



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: Personnel and Operations Specialist (Multiple Positions)
Solicitation Number: SOL-OTI-13-000032
Salary Level: GS-10 Equivalent: \$56,857 - \$73,917
GS-11 Equivalent: \$62,467 - \$81,204
Issuance Date: April 24, 2013
Closing Date: May 8, 2013
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 a Personnel Operations Specialist 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 for each grade level for which you are applying. 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 Education/Experience requirements shown in the solicitation.

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

Each of the five (5) 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.

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: persops@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:

Travis Axton or Dominique Chittum
Telephone Number: (202) 706-6115 or (202) 706-6110
E-Mail Address: persops@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

Solicitation for U.S. Personal Service Contractor (PSC) Personnel and Operations Specialist (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-13-000032
- 2. ISSUANCE DATE:** April 24, 2013
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** May 8, 2013, 5:00 pm EDT
- 4. POSITION TITLE:** Personnel and Operations Specialist
- 5. MARKET VALUE:**

This position has been designated as a “ladder” position. The highest level of this position is a GS-11 (\$62,467 - \$81,204); however, USAID intends to fill this position at the entry GS-10 (\$56,857 - \$73,917) with Washington, D.C. locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-10 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 one (1) year at the GS-10 equivalent grade the candidate may have the opportunity for advancement to a GS-11 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

USAID’s Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local, indigenous partners advance peace and democracy in priority conflict-prone countries by providing fast, flexible, short-term assistance targeted at key transition needs.

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

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

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office's programmatic goals and objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see page 15 of this solicitation.

For more information about OTI and its country programs please see: <http://usaid.gov/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

INTRODUCTION

The purpose of this contract is to hire a Personnel and Operations Specialist within OTI's Operations and Management Division (OMD). The Personnel and Operations Specialist will provide administrative support for program funded U.S. Personal Services Contract (USPSC) employees and program operations in OTI. The Personnel and Operations Specialist works closely with the Pre-Employment, Recruitment, and Contracts (PERC) Team Lead and other members of the Operations and Management Division (OMD) as well as the OTI Country Program teams to ensure program-funded personnel are hired, tracked, and supported.

OMD in Washington provides OTI with an advanced level of operational and management support to help ensure ongoing and improved flexible, rapid response in political transition programming overseas. OMD is responsible for instituting and maintaining office-wide systems and processes, office practices and procedures, and the creation of an enhanced response capability through teamwork, responsiveness, fiscal responsibility, quality control, and customer service.

Within the OMD, the PERC is responsible for analyzing needs, developing solutions, and advising on issues related to contracts, recruitment, and staff management in direct support of OTI's numerous field programs. The PERC Team regularly participates in core DCHA/OTI

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

process design, development and training exercises. The goal of the PERC Team is to create and maintain an enhanced response capability to support staff management and effective processes for OTI field and Washington teams. The team accomplishes this through working closely with regional teams in order to track staffing needs and support the overall mission of the office as well as address the needs of individual teams.

Program and Operations staff work as a team to ensure country programs are started, managed, and closed efficiently and effectively.

This is a key position in an exciting and busy office which responds rapidly to crisis situations overseas. For DCHA/OTI to implement its rapid response strategy, it is essential that DCHA/OTI personnel receive prompt support. The Personnel and Operations Specialist has the ability to maintain flexibility in a fast-paced dynamic environment while managing competing priorities and meeting aggressive deadlines. Providing knowledgeable, rapid response using standard operating procedures and making recommendations for improvements or innovations to increase effectiveness and efficiency is critical to successful implementation of OTI's programs and fulfillment of OTI's mandate.

OBJECTIVE

The purpose of this solicitation is to hire a Personnel and Operations Specialist within OTI's Operations and Management Division (OMD).

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Personnel and Operations Specialist requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the Personnel Operations Specialist requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The Personnel and Operations Specialist 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 Personnel and Operations Specialist 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 Personnel and Operations Specialist 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 Personnel and Operations Specialist is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

The Personnel and Operations Specialist is responsible for assisting in management of OTI's PSC Portfolio and staffing resources, and providing information, administrative assistance and general office support for OTI program implementation staff. The Personnel and Operations Specialist is a member of OTI's Operations and Management Division's Operations Support Team.

The Personnel and Operations Specialist is not permitted to award PSCs or POs directly to individuals, firms, or organizations. Furthermore, the Personnel and Operations Specialist will work with the OTI Financial Management Specialist to process the timely de-obligation of excess funds in the PSCs or POs and prepare them for close-out.

