



**SOLICITATION NUMBER: 72D0T120R00003**

**ISSUANCE DATE: November 19, 2019**

**CLOSING DATE AND TIME: December 19, 2019, 1:00 PM EST (Deadline Extended)**

**SUBJECT:** Solicitation for U.S. Personal Service Contractor (USPSC)

Dear Prospective Offerors:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified U.S. citizens to provide personal services as a Human Capital Talent Management Team Leader 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. Offerors interested in applying for this position **MUST** submit the following materials:

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

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

**Note:** Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

**2. Supplemental document specifically addressing:**

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

**NOTE:** The Evaluation Factors are worth 70 out of 100 points. Offerors 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.

3. **USPSC Offeror Information for Personal Services Contracts form AID 309-2.** Offerors are required to complete and sign the form. This form must be physically signed. Electronic signatures will not be accepted.

**NOTE ABOUT THE DATA UNIVERSAL NUMBERING SYSTEM AND SYSTEM FOR AWARD MANAGEMENT REQUIREMENTS** All USPSCs with a place of performance in the United States are required to have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to receiving an offer. You will be disqualified if you either fail to comply with this requirement or if your name appears on the excluded parties list. The selectee will be provided with guidance regarding this registration.

**Additional documents submitted will not be accepted.** Incomplete or late offers will not be considered. Your complete resume and the AID309-2 form must be mailed or emailed to:

Office of Transition Initiatives  
529 14th Street, NW, Suite 300  
Washington, DC 20045  
E-Mail Address: OTIjobs@usaid.gov

Offerors can expect to receive a confirmation email when offer materials have been received. Offerors should retain for their records copies of all enclosures which accompany their offers. 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 offer.

Offeror resources are available at [www.otijobs.net/#!/guidance-for-applying/c1ggg](http://www.otijobs.net/#!/guidance-for-applying/c1ggg). Any questions on this solicitation may be directed to:

OTI Recruitment Team  
Telephone Number: (202) 836-7487  
E-Mail Address: OTIjobs@usaid.gov  
Website: [www.OTIjobs.net](http://www.OTIjobs.net)

Sincerely,

Cristina Sylvia  
Contracting Officer

## **I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72D0T120R00003

**2. ISSUANCE DATE:** November 19, 2019

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 19, 2019, 1:00 pm Eastern Time (Deadline Extended)

**4. POINT OF CONTACT:** OTI Recruitment Team, (202) 836-7487, e-mail at [OTIjobs@usaid.gov](mailto:OTIjobs@usaid.gov).

**5. POSITION TITLE:** Human Capital Talent Management Team Leader

**6. MARKET VALUE:** This position has been designated at the GS-13 equivalent level, D.C. locality pay (\$99,172 - \$ 128,920 per annum). Final compensation will be negotiated within listed market value based upon qualifications, previous relevant experience and work history, salary and educational background. **Salaries over and above the pay range will not be entertained or negotiated.** Candidates who live outside the Washington, D.C. area will be considered for employment, but no relocation expenses will be reimbursed.

**7. PERIOD OF PERFORMANCE:** One year, with four one-year option periods.

**START DATE:** Within 45 days of receiving notification that required security clearance has been obtained.

**8. PLACE OF PERFORMANCE:** Washington, D.C.

**9. ELIGIBLE OFFERORS:** United States Citizens

**10. SECURITY LEVEL REQUIRED:** Secret

## **11. STATEMENT OF DUTIES**

### **POSITION DESCRIPTION**

### **BACKGROUND**

USAID's Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local partners advance peace and democracy in politically-transitioning countries. In support of U.S. foreign policy, OTI seizes emerging windows of opportunity in the political landscape to

promote stability, peace, and democracy by catalyzing local initiatives through adaptive and agile programming.

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

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office's programmatic goals and objectives. There are several 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 Section VI of this solicitation.

