters, DCHA/OFDA may deploy a Disaster Assistance Response Team (DART) to the affected country.

The Overseas Administration Team (OAT) was created to meet the need for administrative support and intervention as OFDA's presence in the field grew following the opening of these regional offices. As more staff were permanently deployed to support emergency programs in Africa and Asia, OAT's role in administrative intervention prior to and following deployment of staff has become more significant. OFDA now has 12 locations in the field that are directly supported by OAT. The team consists of three members: the Administrative Officer for Field Operations (as the Team Leader) and two Administrative Support Coordinators.

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In 1999, OFDA instituted a program of contracted personal services contractors (PSCs) who could provide short term, on-call assistance to the office as the need arose. This program, called Response Alternatives for Technical Services (RATS), has grown from an initial group of 12 to a potential pool of up to 75 contractors. The management of this program became part of the OAT portfolio.

INTRODUCTION

OFDA is the office within USAID that is responsible for providing non-food humanitarian assistance in response to international crises and disasters. OFDA is part of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA). OFDA is organized into three divisions, under the management of the Office of the Director. The Disaster Response and Mitigation Division (DRM) is responsible for coordinating with other organizations for the provision of relief supplies and humanitarian assistance. DRM also devises, coordinates, and implements program strategies for a variety of natural and human caused disaster situations. DRM hires sector specialists to provide technical expertise in assessing the quality of disaster response. The Program Support Division (PS) provides programmatic and administrative support including budget/financial services, procurement planning, contracts and grants administration, and communication support for OFDA's Washington and field offices. The Operations Division (OPS) develops and manages logistical, operational and technical support for disaster responses and administrative support to all offices and operations. OPS maintains readiness to respond to emergencies through several mechanisms, including Search and Rescue (SAR) Teams, Disaster Assistance Response Teams (DARTs) and Washington-based Response Management Teams (RMTs).

The Overseas Administration Team (OAT) is part of the OPS Division. This team is the primary liaison between the administrative offices in USAID Missions and U.S. Embassies where OFDA personnel work and OFDA/Washington.

In addition to maintaining a database with information on the availability, skills, and previous OFDA experience for all contracted RATS, OAT provides administrative and personnel support to RATS and helps OFDA program officers choose the most qualified RATS for specific tasks.

OBJECTIVE

The Administrative Support Coordinator (ASC) will provide administrative support to OFDA overseas operations at USAID Missions and Embassies worldwide. The ASC will also support the surge capacity program (RATS). The incumbent will report to the Administrative Officer for Field Operations and backstop the other Administrative Support Coordinator.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The ASC will:

- Assist in the negotiation of memoranda of understanding (MOUs) with missions and embassies, facilitate local purchases, train local OFDA Foreign Service

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- National (FSN) staff and work with the local Financial Management offices and Administrative (EXO) offices to facilitate the functionality of the OFDA offices;
- Deploy as an Administrative Officer, assess local administrative support needs and establish procedures whereby the OFDA staff interact seamlessly with USAID/Embassy personnel support for the establishment of any overseas activity;
 - Provide specific support for RATS PSCs and field PSCs. Work with contracting and financial management staff in providing appropriate field-based budgets, provide fund cite data for the transfer of funds, assist with clearance cables as appropriate, and brief staff on deployment;
 - Oversee the daily operation and maintenance of the RATS Program; regularly update the RATS database to ensure accurate information;
 - Support the activation of RATS, assist with the development of their statements of work, facilitate their orientation to the administrative, financial, technical operations and training requirements of OFDA, and monitor the evaluation process of their performance after each activation;
 - Initiate or complete new procurement actions or modifications to existing awards utilizing OFDA's budget planning system and the Agency's financial and acquisition systems;
 - Work closely with the contracting staff and the USAID Office of Financial Management to ensure accurate pipeline information for contract renewal;
 - Assist in the creation and coordination of OAT's site in OFDA's web-based digital workplace called eRooms;
 - Participate in the development and updating of a guidebook for the Response Management Team (RMT) Administrative Coordinators;
 - Coordinate training for RATS;
 - Attend security management workshops and perform periodic reviews of overseas locations for operational effectiveness;
 - Serve as a member of the Washington-based RMT or on DARTs as needed. This may include international travel for significant periods of time;
 - Serve as DCHA/OFDA duty officer on a rotational basis.

