



## Request for Personal Service Contractor

### USAID Office of Transition Initiatives

Position Title: OTI Program Operations Advisor (Multiple Positions, Intermittent PSC)  
Solicitation Number: SOL-OTI-13-000012  
Salary Level: GS-11 Equivalent: \$62,467 - \$81,204  
GS-12 Equivalent: \$74,872 - \$97,333  
Issuance Date: December 20, 2012  
Closing Date: January 24, 2013  
Closing Time: 5:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications (**Optional Form 612 only**) 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 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](http://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 accurately what experience, training, education and/or awards they have received that are relevant to each factor.

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

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: [progopsadvisor@globalcorps.com](mailto:progopsadvisor@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:

Ian Reese or Caitlyn Shelley  
Telephone Number: (202) 706-6115 or (202) 706-6114  
E-Mail Address: [progopsadvisor@globalcorps.com](mailto:progopsadvisor@globalcorps.com)  
Website: [www.globalcorps.com](http://www.globalcorps.com)  
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia  
Contracting Officer

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

- 1. SOLICITATION NO.:** SOL-OTI-13-000012
- 2. ISSUANCE DATE:** December 20, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** January 24, 2013, 5:00 pm EST
- 4. POSITION TITLE:** OTI Program Operations Advisor
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-11 (salary range: \$62,467 - \$81,204) or GS-12 (salary range: \$74,872 - \$97,333) equivalent level, DC-locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-11 or GS-12 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.**

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 Panel (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 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(s) 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. There is no obligation by OTI to provide assignments for a minimum number of days, and the contractor will be free to provide “blackout” dates during which he/she will not be available to accept assignments.

This recruitment is for an intermittent USPSC. Therefore, if an incumbent is selected at the GS-11 grade level, the candidate does not have the opportunity for advancement to the GS-12 equivalent grade. However, once the candidate reaches the minimum qualifications of the GS-12 grade, he/she may apply for a GS-12 position if the position is resolicited by the Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI in the future. Extension of the contract is not guaranteed.

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

**7. PLACE OF PERFORMANCE:** Washington, D.C. with possible travel as stated in the position description.

**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 assistance to support and consolidate peaceful, democratic advances are designed to promote progress or prevent backsliding. 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. 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/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

**INTRODUCTION**

DCHA/OTI is an exciting, fast-paced, operational office in USAID. Program and Operations staff work as a team to ensure country programs are started, managed, and closed efficiently and effectively.

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

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 position is a key position in a busy office which 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. The Program Operations Advisor provides services which 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. The Program Operations Advisor reports to the Chief of OTI's Operations and Management Division (OMD) or his/her designee which may be the Deputy Chief of OMD or other OMD Team Leaders, the Chief of Field Programs Division (FPD) or FPD Regional Team Leaders. The Program Operations Advisor will spend the majority of his or her time working with OMD support staff in Washington. All of the field activities supported and the vast majority of the headquarters activities supported are transition program implementation-focused.

## **OBJECTIVE**

To hire a Program Operations Advisor to support the Operations and Management Division within OTI.

## **9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the OTI Program Operations Advisor requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the OTI Program Operations Advisor requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The OTI Program Operations Advisor 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 Operations Advisor is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The OTI Program Operations Advisor has a strong

**Solicitation for a USPSC OTI Program Operations Advisor**  
**(Multiple Positions, Intermittent PSC)**  
**SOL-OTI-13-000012**

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 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.

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

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

- Coordinate closely with OTI's two divisions (Operations and Management Division and Field Programs Division) and the Program Office on all issues. 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 (Cognizant 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;
- Serve as technical advisor to the on operations program-funded bullpen team, a group of intermittent USPSC advisors providing program operations support in Washington and

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

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 two divisions (Operations and Management Division and Field Programs Division) and the Program Office on all issues. 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 incumbent will take direction from and will report to the Chief - OTI Operations and Management Division (OMD) or his/her designee.



