



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Software Engineer (Multiple Positions)
Solicitation Number: SOL-OTI-13-000021
Salary Level: GS-9 Equivalent: \$51,630 - \$67,114
GS-11 Equivalent: \$62,467 - \$81,204
GS-12 Equivalent: \$74,872 - \$97,333
Issuance Date: February 21, 2013
Closing Date: April 5, 2013
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 (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services as a Software Engineer under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified.

Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete and hand-signed federal form OF-612, including OF-612 continuation sheets as needed (downloadable forms are available at <http://www.usaid.gov/forms>, or at www.globalcorps.com).

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

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

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

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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: softwareengineer@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 Travis Axton
Telephone Number: (202) 706-6109 or (202) 706-6115
E-Mail Address: softwareengineer@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USpsc OTI Software Engineer (Multiple Positions)
SOL-OTI-13-000021**

Solicitation for U.S. Personal Service Contractor (PSC) Software Engineer (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-13-000021
- 2. ISSUANCE DATE:** February 21, 2013
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 5, 2013 5:00 pm EDT
- 4. POSITION TITLE:** Software Engineer
- 5. MARKET VALUE:** This position has been designated as a “tandem/ladder” position. The highest level of this position is a GS-12. However, USAID intends to fill this position at the entry GS-9 (\$51,630 - \$67,114) or GS-11 equivalent level (\$62,467 - \$81,204). The actual salary of the successful candidate will be negotiated within the pay range of the GS-9 or GS-11 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.**

Following at least one (1) year at the GS-9 equivalent grade the candidate may have the opportunity for advancement to a GS-11 equivalent grade. Following at least two (2) years at the GS-11 equivalent grade the candidate may have the opportunity for advancement to the GS-12 level. In order to be advanced to the higher grade, the incumbent must meet the minimum qualifications of the higher grade, and receive a “Fully Successful” performance rating in the annual performance evaluation. The evaluation must include a statement by the supervisor that the employee is performing successfully at the current grade and is considered ready to perform at the higher grade level. Neither advancement nor extension of the contract is guaranteed.

NOTE: Applicants who submit an application for the GS-11 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-9 positions if they have not submitted a separate application for the GS-9 level. Similarly, applicants who apply for the GS-9 position even though they might meet the minimum qualifications for the GS-11 position will not be considered for the higher graded position if they have not submitted a separate application for the GS-11 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:** 2 years, with 3 one-year option periods
- 7. PLACE OF PERFORMANCE:** Washington, D.C.
- 8. STATEMENT OF WORK**

POSITION DESCRIPTION

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BACKGROUND

USAID's Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local, indigenous partners advance peace and democracy in priority conflict-prone countries by providing fast, flexible, short-term assistance targeted at key transition needs.

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

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office's programmatic goals and objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see page 12 of this solicitation.

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

http://transition.usaid.gov/our_work/cross-cutting_programs/transition_initiatives

INTRODUCTION

The purpose of this solicitation is to hire a Software Engineer within OTI's Operations and Management Division (OMD). The Software Engineer will provide administrative support for program funded U.S. Personal Services Contract (USPSC) employees and program operations in OTI. The OTI Software Engineer will be supervised by the IT Team Leader or his/her designee, and will also work under the general guidance and direction of the relevant OTI Team Leader who the incumbent may be assisting for specific assignments.

This is a key position in an exciting and busy office which responds rapidly to crisis situations overseas. For the Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI to

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implement its rapid response strategy, it is essential that DCHA/OTI personnel receive prompt support. The Software Engineer has the ability to maintain flexibility in a fast-paced dynamic environment while managing competing priorities and meeting aggressive deadlines. Providing knowledgeable, rapid response using standard operating procedures and making recommendations for improvements or innovations to increase effectiveness and efficiency is critical to successful implementation of OTI's programs and fulfillment of OTI's mandate.

DCHA/OTI's Operations and Management Division in Washington provides OTI with an advanced level of operational and management support to help ensure ongoing and improved flexible, rapid response in political transition programming overseas. The Operations and Management Division is responsible for instituting and maintaining office-wide systems and processes, office practices and procedures, and the creation of an enhanced response capability through teamwork, responsiveness, fiscal responsibility, quality control, and customer service.