SUPERVISORY RELATIONSHIP:

The Administrative Support Coordinator will take direction from and will report to the Overseas Administration Team Leader or his/her designee.

SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During deployment on Disaster Assistance Response Teams (DARTs) (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

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11. WORK ENVIRONMENT

Work is primarily performed in an office setting. During deployment on Disaster Assistance Response Teams (DARTs) (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

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

13. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position.)

Bachelor's degree with significant study including, but not limited to public or business administration, management or international relations, and at least five (5) years of relevant experience providing administrative support, personnel management, financial management or similar duties for a U.S. Government foreign affairs agency, an international organization and/or a non-governmental organization. Two (2) years of the relevant experience must include work in administrative operations overseas or work in support of international programs.

OR

Master's degree with significant study in or pertinent to including, but not limited to public or business administration, management or international relations, and at least four (4) years of relevant experience providing administrative support, personnel management, financial management or similar duties for a U.S. Government foreign affairs agency, an international organization and/or a non-governmental organization. Two (2) years of the relevant experience must include work in administrative operations overseas or work in support of international programs.

SELECTION FACTORS

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete and hand-signed federal form OF-612 submitted;
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain a SECRET level security clearance;
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

QUALITY RANKING FACTORS (QRFs)

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

QRF #1 Describe your experience in each of the following areas: negotiating Memoranda of Understanding (MOUs) with government agencies or

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offices; facilitating local purchases; training of local staff; and working with the local offices to facilitate the functionality of a headquarters office.

- QRF #2 (Scenario) – You have been instructed to create a database that will be used to administer and assign RATS personnel for overseas assignments. List the attributes and data fields that you would consider important in the database design. Describe the reasons for making these choices.
- QRF #3 Demonstrated working knowledge of administrative and financial tracking systems, database development, and financial systems analysis;
- QRF #4 Knowledge of and experience in working with USG agencies including the State Department, USAID regional missions, as well as other US organizations and international organizations engaged in humanitarian response; and
- QRF #5 Relevant work experience in assessing local administrative support needs and in establishing procedures for interaction between headquarters and local staff personnel interactions.

BASIS OF RATING: Applicants who meet the Education/Experience required for this position and the Selection Factors will be further evaluated based on scoring of the Quality Ranking Factor (QRF) responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

Applicants are required to address each of the QRFs on a separate sheet 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 address the selection and/or Quality Ranking Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Applicant Rating System is as Follows:

QRFs have been assigned the following points:

- QRF #1 – 15
- QRF #2 – 15
- QRF #3 – 7.5
- QRF #4 – 7.5
- QRF #5 – 5

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

Total Possible Points: 100

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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. A complete U.S. Government Optional Form 612 with hand-written signature (downloadable forms are available on the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov> or at Federal offices) or www.globalcorps.com.
2. A supplemental document specifically addressing the five (5) Quality Ranking Factors (QRFs) shown in the solicitation.

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

DOCUMENT SUBMITTALS

Via mail: GlobalCorps, 1201 Pennsylvania Ave. NW, Suite 200, Washington, DC 20004

Via facsimile: (202) 315-3803 or (240) 465-0244

Via email: oaatasc@globalcorps.com

The most qualified candidates may be interviewed and required to provide a writing sample. OFDA will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection.

NOTE: If a temporary secret security clearance is not obtained within nine months, the offer may be rescinded.

NOTE: The incumbent must obtain Department of State medical clearance within six months after award. If medical clearance is not obtained within this period, USAID will terminate the contract at the convenience of the government.

