



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: Program Operations Advisor (Intermittent, Multiple Positions)
Solicitation Number: SOL-OTI-14-000042
Salary Level: GS-11 Equivalent: \$63,091 - \$82,019
GS-12 Equivalent: \$75,621 - \$98,305
Issuance Date: August 11, 2014
Closing Date: August 25, 2014
Closing Time: 5:00 P.M. EDT

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Program Operations 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 resume. In order to fully evaluate your application, your resume must include:

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

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

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2. Supplemental document specifically addressing:

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

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

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

GlobalCorps
529 14th Street, NW, Suite 807
Washington, DC 20045
E-Mail Address: progopsad@globalcorps.com
Facsimile: (202) 403-3911

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

Travis Axton or Anna Cowell
Telephone Number: (202) 706-6115 or (202) 706-6114
E-Mail Address: progopsad@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911

Sincerely,

Cristina Sylvia
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) Program Operations Advisor
(Intermittent, Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-14-000042
- 3. ISSUANCE DATE:** August 11, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** August 25, 2014, 5:00 pm EDT
- 4. POSITION TITLE:** Program Operations Advisor
- 5. MARKET VALUE:** This position has been designed as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-11 (\$63,091 - \$82,019 per annum) or GS-12 (\$75,621 - \$98,305 per annum) equivalent level, DC-locality pay. 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 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.

NOTE: Applicants who submit an application for the GS-12 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee (TEC), will not be considered for the GS-11 positions if they have not submitted a separate application for the GS-11 level. Similarly, applicants who apply for the GS-11 position even though they might meet the minimum qualifications for the GS-12 position will not be considered for the higher graded position if they have not submitted a separate application for the GS-12 position. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit a separate application for each grade level.

- 6. PERIOD OF PERFORMANCE:** One year, with four 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 contract employee and his/her supervisor according to the programmatic needs of OTI. There is no obligation by OTI to provide assignments for a minimum number of days, and the contractor is free to provide “blackout” dates during which he or she will not be available to accept assignments.

This recruitment is for an intermittent USPSC. Therefore, if a candidate is selected at the GS-11 grade, they do not have the opportunity for advancement to the GS-12 grade. However, once the candidate reaches the minimum qualifications of the GS-12 grade, they may apply for a GS-12 position if re-solicited by DCHA/OTI in the future. Extension of the contract is not guaranteed.

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7. PLACE OF PERFORMANCE: Washington, DC with field 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 partners advance peace and democracy in 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 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. Some of these USPSCs serve on intermittent contracts and are referred to in OTI as "bullpenners," providing support in a surge capacity. Those serving in the bullpen must be prepared to work both in Washington and the field, often with little time for preparations. 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 14 of this solicitation.

For more information about OTI and its country programs please see:

<http://www.usaid.gov/political-transition-initiatives>

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INTRODUCTION

Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA)/OTI is an exciting, fast-paced, operational office within USAID. Program and Operations staff work as a team to ensure that country programs are started, managed, and closed efficiently and effectively. For DCHA/OTI to implement its rapid response strategy, it is essential that OTI USPSC staff are deployed and supported expeditiously, and programs started quickly, often with little or no lead time.

The Program Operations Advisor is a key position in a busy office that responds rapidly to crisis situations. It is essential that DCHA/OTI personnel receive prompt support. To achieve this, OTI requires a Program Operations Advisor who has the capacity to work well within a team environment, provide necessary support to a team, and anticipate the needs of a complex organizational unit. A common characteristic among OTI staff is that they are operationally-minded, enjoy working in a fast-paced environment, and seek innovative ways to improve efficiency and effectiveness of operations support and programs.

The Program Operations Advisor is experienced in the multitude of functions that comprise program operations for USAID's Office of Transition Initiatives programs, and provides services that require professionalism, knowledge, diplomacy, and operational expertise in administrative support. This individual must be readily available to provide the required services on an intermittent basis, often on short notice with little time for preparation. While most of the work will be performed in Washington, there may be requirements for field travel. OTI field offices are located in countries with complex problems, often in difficult and harsh environments, with some offices located in countries with no other USAID presence.

