



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Program Performance Management Specialist or
OTI Senior Program Performance Management Specialist
(Multiple Positions)
Solicitation Number: SOL-OTI-13-000006
Salary Level: GS-13 Equivalent: \$89,033 - \$115,742
GS-14 Equivalent: \$105,211 - \$136,771
Issuance Date: November 5, 2012
Closing Date: November 26, 2012
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 (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services as a Program Performance Management Specialist and Senior Program Performance Management 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 and hand-signed federal form OF-612, including OF-612 continuation sheets as needed (downloadable forms are available at <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

2. Supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) 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

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accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Incomplete or unsigned applications will not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

GlobalCorps
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: ppmspecialist@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:

Adrienne Johnson or Caitlyn Shelley
Telephone Number: (202) 706-6108 or (202) 706-6114
E-Mail Address: ppmspecialist@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) OTI Program Performance Management Specialist/Senior Program Performance Management Specialist (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-13-000006
- 2. ISSUANCE DATE:** November 5, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** November 26, 2012 5:00 P.M. EST
- 4. POSITION TITLE:** OTI Program Performance Management Specialist or
OTI Senior Program Performance Management Specialist

5. MARKET VALUE: This position has been designated as a “tandem” position. USAID intends to fill this position at the GS-13 equivalent (\$89,033 - \$115,742) and/or GS-14 equivalent level (\$105,211 - \$136,771 per year), Washington, DC locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-13 or GS-14 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.**

The title of the position at the GS-13 level will be “Program Performance Management Specialist.” The title of the position at the GS-14 level will be “Senior Program Performance Management Specialist.”

NOTE: Applicants who submit an application for the GS-14 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Panel (TEC) will not be considered for the GS-13 position if they have not submitted a separate application for the GS-13 level. Similarly, applicants who apply for the GS-13 position even though they might meet the minimum qualifications for the GS-14 position will not be considered for the higher graded positions if they have not submitted a separate application for the GS-14 level. **Applicants who are unsure of which grade level they meet the minimum qualifications should submit separate applications for both the GS-13 and the GS-14 positions.**

- 6. PERIOD OF PERFORMANCE:** Two years, with three one-year options
- 7. PLACE OF PERFORMANCE:** Washington, D.C.

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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.

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 Applied Best Practices & Coordination (ABC) team supports OTI's mission by facilitating learning within country programs and across the office, providing leadership on the program strategic planning processes that form OTI's business model, identifying best practices and promoting innovation. The ABC team currently is comprised of two units: The Monitoring, Evaluation, and Training Unit provides guidance and support on monitoring and evaluation and

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advises on OTI's strategic management processes throughout the life of the program cycle. It also builds the knowledge, skills, and abilities of OTI staff to continually improve both country program performance as well as their own professional development. The Information Design Lab promotes innovation, knowledge sharing, and analysis to strengthen country programs through the application of technology and new approaches. These units coordinate closely with each other as well as with teams and divisions within OTI to achieve these goals.

The Program Performance Management Specialist/Sr. Program Performance Management Specialist positions utilize the experience and skills gained from working with political transition programs and operations in the field to provide support and guidance for program implementation, staff training and mentoring, assessments, and the development and application of best practices, including dynamic monitoring, evaluation, and learning in fast-paced, short-term political transition and stabilization programs in complex environments.

In order to help ensure successful political transitions overseas in rapidly changing environments, the Program Performance Management Specialist/Sr. Program Performance Management Specialist will ensure that OTI staff, implementing partner staff, and other key players have the information, training, and support they need to start up new programs, seek out and work with appropriate beneficiaries in the field, and manage and close out activities effectively and efficiently. The vast majority of the workload for this position will be providing expertise and support for action learning, knowledge sharing, monitoring, and evaluation of OTI's field programs.

