



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Travel and Operations Specialist
Solicitation Number: SOL-OTI-12-000044
Salary Level: GS-9 Equivalent: \$51,630 - \$67,114
GS-11 Equivalent: \$62,467 - \$81,204
Issuance Date: August 20, 2012
Closing Date: September 4, 2012
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 an OTI Travel and Operations Specialist under a personal services contract, as described in the attached solicitation.

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

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

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

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

2. Supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the five (5) Evaluation Factors shown in the solicitation.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors 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: travelandops@globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

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

Adrienne Johnson or Ian Reese
Telephone Number: (202) 706-6108 or (202) 706-6109
E-Mail Address: travelandops@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USPSC OTI Travel and Operations Specialist
SOL-OTI-12-000044**

Solicitation for U.S. Personal Service Contractor (PSC) OTI Travel and Operations Specialist

- 1. SOLICITATION NO.:** SOL-OTI-12-000044
- 2. ISSUANCE DATE:** August 20, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** September 4, 2012 5:00 pm EDT
- 4. POSITION TITLE:** OTI Travel and Operations Specialist
- 5. MARKET VALUE:** This position has been designated as a “ladder” position. USAID intends to fill this position at the GS-9 (\$51,630 - \$67,114) equivalent level, with Washington, D.C. locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-9 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 two (2) years at the GS-9 equivalent grade the candidate may have the opportunity for advancement to the GS-11 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.

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

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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 14 of this solicitation.

The Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI's Operations and Management Division (OTI/OMD) 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. The division supports a majority program-funded workforce in the areas of administrative support, financial management of OTI program funds, human resource assistance for program-funded personnel, information and technology operations and programmatic support for Washington and the field, and procurement tracking of OTI program-funded activities.

For more information about OTI and its country programs please see: <http://usaid.gov/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

INTRODUCTION

The Travel and Operations Specialist is responsible for managing and coordinating travel for program funded Personal Service Contract (PSC) staff and for the provision of operations services (e.g. information management and technology, finance and general administrative) in support of the Office of Transition Initiatives (OTI) program implementation. The Travel and Operations Specialist will be supervised by the Finance and Travel Team Lead or designee. Given the contingent, operational, and flexible nature of OTI's political transition work overseas, the Travel and Operations Specialist's may evolve and change, depending on the operational and programmatic needs of the Office.

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OBJECTIVE

To hire a Travel and Operations Specialist to support the OTI/OMD team in overall support of the office's program implementation in the field.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the OTI Travel and Operations Specialist requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the OTI Travel and Operations Specialist requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The OTI Travel and Operations Specialist is highly flexible and the working conditions are subject to ongoing change(s), while maintaining a professional and respectful conduct towards colleagues and authority in a diverse workforce. S/he places a premium on the building positive relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The OTI Travel and Operations Specialist is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The OTI Travel and Operations Specialist has a strong sense of responsibility, service-oriented, highly organized, pays close attention to detail, is able to complete administrative tasks with minimal guidance, and is able to receive and respond to constructive criticism in a professional manner. The OTI Travel and Operations Specialist is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based DCHA/OTI Finance and Travel Team Lead, or his/her designee, the Travel and Operations Specialist will:

At the GS-9 level:

- Incumbent is expected to have some experience in the travel support field, and will be asked to participate on Agency panels or working groups to develop, improve, or train on new systems.
- Prepare travel authorizations in the Agency travel system for Washington based program-funded staff traveling on temporary duty assignments within the United States and overseas, including processing of travel requests, ensuring that all clearances have been obtained and that required documentation (itineraries, country clearances, and funding) has been prepared. Prepare assignment to post travel authorizations. On an as-needed basis, prepare travel authorizations for overseas field staff. Process amendments to travel authorizations as needed.

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- Process applications and requests for renewals of Diplomatic and Official passports for OTI program funded staff and facilitate the receipt of required visas and country clearances. Coordinate with the traveler and with the USAID travel agent to provide the traveler with a travel authorization, ticket, travel voucher package, etc.
- Provide support for other OTI Operations and Management Division operations functions as required, such as:
 - Assist and/or backstop the OTI Information and Technology team in providing information management support for the office; seeking out innovative technology solutions to streamline business processes (e.g. through the OTI website, filing, budget and finance database, etc.).
 - Team with the OTI Administrative Operations staff in procuring office supplies, scheduling intermittent “bullpen” staff on TDY assignments.
 - Provide program assistant support for OTI program-funded staff on rare occasions, when required (such as supporting country start-up conferences, assisting with records management, etc.).
 - Assist or backstop the OTI Financial Management Specialist in the provision of basic financial services to the Office, e.g. when required, process financial transactions, assist with the preparation of funding actions, review/validate expenditures made with government purchase cards, assist with processing or forwarding Personal Service Contractor expense vouchers and/or timesheets, etc.
- Maintain accurate records of the current status of diplomatic passports, visas, inoculations and medical evacuation policies to ensure that all travelers have the appropriate documents and current medical evacuation coverage when traveling.
- Establish and maintain the official office files on travel, including travel authorizations and vouchers. Monitor file holdings to ensure timely disposition of files in accordance with Agency records management guidelines.
- Collaborate with supervisor to discuss improvements to current travel system, providing ideas for innovation.
- Prepare, review and process travel vouchers for payment for program funded staff. Monitor processing via the Agency travel system to ensure timely payment by the Office of Financial Management (M/FM). Intervene when necessary to assist travelers in the resolution of problems arising in connection with their travel vouchers. Conduct periodic reviews of travel-related obligations and disbursements to identify funds for deobligation.
- With the assistance of the supervisor, serve as the OTI Point of Contact (POC) on regulations and policies relating to the transportation and storage of personal effects (household effects, personal vehicle, air freight) to and from overseas posts on assignment/repatriation orders.