OBJECTIVE

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

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Program Operations 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 has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on the building of 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 highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to

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constructive criticism in a professional manner. The incumbent is able to prioritize and complete tasks without follow up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. The Program Operations 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 Chief of OTI's OMD or his/her designee, the Program Operations Advisor will perform the following duties:

At the GS-11 level:

- Provide general administrative support for the supervisor and program-funded staff such as: scheduling and facilitating meetings, drafting meeting minutes, tracking and ensuring action items are followed up, scheduling and meeting logistics preparation, filing, correspondence control, and other administrative services as required;
- Prepare Acquisition and Assistance requests, security clearances/transfers, badge revalidation requests, Global Acquisition and Assistance System (GLAAS) requests, and other time-sensitive tasks;
- Assist with the management and administration of procurement in support of OTI country program activities;
- Perform other duties and activities as required for the successful completion of country programs;
- Respond to requests for information and tasks regarding OTI programs;
- Fill ad hoc critical administrative/operations support staffing needs in Washington, DC and the field, in support of program funded staff and program operations, in areas such as administrative support (e.g. records management, correspondence control, logistics assistance, other general administrative support), personnel and human resources support (e.g. payroll, awards, drafting personnel memos, etc.), information and technology, and travel and finance support;
- When required, provide ad hoc operations support for new OTI country program start-ups, country program management and close-outs. Provide on-call technical assistance;
- As required, initiate and maintain effective relationships with institutional contractors, implementing partners, other agencies, and administrative support staff in other USAID offices sharing procedures and systems in order to review good administrative practices, and seek out innovative ways of doing business to improve efficiency and effectiveness;
- Provide knowledge management support such as tracking documents, lessons learned, best practices across OTI programs and/or operations as required. Assist teams in the

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creation and/or maintenance of information products in support of political transition programs;

- Coordinate closely with OTI's three divisions (Operations and Management Division, Field Programs Division, and the Program Learning and Innovation Division) on all issues/tasks. Attend the respective team meetings, report out to the supervisor, ensure the supervisor's priorities are shared with other divisions/teams, etc. Backstop other Admin and Program Assistants on other teams when required.

At the GS-12 level:

Perform the same duties as the GS-11 level but with less supervision, greater decision-making authority, and greater independence of action.

- Provide general administrative support for the supervisor and program-funded staff such as: scheduling and facilitating meetings, drafting meeting minutes, tracking and ensuring action items are followed up, scheduling and meeting logistics preparation, filing, correspondence control, and other administrative services as required;
- Prepare Acquisition and Assistance requests, security clearances/transfers, badge revalidation requests, Global Acquisition and Assistance System (GLAAS) requests, and other time sensitive tasks;
- Assist with the management and administration of procurement in support of OTI country program activities;
- Perform other duties and activities as required for the successful completion of country programs;
- Respond to requests for information and tasks regarding OTI programs;
- Participate in the selection of program implementers, such as grantees, contractors, and personal services contractors. If required, serve as COR (Contracting Officer Representative) or COR Backstop for contracts or agreements;
- Fill ad hoc critical administrative/operations support staffing needs in Washington, DC and the field, in support of program funded staff and program operations, in areas such as administrative support (e.g. records management, correspondence control, logistics assistance, other general administrative support), personnel and human resources support (e.g. payroll, awards, drafting personnel memos, etc.), information and technology, and travel and finance support;
- When required, provide ad hoc operations support for new OTI country program start-ups, country program management and close-outs. Provide on-call technical assistance;

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- Serve as technical advisor on the operations program-funded bullpen team, a group of intermittent USPSC advisors providing program operations support in Washington and overseas. Provide evaluation processes and guidance on approach and methodology to the operations bullpen team;
- As required, initiate and maintain effective relationships with institutional contractors, implementing partners, other agencies, and administrative support staff in other USAID offices sharing procedures and systems in order to review good administrative practices, and seek out innovative ways of doing business to improve efficiency and effectiveness;
- Develop, interpret and assure implementation of administrative management policies, regulations and procedures, with latitude for exercise of independent judgment. Maintain a constant awareness of compliance with regulatory requirements affecting administrative management services;
- Provide knowledge management support such as tracking documents, lessons learned, best practices across OTI programs and/or operations as required. Assist teams in the creation and/or maintenance of information products in support of political transition programs;
- Coordinate closely with OTI's three divisions (Operations and Management Division, Field Programs Division, and the Program Learning and Innovation Division) on all issues/tasks. Attend the respective team meetings, report out to the supervisor, ensure the supervisor's priorities are shared with other divisions/teams, etc. Backstop other Admin and Program Assistants on other teams when required.