OBJECTIVE

To provide direct support in political transition program implementation under OTI's Program, Learning and Innovation division.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the OTI Program Performance Management Specialist/Sr. Program Performance Management Specialist requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the OTI Program Performance Management Specialist/Sr. Program Performance Management Specialist requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The OTI Program Performance Management Specialist/Sr. Program Performance Management 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 OTI Program Performance Management Specialist/Sr. Program Performance Management 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

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responsiveness of the team. The OTI Program Performance Management Specialist/Sr. Program Performance Management 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 OTI Program Performance Management Specialist/Sr. Program Performance Management Specialist 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 Performance Management Specialist/Sr. Program Performance Management Specialist serves as a principal expert on program performance management, monitoring, and evaluation. The tasks and 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 Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Chief of the Program, Learning and Innovation (PLI) Division or his or her designee. Under the assigned supervisor or designee, the Washington-based Program Performance Management Specialist/Sr. Program Performance Management Specialist will perform the following duties:

At the GS-13 Program Performance Management Specialist level:

- With supervisor's guidance, fill critical needs for program advisement, management and implementation staffing in Washington, DC and the field including providing support to new OTI country program start-ups, country program management and close-out;
- Assist on a range of program performance management processes designed to integrate learning into strategic planning and program implementation on an ongoing basis;
- In collaboration with team, provide technical assistance based on research and personal field experience to enable OTI country programs to develop cutting-edge program monitoring and evaluation systems, and continually refine and improve them;
- Provide on-call technical assistance regarding ongoing monitoring and evaluation of OTI programs at all phases of the program life cycle;
- Exercise independent judgment to determine best practices for programs and, in collaboration with senior leadership and the Sr. Program Performance Management Specialist, provide approved messaging on implementing new programmatic policies incorporating those best practices;
- Provide training, and/or mentoring for OTI program staff and implementing partner staff on a variety of issues (e.g. OTI activity database reporting and use, activity cycles, methodologies and innovations) relevant to the field of monitoring and evaluation in complex environments;
- Develop improved business practices and information management products for program performance management, monitoring and evaluation;

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- Foster real-time exchange of information about monitoring and evaluation across OTI programs worldwide and among Washington colleagues;
- When required, serve as a liaison with other DCHA offices, other USAID divisions and other USG and non-governmental entities on monitoring and evaluation processes, fielding questions or routing requests to Sr. Program Performance Management Specialist as necessary;
- When required, in conjunction with supervisor and office leadership, represent and articulate OTI's mission and global programs to development counterparts, including visitors, senior officials, donors and foreign government officials;
- In collaboration with team and senior leadership, conceptualize, update, and revise guides and manuals related to action learning, monitoring and evaluation, and program performance management processes;
- When necessary, advise country teams in refining strategic objectives;
- Report to the Chief of the Program, Learning and Innovation or his/her designee;
- Provide other services as required to fulfill OTI's program objectives as assigned by supervisor.

At the GS-14 Senior Program Performance Management Specialist level:

- Fill critical needs for program guidance, management and implementation staffing in Washington, DC and the field including providing support to new OTI country program start-ups, country program management and close-out;
- Advise on a range of program performance management processes designed to integrate learning into strategic planning and program implementation on an ongoing basis;
- Provide technical assistance based on research and personal field experience to enable OTI country programs to develop cutting-edge program monitoring and evaluation systems, and continually refine and improve them;
- Provide on-call technical assistance regarding ongoing monitoring and evaluation of OTI programs at all phases of the program life cycle;
- Exercise independent judgment to determine best practices for programs and, in collaboration with senior leadership, provide advice on implementing new programmatic policies incorporating those best practices;