Under the direct supervision of the Washington-based DCHA/OTI Pre-Employment, Recruitment, and Contracts (PERC) Team Leader or his or her designee, the Washington-based Personnel and Operations Specialist will perform the following duties:

GS-10 Equivalent:

- After an initial learning phase, have a working knowledge of the U.S. Personal Services Contractor policies and regulations and the OTI USPSC Handbook in order to field questions from USPSCs, keeping the supervisor in copy;
- Assist with the management of a complex portfolio of PSCs, including initiating in GLAAS, tracking of expiration and funding of all of OTI's current PSC staff, comprised of 140 members;
- Maintain electronic and hard copy working personnel filing systems, and assist the team in ensuring personnel files are accurate and up to date;
- Manage or track all e-mail lists and communication listserv memberships for the office staff;
- Provide Medical Clearance processing and tracking for all OTI non-direct hire employees;
- Provide procurement tracking support systems for the other members of the Pre-Employment, Recruitment, and Contracts (PERC);
- Assist with the management and development of the OTI Knowledge Management Website, including reviewing and uploading documents to assist staff with a variety of tasks and provide information and limited guidance;
- Perform a range of administrative duties as required (such as photocopying, filing, mail services, etc.);
- When required, provides backstopping support for various administrative functions such as Travel, Records Management, Finance, Training, and Human Resources;

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

- Perform other administrative and personnel support duties as assigned;
- When required, backstop the Personnel Specialist in his/her absence and take decisive steps on necessary follow-up actions and required tasks as determined by supervisor;
- Perform routine duties independently such as: reviewing pre-employment documents for completeness and to ensure the presence of signatures, dates and attachments, verifying employment information according to Agency procedures, obtaining additional information as required;
- Backstop the OTI Personnel Specialist in his/her absence, including but not limited to liaising with the Bureau Administrative Management Services (AMS) staff, providing Security Clearance processing and tracking for OTI non-direct hire employees;
- Liaise with AMS and the Office of Security to ensure that necessary documentation is submitted for new USPSCs in bi-weekly security briefings, including tracking security clearance expiration dates of all USPSCs in OTI;
- Work closely with the Pre-Employment, Recruitment, and Contracts (PERC) Team, including the support contractor, to ensure staff hiring and support actions are completed in a timely manner;
- Follow guidelines as determined by supervisor, and contribute regularly to the conception of new methods and policies;
- Refer regularly to the PSC Handbook and Appendix D of the USAID Acquisition Regulation (AIDAR);
- Work with supervisor to develop assignments, deadlines, and methodologies, and carry out assignments independently after tasks are defined.

GS-11 Equivalent:

Utilizing a greater sense of responsibility and independence, but still under the supervision of the Washington-based DCHA/OTI Pre-Employment, Recruitment, and Contracts (PERC) Team Lead or his/her designee, the Personnel Specialist will:

- Have a superior level of knowledge and expertise of the U.S. Personal Services Contractor policies and regulations and the OTI USPSC Handbook in order to field questions from USPSCs, keeping the supervisor in copy;
- Prepare documentation for processing all new hire security clearances investigations, as well as current employee revalidation and security clearance upgrades;

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

- Manage or track all e-mail lists and communication list-serve memberships for the office staff;
- Provide Medical Clearance processing and tracking for all OTI non-direct hire employees;
- Provide and innovate procurement tracking support systems for other members of the Pre-Employment, Recruitment, and Contracts (PERC) Team;
- Perform a range of administrative duties as required (such as photocopying, filing, mail services, etc.);
- When required, provides backstopping support for various administrative functions such as Travel, Records Management, Finance, Training, and Human Resources;
- Perform other administrative and personnel support duties as assigned;
- Take the lead and be fully on point for the management of a complex portfolio of PSCs, including initiating in GLAAS, tracking of expiration and funding of all of OTI's current PSC staff, comprised of 140 members;
- Create and maintain new electronic and hard copy working personnel filing systems, and assist the team in ensuring personnel files are accurate and up to date;
- When required, backstop the Personnel Specialist in his/her absence and take decisive steps on necessary follow-up actions and required tasks as determined by supervisor;
- Act as the main point of contact for the management and development the OTI Knowledge Management Procurement and Staffing Website, including developing resources, providing guidance and reviewing and uploading documents to assist staff with a variety of tasks and provide information and office How To's;
- Perform routine duties independently such as: reviewing pre-employment documents for completeness and to ensure the presence of signatures, dates and attachments, verifying employment information according to Agency procedures, obtaining additional information as required;
- Backstop the OTI Personnel Specialist in his/her absence, including but not limited to liaising with the Bureau Administrative Management Services (AMS) staff, providing Security Clearance processing and tracking for OTI non-direct hire employees;
- Liaise with AMS and the Office of Security to ensure that necessary documentation is submitted for new USPSCs in bi-weekly security briefings, including tracking security clearance expiration dates of all USPSCs in OTI;

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

- Work closely with the Pre-Employment, Recruitment, and Contracts (PERC) Team, including the support contractor, to ensure staff hiring and support actions are completed in a timely manner;
- Follow guidelines as determined by supervisor, and contribute regularly to the conception of new methods and policies;
- Refer regularly to the PSC Handbook and Appendix D of the USAID Acquisition Regulation (AIDAR);
- Work with supervisor to develop assignments, deadlines, and methodologies, and carry out assignments independently after tasks are defined.

