**SOLICITATION NUMBER: SOL-OTI-12-000014**

ISSUANCE DATE: December 7, 2011

CLOSING DATE: December 20, 2011 5:00 p.m. EST

SUBJECT: Solicitation for U.S. Personal Service Contractor for an OTI Program Advisor (Intermittent PSC) located Worldwide

Ladies/Gentlemen:

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 an OTI Program Advisor 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).

**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 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.

1. Supplemental document specifically addressing:

Each of the Education/Experience requirements shown in the solicitation.

Each of the five (5) Evaluation Factors shown in the solicitation.

**NOTE**: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors on a separate sheet describing specifically and 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: progadvisor@globalcorps.com

Facsímile: (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:

Marie Morse or Caitlyn Shelley

Telephone Number: (202) 706-6115 or (202) 706-6114

E-Mail Address: progadvisor@globalcorps.com

Website: www.globalcorps.com

Facsímile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia,

Contracting Officer

Solicitation for U.S. Personal Service Contractor (PSC) OTI Program Advisor (Intermittent PSC)

**1. SOLICITATION NO.:** SOL-OTI-12-000014

**2. ISSUANCE DATE**: December 7, 2011

**3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS**: December 20, 2011 5:00 pm EST

**4. POSITION TITLE**: OTI Program Advisor

**5. MARKET VALUE**: The grade level of this position will be the equivalent of a GS-13. The salary range of the GS-13 is $71,674 - $93,175 per annum with non-locality pay. The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**6. PERIOD OF PERFORMANCE:** One (1) year, with four (4) one-year option periods. The Personal Services Contractor hired under this contract will provide up to a maximum of 250 workdays of services on an annual basis.

The specific projects, as well as dates, number of days and locations to be worked will be determined by mutual agreement between the contractor and his/her OTI supervisor according to the programmatic needs of OTI.

**7. PLACE OF PERFORMANCE:** Worldwide

**8. STATEMENT OF WORK**

POSITION DESCRIPTION

Background

The Office of Transition Initiatives (OTI) was created in 1994 as a distinct operating unit within USAID to help local partners advance peace and democracy in priority conflict-prone countries. Seizing critical windows of opportunity, OTI works on the ground to provide fast, flexible, short-term assistance targeted at key transition needs.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under personal services contracts (PSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the organization’s programmatic goals and objectives. Among these PSCs are experts referred in OTI as the “bullpen,” serving on an as-needed, intermittent capacity for OTI in Washington and the field, often with little time for preparations.

This Scope of Work is for those individuals who will be available to work with OTI for short or extended periods of time in the field performing a range of duties outlined in the “Duties and Responsibilities” section. Work assignments will range in length depending on the needs of OTI, and availability of the individuals selected for the position.

For more information about OTI and its country programs please see: <http://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/>

Introduction

The Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) Office of Transition Initiatives (OTI) Program Advisor will provide ad hoc support and advice on procurement matters to ensure effective implementation of political transition programming overseas. The work will be focused 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. The vast majority of the workload for this position will be in direct support of political transition program implementation.

OBJECTIVE

The objective of this solicitation is to provide on-call program specialist capabilities to the OTI Bullpen.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

DUTIES AND RESPONSIBILITIES

The work of the Program Advisor requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on the building positive relationships with his or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. The incumbent is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The incumbent is highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to constructive criticism in a professional manner. The Program Advisor is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based OTI/Program Office Team Leader or his/her designee, the OTI Program Advisor will:

* Monitor procurement developments for OTI, analyzing and providing regular reporting on any changes or updates to current procurement and contracting policies and procedures as they affect OTI field programs;
* Assist with training and guidance for OTI staff to improve management of field-based procurement policies and procedures; help to liaise with OTI staff and implementing partner staff as needed to ensure uniform understanding and field-based application of policies and procedures when needed;
* Provide recommendation to OTI staff in Washington and field offices in developing new and ongoing OTI programs;
* Provide assistance on matters pertaining to program-funded U.S. Personal Services Contractors who implement OTI’s political transition programs;
* Provide ad hoc surge support in response to requirements for new OTI country programs or expansion of existing country programs as needed;
* When required, provide surge support for OTI teams in Washington or the field;
* 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.
* When required, travel to country programs to support field operations;
* Perform other duties as assigned in support of OTI’s program implementation.

SUPERVISORY RELATIONSHIP:

The OTI Program Advisor will be supervised by the OTI Program Office 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. Work plans, timesheets, travel, and funding associated with support costs will be approved through OTI Washington. 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.

**11. WORK ENVIRONMENT**

The work is generally performed in an office environment.

**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"**)

This position calls for experience in U.S. federal government acquisition and assistance, with experience in applying this knowledge and experience toward the successful implementation of political transition programming overseas. The Program Advisor must work or collaborate with OTI staff, implementing partner staff, acquisition and assistance staff, and others in order to effectively implement the OTI program.

The worldwide nature of the OTI program requires Program Advisors who can immediately respond to the challenging and complex demands of OTI projects. The proper execution of OTI programs requires individuals with a high level of managerial and operational skills who are readily available to provide the required services on an intermittent basis.

At a minimum, the applicant must have:

1. Bachelor's degree AND a minimum of **eight (8) years** of progressively responsible procurement experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization;
2. Experience in applying U.S. federal acquisition and assistance instruments;
3. Overseas experience working in one or more countries undergoing political instability.

**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)**;
* Ability to obtain a Department of State medical clearance;
* 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.)

Factor #1 Demonstrated experience with Federal acquisition and assistance policies, practices and procedures, preferably in contracts and grants relating to implementation of foreign assistance activities.

Factor #2 Experience with developing or managing Indefinite Quantity Contracts (IQCs), particularly those incorporating grants under contract, in support of crisis or political transition programs overseas.

Factor #3 Demonstrated competency and experience working in personal services contracting.

Factor #4 Demonstrated communications, writing, and analytical skills.

Factor #5 Demonstrated ability to consistently and independently perform in a complex and high-pressure environment.

**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 on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

**The Applicant Rating System is as Follows:**

Evaluation Factors have been assigned the following points:

Factor #1 – 20

Factor #2 – 20

Factor #3 – 10

Factor #4 – 10

Factor #5 – 10

Total Possible – 70 Points

Interview Performance – 30 points

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

**Total Possible Points: 100**

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

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

**APPLYING:**

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals are **required** to submit:

1. 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](file:///\\AUSNAPNASWASH01\dcha.pub\DCHA.OTI.PUB\IC%20Access\Recruiting\Open%20Recruitments\Program%20Advisor%20-%20Program%20Office%20(GS-13)%2012-000014\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 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 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.**

1. A supplemental document specifically addressing:

Each of the Education/Experience requirements shown in the solicitation.

Each of the five (5) Evaluation Factors shown in the solicitation.

**NOTE**: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors on a separate sheet 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 facsímile**: (202) 403-3911 or (202) 403-3941

**Via email**: progadvisor@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:** The incumbent must obtain Department of State medical clearance within six months after offer acceptance. If medical clearance is not obtained within this period, USAID will terminate the contract at the convenience of the government.

**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:

<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://www.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).

(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 HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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