Within the Operations and Management Division, the Information and Technology Team (IT Team) is responsible for analyzing needs, developing solutions, and advising on issues related to business process and information management in direct support of OTI's numerous field programs. The IT team regularly participates in core DCHA/OTI process design, development and training exercises. The goal of the IT team is to create and maintain an enhanced response capability to support information management and effective processes for OTI field and Washington teams. The team accomplishes this through analyzing business process and information management needs in order to institute and maintain office-wide systems, processes, practices and procedures that support the overall mission of the office as well as address the needs of individual teams.

Program and Operations staff work as a team to ensure country programs are started, managed, and closed efficiently and effectively.

OBJECTIVE

The purpose of this position is to support the IT Team, within OTI's Operations and Management Division (OMD).

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Software Engineer 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 his/her own actions without prompting, while also assisting a busy supervisor track and respond to

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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 Software Engineer is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The Software Engineer is responsible for assisting in management of OTI's information and technology resources, and providing information, technology and communications support services for OTI program implementation staff. The Software Engineer is a member of OTI's Operations and Management Division's Operations Support Team. Under the direct supervision of the Washington-based DCHA/OTI IT Team Leader or his or her designee, the Washington-based Software Engineer will perform the following duties:

GS-9 Equivalent

- Assist the OTI IT Team in providing OTI business system improvements or additions using current web technologies and techniques through the development, maintenance and support of OTI's information management systems across all OTI field programs worldwide.
- Assist the IT Team in providing scheduled and ad hoc training for Washington, field-based, and implementing partner staff on use of standard OTI information technology equipment and systems with a special focus on web-based applications.
- Perform other duties and activities as required for the successful completion of the OTI mandate, such as backstopping the IT Team members.
- Perform some systems administration work primarily with regards to managing web servers and databases running on the Linux platform. Assist the IT Team in designing and maintaining product release and backup procedures.
- Assist the IT Team in data extraction and manipulation on a scheduled and ad-hoc basis in order to better understand the data collected by OTI programs. Work with OTI staff to prepare data visualizations suitable for web viewing and presentations.

GS-11 Equivalent

- Monitor and understand agency IT and Information Security systems, requirements and policies, especially as they affect OTI and implementing partner staff in the field. Analyze OTI business processes and work products in order to seamlessly integrate OTI's systems into agency systems, while also reducing redundancies in OTI systems whenever additions and/or changes occur in agency systems.
- Assist the OTI IT Team in providing OTI business system improvements or additions using current web technologies and techniques through the development, maintenance and support of OTI's information management systems across all OTI field programs worldwide.

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- Assist the IT Team in providing scheduled and ad hoc training for Washington and field-based staff on use of standard OTI information technology equipment and systems with a special focus on web-based applications.
- Perform other duties and activities as required for the successful completion of the OTI mandate, such as backstopping the IT Team members.
- Travel overseas in fulfillment of duties as required.
- Perform some systems administration work primarily with regards to managing web servers and databases running on the Linux platform. Assist the IT Team in designing and maintaining product release and backup procedures.
- Assist the IT Team in data extraction and manipulation on a scheduled and ad-hoc basis in order to better understand the data collected by OTI programs. Work with OTI staff to prepare data visualizations suitable for web viewing and presentations.

GS-12 Equivalent

- Monitor and understand agency IT and Information Security systems, requirements and policies, especially as they affect OTI and implementing partner staff in the field. Analyze OTI business processes and work products in order to seamlessly integrate OTI's systems into agency systems, while also reducing redundancies in OTI systems whenever additions and/or changes occur in agency systems.
- Assist the OTI IT Team in providing OTI business system improvements or additions using current web technologies and techniques through the development, maintenance and support of OTI's information management systems across all OTI field programs worldwide.
- Assist the IT Team in providing scheduled and ad hoc training for Washington and field-based staff on use of standard OTI information technology equipment and systems with a special focus on web-based applications.
- Perform other duties and activities as required for the successful completion of the OTI mandate, such as backstopping the IT Team members.
- Travel overseas in fulfillment of duties as required.
- Perform some systems administration work primarily with regards to managing web servers and databases running on the Linux platform. Assist the IT Team in designing and maintaining product release and backup procedures.
- Participate in technology assessments and design of information systems related to OTI's management activities. These special projects may include: operational and programmatic information systems such as personnel, inventory, scheduling, annual reports, web-based OTI

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information and country program summaries; programmatic tactical technology solutions such as mobile and web-based systems.

