



## Request for Personal Service Contractor

### USAID Office of Transition Initiatives

Position Title: Office Manager  
Solicitation Number: SOL-OTI-14-000022  
Salary Level: GS-11 Equivalent: \$63,091 - \$82,019  
GS-12 Equivalent: \$75,621 - \$98,305  
Issuance Date: March 20, 2014  
Closing Date: April 3, 2014  
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 from qualified U.S. citizens to provide personal services as an Office Manager 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 resume.** In order to fully evaluate your application, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

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**2. Supplemental document specifically addressing:**

Each of the four (4) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

**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.

**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the EFs must be mailed, delivered, faxed, or emailed to:

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

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:

Travis Axton or Dominique Chittum  
Telephone Number: (202) 706-6115 or (202) 706-6110  
E-Mail Address: officemgr@globalcorps.com  
Website: www.globalcorps.com  
Facsimile: (202) 403-3911

Sincerely,

Cristina Sylvia  
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) Office Manager

**1. SOLICITATION NO.:** SOL-OTI-14-000022

**3. ISSUANCE DATE:** March 20, 2014

**3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 3, 2014, 5:00 pm EDT

**4. POSITION TITLE:** Office Manager

**5. MARKET VALUE:** This position has been designated as a “ladder” position. The highest level of this position is a GS-12 (\$75,621 - \$98,305); however, USAID intends to fill this position at the entry GS-11 (salary range \$63,091 – \$82,019) equivalent level, at Washington, DC locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-11 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.**

Following at least two (2) years at the GS-11 equivalent grade, the candidate may have the opportunity for advancement to a GS-12 equivalent grade. In order to be advanced to the higher grade, the incumbent must meet the minimum qualifications of the higher grade, and receive an “Excellent” performance rating in the annual performance evaluation. The evaluation must include a statement by the supervisor that the employee is performing successfully at the current grade and is considered ready to perform at the higher grade level. Neither advancement nor extension of the contract is guaranteed.

**6. PERIOD OF PERFORMANCE:** Two years, with three one-year options

**7. PLACE OF PERFORMANCE:** Washington, D.C.

**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. 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

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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 13 of this solicitation.

For more information about OTI and its country programs please see: <http://www.usaid.gov/political-transition-initiatives>

## **INTRODUCTION**

The Office Manager will be based in Washington, DC, and will provide a range of administrative and/or program services in support of OTI program-funded staff in Washington and the field. The Office Manager will work within OTI's Operations and Management Division (OMD).

With this solicitation, OTI intends to recruit an Office Manager to work with the OMD Human Resources and Administrative Support team. It is expected that the Office Manager selected from this solicitation may begin their first year by coordinating a myriad of administrative management tasks including space coordination, unit security, emergency preparedness and administrative management services compliance.

## **OBJECTIVE**

The purpose of this solicitation is to hire an Office Manager within OTI's Operations and Management Division (OMD).

## **9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the Office Manager requires teamwork, the exercise of discretion, judgment, and personal responsibility. The Office Manager must prioritize and follow up on his or her own actions without prompting, while also supporting office operations by enforcing policy and procedures. As a member of a highly operational office, the incumbent is willing and able to

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perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on building positive relationships with all OTI staff both in the field and in Washington, and with key stakeholders both in and outside of OTI. The incumbent is a team player and willing to fill gaps as needed to ensure the responsiveness of the team. The incumbent is highly responsible, service-oriented, organized, detail-oriented, and is able to receive and respond to constructive criticism in a professional manner.

