



## Request for Personal Service Contractor

### USAID Office of Transition Initiatives

Position Title: OTI Deputy Country Representative – Pakistan (Multiple Positions)  
Solicitation Number: SOL-OTI-13-000015  
Salary Level: GS-13 Equivalent: \$71,674 - \$93,175  
GS-14 Equivalent: \$84,697 - \$110,104  
Issuance Date: January 7, 2013  
Closing Date: January 22, 2013  
Closing Time: 5:00 P.M. EST

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 OTI Deputy Country Representative – Pakistan 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](http://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: dcrpak@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:

Adrienne Johnson or Caitlyn Shelley  
Telephone Number: (202) 706-6108 or (202) 706-6114  
E-Mail Address: dcrpak@globalcorps.com  
Website: [www.globalcorps.com](http://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) OTI Deputy Country Representative – Pakistan (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-13-000015
- 2. ISSUANCE DATE:** January 7, 2013
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** January 22, 2013, 5:00 pm EST
- 4. POSITION TITLE:** Deputy Country Representative – Pakistan
- 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-13 (salary range: \$71,674 - \$93,175) or GS-14 (salary range: \$84,697 - \$110,104) equivalent level, non-locality pay. The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience, 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-14 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-13 position if they have not submitted a separate application for the GS-13 position. Similarly, applicants who apply for only the GS-13 position even though they might meet the minimum qualifications for the GS-14 position will not be considered for the GS-14 position if they have not submitted a separate application for the GS-14 position. Applicants who are unsure should submit a separate application for each grade level.

- 6. PERIOD OF PERFORMANCE:** One year, with four one-year options
- 7. PLACE OF PERFORMANCE:** Pakistan
- 8. STATEMENT OF WORK**

**POSITION DESCRIPTION**

**BACKGROUND**

The Office of Transition Initiatives (OTI) was created in 1994 as a distinct operating unit within USAID to help local partners advance peace and democracy in priority conflict-prone countries. Seizing critical windows of opportunity, OTI works on the ground to provide 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, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high-level professionals and experts under personal services contracts (PSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the organization'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 15 of this solicitation.

For more information about OTI and its country programs please see:

<http://www.usaid.gov/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

## INTRODUCTION

The Deputy Country Representative is a member of the Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Afghanistan/Pakistan (Af/Pak) Regional Team, reports to the OTI Country Representative, and is based in Islamabad, Pakistan.

The Deputy Country Representative's principal responsibility is to support the OTI Country Representative in the development, oversight, and management of the OTI country program.

In November 2007, USAID/OTI launched a program in Pakistan's Federally Administered Tribal Areas (FATA) that expanded in September 2009 into priority areas of Khyber-Pakhtunkhwa (KP). The USAID/OTI program is an initial step in support of the Government of Pakistan's (GOP) renewed efforts to better deliver services to communities. The GOP is focusing efforts to bring security and development to FATA in particular, demonstrating a renewed commitment toward the region by enhancing the role of the FATA Secretariat (FS) and attracting investment to the area through the FATA Development Authority.

The Pakistan Transition Initiative (PTI) program supports the GOP's development efforts to better integrate FATA/KP into the political and economic mainstream of Pakistan. PTI also supports the GOP in identifying community priorities and addressing some of the region's most immediate needs, which requires close coordination with ongoing USAID, State Department, and Department of Defense activities in the region.

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**OBJECTIVE**

The objective of this position is to ensure that OTI has a highly-qualified Deputy 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 Deputy Country Representative requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the Deputy Country Representative requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The Deputy 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 Deputy 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 Deputy 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 Deputy 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 OTI Country Representative, the Deputy Country Representative will:

***At the GS-13 level:***

- Represent OTI interests during meetings with USAID Mission personnel, U.S. Embassy staff, military personnel, host-country government officials, international organizations, indigenous and international NGOs, international donors, and others interested in DCHA/OTI activities;
- Provide continued assistance on the identification and development of projects that meet OTI funding criteria, further OTI programmatic objectives, and complement other projects and programs implemented by other OTI offices as well as with USG agencies, the military, and donor organizations;

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- Evaluate proposals and grant concepts and work with diverse groups—many of which have not previously had international funding;
- Assist the Country Representative in monitoring the performance of the OTI implementing partners in the implementation of OTI-financed activities designed to achieve OTI strategic objectives;
- Assist in the monitoring and evaluation of OTI-sponsored activities;
- Assist the Country Representative in managing and/or supervising OTI field staff posted in or outside of the main field office, the Foreign Service National (FSN) Staff, including but not limited to program officers, and administrative assistants;
- Perform a wide range of administrative functions (budget preparation, financial management, records management, travel assistance, etc.) to help ensure programmatic success;
- Communicate regularly and share program information with other USAID project managers, bilateral donors, UN Organizations, International Organizations, the military, and indigenous and international NGOs to ensure visibility and synergy of USAID/OTI activities;
- Assist in developing an exit strategy in coordination with the OTI Country Representative that ensures reasonable time to transition from OTI programs to follow-on USAID or other donor programs or host government control;
- Travel extensively to monitor and assess political conditions, implementing partner operational platforms, meet with potential grantees, host government and other program counterparts, and develop activity ideas;
- Collaborate on collecting information and drafting/editing regular reporting products;
- When required, report regularly to the OTI Country Representative and OTI/Washington on the status of: 1) grant development and implementation; 2) OTI contractor performance; 3) FSN staff support needs and morale; 4) communication and coordination issues among OTI offices with other USG entities; 5) security concerns; 6) relations with local partners, including local, state and national government representatives; and 7) other pertinent information required to achieve OTI's program objectives;
- When required, assume higher representational responsibilities, potentially serving as acting OTI Country Representative in his/her absence, for example;
- Assist the Country Representative mentor/train other OTI and implementing partner field staff as required; and,

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- Perform other duties as determined by the supervisor or OTI Regional Team Leader to help ensure successful OTI program implementation.

