



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: Program Manager – Program Office
Solicitation Number: SOL-OTI-14-000003
Salary Level: GS-12 Equivalent: \$74,872 - \$97,333
GS-13 Equivalent: \$89,033 – \$115,742
Issuance Date: October 30, 2013
Closing Date: November 14, 2013
Closing Time: 5:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Program Manager to the Program Office 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.

Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003

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: pmpo@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:

Christine Deloff or Ian Reese
Telephone Number: (202) 706-6116 or (202) 706-6109
E-Mail Address: pmpo@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

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

- 1. SOLICITATION NO.:** SOL-OTI-14-000003
- 2. ISSUANCE DATE:** October 30, 2013
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** November 14, 2013, 5:00 pm EST
- 4. POSITION TITLE:** Program Manager – Program Office
- 5. MARKET VALUE:** This position has been designated as a “ladder” position. The highest level of this position is a GS-13; however, USAID intends to fill this position at the GS-12 equivalent level based on the duties and responsibilities and selective factors (minimum qualifications). The entry level for this position has been established at the GS-12 level with Washington, DC locality pay (\$74,872 - \$97,333). Final compensation will be negotiated within the listed market value based upon the candidate’s past salary, work history and educational background. **Salaries over and above the top of the GS-12 pay range will not be entertained or negotiated.** Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.

Following at least two (2) years at the GS-12 equivalent grade the candidate will have the opportunity for advancement to a GS-13 equivalent grade. To be eligible for promotion to the GS-13 level, the incumbent must meet the minimum qualifications for the GS-13 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:** One (1) year with up to five (5) one-year option periods.
- 7. PLACE OF PERFORMANCE:** Washington, D.C. with possible travel as stated in the position description.

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 OTI Program Manager – Program Office
SOL-OTI-14-000003

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 16 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 Bureau of Democracy, Conflict, Humanitarian Assistance (DCHA)/OTI Program, Learning, and Innovation Division's Program Office (PLI/PO) provides OTI with strategic guidance on country-level and office-level budgeting, strategy, and program performance issues, and increases key stakeholder awareness of and support for OTI as a key instrument in carrying out U.S. foreign policy objectives. The Program Office provides both internal support to OTI and external outreach to the rest of the Agency, the U.S. Government, and other key stakeholders. Key functions of the Program Office are to: provide management and oversight for budgeting decisions and allocation of resources; set standards and provide guidance to country programs on strategic planning, decision-making, and implementation; manage core procurement mechanisms that support country programs; and facilitate the flow of information regarding OTI programs with internal and external audiences. The Program Office is responsible for outreach for OTI with counterparts within USAID as well as with other parts of the U.S. federal government, Capitol Hill, donors, and other interested partners and stakeholders. The Team is also responsible for new outreach product development.

The OTI Program Manager – Program Office will support all aspects of OTI's outreach and strategic communications for a wide array of audiences within the U.S. government and for the general public. The incumbent will support the issuance of daily, weekly, monthly or annual

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

country program updates that are posted on the OTI website, distributed within USAID, and are part of the formal reporting processes to Congress, Department of State, and OMB. S/he will work closely with OTI country team staff to ensure high quality and timely reporting products using a variety of communications tools, including hard copy publications, website postings, blogs, and other media. The incumbent will also help guide office-wide efforts in planning and designing of events, publications, venues, and tools that support an improved strategic communication strategy. The majority of the workload for this position will be in direct support of OTI country programs and outreach and reporting on their work, challenges, and achievements.

The Program Manager – Program Office will also provide advice and assistance to program managers, technical and financial specialists, co-workers, and/or others on contract procurement policies, problems, or issues. This person will support OTI country program staff through advice, guidance, and assistance on new and ongoing contractual and financial issues to ensure effective implementation of political transition programming overseas. While based in Washington, this position will focus on supporting OTI field-based program implementation by ensuring that OTI staff, implementing partner staff, and other key players have the procurement-related information and training they need to start up, manage and close out field-based activities effectively and efficiently.

OBJECTIVE

The purpose of this solicitation is to hire a Program Manager within OTI's Program, Learning, and Innovation Division's Program Office (PLI/PO).