For more information about OTI and its country programs please see:  
<http://www.usaid.gov/political-transition-initiatives>

## **INTRODUCTION**

As a key member of the OTI Operations and Management Division, the HCTM Team Leader is directly responsible for the overall administration, coordination and evaluation of OTI's human resources function. In addition to managing OTI's most important resource, its people, the HCTM Team Leader will be a strategic partner to the Senior Leadership to participate in office strategy in addition to support administration.

## **CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the Human Capital Talent Management (HCTM) Team Leader requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a dynamic office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is flexible and willing to work in a quick paced environment with constant change. He/She will maintain professional and respectful working relationships with colleagues and Senior Leadership in a diverse workforce. She/he places a premium on building and maintaining positive working

relationships with teams in Washington and field offices as well as key stakeholders. The incumbent is able to prioritize and complete tasks without follow-up by the supervisor and will fill gaps as required by his/her supervisor to ensure continued responsiveness from the team. The HCTM Team Leader is a strategic thinker, articulates innovative ideas, presents solutions to challenges that arise, and is a positive role model for colleagues across OTI and USAID.

Under the direct supervision of the OTI Deputy Chief, Operations and Management Division or his/her designee, the HCTM Team Leader will perform the following duties:

## **SUPERVISION**

- Manage a team of up to five people staffed at the GS 07 through GS 12 equivalent levels; recruit HCTM team members, set expectations and work objectives; assign and balance team workload; review work products; train and develop program-funded staff utilizing updated job aides and other training materials; hold staff accountable, provide constructive annual evaluations as well as ongoing feedback and address personnel issues as they arise;

## **HCTM GENERAL**

- Serve as strategic advisor to the OTI Deputy Chief, Operations and Management Division on personnel management processes. Demonstrate a sound understanding of agency and federal procurement policies and regulations related to OTI systems for the recruitment and management of program-funded staff (such as U.S. Personal Services Contractor staff and Foreign Service Limited staff, etc.);
- Develop and maintain effective relationships with all OTI staff and across USAID offices. Evaluate processes to improve best practices and seek innovative ways of doing business to improve efficiency and effectiveness;
- Liaise with the Agency's General Counsel (GC), Office of Acquisitions and Assistance (OAA), Human Capital and Talent Management, Agency Management Staff (AMS), and other entities to ensure OTI follows standardized USAID policies and procedures, advocate for OTI requirements, and ensure that appropriate waivers are employed to enable rapid response for political transition programs overseas;
- Perform services under this scope of work at physical locations other than Washington OTI headquarters, including within other USAID offices, bureaus or other USG agencies not to exceed six months. Serve as Acting Deputy Chief, Operations and Management when required.

## **WORKFORCE PLANNING**

- Maintain a strong understanding of USAID PSC policies including contracting and benefits as governed by USAID Acquisition Regulation's (AIDAR) Appendix D.

<http://auslnxapvweb01.usaid.gov/ADS/300/aidar.pd> Maintain effective knowledge of industry trends, employment legislation, as well as federal and agency regulations pertaining to U.S. Personal Services Contractors and other program funded hiring mechanisms to ensure office compliance. Design and execute a communication strategy to inform staff of changes to personnel policies and procedures;

- Provide guidance and direction for office workforce planning efforts, ensuring a link to the larger OTI strategic plan, and secure adequate resources and tools for planning and administrative purposes; recommend actions to OTI supervisors to ensure maximum effective use and placement of program-funded personnel; ensure guidance documents such as job aids and office orders and templates are updated on OTI knowledge network;
- Manage the HCTM budget and serve as Contracting Officer's Representative (COR), backstop COR, or supervisor of the COR, for an institutional support contractor providing a range of personnel and procurement support, ensuring that OTI requirements are met (COR certification requires the successful completion of a USAID training course within the first 6-12 months of employment);
- Serve as the OTI point of contact for assisting in the recruitment and retention of all OTI direct hire staff both civil and foreign service. Oversee staffing levels and organizational charts to support OTI as a contingency office; ensure OTI compliance with all Agency and DCHA Bureau data calls on staffing and personnel.