Under the direct supervision of the Washington-based Team Leader, Human Resources and Admin Support, or his/her designee the Office Manager will perform the following duties:

***At the GS-11 level:***

- Serve as an administrative management specialist using broad knowledge and experience in office management, and liaising with offices outside of OTI, to successfully oversee issues related to facilities management including workstation assignments and changes, telephone assignments and transfers, records management, and general office management such as supply orders and safety and emergency preparedness;
- Coordinate office-wide morale and well-being activities, including but not limited to multiple annual OTI events and staff care initiatives;
- Participate in the development, maintenance, and implementation of office policies and procedures related to general office management to maintain efficiency and identify major management issues/problems, bringing any issues to the attention of the Team Leader, Human Resources and Administrative Support;
- After an initial learning period, provide orientation, training, and mentoring for incoming staff as delegated by supervisor; communicate with supervisor to recognize good performance and provide performance feedback for team members;
- Coordinate OTI's records management program including maintenance and disposition of administrative and program files, and training of OTI staff;
- Serve as records liaison officer and coordinate with Office of Information and Records Division (IRD) accordingly ensuring OTI is in compliance with the latest records regulations;
- Carry out special administrative projects identified by OTI management;
- Coordinate requests for information and inform OTI staff of important regulatory requirements and events;

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- Develop, implement, and train OTI staff on administrative management tools and systems;
- Provide support and updated information to supervisors and employees on questions and requests related to the administrative support services provided by OTI which may include liaising with offices outside of OTI;
- Coordinate closely between OTI's three divisions (Operations and Management Division, Field Programs Division, and the Program, Learning and Innovations Division) on all issues related to the administrative management of the office;
- Serve as a Direct Line Officer (DLO) for OTI and liaise with DCHA Bureau-level Administrative Management Services (AMS) as required;
- Assist with unit security and classified information access for OTI; process and assist employees with ClassNet requests; serve as OTI Unit Security officer and liaise with USAID Security on security requests and issues as required;
- Perform other duties and activities as required to ensure the successful management of OTI/Washington.

***At the GS-12 level:***

- Serve as an administrative management specialist using broad knowledge and experience in office management, and liaising with offices outside of OTI, to successfully oversee issues related to facilities management including workstation assignments and changes, telephone assignments and transfers, records management, and general office management such as supply orders and safety and emergency preparedness;
- Coordinate and facilitate office-wide morale and well-being activities, including but not limited to multiple annual OTI events and staff care initiatives;
- Develop, maintain, and implement office policies and procedures related to general office management to maintain efficiency. Identify issues/problems bringing any major management issues to the attention of the Team Leader, Human Resources and Administrative Support;
- Provide orientation, training, and mentoring for incoming staff as delegated by supervisor; communicate with supervisor to recognize good performance and provide performance feedback for team members;
- Independently manage and coordinate OTI records management program including maintenance and disposition of administrative and program files;

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- Serve as records liaison officer and coordinate with Office of Information and Records Division (IRD) accordingly ensuring OTI is in compliance with latest records regulations;
- Carry out special administrative projects identified by OTI management; with little to no supervision, independently plan, coordinate, and complete special assignments as directed;
- Coordinate requests for information and inform OTI staff and leadership of important regulatory requirements and events;
- Develop, implement, and train OTI staff on administrative management tools and systems;
- Provide support and updated information to supervisors and employees on questions and requests related to the administrative support services provided by OTI which may include liaising with offices outside of OTI;
- Coordinate closely between OTI's three divisions (Operations and Management Division, Field Programs Division, and the Program, Learning and Innovations Division) on all issues related to the administrative management of the office;
- Manage space and cube moves, telephone transfers, and other administrative issues; serve as a Direct Line Officer (DLO) for OTI and liaises with Bureau-level Administrative Management Services (AMS) as required;
- Assist with unit security and classified information access for OTI; process and assist employees with ClassNet requests; serve as OTI Unit Security officer and liaise with USAID Security on security requests and issues as required;
- Perform other duties and activities as required to ensure the successful management of OTI/Washington.

**SUPERVISORY RELATIONSHIP:**

The Office Manager will take direction from and will report to OTI's OMD Team Leader, Human Resources and Admin Support.

**SUPERVISORY CONTROLS:**

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

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**10. PHYSICAL DEMANDS**

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

**11. WORK ENVIRONMENT**

Work is performed in an office setting. Overseas deployments are not required for this position.

**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 Office Manager must be an individual with sound judgment and excellent communication, interpersonal, and analytical skills. The successful candidate must have a strong interest in administrative management and support, and be able to accomplish a wide range of assignments on short notice. The individual will be someone who is highly flexible and willing to work under conditions of ongoing change.