**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

**SUPERVISORY CONTROLS:**

The Supervisor will set overall objectives. The employee and the supervisor together will develop work objectives, recurring tasks, projects to be accomplished and products to be produced and establish deadlines. The incumbent is then 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 to the field (if required), and during site visits, 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**

Work is performed in an office setting, primarily in Washington, DC. Overseas deployments may not be required, and if they are 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 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 Bachelor's Degree with **four (4) years** of progressively responsible work experience, of which **two (2) years** must be specialized experience in administrative support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues in order to effectively accomplish work;

OR

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

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

- (2) At least **one (1) year** of experience providing program operations support for a large international assistance organization, including overseas experience providing operational support;
- (3) Experience drafting and proofreading administrative memos, including position descriptions, scopes of work, and/or other personnel-related memos;
- (4) Demonstrated experience using Microsoft Office applications including Excel, Word, Outlook, and Access Database.

**At the GS-12 Level:**

- (1) A Bachelor's Degree with **five (5) years** of progressively responsible work experience, of which **three (3) years** must be specialized experience in administrative support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues in order to effectively accomplish work;

OR

A Master's degree with **three (3) years** of progressively responsible work experience in administrative support, including a proven ability to independently liaise effectively with both personnel and senior level managers on issues in order to effectively accomplish work;

- (2) At least **two (2) years** of experience providing program operations support for a large international assistance organization, including overseas experience providing operational support;
- (3) Experience drafting and proofreading administrative memos, including position descriptions, scopes of work, and/or other personnel-related memos;
- (4) Demonstrated experience using Microsoft Office applications including Excel, Word, Outlook, 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 and hand-signed federal form OF-612 submitted (**see detailed instructions under "Applying"**);

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

- Supplemental document specifically addressing how the candidate meets each of the Education/Experience requirements, AND each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Satisfactory verification of academic credentials.

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

**EVALUATION FACTORS**

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

- |           |   |
|-----------|---|
| Factor #1 | Demonstrated knowledge of administrative concepts and practices and ability to apply and adapt that knowledge to a specific office setting. Ability to apply sound, independent judgment in identifying management or administrative problems and proposing solutions to them. Applicants are encouraged to cite relevant examples of problem-solving in their application. |
| Factor #2 | Ability to effectively balance a wide variety of tasks and work independently under pressure, often with extremely short deadlines. Applicants are encouraged to cite relevant examples in their application.   |
| Factor #3 | Demonstrated attention to detail and ability to conduct sound financial analysis, planning, tracking and scheduling. Applicants are encouraged to provide brief examples of past work and to describe unique approaches to analyses.  |
| Factor #4 | Demonstrated ability to prioritize and follow up on one's own workload actions without prompting, while also being able to track and prioritize actions that need to be followed up by a team or division leader. Applicants are encouraged to cite relevant examples in their application.   |
| Factor #5 | Demonstrated ability to speak and write clearly and concisely. Applications (written and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills.  |
| Factor #6 | Skill in establishing and maintaining effective relationships with a variety of groups and individuals, across organizational structures. Applicants are encouraged to cite relevant examples in their application.   |

**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.

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

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 – 15
- Factor #2 – 15
- Factor #3 – 15
- Factor #4 – 15
- Factor #5 – 5
- 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](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](http://www.globalcorps.com)).

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

**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 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:** progopsadvisor@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**

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

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](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://transition.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](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

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

Pay Comparability Adjustment

Annual Increase (pending a satisfactory performance evaluation)

Eligibility for Worker's Compensation

Annual & Sick Leave

ALLOWANCES (if Applicable).\*

(A) Temporary Lodging Allowance (Section 120).

(B) Living Quarters Allowance (Section 130).

(C) Post Allowance (Section 220).

(D) Supplemental Post Allowance (Section 230).

(E) Separate Maintenance Allowance (Section 260).

(F) Education Allowance (Section 270).

(G) Education Travel (Section 280).

(H) Post Differential (Chapter 500).

(I) Payments during Evacuation/Authorized Departure (Section 600), and

(J) Danger Pay (Section 650).

\* Standardized Regulations (Government Civilians Foreign Areas).

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

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

**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

**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



**Solicitation for a USPSC OTI Program Operations Advisor  
(Multiple Positions, Intermittent PSC)  
SOL-OTI-13-000012**

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).