

SOLICITATION NUMBER: M/OAA/DCHA/DOFDA-06-1572  
ISSUANCE DATE: June 28, 2006  
CLOSING DATE: July 13, 2006, 5:00PM EDT

LADIES AND GENTLEMEN:

SUBJECT: Solicitation for Personal Services Contractor (PSC) – Overseas Administration Team (OAT) Leader

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 Stephanie Paul  
Telephone Number: (202) 661-9366 or (202) 661-9369  
E-Mail Address: [oat@globalcorps.com](mailto: oat@globalcorps.com)  
Website: [www.globalcorps.com](http://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: [oat@globalcorps.com](mailto: oat@globalcorps.com)  
Facsimile: (202) 315-3803 or (240) 465-0244

Sincerely,

Yvonne Wilson  
Contracting Officer

1. SOLICITATION NUMBER:	M/OAA/DCHA/DOFDA-06-1572
2. ISSUANCE DATE:	June 28, 2006
3. CLOSING DATE/TIME:	July 13, 2006, 5:00 PM EDT
4. POSITION TITLE:	Overseas Administration Team (OAT) Leader
5. MARKET VALUE:	GS-14 (\$91,407 - \$118,828 per year)
6. PERIOD OF PERFORMANCE:	2 years, renewable, not to exceed 5 years total
7. PLACE OF PERFORMANCE:	Washington, D.C.
8. SECURITY ACCESS:	SECRET
9. AREA OF CONSIDERATION:	Open to all <b>U.S. Citizens</b>

## **POSITION DESCRIPTION**

### **Background**

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

### **Introduction**

OFDA is the office within the U.S. Agency for International Development (USAID) that is responsible for providing non-food humanitarian assistance in response to international crises and disasters. DCHA/OFDA is organized into three divisions under the management of the Office of the Director. The Disaster Response and Mitigation Division (OFDA/DRM) is responsible for coordinating with other organizations for the provision of relief supplies and humanitarian assistance. OFDA/DRM also devises, coordinates and implements program strategies for a variety of natural and human-caused disaster situations. OFDA/DRM hires sector specialists to provide technical expertise in assessing the quality of disaster response. The Program Support Division (OFDA/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 (OFDA/OPS) develops and manages logistical, operational and technical support for disaster responses and administrative support to all offices and operations. OFDA/OPS maintains readiness to respond to emergencies through several mechanisms, including Search and Rescue (SAR) Teams, DARTs and Washington-based Response Management Teams (RMTs).

The Overseas Administration Team (OAT) is part of OFDA/OPS that provides administration oversight and support for the DCHA/OFDA Regional Offices and for other DCHA/OFDA personnel posted overseas. This also includes administrative support for DARTs, which often deploy rapidly but can remain in a country for several months or longer. The administration aspects of personnel and property are essential elements to sustaining programs overseas. In addition to supporting field operations, OAT is responsible for providing administration oversight and support for RMTs at DCHA/OFDA headquarters. Further, OAT maintains the primary source for DCHA/OFDA surge capacity staffing, called the Response Alternatives for Technical Services (RATS) mechanism, which is a roster of up to 75 part-time Personal Services Contractors (PSCs).

## **OBJECTIVE**

DCHA/OFDA requires an Overseas Administration Team Leader to meet its program objectives and ensure that surge capacity staffing requirements are met.

## **DUTIES AND RESPONSIBILITIES**

The Overseas Administration Team Leader will:

- Recommend personnel selection, personnel management and organizational structure; ensure that overseas offices are staffed and structured in such a way as to maximize their human resources while remaining flexible to meet the ever-changing demands of DCHA/OFDA;
- Provide expert advice to control inherent management vulnerabilities that emanate from implementing new initiatives, such as new regional, office locations, DART offices and overseas deployments of emergency personnel; ensure that risks are minimized and that basic management principles and controls are reflected in the program design;
- Ensure that field activities are carried out in coordination with US Embassies and USAID Missions, and in accordance with USG law and USAID policies and regulations;
- Identify potential interaction and teamwork with existing overseas operations, such as established USAID Missions, with Department of State operations, and with private contractors, to maximize support at the lowest possible management costs;
- Integrate logistics support systems with administrative support mechanisms as well as with personnel systems of USG, PSC and of private sector individuals and other donors, when appropriate;
- Establish and close all administrative aspects of Regional Offices, Program Offices and DART operations as necessary; design and implement management procedures to facilitate programmatic transition and handover between USAID offices;
- Design innovative management approaches that incorporate more formal relationships with implementing partners, i.e., other USG agencies, Private Voluntary Organizations (PVOs), Non-Governmental Organizations (NGOs), International Organizations (IOs), the United Nations, multinational donors and other private sector entities.
- Supervise all non- U.S. direct hire overseas administrative unit staff in Washington and in the field;
- Manage the RATS program which provides up to 75 part-time employees to the pool of personnel available to DCHA/OFDA for timely and effective emergency response;
- Serve as the primary interface on administrative matters between DCHA/OFDA and U.S. Embassies and USAID Missions;
- Travel to the field and to Missions to ensure that administrative operations are carried out in accordance with USAID regulations and policies. Significant overseas travel may be required for this position.

**SUPERVISORY RELATIONSHIP:**

The OAT Leader reports to the Director of the Operations Division. While on assignment, the OAT Leader may report directly to the senior DCHA/OFDA field representative in the region of assignment.

**SUPERVISORY CONTROLS:**

The Division Director provides broad guidance to the OAT Leader in the form of general management policy direction, staff resources, time and budget levels. The OAT Leader works independently and frequently originates work requirements using judgment and initiative. He/she exercises supervisory responsibility for the management component during the design of field programs and their implementation.

**BASIC REQUIREMENTS AND SELECTIVE FACTORS:** (Determines basic eligibility for the position. Candidates who do not meet 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, and 10 years of progressively responsible experience in emergency relief and humanitarian assistance, four (4) of which must include experience managing administrative operations in a developing country
- Ability to obtain a Secret level security clearance
- Ability to obtain a Department of State medical clearance
- U.S. Citizen

**QUALITY RANKING FACTORS:** (Used with interview performance and reference check results to determine the ranking of qualified candidates in comparison to other applicants. The factors are listed in order of importance from highest to least.)

- QRF #1            You have been assigned to establish and operationalize a new overseas office for OFDA. Describe in detail your approach to accomplishing this assignment. Discuss any assumptions that you must make in order to answer this QRF.
- QRF #2            Describe how you build and maintain a staffing surge capacity mechanism such as RATS. Using information from this solicitation, describe the conceptual process you would use to select appropriate surge capacity technical personnel for a new OFDA assignment. Discuss any assumptions that you must make in order to answer this QRF.
- QRF #3            Discuss your understanding of the differences in the conduct of administrative functions for diplomatic/development activities and for emergency response/humanitarian assistance activities.
- QRF #4            Describe the challenges involved in managing administrative personnel, facilities, and operations in a developing country. How would you address these challenges? Describe the project management tools and supervision techniques that you have successfully used in the past.
- QRF #5            Describe your understanding of general administrative procedures and best practices that may be applied to USG humanitarian operations.

**BASIS OF RATING:** Applicants who meet the Basic Requirements and Selective Factors will be further evaluated based on the Quality Ranking Factors (QRFs), interview performance, and satisfactory academic and 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 – 15 points
- QRF #3 – 10 points
- QRF #4 – 5 points
- QRF #5 – 5 points

Interview Performance – 30 points

Satisfactory Academic and Professional Reference Checks – 20 points

**Total Possible Points: 100**

**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](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov> or at Federal offices) or [www.globalcorps.com](http://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: [oat@globalcorps.com](mailto:oat@globalcorps.com)

The most qualified candidates may be interviewed and may be 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](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](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.