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The OTI Program Manager – Program Office has two main areas of responsibility – outreach and procurement. This position is expected to be dedicated primarily to outreach. While the Program Manager may be supervised by any OTI team or division leader or his/her designee, the initial supervisor for the position under this solicitation will be OTI's Program Office Team Leader or his/her designee. OTI's Program Office works within OTI's Program, Learning, and Innovation (PLI) division. This position is based in Washington, D.C.

The Program Manager – Program Office has responsibility for developing and implementing a wide variety of outreach strategies for OTI and for designing and providing relevant technical assistance to the regional teams. The Program Manager – Program Office participates in the development of new outreach products and conducts staff training pertaining to outreach and public affairs. The Program Manager is responsible for managing and maintaining the OTI website (through a contractor) and for the compilation, editing and dissemination of OTI reports and updates.

In addition to outreach efforts, the Program Manager – Program Office will also support OTI country program staff through advice, guidance, and assistance on new and ongoing contractual

Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003

issues to ensure effective implementation of political transition programming overseas. While based in Washington, this position will support OTI field-based program implementation by ensuring that OTI staff, implementing partner staff, and other key players have the procurement-related information and training they need to start up, manage and close out field-based activities effectively and efficiently.

While the Program Manager – Program Office works under the direction of the Program Office Team Leader, he or she needs to demonstrate a high degree of autonomy and responsibility. The incumbent must be articulate and able to represent OTI in various forums, meetings and seminars, and have a sound understanding of USAID's operational processes in Washington. The Program Manager – Program Office must be an individual with excellent writing and interpersonal skills with an understanding of U.S. policy interests and the role transition programming can play in the mitigation of conflict and the development of democracy. The Program Manager – Program Office must be able to communicate effectively, in person and in writing, with diverse audiences and be able accomplish a wide range of assignments on short notice.

The work of the incumbent requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the position requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The incumbent is highly flexible and the working conditions are subject to ongoing change, while maintaining professional and constructive relations with colleagues and authority in a diverse workforce. S/he builds and maintains relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The incumbent is a team player, able to prioritize and follow up on his/her own actions without prompting, filling in gaps as needed to ensure the responsiveness of the team. The incumbent is service-oriented, highly organized and pays close attention to detail. S/he is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The Program Manager – Program Office priorities are expected to change and evolve in accordance with the requirements of OTI and will be determined in consultation with and under the direct supervision of the Washington-based DCHA/OTI Team Leader or his or her designee.

The Washington-based Program Manager – Program Office will perform the following duties:

At the GS-12 level:

- Assist in the development and implementation OTI office-level and country-specific strategic outreach plan, including cultivating strategic outreach opportunities, developing information products, and monitoring/supporting the implementation of plans;
- Assist with representation and articulation of OTI's mission and global programs to key players (select visitors, officials from international organizations, bilateral donors, and national and local foreign government officials);

Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003

- Assist with the identification, development and maintenance of professional relationships with NGOs, implementers, international donors, USAID and USG agencies and other organizations of importance to OTI programs in Washington and the field and serve as a liaison to and coordinate outreach activities and assist in the preparation of presentations and briefings;
- Seek out and initiate new fora through which OTI can more effectively engaged with key audiences based on the analysis of current outreach efforts and new outreach priorities and targets identified by OTI country teams and senior staff and advise OTI country teams and senior staff on improving effectiveness of their outreach to target audiences within USAID and with key stakeholders;
- Coordinate with and assist other OTI divisions and teams in the development of information management products and improved business practices, as well as the development of mechanisms for the dissemination of such products to OTI field staff and implementing partners and assist with providing updated guidance and recommendations on current OTI outreach products including Annual Reports, country program reporting, success stories, and web-based materials;
- Assist with production and distribution of OTI print and multimedia materials disseminated through OTI's external and internal websites and for presentations to internal and external audiences and manage internal OTI reporting needs, including but not limited to, the bi-weekly OTI Transition News (consisting of Program and Political/Security updates), and daily/weekly bullets to USAID senior staff;
- Manage the process for generating country fact sheets, quarterly field reports, success stories, Frontlines (USAID-wide publication) contributions, OTI's Annual Report, Congressional Budget Justification, and other Office, Bureau, and other information products, including updating guidelines for OTI staff, editing documents, and distributing the final products through the OTI external website and other outreach channels;
- Assist with the review of procurement documents, including scopes of work and draft contracts and agreements, to ensure policy and procedures are being followed and manage contracts, by serving as a Contracting Officer Representative (COR), that support the activities detailed above;
- Assist with work related to the review, analysis, and/or interpretation of procurement statutes, regulations, policy, concepts, guidance, or procedures for use in the solution of procurement or contracting problems or the accomplishment of projects or programs;
- Provide backstopping to country program staff through support for resolution of special procurement problems associated with waiver requests, budget modifications, local procurement issues, program startup, implementation, and closeout;
- Liaise with the Office of Acquisition and Assistance (OAA) and others as necessary (e.g. mission contracting officers, implementing partner procurement officers) to ensure that

Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003

current procurement policies and procedures are being appropriately applied throughout the start-up, implementation, and close-out phases of OTI country programs;

- After an initial learning period, analyze contracting systems, or with provide advice and guidance on contracting and procurement issues including procurement using small/disadvantaged businesses;
- Assist with training and mentoring on OTI program implementation for OTI staff and implementing partners both in Washington and the field, and assist in the development and updating of training materials as required, this may include travel to the field to provide support to OTI country program teams as an auxiliary team member in the field and in Washington, D.C;
- When required, provide support to OTI country program teams as an auxiliary team member in the field and in Washington, DC;
- When required, act as Team Leader (e.g. during his/her absence), or in other roles (e.g. Program Manager or Procurement Analyst for short periods of time);
- Provide other tasks as required to fulfill OTI's program objectives as requested by the Program Office Team Leader or OTI senior leadership.

At the GS-13 level:

- Spearhead the development and implementation OTI office-level and country-specific strategic outreach plan, including cultivating strategic outreach opportunities, development of information products, and monitor/support implementation of plan;
- Represent and articulate OTI's mission and global programs to key players (select visitors, officials from international organizations, bilateral donors, and national and local foreign government officials);
- Identify, develop and maintain professional relationships with NGOs, implementers, international donors, USAID and USG agencies and other organizations of importance to OTI programs in Washington and the field and serve as a liaison to and coordinate outreach activities and assist in the preparation of presentations and briefings;
- Seek out and initiate new fora through which OTI can more effectively engaged with key audiences based on the analysis of current outreach efforts and new outreach priorities and targets identified by OTI country teams and senior staff and advise OTI country teams and senior staff on improving effectiveness of their outreach to target audiences within USAID and with key stakeholders;
- Coordinate with and assist other OTI divisions and teams in the development of information management products and improved business practices, as well as the development of mechanisms for the dissemination of such products to OTI field staff and

Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003

implementing partners and provide updated guidance and recommendations on current OTI outreach products, including Annual Reports, country program reporting, success stories, and web-based materials;

- Manage production and distribution of OTI print and multimedia materials disseminated through OTI's external and internal websites and for presentations to internal and external audiences and manage internal OTI reporting needs, including but not limited to, the bi-weekly OTI Transition News (consisting of Program and Political/Security updates), and daily/weekly bullets to USAID senior staff;
- Manage the process for generating country fact sheets, quarterly field reports, success stories, Frontlines (USAID-wide publication) contributions, OTI's Annual Report, Congressional Budget Justification, and other Office, Bureau, and Agency documents and other information products, including updating guidelines for OTI staff, editing documents, and distributing the final products through the OTI external website and other outreach channels;
- Review procurement documents, including scopes of work and draft contracts and agreements, to ensure policy and procedures are being followed and manage contracts, by serving as a Contracting Officer Representative (COR), that support the activities detailed above;
- Review, analyze, and/or interpret procurement statutes, regulations, policies, concepts, guidance, or procedures for use in the solution of procurement or contracting problems or the accomplishment of projects or programs;
- Provide backstopping to country program staff through support for resolution of special procurement problems associated with waiver requests, budget modifications, local procurement issues, program startup, implementation, and closeout;
- Liaise with the Office of Acquisition and Assistance (OAA) and others as necessary (e.g. mission contracting officers, implementing partner procurement officers) to ensure that current procurement policies and procedures are being appropriately applied throughout the start-up, implementation, and close-out phases of OTI country programs;
- Analyze contracting systems, or with provide advice and guidance on contracting and procurement issues including procurement using small/disadvantaged businesses;
- Provide training and mentoring on OTI program implementation for OTI staff and implementing partners both in Washington and the field, and assist in the development and updating of training materials as required, this may include travel to the field to provide support to OTI country program teams as an auxiliary team member in the field and in Washington, D.C;
- When required, provide support to OTI country program teams as an auxiliary team member in the field and in Washington, DC;

