



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Country Representative – Haiti
Solicitation Number: SOL-OTI-12-000038
Salary Level: GS-14 Equivalent: \$84,697 - \$110,104
GS-15 Equivalent: \$99,628 - \$129,517
Issuance Date: June 19, 2012
Closing Date: July 5, 2012
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 (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services as an OTI Country Representative 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.

Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete and hand-signed federal form OF-612, including OF-612 continuation sheets as needed (downloadable forms are available at <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

2. Supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) Evaluation Factors shown in the solicitation.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants 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.

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

GlobalCorps
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: crhaiti@globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

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:

Josh Litwin or Caitlyn Shelley
Telephone Number: (202) 706-6105 or (202) 706-6114
E-Mail Address: crhaiti@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) Country Representative – Haiti

- 1. SOLICITATION NO.:** SOL-OTI-12-000038
- 2. ISSUANCE DATE:** June 19, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** July 5, 2012, 5:00 pm EDT
- 4. POSITION TITLE:** OTI Country Representative
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-14 (salary range: \$84,697 - \$110,104) or GS-15 (salary range: \$99,628 - \$129,517) equivalent level, non-locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-14 or GS-15 level depending on qualifications, previous relevant experience and work history, salary and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

NOTE: Applicants who submit an application for the GS-15 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Panel (TEC) will not be considered for the GS-14 position if they have not submitted a separate application for the GS-14 position. Similarly, applicants who apply for only the GS-14 position even though they might meet the minimum qualifications for the GS-15 position will not be considered for the GS-15 position if they have not submitted a separate application for the GS-15 position. Applicants who are unsure should submit a separate application for each grade level.

- 6. PERIOD OF PERFORMANCE:** Two years, with up to three (3) one-year options.
- 7. PLACE OF PERFORMANCE:** Haiti
- 8. STATEMENT OF WORK**

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, indigenous partners advance peace and democracy in priority conflict-prone countries by providing fast, flexible, short-term assistance targeted at key transition needs.

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.

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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 local partners such as civil society groups (non-governmental organizations or informal community groups), local governments, private businesses, media groups, and others, through identification of quick-impact community self-help projects to meet urgent economic needs; development of initiatives to promote national reconciliation; re-integration of ex-combatants into civilian society; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public understanding and participation in their country's political process.

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. 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.

For more information about OTI and its country programs please see: http://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/

INTRODUCTION

The Haiti Recovery Initiative (HRI) supports the overall U.S. Government strategy in Haiti by supporting new and diverse economic opportunities in key development corridors, Port-au-Prince, Saint Marc and Cap Haitien. Immediately following the January 2010 earthquake, the HRI program supported short- and medium-term activities aimed at stabilizing Haiti through support for community revitalization, improved governance, and economic strengthening. OTI continues this work through requiring regular coordination with USAID and State Department in development of these activities.

USAID/OTI, through its implementing partner(s), manages an operational platform and an in-kind small grants mechanism aimed at promoting the objectives described above. Activities range across numerous sectors including but not limited to irrigation and small, potable water schemes, road repairs, repairs to public facilities such as schools, agricultural terraces, and short-term technical assistance to government entities, etc. Small livelihood activities may be considered if it is clear they have the full support of the community and will benefit the community as a whole.

The Country Representative is a member of the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Latin America & the Caribbean (LAC) Regional Team, reports to the OTI Regional Team Leader, and is based initially in Port-au-Prince, Haiti, as the

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senior OTI representative in the country. This post is currently a family-accompanied post and does allow minor or adult dependents.

The Country Representative's principal responsibility will be development, oversight and management of DCHA/OTI's Haiti country program. The incumbent will be called upon to represent OTI's mission and programs to senior-level government officials, in-country visitors, senior officials from other international organizations, bilateral donors and local government officials.

OBJECTIVE

The objective of this recruitment is to ensure that OTI has a highly-qualified Country Representative in the field that will represent OTI and fulfill the duties and responsibilities of the position.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Country Representative requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the Country Representative requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The Country Representative is highly flexible and the working conditions are subject to ongoing change(s), while maintaining a professional and respectful conduct towards colleagues and authority in a diverse workforce. S/he places a premium on the building positive relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The Country Representative is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The Country Representative has a strong sense of responsibility, service-oriented, highly organized, pays close attention to detail, is able to complete administrative tasks with minimal guidance, and is able to receive and respond to constructive criticism in a professional manner. The Country Representative is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based DCHA/OTI Regional Team Leader for the Latin America & the Caribbean Regional Team, the Country Representative will:

At the GS-14 level:

- Manage a high-profile program in a dynamic, fast-paced environment. Based on political analysis and U.S. Government policy, conceptualize and design program strategies and objectives with the support of OTI staff, USAID, military personnel, the U.S. embassy, and other U.S. agencies and departments, as well as national and local government officials, and local civil society representatives. When necessary, refine strategic objectives and advocate

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on behalf of new programmatic approaches in country, linked to neighboring country programs, where appropriate;