SUPERVISORY RELATIONSHIP:

The Program Operations Advisor reports to the Chief of OTI's OMD or his/her designee.

SUPERVISORY CONTROLS:

The supervisor will set overall objectives and resources available, and works with the employee to develop deadlines, projects and work to be accomplished. The employee is responsible for planning and carrying out of assignments, resolving most conflicts, coordinating with others, and interpreting policy in terms of established objectives. Keeping the supervisor informed of progress, the employee may be expected to determine the approach to be taken and the methodology to be used. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During deployment to the field (if required), there may be 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 performed in an office setting, primarily in Washington, DC. Overseas deployments may not be required and if they are, they would be on a case-by-case basis for short-term durations (and very rarely for 2-6 months).

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 the education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

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

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

At the GS-11 Level:

- (1) A Master's Degree with **two (2) years** of work experience;

OR

A Bachelor's Degree with **four (4) years** of work experience;

AND

- (2) A minimum of **two (2) years** of experience in administrative support, including liaising with both personnel and senior level managers;
- (3) A minimum of **one (1) year** of experience providing program operations support for a large international assistance organization, including some overseas experience providing operational support;
- (4) Demonstrated experience drafting and proofreading administrative memos; and,
- (5) Demonstrated experience using Microsoft Office applications including Excel, Word, and Access Database.

At the GS-12 Level:

- (1) A Master's Degree with **three (3) years** of work experience;

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OR

A Bachelor's Degree with **five (5) years** of work experience;

AND

- (2) A minimum of **three (3) years** of experience in administrative support, including liaising with both personnel and senior level managers;
- (3) A minimum of **two (2) years** of experience providing program operations support for a large international assistance organization, including some overseas experience providing operational support;
- (4) Demonstrated experience drafting and proofreading administrative memos; and,
- (5) Demonstrated experience using Microsoft Office applications including Excel, Word, and Access Database.

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**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

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

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

NOTE: The incumbent must obtain Department of State medical clearance within six months after the contract is issued. If a medical clearance is not obtained within this period, USAID may terminate the contract at the convenience of the government.

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.)

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

- Factor #1 Demonstrated experience providing administrative support in multiple office settings, including experience identifying administrative problems and proposing solutions;
- Factor #2 Demonstrated experience prioritizing and balancing a wide variety of tasks under pressure, often with extremely short deadlines and minimal supervision;
- Factor #3 Demonstrated attention to detail and ability to conduct financial management, including analysis, planning, tracking and scheduling; and,
- Factor #4 Demonstrated experience establishing and maintaining effective relationships with a variety of groups and individuals across organizational structures.

BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process.

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

The Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

- Factor #1 – 20
- Factor #2 – 20
- Factor #3 – 15
- Factor #4 – 15
- Total Possible – 70 Points

Interview Performance – 30 points

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

Total Possible Points: 100

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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 addition, applications (written materials and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

APPLYING:

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

Qualified individuals are **required** to submit:

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

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

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

2. Supplemental document specifically addressing:

Each of the 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.

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NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Additional documents submitted will not be accepted.

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

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

DOCUMENT SUBMITTALS

Via mail: GlobalCorps, 529 14th Street, NW, Suite 807, Washington, D.C. 20045

Via facsimile: (202) 403-3911

Via email: progopsad@globalcorps.com

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

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

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

1. Federal Employment Application (OF-612).
2. Declaration for Federal Employment (OF-306).
3. Medical History and Examination Form (DS-6561).

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4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

Forms 1 through 5 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS

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

BENEFITS/ALLOWANCES:

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

BENEFITS:

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

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ALLOWANCES (if Applicable).*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

* Standardized Regulations (Government Civilians Foreign Areas).

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

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

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ATTACHMENT 1

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

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

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

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. "MEDICAL EVACUATION (MEDEVAC) SERVICES."

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer's liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled "Emergency and Irregular Travel and Transportation." In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form

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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).

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ATTACHMENT 2

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

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

“Coercion” means—

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

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

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

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

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

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

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

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

“Severe forms of trafficking in persons” means—

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

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

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

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