

SOLICITATION NUMBER: M/OAA/DCHA/DOFDA-06-1921
ISSUANCE DATE: September 22, 2006
CLOSING DATE: October 23, 2006, 5:00PM EDT

LADIES AND GENTLEMEN:

SUBJECT: Solicitation for Personal Services Contractor (PSC) – Disaster Operations
Specialist (Multiple Positions)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified **U.S. CITIZENS ONLY** interested in providing PSC services as described in the attached solicitation.

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

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

No exceptions to the minimum document submission requirements will be allowed. Incomplete applications will not be reviewed.

Applications that are incomplete or received without a handwritten signature and supplemental QRF document will not be considered for the position. Applicants are responsible for submitting materials that are in accordance with the attached information at the place and time specified. There will be no exceptions. 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 Marisa McCrone
Telephone Number: (202) 661-9366 or (202) 661-9369
E-Mail Address: DOS@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 315-3803 or (240) 465-0244

All applications should be submitted to:

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

Sincerely,

Yvonne Wilson
Contracting Officer

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| 1. SOLICITATION NUMBER: | M/OAA/DCHA/DOFDA-06-1921 |
| 2. ISSUANCE DATE: | September 22, 2006 |
| 3. CLOSING DATE/TIME: | October 23, 2006, 5:00 PM EDT |
| 4. POSITION TITLE: | Disaster Operations Specialist
(Multiple Positions) |
| 5. MARKET VALUE: | GS-11 (Hiring Level)
(\$54,272 - \$70,558 per year)
This position has promotion potential to the
GS-12 salary range (\$65,048 – \$84,559 per
year) (<i>See note below</i>) |
| 6. PERIOD OF PERFORMANCE: | 2 years, renewable up to 5 years |
| 7. PLACE OF PERFORMANCE: | Washington, DC |
| 8. SECURITY ACCESS: | SECRET |
| 9. AREA OF CONSIDERATION: | Open to all U.S. Citizens |

POSITION DESCRIPTION

BACKGROUND

Disaster Operations Specialists (DOSs) play a central role in the U.S. Government's (USG's) disaster response, humanitarian assistance, and disaster risk management programs. They assist in developing response strategies, in managing all aspects of grants for humanitarian donor organizations, and in preparing talking points, information products, and briefing material. They manage portfolios consisting of one or several countries, and are members of regionally focused humanitarian response teams consisting of other DOSs, a Regional Coordinator, Information Officers, and Technical Specialists.

INTRODUCTION

The Office of U.S. Foreign Disaster Assistance (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 managing Search and Rescue (SAR) Teams, Disaster Assistance Response Teams (DARTs), and Washington-based Response Management Teams (RMTs).

DOSs are part of the Disaster Response Team within DRM. This team consists of five regional groups, each covering the following areas: Europe, the Middle East and Central Asia (EMCA), Asia and the Pacific, Latin America and the Caribbean (ASIA/LAC), Southern, Western and Northern Africa (SWAN), East and Central Africa (ECA) and Sudan. Each regional group is managed by a Regional Coordinator.

OBJECTIVE

DRM requires the services of additional Disaster Operations Specialists to enhance its capability to manage its portfolios and effectively respond to international crises and disasters.

DUTIES AND RESPONSIBILITIES

For the GS-11 Equivalent:

Working under the guidance and supervision of the Regional Coordinator for the assigned region of responsibility, the Disaster Operations Specialist will perform the following:

General Duties and Responsibilities:

- Conduct periodic site visits to the assigned region of responsibility to monitor grant activity;
- Deploy on short notice to serve on DARTs or serve on the Washington-based RMTs, as required.

Grant Portfolio Management:

- Become certified and serve as a Cognizant Technical Officer (CTO) for grants and cooperative agreements under portfolio of responsibility;
- Interface with implementing organizations regarding project proposals submitted for OFDA funding to ensure proposals meet OFDA's program objectives and grant guidelines;
- Prepare all documentation to obtain timely grant project approval. This will involve properly inputting data into Office and Agency administrative and financial tracking systems for transmittal to the Office of Acquisition and Assistance (OAA);
- Track program reports from grantees and ensure reports are received in a timely manner; review program reports to ensure that program objectives have been achieved; collate input from report for feedback to grantee, and share reports with regional team members, as appropriate;
- Upon completion of programs, close out awards according to Agency policies, identifying funds for de-obligation and/or equipment for disposition;
- Expedite the flow of programmatic and other documents through the clearance process.