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 US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

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

http://acquisition.gov/comp/far/current/html/52_200_206.html#wp1137568

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LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form 612.
2. Medical History and Examination Form (DS-1843). **
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). **
6. Employment Eligibility Verification (I-9 Form). **

** Forms 2 through 6 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/business/business_opportunities/cib/subject.html#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.

AAPD-06-12 – HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-12 (HSPD-12) IMPLEMENTATION

AAPD-06-12 is hereby incorporated as Attachment 2 to the solicitation. As directed in AAPD-06-12, the required reference to Federal Acquisition Regulation (FAR) Clause 52.204-9 is also shown in Attachment 2.

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BENEFITS/ALLOWANCES:

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

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase
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) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

* 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 HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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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.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0> .

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,

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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).

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ATTACHMENT 2

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-12
HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-12 (HSPD-12)
IMPLEMENTATION**

FAR Clause 52.204-9 Personal Identity Verification of Contractor Personnel.

As prescribed in 4.1301, insert the following clause:

Personal Identity Verification of Contractor Personnel (Nov. 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, as amended, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

(End of clause)

Homeland Security Presidential Directive-12 (HSPD-12) (September 2006)

In response to the general threat of unauthorized access to federal facilities and information systems, the President issued Homeland Security Presidential Directive-12 (HSPD-12). HSPD-12 requires all Federal agencies to use a common Personal Identity Verification (PIV) standard when identifying and issuing access rights to users of Federally-controlled facilities and/or Federal Information Systems. USAID will begin issuing HSPS-12 "smart card" IDs to applicable contracts, using a phased approach. Effective October 27, 2006, USAID will begin issuing new "smart card" IDs to new contractors (and new contractor employees) requiring routine access to USAID controlled facilities and/or access to USAID's information systems. USAID will begin issuance of the new smart card IDs to existing contractors (and existing contractor employees) on October 27, 2007. (Exceptions would include those situations where an existing contractor (or contractor employee) loses or damages his/her existing ID and would need a replacement ID prior to October 26, 2007. In those situations, the existing contractor (or contractor employee) would need to follow the PIV processes described below, and be issued one of the new smart cards.)

Accordingly, before a contractor (including a PSC* or a contractor employee) may obtain a USAID ID (new or replacement) authorizing him/her routine access to USAID facilities, or logical access to USAID's information systems, the individual must provide two forms of identity source documents in original form and a passport size photo. One identity source document must be a valid Federal or state government-issued picture ID. (Overseas foreign nationals must comply with the requirements of the Regional Security Office.) USAID/W contractors must contact the USAID Security Office to obtain the list of acceptable forms of documentation, and contractors working in overseas Missions must obtain the acceptable documentation list from the Regional Security Officer. Submission of these documents, and related background checks, are mandatory in order for the contractor to receive a building access ID, and before access will be granted to any of USAID's information systems. All contractors must physically present these two source documents for identity proofing at their USAID/W or Mission Security

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Briefing. The contractor or his/her Facility Security Officer must return any issued building access ID and remote authentication token to USAID custody upon termination of the individual's employment with the contractor or completion of the contract, whichever occurs first.

The contractor must comply with all applicable HSPD-12 and PIV procedures as described above, and any subsequent USAID or government-wide HSPS-12 and PIV procedures/policies, including any subsequent related USAID General Notices, Office of Security Directives and/or Automated Directives Systems (ADS) policy directives and required procedures. This includes HSPD-12 procedures established in USAID/W and those procedures established by the overseas Regional Security Office.

In the event of inconsistencies between this clause and the later issued Agency or government-wide HSPD-12 guidance, the most recent issued guidance should take precedence, unless otherwise instructed by the Contracting Officer.

The contractor is required to include this clause in any subcontracts that require the subcontractor or subcontractor employee to have routine physical access to USAID space or logical access to USAID's information systems.