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- Provide training, and/or mentoring for OTI program staff and implementing partner staff on a variety of issues (e.g. OTI activity database reporting and use, activity cycles, methodologies and innovations) relevant to the field of monitoring and evaluation in complex environments;
- Develop improved business practices and information management products for program performance management, monitoring and evaluation;
- Foster real-time exchange of information about monitoring and evaluation across OTI programs worldwide and among Washington colleagues, including high-level government officials and private sector leaders;
- When required, serve as a liaison with other DCHA offices, other USAID divisions and other USG and non-governmental entities on monitoring and evaluation processes;
- When required, represent and articulate OTI's mission and global programs to development counterparts, including visitors, senior officials, donors and foreign government officials;
- Conceptualize, update and revise guides, and manuals related to action learning, monitoring and evaluation, and program performance management processes;
- When necessary, advise or lead country teams in refining strategic objectives;
- Report to the Chief of the Program, Learning and Innovation or his/her designee;
- Provide other services as required to fulfill OTI's program objectives as assigned by supervisor.

SUPERVISORY RELATIONSHIP:

The Program Performance Management Specialist/Sr. Program Performance Management Specialist will take direction from and will report to OTI's Chief of the Program, Learning and Innovation Division 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. During deployment on assessment teams, Country Start-Ups, Disaster Assistance Response Teams (DARTs) (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

11. WORK ENVIRONMENT

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Work is primarily performed in an office setting. During deployment on Assessments, Country Start-ups, Disaster Assistance Response Teams (DARTs) (if required), and 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"**)

At the GS-13 Program Performance Management Specialist level:

The Program Performance Management Specialist must have significant experience in the field of political transition and/or stabilization programming overseas, and must be able to articulate OTI's vision and business model to a wide range of audiences, including new OTI staff, other USAID staff, implementing partners, other U.S. government Agencies, non-government organizations including non-profit and for profit entities, host government officials, and various individuals and grassroots organizations overseas. The Program Performance Management Specialist must possess an understanding of all aspects of political transition and/or stabilization programming, including grants under contracts and an understanding of in-kind assistance, to be able to design (as necessary), advise, and help achieve successful transition/stabilization programs.

This mid-level position calls for an experienced professional with the presence, knowledge, and the leadership skills necessary to perform the assigned duties. The incumbent must possess the program, project management and budgetary skills to advise on successful management of PLI and OTI projects. The complex demands of the position require that the incumbent be able to travel overseas with short notice, and be able to immediately respond to the challenging demands often faced by OTI programs. The proper execution of OTI programs requires a Program Performance Management Specialist with managerial and operational skills, preferably having worked previously with/on both acquisition and assistance mechanisms. The Program Performance Management Specialist must be prepared to work or collaborate with international organizations, bilateral donors, contractors and non-governmental organizations, and representatives from the USG foreign affairs interagency who may be important to OTI's programs and objectives, and must have knowledge of international relations.

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

- (1) Bachelor's degree AND a minimum of **seven (7) years** of progressively responsible experience of which a minimum of **five (5) years** must be recent project management experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization, in at least two of the following general

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areas: political transition programming, stabilization initiatives, community development, democracy and governance, and/or humanitarian assistance.

OR

- (2) Master's degree with significant study in or pertinent to the specialized field, including, but not limited to, international development, and social sciences, AND a minimum of **six (6) years** of progressively responsible experience of which a minimum of **four (4) years** must be recent project management experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization in at least two of the following general areas: political transition programming, stabilization initiatives, community development, democracy and governance, and/or humanitarian assistance.

AND

- (3) Minimum of **three (3) years** of overseas field experience working in humanitarian assistance, political transition, stabilization or democracy building programs, of which a minimum of **one (1) year** must be field experience in one or more countries undergoing a political transition.

AND

- (4) Minimum of **one (1) year** prior supervisory experience.

At the GS-14 Senior Program Performance Management Specialist level:

The Sr. Program Performance Management Specialist must be an established subject matter “expert” in the field of political transition and/or stabilization programming overseas, and must be able to articulate OTI’s vision and business model to a wide range of audiences, including new OTI staff, other USAID staff, implementing partners, other U.S. government Agencies, non-government organizations including non-profit and for profit entities, host government officials, and various individuals and grassroots organizations overseas. The Sr. Program Performance Management Specialist must possess an in-depth understanding of all aspects of political transition and/or stabilization programming, including grants under contracts and an understanding of in-kind assistance, to be able to design (as necessary), advise, lead, and achieve successful transition/stabilization programs.