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Assist employees with the resolution of problems relating to the transportation and storage of effects.

- Establish and maintain effective and productive working relationships with administrative and financial personnel in USAID Missions, M/FM, regional financial management service centers, USAID Travel Office (M/AS/TT) and the Agency's Travel Agent to facilitate the timely processing of requests and resolution of problems encountered.
- After an initial learning period, assist with training for OTI staff on OTI travel procedures, the Agency travel system, and on standard operating procedures for the conduct of travel, and on the automated country clearance system. Assist with the revising the OTI Office Order on training to reflect changes in OTI office, Agency, Federal, and State Department policies and procedures. Issue notices to staff on changes in policy and procedures and issue periodic reminders on key aspects of travel planning and execution. Prepare responses to frequently asked questions, with approval from supervisor.
- After an initial learning period, provide advice and guidance to OTI personnel on all aspects of the travel program. Coordinate with the agency's central travel office as needed to obtain clarifications of policy as it pertains to OTI travelers. With the assistance of the supervisor, serve as a POC for the Agency's travel office on matters pertaining to the implementation of the travel system, as requested. Assist with the maintenance of a library of resource documents of interest to travelers: per diem rates, travel regulations, travel allowances, etc.
- After an initial learning period, support OTI program staff on the preparation of documentation in support of international travel requests for country clearances, cable notifications of assignment to post for field staff, etc.
- If required by the Chief of the Operations and Management Division, travel to the field to provide administrative, travel, or finance assist for and OTI Country Program.
- After an initial learning period, provide orientation, training, and mentoring for incoming staff on matters related to travel and as delegated; communicate with supervisor to recognize good performance and communicate where performance needs to be improved.
- Perform all other duties as assigned by supervisor.

At the GS-11 level:

- Incumbent is expected to be an expert in the travel support field for the Agency, in regards to supporting program-funded personnel, and will be asked to participate on Agency panels or working groups to develop, improve, or train on new systems.
- Prepare travel authorizations in the Agency travel system for Washington based program-funded staff traveling on temporary duty assignments within the United States and overseas, including processing of travel requests, ensuring that all clearances have been obtained and that required documentation (itineraries, country clearances, and funding) has been prepared.

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Prepare assignment to post travel authorizations. On an as-needed basis, prepare travel authorizations for overseas field staff. Process amendments to travel authorizations as needed.

- Process applications and requests for renewals of Diplomatic and Official passports for OTI program funded staff and facilitate the receipt of required visas and country clearances. Coordinate with the traveler and with the USAID travel agent to provide the traveler with a travel authorization, ticket, travel voucher package, etc.
- Provide support for other OTI Operations and Management Division operations functions as required, such as:
 - Assist and/or backstop the OTI Information and Technology team in providing information management support for the office; seeking out innovative technology solutions to streamline business processes (e.g. through the OTI website, filing, budget and finance database, etc.).
 - Team with the OTI Administrative Operations staff in procuring office supplies, scheduling intermittent “bullpen” staff on TDY assignments.
 - Provide program assistant support for OTI program-funded staff on rare occasions, when required (such as supporting country start-up conferences, assisting with records management, etc).
 - Assist or backstop the OTI Financial Management Specialist in the provision of basic financial services to the Office, e.g. when required, process financial transactions, assist with the preparation of funding actions, review/validate expenditures made with government purchase cards, assist with processing or forwarding Personal Service Contractor expense vouchers and/or timesheets, etc.
- Maintain accurate records of the current status of diplomatic passports, visas, inoculations and medical evacuation policies to ensure that all travelers have the appropriate documents and current medical evacuation coverage when traveling.
- Establish and maintain the official office files on travel, including travel authorizations and vouchers. Monitor file holdings to ensure timely disposition of files in accordance with Agency records management guidelines.
- Collaborate with supervisor to discuss improvements to current travel system, providing ideas for innovation.
- Prepare, review and process travel vouchers for payment for program funded staff. Monitor processing via the Agency travel system to ensure timely payment by the Office of Financial Management (M/FM). Intervene when necessary to assist travelers in the resolution of problems arising in connection with their travel vouchers. Conduct periodic reviews of travel-related obligations and disbursements to identify funds for deobligation.