- Oversee a team comprised of several USPSCs, several national staff, and a significant number of implementing partner staff, in several locations across the country, including Port-au-Prince. Continuously review and design staffing plans to meet overall program objectives and recruit, train, supervise, and evaluate the performance of in-country OTI staff. Maintain staff morale in a difficult security and work environment;
- Monitor local and regional political developments and regularly brief OTI and partner staff on their potential programmatic impact;
- Ensure that OTI's programs and their activities are monitored and evaluated and that lessons learned from the activities feed into ongoing or future activities;
- Prepare and maintain OTI program budgets for field operations;
- Ensure that all OTI and partner field staff adhere to in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the United Nations or host government, as appropriate;
- In collaboration with USAID, prepare operational plans including logistics and property use guidelines, closeout and hand-over, security procedures, contingency and evacuation plans;
- Ensure appropriate resource allocation among OTI field offices and implementing partners;
- In close coordination with other DCHA offices and the USAID-Haiti Mission, develop an exit strategy and operational closeout plan;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives;
- Prepare and disseminate programmatic, financial and periodic reports to the USAID Mission, OTI/Washington and other organizations as appropriate;
- Serve as OTI's primary liaison with USAID personnel, U.S. Embassy staff, Ambassadors, military personnel, government officials, bilateral donors, UN organizations, indigenous and international NGOs, and other pertinent agencies and organizations. Develop and maintain collaborative relationships with them in order to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs;
- Communicate and coordinate OTI's in-country activities between OTI and its implementing partners, USAID, and other donor organizations;

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- Provide day-to-day programmatic, operational, and strategic guidance to OTI's implementing partners (contractors and/or grantees) ensuring that activities are contributing to OTI's program objectives;
- Provide recommendations to the Washington-based Contracting Officer's Representative (COR) and/or the Regional Team Leader on implementing partner performance, the appropriateness of the partner's scope to OTI's country objectives, partner's budgets, and modifications thereto;
- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract with OTI COR approval, in accordance with the USAID's Automated Directive System (ADS).

At the GS-15 level:

- Manage a high-profile program in a dynamic, fast-paced environment. Based on political analysis and U.S. Government policy, conceptualize and design program strategies and objectives with the support of OTI staff, USAID, military personnel, the U.S. embassy, and other U.S. agencies and departments, as well as national and local government officials, and local civil society representatives. Create multi-disciplinary programming approaches responding to complicated, interconnecting issues. Determine strategic objectives and develop new programmatic approaches in country, linked to neighboring country programs, where appropriate;
- Build, oversee, and motivate a team comprised of several USPSCs, several national staff, and a significant number of implementing partner staff, in several locations across the country, including Port-au-Prince, Saint Marc and Cap Haitien. Continuously review and design staffing plans adequate to support the challenging implementation requirements of the program;
- Monitor local and regional political developments and regularly brief OTI and partner staff on their potential programmatic impact;
- Ensure that OTI's programs and their activities are monitored and evaluated and that lessons learned from the activities feed into activities on a long-term or continuing basis;
- Prepare and maintain OTI program budgets for field operations, and plan, develop, and carry out vital administrative programs essential to mission success;
- Ensure that all OTI and partner field staff adhere to in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the United Nations or host government, as appropriate;
- Approve and ensure appropriate resource allocation among OTI field offices and implementing partners;

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- Create operational plans in collaboration with USAID, including logistics and property use guidelines, closeout and hand-over, security procedures, and contingency and evacuation plans;
- Serve as the highest level decision maker representing OTI in country, working in coordination with the USAID-Haiti Mission, and the U.S. Department of State to develop an exit strategy and operational closeout plan;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives, often tracking several developments concurrently or sequentially to determine the nature and scope of problems and creating solutions that ease OTI's ability to implement its programs;
- Prepare and disseminate programmatic, financial and periodic reports to the USAID Mission, OTI/Washington and other organizations as appropriate, establishing concepts and theories to resolve persistent issues;
- Serve as OTI's primary liaison with high-ranking USAID personnel, U.S. Embassy staff, Ambassadors, military personnel, government officials, bilateral donors, UN organizations, indigenous and international NGOs, and other pertinent agencies and organizations. Develop and maintain collaborative relationships with them in order to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs;
- Communicate and coordinate OTI's in-country activities between OTI and its implementing partners, USAID, and other donor organizations;
- Manage and provide day-to-day programmatic, operational, and strategic guidance to OTI's implementing partners (contractors and/or grantees) using sound judgment and ingenuity, ensuring that activities are contributing to OTI's program objectives;
- Provide recommendations to the Washington-based Contracting Officer Representative (COR) and/or the Regional Team Leader on implementing partner performance, the appropriateness of the partner's scope to OTI's country objectives, partner's budgets, and modifications thereto;
- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract with OTI COR approval, in accordance with the USAID's Automated Directives System (ADS);
- Direct a substantial number of professional or technical staff, and recruit, train, supervise, and evaluate the performance of in-country OTI staff. Maintain staff morale in a difficult security and work environment.

SUPERVISORY RELATIONSHIP:

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The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. Work plans, timesheets, regional travel, and funding associated with support costs will be approved through OTI Washington. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. Work plans, timesheets, regional travel, and funding associated with support costs will be approved through OTI Washington. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

10. PHYSICAL DEMANDS

The work is at times physically demanding. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or the carrying of moderately heavy items.