- Assist the IT Team in data extraction and manipulation on a scheduled and ad-hoc basis in order to better understand the data collected by OTI programs. Work with OTI staff to prepare data visualizations suitable for web viewing and presentations.

SUPERVISORY RELATIONSHIP:

The Software Engineer will report to OTI's Washington-based Team Leader for Information Technology, or his/her designee..

SUPERVISORY CONTROLS:

The Supervisor will set specific work objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative and manage his/her tasks effectively.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During deployment on assessment teams, Country Start-Ups, Disaster Assistance Response Teams (DARTs) (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

11. WORK ENVIRONMENT

Work is primarily performed in an office setting. During deployment on Assessments, Country Start-ups, Disaster Assistance Response Teams (DARTs) (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

12. START DATE: Immediately, once necessary clearances are obtained.

13. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

The incumbent must be an individual with sound judgment and excellent communication, interpersonal and analytical skills. The candidate must be able to accomplish a wide range of assignments, often on short notice, including performing a range of administrative functions, and be willing to step in to help with any team task large or small to help ensure programmatic success.

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

At the GS-9 Level:

- (1) One (1) full year or more coursework in Computer Science or similar technical field, plus **one (1) year** progressively responsible experience in web application development and database design as described in the Duties and Responsibilities section above.

OR

- (2) **Three (3) years** of progressively responsible experience in web application development and database design as described in the Duties and Responsibilities section above.

At the GS-11 Level:

- (1) One (1) full year or more coursework in Computer Science or similar technical field, plus **two (2) years** progressively responsible experience in web application development and database design as described in the Duties and Responsibilities section above.

OR

- (2) **Four (4) years** of progressively responsible experience in web application development and database design as described in the Duties and Responsibilities section above.

At the GS-12 Level:

- (1) One (1) full year or more coursework in Computer Science or similar technical field, plus **three (3) years** progressively responsible experience in web application development and database design as described in the Duties and Responsibilities section above.

OR

- (2) **Five (5) years** of progressively responsible experience in web application development and database design as described in the Duties and Responsibilities section above.

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**);
- Satisfactory verification of academic credentials.

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

EVALUATION FACTORS

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

- Factor #1 Experience in database design and developing web applications to effectively utilize the database;
- Factor #2 Experience developing a both server-side and client-side web application using AJAX or similar technologies;
- Factor #3 Demonstrated customer service ethic, with demonstrated social and interpersonal skills illustrated by the ability to interact in a team setting, or with counterparts, on both the lowest and highest political, social, and economic levels;
- Factor #4 Experience operating as a team member, without close supervision, in complex and difficult situations with minimal office support; demonstrated ability to work well under pressure with competing priorities and demands;
- Factor #5 Excellent writing, speaking and communication skills; excellent analytical, organizational and problem solving skills; and
- Factor #6 An active or recent USG security clearance with a U.S. Government Agency.

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 – 15

Factor #3 – 15

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Factor #4 – 10
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.

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

APPLYING:

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

Qualified individuals are **required** to submit:

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

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

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 or on supplemental OF-612 continuation sheets to allow for adequate evaluation of your direct and related experience. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.

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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: softwareengineer@globalcorps.com

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

NOTE: If a temporary or full secret security clearance is not obtained within four months after offer acceptance, the offer may be rescinded.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

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

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)
https://www.acquisition.gov/far/current/html/52_200_206.html

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

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

1. Optional Form 612.

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2. Medical History and Examination Form (DS-6561). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **
6. Employment Eligibility Verification (I-9 Form). **

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

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

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which CIBs and AAPDs apply to this contract.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

BENEFITS/ALLOWANCES:

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

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase (pending a satisfactory performance evaluation)
Eligibility for Worker's Compensation
Annual & Sick Leave

ALLOWANCES (if Applicable):*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).

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(H) Post Differential (Chapter 500).

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

(J) Danger Pay (Section 650).

* Standardized Regulations (Government Civilians Foreign Areas).

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

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

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ATTACHMENT 1

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

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

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

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

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

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

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

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

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

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

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision

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10, Travel and Transportation Expenses (July 1993), section (i) entitled “Emergency and Irregular Travel and Transportation.” In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor’s invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual’s behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s)

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