***At the (GS-14) level:***

- Serve as OTI's liaison during meetings with USAID Mission personnel, U.S. Embassy staff, military personnel, host-country government officials, international organizations, indigenous and international NGOs, international donors, and others interested in OTI activities;
- Provide continued recommendations on the identification and development of projects that meet OTI funding criteria, further OTI programmatic objectives, and complement other projects and programs implemented by other OTI offices as well as with USG agencies, the military, and donor organizations;
- Evaluate proposals and grant projects and work with diverse groups—many of which have not previously had international funding;
- When required, assist the Country Representative to represent OTI during expansion assessments and start up, including managing OTI implementing partner performance;
- Assist the Country Representative in monitoring the performance of the OTI implementing partners in the implementation of OTI-financed activities designed to achieve OTI strategic objectives;
- Assist in the monitoring and evaluation of OTI-sponsored activities;
- Assist the Country Representative in managing and/or supervising OTI field staff posted in or outside of the main field office, the Foreign Service National Staff, including but not limited to program officers, and administrative assistants;
- Perform a wide range of administrative functions (budget preparation, financial management, records management, travel assistance, etc.) to ensure programmatic success;
- Communicate regularly and share program information with other USAID project managers, bilateral donors, UN Organizations, International Organizations, the military, and indigenous and international NGOs to ensure visibility and synergy of USAID/OTI activities;
- Develop an exit strategy in coordination with the OTI Country Representative that ensures reasonable time to transition from OTI programs to follow-on USAID or other donor programs or host government control;

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- Travel extensively to monitor and assess political conditions, implementing partner operational platforms, meet with potential grantees, host government and other program counterparts, and develop activity ideas;
- Collect information and draft/edit regular reporting products;
- Report regularly to the OTI Country Representative and OTI/Washington on the status of: 1) grant development and implementation; 2) OTI contractor performance; 3) FSN staff support needs and morale; 4) communication and coordination issues among OTI offices with other USG entities; 5) security concerns; 6) relations with local partners, including local, state and national government representatives; and 7) other pertinent information required to achieve OTI's program objectives;
- When required, assume higher representational responsibilities, serving as acting OTI Country Representative in his/her absence, for example;
- Mentor/train other OTI and implementing partner field staff as required; and,
- Perform other duties as determined by the supervisor or OTI Regional Team Leader to ensure successful OTI program implementation.

**SUPERVISORY RELATIONSHIP:**

The Deputy Country Representative will take direction from and will report to the OTI's Country Representative or his/her designee in the designated country.

**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. Though this is a senior field-based position, the incumbent is expected to actively and proactively collaborate with OTI Washington leadership, and to fully utilize, embrace, and become an expert on OTI systems and processes. Failure to adequately perform the scope of work above and/or failure to take direction from the Supervisor may result in corrective actions, including denial of step or grade increases, extension of contract probationary periods, performance improvement plans, and/or termination for the convenience of USAID/OTI.

**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 work may be performed in an office environment and/or on a military compound. The position also requires travel throughout the

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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 Deputy Country Representative post is a middle management position requiring excellent managerial and communication skills, an ability to perform in a complex and highly sensitive political environment, experience in policy formulation and negotiation at the highest levels (government and non-government organizations), and a strong interest in assisting countries in transition. The candidate must be mature, self-reliant, a team player, a problem-solver, and able to manage a diverse portfolio of grants. S/he should have extensive management experience (both project and personnel) and understand the basics of grantee and contractor/USAID relationships. S/he should be able to communicate effectively with grassroots organizations and their constituencies, national and local government officials, USG agencies, and clerics or other religious leaders. Since work may require continued changes in program direction and implementation, including frequent coordination, the individual will be someone who is highly flexible and willing to work under conditions of ongoing change.

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. 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 stressful environment while exercising sound judgment in politically charged and challenging security environments.

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

**At the GS-13 equivalent:**

- (1) Bachelor's degree and a minimum of **seven (7) years** of progressively responsible work experience;

**OR**

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- (2) 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 **five (5) years** of progressively responsible work experience;

**AND**

- (3) Minimum of **five (5) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;

**AND**

- (4) Minimum of **one (1) year** of overseas field experience working in a developing country, of which **six (6) months** must include experience working in one or more countries undergoing political instability;

**AND**

- (5) A minimum of **six (6) months** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

**At the GS-14 equivalent:**

- (1) Bachelor's degree and a minimum of **nine (9) years** of progressively responsible work experience;

**OR**

- (2) 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;

**AND**

- (3) 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, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;

**AND**

- (4) Minimum of **two (2) years** of overseas field experience working in one or more developing country undergoing political instability;

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**AND**

- (5) A minimum of **two (2) years** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

**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, 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, 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 #4 – 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](http://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](http://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:** [dcrpak@globalcorps.com](mailto:dcrpak@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](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://transition.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://transition.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 DISABILITY, 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 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

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DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).