11. WORK ENVIRONMENT

Depending on the assignment location in-country, the position may require travel throughout the country of assignment, which 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. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

The USAID Office of Transition Initiatives Country Representative post is a senior-level position requiring supervisory management experience, the ability to serve as an effective liaison with a wide array of individuals and institutions and an in-depth knowledge of international relations in general and of the sub-region in particular. Familiarity with a wide range of issues is necessary, including, but not limited to, community development, mediation/arbitration, conflict resolution, democracy/governance and human rights. Excellent inter-personal, presentation and negotiation skills are necessary. Experience in contract/grant management is required. Prior work experience with U.S. Government agencies and/or managing program operations in civil conflicts is preferred.

The successful candidate will possess excellent political analysis and reporting skills and the ability to operate with a high degree of autonomy, responsibility and authority in a highly

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stressful environment while exercising sound judgment in politically charged and challenging security environments. It is also essential that the incumbent demonstrate the ability to maintain staff morale in a difficult work environment. Strong team-building skills are essential.

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

At the GS-14 equivalent level:

- (1) Bachelor's degree and a minimum of **nine (9) years** of progressively responsible work experience;
OR
Master's degree (with significant study in or pertinent to the specialized field, including, but not limited to, international development and social sciences) and a minimum of **seven (7) years** of progressively responsible work experience;
- (2) Minimum of **six (6) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization, in community development, stabilization programming, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) Minimum of **two (2) years** of overseas field experience working in one or more developing countries undergoing political instability;
- (4) A minimum of **two (2) years** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

At the GS-15 equivalent level:

- (1) Bachelor's degree and a minimum of **eleven (11) years** of progressively responsible work experience;
OR
Master's degree (with significant study in or pertinent to the specialized field, including, but not limited to, international development and social sciences) and a minimum of **nine (9) years** of progressively responsible work experience;
- (2) Minimum of **seven (7) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization, in community development, stabilization programming, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) Minimum of **three (3) years** of overseas field experience working in one or more developing countries undergoing political instability;

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- (4) A minimum of **three (3) years** of supervisory experience (including but not limited to mentoring, training, and guiding staff), of which at least **one (1) year** must include supervisor management experience (defined as supervising at least one other supervisor within an office, division, or team).

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 (**see detailed instructions under "Applying"**);
- Supplemental document specifically addressing how the candidate meets each of the Education/Experience requirements, AND 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**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance are required prior to issuance of the contract for this position.

EVALUATION FACTORS

(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.)

- | | |
|-----------|---|
| Factor #1 | Demonstrated ability to operate independently in high visibility, high-pressure environments overseas in complex emergency or political crisis situations with minimal home office support; |
| Factor #2 | Demonstrated experience in using political analysis to inform programming strategies and objectives, especially in conflict-prone environments; |
| Factor #3 | Demonstrated experience in contract and grant management and experience working on the conceptualization, design and management of post-conflict, political transition, stabilization programming, democracy-building, and/or humanitarian assistance programs; |
| Factor #4 | Excellent communication, interpersonal, cross-cultural, negotiating and team building skills evidenced by the ability to maintain team morale and unity in a challenging security environment with the lack of usual infrastructure and amenities; |
| Factor #5 | Demonstrated experience interacting with U.S. government agencies, donor and international organizations, military personnel, and local counterparts on both the lowest and highest political, social, and economic levels; and |

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Factor #6 Demonstrated experience overseeing and monitoring a non-Federal organization implementing an assistance activity under a Federal contract, grant, or cooperative agreement.

BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process.

Applicants 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 Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

- Factor #1 – 15
- Factor #2 – 15
- Factor #3 – 15
- Factor #4 – 10
- Factor #5 – 10
- Factor #6 – 05
- Total Possible – 70 Points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

The Evaluation Factors are worth 70 out of 100 points. Be sure to fully respond to each of the Evaluation Factors and include all relevant experience, training, and/or education in your responses. Sample Evaluation Factors are provided on the GlobalCorps website at www.globalcorps.com.

The most qualified candidates may be interviewed and required to provide a writing sample. OTI will not pay for any expenses associated with the interviews. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

APPLYING:

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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, including OF-612 continuation sheets as needed (downloadable forms are available on the USAID website, <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 or on supplemental OF-612 continuation sheets to allow for adequate evaluation of your direct and related experience. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.

Dates (months/years) and locations for all field experience must also be detailed.

2. A supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) Evaluation Factors shown in the solicitation.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants 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.

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, 529 14th Street, NW, Suite 700, Washington, D.C. 20045

Via facsimile: (202) 403-3911 or (202) 403-3941

Via email: crhaiti@globalcorps.com

Please note in your document submittal where you heard about this position.

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NOTE: If a temporary or full secret security clearance is not obtained within four months after offer acceptance, the offer may be rescinded.

NOTE: The incumbent must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, 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 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 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

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<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). **
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.

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AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

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 (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) 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.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

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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)

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and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).