Disaster Mitigation and Response:

The DOS will assume the responsibility for monitoring threatening and incipient disasters and reviewing, administrating, and implementing emergency relief and rehabilitation programs in the assigned region of responsibility consistent with OFDA's regional/country strategy. In coordination with Regional Teams and Technical Assistance Group (TAG) members, the DOS will:

- Review and monitor national disaster prevention, mitigation and preparedness plans for assigned countries in collaboration with regional team;
- Review the conceptual soundness, technical feasibility and budget for disaster assistance activities and emergency projects;
- Maintain regular contact with OFDA field representatives and the OFDA Regional Office to discuss implementation of activities and assessment of disaster mitigation program/needs;
- Serve on or backstop DCHA/OFDA assessment teams and DARTs to disaster sites when deemed necessary, and follow up with appropriate reports and/or cables.

Administrative:

In coordination with Regional Teams and TAG members, the DOS will:

- Maintain standardized office files for activities that are assigned as principal responsibilities;
- Review daily cable traffic and media services and highlight important information for regional team;
- Attend team, office, and other meetings as assigned by the Regional Coordinator; and, when necessary, prepare summaries of these meetings;
- As assigned by the Regional Coordinator, develop and execute official documents, including but not limited to, entries into the Office and Agency administrative and financial tracking systems, memos, cables, and information requests.

For GS-12 Equivalent (if the PSC is promoted during contract performance):

At this grade level, the Disaster Operations Specialist has demonstrated satisfactory competence in the duties and responsibilities described above. S/he will perform these duties and responsibilities with limited guidance from, and limited supervision of, the Regional Coordinator for the assigned region of responsibility.

Additionally, s/he will take on an increased level of responsibility for management and coordination of disaster response, disaster risk management activities and planning in her/his area of geographic responsibility. S/he will also take on increased level of responsibility for contributing to policy decisions and representing the office and its interests to other parties. At this grade level, s/he will perform the following:

General Duties and Responsibilities:

- Manage all aspects of the disaster response and disaster risk management project, including coordinating reviews and analysis of grant proposals, preparing documentation to expedite grant project approval, and evaluating and monitoring grant activities, both from Washington and in the assigned region of responsibility;
- Conduct periodic site visits to the assigned region of responsibility to assess the situation and meet with stakeholders;
- Represent the regional team and OFDA in public and private fora of USG interagency, partners, International Organizations (IOs), and other stakeholders.

Grant Portfolio Management:

- Manage his/her own portfolio of OFDA-funded programs in assigned region of responsibility, in coordination with Regional Teams and Technical Assistance Group (TAG) members;
- Coordinate interagency reviews of proposals for relief programs in disaster stricken countries. This will include developing issues papers, preparing and distributing briefing packets for all invitees, determining the need for follow-up meetings, reporting on the outcome of the proposal review to USG personnel in the field, and drafting official correspondence to Private Voluntary Organizations (PVOs)/Non-Governmental Organizations (NGOs), IOs and United Nations (UN) agencies.

Disaster Mitigation and Response:

The DOS will share the responsibility for coordinating emergency relief and rehabilitation programs in the assigned region of responsibility consistent with OFDA's regional/country strategy. In coordination with Regional Teams and TAG members, the DOS will:

- Share in the oversight and updating of OFDA's regional and country strategies for the region;
- Coordinate with regional team and TAG members, USAID regional bureaus, other DCHA offices, Mission Disaster Relief Officers (MDROs), the Department of State, Department of Defense, other donor governments, United Nations agencies, PVOs/NGOs, and other IOs to develop an inclusive US response to the declared disaster;
- Recommend to the Regional Coordinator policy and program options consistent with USG foreign policy objectives and provide effective and appropriate response to meet the needs of the disaster victims (or potential victims);
- Assure a timely and appropriate response to the Ambassador's disaster declaration, including reviewing Mission/Embassy recommendations for assistance, and prepare/clear appropriate guidance to the U.S. Mission/Embassy on resources and strategies to respond to the disaster situation.