## **EMPLOYEE SERVICES**

- Use broad knowledge and experience in administrative office management, to liaise with offices outside of OTI, to successfully oversee issues related to facilities management including space, cube and workstation assignments and changes, telephone assignments and transfers, records management, and general office management such as supply orders and safety and emergency preparedness; serve as a Direct Line Officer (DLO) for OTI and liaises with Bureau-level Administrative Management Services (AMS);
- Research, analyze and troubleshoot and resolve issues on benefits as they arise across all hiring mechanisms and recommend solutions for implementation by OTI management; Represent OTI in DCHA and/or Agency efforts related to human resources such as serving on committees to analyze and recommend changes to PSC policies and prepare deviations on benefits issues for PSCs;
- Manage OTI's security clearance and badging processes for all hiring mechanisms across the office, including addressing issues with DCHA AMS and USAID's Office of Security (SEC). Manage unit security and classified information access for OTI; oversee process and management of ClassNet requests and issues;
- Manage and coordinate OTI records management program including maintenance and disposition of administrative and program files; serve as records liaison officer and

coordinate with Office of Information and Records Division (IRD) accordingly ensuring OTI is in compliance with latest records regulations;

- Develop, maintain, and implement office policies and procedures related to general administrative office management to maintain efficiency. Provide support and updated information to supervisors and employees on questions and requests related to the administrative support services provided by OTI; Identify issues/problems and escalate any major management issues to the attention of the Deputy Chief, Operations and Management Division;
- Coordinate with OTI's Senior Leadership Team in drafting, distributing, reviewing, and analyze staff morale and/or support surveys in order to improved performance and morale across the office; Oversee the coordination and facilitation of office-wide morale and well-being activities, including but not limited to multiple annual OTI events and staff care initiatives;
- Coordinate closely between OTI's three divisions (Operations and Management Division, Field Programs Division, and the Program, Learning and Innovations Division) on all issues related to human resources; talent management, administrative management and workforce planning.

## **EMPLOYEE RELATIONS**

- Advise and assist OTI management on sensitive personnel issues for all hiring mechanisms. Serve as lead advisor and mediator to research and resolve workplace conduct and performance management issues. Design an effective employee relations strategy to preserve the employer-employee relationship; In consultations with the CO, advise on performance improvement plans, benchmarks and program-funded contract terminations; Manage relationships with inter-agency and other government agencies in support of OTI program funded staff on resolving complaints, claims or actions regarding EEO, harassment, labor relations, ethics and other similar processes;
- Conduct exit interviews to determine reasons for staff departures, and make necessary changes to program-funded staff policy and succession planning; represent OTI in DCHA and/or Agency efforts related to rightsizing and regionalization or other relevant topics;
- Oversee the interpretation and application of USAID Automated Directive System (ADS) policies relating to human capital, and talent management issues; research, analyze and recommend HCTM related OTI specific policies in line with USG requirements;
- Oversee recognition and incentive-building programs for program-funded staff; Develop, maintain, and implement office recognition and incentive policies and procedures aligned with OTI's mission, vision and goals; Collaborate with OTI supervisors and employees to

establish innovative recognition opportunities to support retention, engagement and organization morale;

- Oversee OTI's compliance with annual performance evaluations requirements across all hiring mechanisms. This includes tracking compliance against submission requirements, following up with OTI supervisors/managers and serving as liaison with appropriate oversight office (HCTM or USAID's Office of Acquisition and Assistance). Strategically align performance criteria systems with office competencies, values, goals and strategic vision. Establish human resources objectives in line with office strategies;
- Coordinate informational sessions on best practices related to supervising, managing, leading and/or mentoring staff and other applicable human capital and talent management topics; liaise with OTI Talent Management Unit, inter-agency offices, USAID Training and Development and external resources in support of OTI program-funded staff; ensure supervisor, management and leadership guidance and tools are updated on OTI knowledge network.

#### **SUPERVISORY RELATIONSHIP:**

The HCTM Team Leader will be supervised by the OTI Deputy Chief, Operations and Management Division or his/her designee.