In order to be considered for the position a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of the Required Skills and Selection Factors. Additionally, interviews, writing samples, and a demonstration of ability to operate in Microsoft Office applications may be requested. Applicants are encouraged to write a brief appendix to their resume to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Factors listed below:

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

**At the GS-11 Level:**

- (1) A high school diploma with a minimum of **six (6) years** of work experience performing a range of administrative management support duties similar to those outlined in the scope of work above;

**OR**

An Associate's Degree with a minimum of **five (5) years** of work experience performing a range of administrative management support duties similar to those outlined in the scope of work above;



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**OR**

A Bachelor's Degree with a minimum of **four (4) years** of work experience office performing a range of administrative management support duties similar to those outlined in the scope of work above;

**AND**

- (2) Demonstrated experience liaising with outside offices and organizations;
- (3) Demonstrated experience using Microsoft Office applications including Excel, Word, and PowerPoint.

**At the GS-12 Level:**

- (1) A high school diploma with a minimum of **eight (8) years** of work experience performing a range of administrative management support duties similar to those outlined in the scope of work above including at least **one (1) year** supervisory experience;

**OR**

An Associate's Degree with a minimum of **seven (7) years** of work experience performing a range of administrative management support duties similar to those outlined in the scope of work above including at least **one (1) year** supervisory experience;

**OR**

A Bachelor's Degree with a minimum of **six (6) years** of work experience office performing a range of administrative management support duties similar to those outlined in the scope of work above including at least **one (1) year** supervisory experience;

**AND**

- (2) Minimum of **two (2) years** of experience liaising with outside offices and organizations;
- (3) Demonstrated experience using Microsoft Office applications including Excel, Word, and PowerPoint.

Applicants who meet the minimum education/experience requirements will be further evaluated based on scoring of the evaluation factors described below. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

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**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 resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Supplemental document specifically addressing how the candidate meets 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**);
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance is required prior to issuance of the contract for this position.

**NOTE:** If a full security investigation package is not submitted by the selected within 30 days after it is requested, the offer may be rescinded. If a security clearance is not able to be obtained within four months after the selected submits the initial security clearance documentation, the offer may be rescinded.

**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.)

Applicants should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

- Factor #1: Demonstrated experience in office management and administrative functions, and ability to apply independent judgment in finding solutions.
- Factor #2: Demonstrated customer service in a professional setting and ability to provide information and assistance as appropriate in a high pressure, fast changing environment.
- Factor #3: Demonstrated experience in establishing and maintaining effective relationships with a variety of groups and individuals, across organizational structures.
- Factor #4: Demonstrated oral and written communication skills.

**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.

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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 – 20
- Factor #2 – 20
- Factor #3 – 15
- Factor #4 – 15
- 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:**

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. Complete resume. In order to fully evaluate your application, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**

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- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

**2. Supplemental document specifically addressing:**

Each of the four (4) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

**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.

Additional documents submitted will not be accepted.

By submitting your application materials, you agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

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

**DOCUMENT SUBMITTALS**

**Via mail:** GlobalCorps, 529 14th Street, NW, Suite 700, Washington, D.C. 20045  
**Via facsimile:** (202) 403-3911  
**Via email:** officemgr@globalcorps.com

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

**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.

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**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://acquisition.gov/far/current/html/52\\_200\\_206.html](https://acquisition.gov/far/current/html/52_200_206.html)

**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at: <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml> or at <http://www.usaid.gov/forms/>

1. Federal Employment Application (OF-612).
2. Declaration for Federal Employment (OF-306).
3. Medical History and Examination Form (DS-6561).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or  
Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

Forms 1 through 5 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/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

**AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY**

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

**FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS**

FAR Clause 52.222-50 is hereby incorporated as Attachment 2 to the solicitation.

**BENEFITS/ALLOWANCES:**

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

**BENEFITS:**

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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/16fam/index.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 DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible

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

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

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

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

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



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**ATTACHMENT 2**

**FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).**

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;

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- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
  - (i) The United States Government's zero tolerance policy described in paragraph (b) of this clause; and
  - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.