SUPERVISORY RELATIONSHIP: The DOS will take direction from and report to the Regional Coordinator for the assigned region of responsibility.

SUPERVISORY CONTROLS: The DOS is expected to take initiative, act independently, and perform with minimal direction in responding to humanitarian emergencies as part of a fast-paced office environment.

BASIC REQUIREMENTS AND SELECTIVE FACTORS: Candidates not meeting all of the basic qualifications and selective factors are considered **NOT** qualified for the position.

Bachelor's degree with significant study in or pertinent to the specialized field (including but not limited to international relations and political science, and disaster management) and three (3) years of work experience relevant to international humanitarian assistance and/or disaster response with the USG, PVO/NGO, IO or UN Agency, such experience to include responsibility in determining budget levels, selecting programs for funding, and managing and evaluating funded programs in a results type framework. Experience must include on-the-ground field experience in needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

OR

Master's Degree with significant study in or pertinent to the specialized field (including but not limited to international relations, political science, and disaster management) and two (2) years of work experience relevant to international humanitarian assistance and/or disaster response with the USG, PVO/NGO, IO or UN Agency, such experience to include responsibility in determining budget levels, selecting programs for funding, and managing and evaluating funded programs in a results type framework. Experience must include on-the-ground field experience in needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

AND

- **US Citizenship**
- Complete and hand-signed federal form OF-612;
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs);
- 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: Used to determine the competitive ranking of qualified candidates in comparison to other candidates. The factors are listed in order from highest to least.)

- QRF #1 Describe your field or field-related experience in detail. Based on the job description provided in the solicitation, how will this experience help you to succeed as a DOS?
- QRF #2 Describe your grant-related experience in detail. Based on the job description provided in the solicitation, how will this experience help you succeed as a DOS?
- QRF #3 You have been assigned oversight of a humanitarian assistance program. Describe what methods and measurements you would use to judge if the program is meeting its goals.
- QRF #4 As a DOS, you have been asked to participate in a team reacting to a major natural disaster in the world region that you are responsible for. What key skills and traits should team members have in order to provide effective assistance?
- QRF #5 In 350 words or less, compose an information memo for senior OFDA Officials that describes the humanitarian situation and recommended response options for a recent natural disaster or complex emergency somewhere in the world. (Please include a word count at the end of the memo.)

BASIS OF RATING: Applicants who meet the Basic Requirements and Selective 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, social security number and the announcement number at the top of each additional page. Failure to address the selective 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 points
- QRF #2 – 10 points
- QRF #3 – 10 points
- QRF #4 – 10 points
- QRF #5 – 5 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

Total Possible Points: 100

NOTE ON THE POTENTIAL FOR PROMOTION TO THE GS-12 SALARY RANGE:

This position will be initially filled at the GS-11 salary range. Upon achievement of full performance level (satisfactory completion of training and performance requirements contained in the Individual Development Plan (IDP), certification of acceptable performance by the position Supervisor/Cognizant Technical Officer (CTO), and satisfaction of a minimum of 12 months of performance, the PSC may be eligible for promotion to the GS-12 salary range.

Should the PSC be promoted to the GS-12 salary range, he/she will not be eligible for the annual salary increase (per AIDAR Appendix D, Section 4.c.2.iv) due after the first 12 months of performance. The effective date of promotion, if any, will serve as the start date for the next 12-month period for the annual salary increase should the PSC be extended beyond two years.

WHERE AND HOW TO APPLY:

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. 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.

Via mail: GlobalCorps, 1201 Pennsylvania Ave. NW, Suite 200, Washington, DC 20004
Via facsimile: (202) 315-3803 or (240) 465-0244
Via email: DOS@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 and State Department Medical Clearance are not obtained within nine months, 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 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

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.

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 not exempt from payment of Federal Income taxes.
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.