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- Serve as the OTI Point of Contact (POC) on regulations and policies relating to the transportation and storage of personal effects (household effects, personal vehicle, air freight) to and from overseas posts on assignment/repatriation orders. Assist employees with the resolution of problems relating to the transportation and storage of effects.
- Establish and maintain effective and productive working relationships with administrative and financial personnel in USAID Missions, M/FM, regional financial management service centers, USAID Travel Office (M/AS/TT) and the Agency's Travel Agent to facilitate the timely processing of requests and resolution of problems encountered.
- Provide training for OTI staff on OTI travel procedures, the Agency travel system, and on standard operating procedures for the conduct of travel, and on the automated country clearance system. Revise the OTI Office Order on training to reflect changes in OTI office, Agency, Federal, and State Department policies and procedures. Issue notices to staff on changes in policy and procedures and issue periodic reminders on key aspects of travel planning and execution. Prepare responses to frequently asked questions.
- Provide advice and guidance to OTI personnel on all aspects of the travel program. Coordinate with the agency's central travel office as needed to obtain clarifications of policy as it pertains to OTI travelers. Serve as a POC for the Agency's travel office on matters pertaining to the implementation of the travel system, as requested. Establish and maintain a library of resource documents of interest to travelers: per diem rates, travel regulations, travel allowances, etc.
- Advise OTI program staff on the preparation of documentation in support of international travel requests for country clearances, cable notifications of assignment to post for field staff, etc.
- If required by the Chief of the Operations and Management Division, travel to the field to provide administrative, travel, or finance assistance for and OTI Country Programs.
- Provide orientation, training, and mentoring for staff as delegated; communicate with supervisor to recognize good performance and communicate where performance needs to be improved.
- Perform all other duties as assigned by supervisor.

SUPERVISORY RELATIONSHIP:

The OTI Travel and Operations Specialist will be supervised by the Finance and Travel Team Lead or his/her designee.

SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

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10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During overseas travel, 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

The work is generally performed in an office environment. However, the position may require some overseas travel, which 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"**)

This position calls for an experienced travel or financial professional with the knowledge and the skills necessary to perform the assigned duties.

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

At the GS-9 Level:

- (1) Bachelors degree with four (4) years of progressively responsible work experience, of which two (2) years must include travel support for a large U.S. government organization requiring staff to perform significant domestic and overseas travel, and three (3) years must include administrative, finance, or personnel support;

OR

Associates Degree with six (6) years of progressively responsible work experience, of which two (2) years must include travel support for a large U.S. government organization requiring staff to perform significant domestic and overseas travel, and three (3) years must include administrative, finance, or personnel support;

- (2) Demonstrated understanding of travel policies and guidelines in a large organization;
- (3) Previous accounting or bookkeeping experience;
- (4) Previous experience with information management on the web;

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- (5) Demonstrated proficiency in using a wide range of software applications, automation equipment and databases, not limited to but including Microsoft Excel, Word and Access database applications.

At the GS-11 Level:

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

- (1) Bachelors degree with six (6) years of progressively responsible work experience, of which four (4) years must include travel support for a large U.S. government organization requiring staff to perform significant domestic and overseas travel, and five (5) years must include administrative, finance, or personnel support;

OR

Associates Degree with eight (8) years of progressively responsible work experience, of which four (4) years must include travel support for a large U.S. government organization requiring staff to perform significant domestic and overseas travel, and five (5) years must include administrative, finance, or personnel support;

- (2) Demonstrated understanding of travel policies and guidelines in a large organization;
- (3) Previous accounting or bookkeeping experience;
- (4) Previous experience with information management on the web;
- (5) Demonstrated proficiency in using a wide range of software applications, automation equipment and databases, not limited to but including Microsoft Excel, Word and Access database applications.

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.

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

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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 customer service ethic (written response should include the candidate's view of what customer service means, as well as at least one example of how they employ good customer service at work);
- Factor #2 Demonstrated ability to take on new tasks with minimal instruction – researching solutions independently if necessary to complete tasks on time (written response should include at least one example of a new task that was taken on with minimal instruction, and that was completed on time);
- Factor #3 Skill in establishing and maintaining effective relationships with a variety of groups and individuals;
- Factor #4 Excellent communication skills, writing, problem solving and organizational skills including attention to detail; and
- Factor #5 Active or recent U.S. government security clearance.

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

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

The Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

- Factor #1 – 20
- Factor #2 – 15
- Factor #3 – 15
- Factor #4 – 15
- Factor #5 – 5
- Total Possible – 70 Points

Interview Performance – 30 points

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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.

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 five (5) Evaluation Factors shown in the solicitation.

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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.

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: travelandops@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.
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). **

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** 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).
- (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).

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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 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

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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).