This senior-level position calls for an experienced professional with the presence, knowledge and the leadership skills necessary to perform the assigned duties. The incumbent must possess the program, project management, and budgetary skills to ensure successful management of PLI and OTI projects. The complex demands of the position require that the incumbent be able to travel overseas with short notice, and be able to immediately respond to the challenging demands often faced by OTI programs. The proper execution of OTI programs requires a Sr. Program Performance Management Specialist with a high level of managerial and operational skills,

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preferably having worked previously with/on both acquisition and assistance mechanisms. The Sr. Program Performance Management Specialist must be prepared to work or collaborate with senior officials from other international organizations, bilateral donors, contractors and non-governmental organizations, and representatives from the USG foreign affairs interagency who may be important to OTI's programs and objectives, and must have an in-depth knowledge of international relations.

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

- (1) Bachelor's degree AND a minimum of **nine (9) years** of progressively responsible experience of which a minimum of **six (6) years** must be recent project management experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization, in at least two of the following general areas: political transition programming, stabilization initiatives, community development, democracy and governance, and/or humanitarian assistance.

OR

- (2) Master's degree with significant study in or pertinent to the specialized field, including, but not limited to, international development, and social sciences, AND a minimum of **seven (7) years** of progressively responsible experience of which a minimum of **five (5) years** must be recent project management experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization in at least two of the following general areas: political transition programming, stabilization initiatives, community development, democracy and governance, and/or humanitarian assistance.

AND

- (3) Minimum of **four (4) years** of overseas field experience working in humanitarian assistance, political transition, stabilization or democracy building programs, of which a minimum of **two (2) years** must be field experience in one or more countries undergoing a political transition.
- (4) Minimum of **four (4) years** prior supervisory experience.

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 and hand-signed federal form OF-612 submitted (**see detailed instructions under "Applying"**);
- 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**);

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- Satisfactory verification of academic credentials.

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 Experience conceptualizing, and implementing overseeing action learning, monitoring and evaluation approaches adapted to dynamic, short-term political transition and/or stabilization programs in complex environments;
- Factor #2 Demonstrated competency and experience working in complex political transition, stabilization and post-conflict environments in support of U.S. government foreign objectives;
- Factor #3 Demonstrated experience interacting and coordinating with local and national governments, contractor and non-governmental organizations frequently involved in political transitions/stabilization initiatives and humanitarian interventions;
- Factor #4 Demonstrated communication, writing, analytical, cross-cultural and interpersonal skills; demonstrated ability to communicate and represent the organization, its core values and ethos to key partners, stakeholders and beneficiaries;
- Factor #5 Demonstrated ability to consistently and independently perform in a complex, high visibility, and high-pressure environment; and
- Factor #6 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. 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:

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Factor #1 – 20
Factor #2 – 15
Factor #3 – 10
Factor #4 – 10
Factor #5 – 10
Factor #6 – 5
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.

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. A complete U.S. Government Optional Form 612 with hand-written signature, including OF-612 continuation sheets as needed (downloadable forms are available on the USAID website, <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 or on supplemental OF-612 continuation sheets to allow for adequate evaluation of your direct and related experience. Experience that

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cannot be quantified will not be counted towards meeting the solicitation requirements.

Dates (months/years) and locations for all field experience must also be detailed.

2. A supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) 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.

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

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: ppmspecialist@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://www.acquisition.gov/far/current/html/52_200_206.html

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

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<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

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). **
6. Employment Eligibility Verification (I-9 Form). **

** Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION &
ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://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.

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).

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- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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ATTACHMENT 1

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16
FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/c23002.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

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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 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)

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and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

rier(s).