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

- When required, act as Team Leader (e.g. during his/her absence), or in other roles (e.g. Program Manager or Procurement Analyst for short periods of time);
- Supervise staff as delegated by the Team Leader (e.g. Program Office staff, interns, etc.) including providing orientation, training, and mentoring for staff supervised;
- Provide other tasks as required to fulfill OTI's program objectives as requested by the Program Office Team Leader or OTI senior leadership.

SUPERVISORY RELATIONSHIP:

The Program Manager – Program Office will take direction from and will report to the designated OTI Team Leader or his/her designee.

SUPERVISORY CONTROLS:

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

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. If traveling overseas, the employee may be subject to 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. If the employee travels overseas, 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"**)

The successful candidate must be able to accomplish a wide range of assignments on short notice. Since work often involves changes in program direction and implementation, including frequent coordination, the individual must be someone who is highly flexible and able to work on multiple tasks simultaneously. He/she must be able to work productively and effectively as a member on a team.

Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003

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 and writing samples may be requested.

Applicants who do not meet the minimum requirements for the GS-12 equivalent will not be considered for award.

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

At the GS-12 level:

- (1) Bachelor's degree AND a minimum of **five (5) years** of progressively responsible experience of which a minimum of **three (3) years** must include recent experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization;

OR

Master's degree AND a minimum of **four (4) years** of progressively responsible experience of which **three (3) years** must include recent experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization;

AND

- (2) Minimum of **three (3) months** of overseas field experience working in humanitarian assistance, political transition, stabilization or democracy building programs, of which a minimum of **one (1) month** must include field experience in one or more countries undergoing a political transition;

AND

- (3) Demonstrated experience in designing, implementing, and coordinating outreach activities as well as in public speaking;

AND

- (4) Demonstrated experience writing and editing articles and reports about international development programs for a variety of audiences.

At the GS-13 level:

- (1) Bachelor's degree AND a minimum of **seven (7) years** of progressively responsible experience of which a minimum of **five (5) years** must include recent experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization;

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

OR

Master's degree AND a minimum of **five (5) years** of progressively responsible experience of which **four (4) years** must include recent experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization;

AND

- (2) Minimum of **one (1) year** of overseas field experience working in humanitarian assistance, political transition, stabilization or democracy building programs, of which a minimum of **two (2) months** must include field experience in one or more countries undergoing a political transition;

AND

- (3) Demonstrated experience in designing, implementing, and coordinating outreach activities as well as in public speaking;

AND

- (4) Demonstrated experience writing and editing articles and reports about international development programs for a variety of audiences.

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.

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.)

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 representing your organization to, and coordinating with, various US Government agencies, international organizations, and other entities involved in political transitions and humanitarian interventions;

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

- Factor #2 Demonstrated experience designing and implementing outreach and strategic communication programs;
- Factor #3 Demonstrated ability to communicate orally and in writing, including experience editing and developing materials for external and/or internal websites as well as experience in public presentations; and
- Factor #4 Active or recent U.S. government security clearance.

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.

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 – 25
- Factor #2 – 20
- Factor #3 – 20
- Factor #4 – 05
- Total Possible – 70 Points

Interview Performance – 30 points

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

Total Possible Points: 100

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

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.

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

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. 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.

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

DOCUMENT SUBMITTALS

Via mail: GlobalCorps, 529 14th Street, NW, Suite 700, Washington, D.C. 20045

Via facsimile: (202) 403-3911

Via email: pmpo@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/current/html/52_200_206.html

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml>

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

Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003

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:

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,

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT
FACTOR.

**Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003**

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

Solicitation for a USPSC OTI Program Manager – Program Office
SOL-OTI-14-000003

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 OTI Program Manager – Program Office
SOL-OTI-14-000003**

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 OTI Program Manager – Program Office
SOL-OTI-14-000003

- (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>.