#### **SUPERVISORY CONTROLS:**

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

### **12. PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands.

### **13. WORK ENVIRONMENT:**

Work is performed in an office setting. Overseas deployments are not required for this position.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

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

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



(1) A Bachelor's degree with a minimum of **six (6) years** of work experience;

OR

Associates degree with a minimum **eight (8) years** of work experience;

OR

A high school diploma with a minimum of **ten (10) years** of work experience

**AND**

(2) **Four (4) years** of experience in the field of operations or administrative management positions, including, but not limited to: human resources, office management, recruitment, benefits/compensation, employee relations, training and development, performance management as well as strategic planning for a large organization with staff located in at least two locations;

**AND**

(3) **Three (3) years** of **supervisory** experience, including training, guiding and mentoring staff.

### **III. EVALUATION AND SELECTION FACTORS**

(Determines basic eligibility for the position. Offerors who do not meet all of the education and experience factors are considered NOT qualified for the position.)

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

#### **SELECTION FACTORS:**

(Determines basic eligibility for the position. Offerors who do not meet all of the selection factors are considered NOT qualified for the position.)

- Offeror is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;

- 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 required prior to issuance of the contract for this position.

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

### **EVALUATION FACTORS:**

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

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

- |           |  |
|-----------|--|
| Factor #1 | Demonstrated experience managing or leading human resources and operations support for an organization providing international crisis or humanitarian relief overseas.   |
| Factor #2 | Demonstrated experience in establishing and maintaining effective relationships with a variety of groups and individuals, across organizational structures.  |
| Factor #3 | Demonstrated experience researching and articulating rules and regulations in a government context, including an understanding of federal contracting policies and procedures in general, and U.S. Personal Services Contract rules and regulations in particular. |
| Factor #4 | Demonstrated experience working under pressure in a fast-paced environment, while independently managing competing priorities and meeting aggressive deadlines.  |

**BASIS OF RATING:** Offerors who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Offerors 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 Offeror Rating System is as Follows:**

Evaluation Factors have been assigned the following points:

Factor #1 – 20  
Factor #2 – 20  
Factor #3 – 20  
Factor #4 – 10

Total Possible – 70 Points

Interview Performance – 30 points

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

**Total Possible Points: 100**

The most qualified offerors may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. OTI will not pay for any expenses associated with the interviews. In addition, offers (written materials and interviews) will be evaluated based on content as well as on the offerors writing, presentation, and communication skills. In the event that an offeror has fully demonstrated his/her qualifications and there are no other competitive offerors OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for offerors being considered for selection. OTI reserves the right to contact previous employers to verify employment history.

**IV. SUBMITTING AN OFFER**

Offers must be **received** by the closing date and time at the address specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.

Qualified offerors are **required** to submit:

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

Your resume should contain **explicit information to make a valid determination that you fully meet the minimum qualification requirements** as stated in this solicitation. This

information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

**NOTE:** The Offeror Rating System Evaluation Factors are worth 70 out of 100 points. Offerors are required to address each factor of the Offeror Rating System in their resume, describing specifically and accurately what experience, training, education, and/or awards they have received as it pertains to each factor. Failure to address the selection factors and/or Offeror Rating System factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

**2. Supplemental document specifically addressing:**

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

**NOTE:** The Evaluation Factors are worth 70 out of 100 points. Offerors 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.

**3. Offeror Information for Personal Services Contracts form AID 309-2.** Offerors are required to complete and sign the form. This form must be physically signed. **Electronic signatures will not be accepted.**

Additional documents submitted will not be accepted.

To ensure consideration of offers for the intended position offers must prominently reference the solicitation number in the offer submission.

Offeror resources are available at [www.otijobs.net/#!/guidance-for-applying/c1ggg](http://www.otijobs.net/#!/guidance-for-applying/c1ggg).

**DOCUMENT SUBMITTALS**

**Via mail:** Office of Transition Initiatives, 529 14th Street, NW, Suite 300, Washington, D.C. 20045

**Via email:** OTIjobs@usaid.gov

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

**NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION**

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

**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS AND THE SYSTEM FOR AWARD MANAGEMENT**

All individuals contracted as US PSCs in the United States are required to have a DUNS Number and be registered in the SAM database. The selected offeror will be provided with guidance regarding this registration.