SUPERVISORY RELATIONSHIP:

The Personnel and Operations Specialist will report to OTI's Washington-based Team Leader for the Pre-Employment, Recruitment, and Contracts Team, or his/her designee, as well as to the Chief, Operations and Management Division.

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 effectively.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During deployment on Assessment teams or 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 primarily performed in an office setting. During deployment on Assessments or during site visits, the work 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"**)

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

The incumbent must be an individual with sound judgment and excellent communication, interpersonal and analytical skills. The candidate must be able to accomplish a wide range of assignments, often on short notice, including performing a range of administrative functions, and be willing to step in to help with any team task large or small to help ensure programmatic success.

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 may be requested.

Applicants who do not meet the minimum requirements for the GS-10 equivalent will not be considered for award.

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

At the GS-10 Equivalent Level:

- (1) A High school diploma with **five (5) years** of progressively responsible work experience, of which **one (1) year** must consist of specialized experience in administrative personnel support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues;

OR

A Bachelor's degree with **three (3) years** of progressively responsible work experience, of which **one (1) year** must consist of specialized experience in administrative personnel support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues;

OR

A Master's degree with **one (1) year** of progressively responsible work experience in administrative personnel support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues;

- (2) At least **six (6) months** experience related to personnel support services for a USG agency, an institutional contractor working for a USG agency, or a large international organization;
- (3) At least **three (3) months** experience with computerized systems used to support federal procurement.
- (4) Computer proficiency in mainstream software applications including use of database systems, and a strong operational knowledge of Microsoft PowerPoint, Word, Excel, and Outlook.

At the GS-11 Equivalent Level:

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

After at least one year at the GS-10 Level, the incumbent may be considered for advancement to the GS-11 level based on an excellent performance review by the supervisor, and based on meeting the minimum qualifications listed below:

- (1) A High school diploma with **six (6) years** of progressively responsible work experience, of which **two (2) years** must consist of specialized experience in administrative personnel support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues;

OR

A Bachelor's degree with **four (4) years** of progressively responsible work experience, of which **two (2) years** must consist of specialized experience in administrative personnel support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues;

OR

A Master's degree with **two (2) years** of progressively responsible work experience in administrative personnel support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues;

- (2) At least **one (1) year** experience related to personnel support services for a USG agency, an institutional contractor working for a USG agency, or a large international organization;
- (3) At least **one (1) year** experience with computerized systems used to support federal procurement.
- (4) Computer proficiency in mainstream software applications including use of database systems, and a strong operational knowledge of Microsoft PowerPoint, Word, Excel, and Outlook.

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 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**);
- Satisfactory verification of academic credentials.

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

A USAID Secret level security clearance is 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 customer service ethic in more than one office/job, and skill in establishing and maintaining effective relationships with a variety of groups and individuals;
- Factor #2 Demonstrated ability to work well under pressure, while still paying great attention to detail, often with extremely short deadlines;
- Factor #3 Experience with computerized systems used to support federal procurement, and previous experience in the application of government regulations;
- Factor #4 Applicants with a current U.S. Government security clearance will be given preference; and
- Factor #5 Excellent communication skills, including writing, speaking and organizational 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.

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 – 15
- Factor #3 – 15
- Factor #4 – 10
- Factor #5 – 10
- Total Possible – 70 Points

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

Interview Performance – 30 points

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

Total Possible Points: 100

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

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

APPLYING:

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.**
- (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 for each grade level for which you are applying. 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 Education/Experience requirements shown in the solicitation.

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

Each of the five (5) 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.

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 or (202) 403-3941

Via email: persops@globalcorps.com

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

NOTE: If a temporary or full secret security clearance is not obtained within four months after offer acceptance, 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://acquisition.gov/far/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.usa.gov/Topics/Reference-Shelf/forms.shtml>

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

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).

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://transition.usaid.gov/business/business_opportunities/cib/subject.html#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:

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).

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

- (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.

**Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-
OTI-13-000032**

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://transition.usaid.gov/business/business_opportunities/cib/pdf/aapd06_10.pdf

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

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

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).

**Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-
OTI-13-000032**

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;

Solicitation for a USPSC Personnel and Operations Specialist (Multiple Positions) SOL-OTI-13-000032

- (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>.