For general information about DUNS Numbers and SAM, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number and FAR 52.204-7, System for Award Management.

[https://acquisition.gov/far/current/html/52\\_200\\_206.html](https://acquisition.gov/far/current/html/52_200_206.html) or [www.sam.gov](http://www.sam.gov).

ALL QUALIFIED OFFERORS 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.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the following forms. Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Declaration for Federal Employment (OF-306).
2. Medical History and Examination Form (DS-6561).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
4. Finger Print Card (FD-258).

## **VI. BENEFITS AND ALLOWANCES**

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

### **1. BENEFITS:**

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

### **2. ALLOWANCES:**

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

[https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

(a) Post Differential	Chapter 500 and Tables in Chapter 900.
(b) Living Quarters Allowance	Section 130.
(c) Temporary Lodging Allowance	Section 120.
(d) Post Allowance	Section 220.
(e) Supplemental Post Allowance	Section 230.
(f) Payments During Evacuation	Section 600.
(g) Education Allowance	Section 270.
(h) Separate Maintenance Allowance	Section 260.
(i) Danger Pay Allowance	Section 650.
(j) Education Travel	Section 280.

## **VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

**1. USAID Acquisition Regulation (AIDAR), Appendix D,** “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including contract clause “General Provisions,” available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .

**2. Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

### **One Base Year Table – Human Capital Talent Management Team Leader**

Item No	Services (Description)	Qty	Unit	Unit Price	Amount
(A)	(B)	(C)	(D)	(E)	(F)
0001	<b>Base Year 1 - Compensation</b> Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$_____	\$_____
	<b>Fringe Benefits/Other Direct Costs (ODCs)</b> Award Type: Cost Product Service Code: R497				

	Accounting Info: <i>[insert from Phoenix]</i>				
Total Estimated Cost					\$_____

**Four Option Years Table- Human Capital Talent Management Team Leader**

Item No	Services (Description)	Qty	Unit	Unit Price	Amount
(A)	(B)	(C)	(D)	(E)	(F)
1001	Option Period (OP) 1 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$_____	\$_____
	OP 1 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
2001	OP 2 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$_____	\$_____
	OP 2 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
3001	Option Period (OP) 3 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$_____	\$_____
	OP 3 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				

4001	Option Period (OP) 4 - Compensation Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>	1	LOT	\$____	\$____
	OP 4 - ODCs Award Type: Cost Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
Total Estimated Cost <i>[base + options]</i>					\$____

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

**4. Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulation>

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

#### **AAPD 06-10 – PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 28, MEDICAL EXPENSE PAYMENT RESPONSIBILITY  
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>. Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) MEDICAL EVACUATION (MEDEVAC) SERVICES – Please see Attachment 2 to this solicitation for information on AAPD No. 18-02.

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer’s liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total



amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

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

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

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

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

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

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

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is

covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

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

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

## **ATTACHMENT 2**

**Title 48 of the Code of Federal Regulations (CFR) Chapter 7.  
USAID Acquisition Regulation (AIDAR)**

### **APPENDIX D – DIRECT USAID CONTRACTS WITH A U.S. CITIZEN OR A U.S. RESIDENT ALIEN FOR PERSONAL SERVICES ABROAD**

#### **GP 25. MEDICAL EVACUATION (MEDEVAC) SERVICES (MAY 2018) (Pursuant to class deviation #M/OAA-DEV-AIDAR-18-3c)**

USAID will provide Medevac services to the contractor and authorized dependents, through the Department of State's Bureau for Medical Services (MED), similar to those provided to U.S. Government employees in accordance with 16 FAM 300 Medical Travel. Medevac costs include travel and per diem, but do not include medical care costs. To be covered by the Medevac program, the contractor and authorized dependents must obtain and maintain international health insurance coverage that includes overseas hospitalization, and must provide proof of such insurance to the contracting officer prior to relocation abroad.

[END OF PROVISION]