



## Request for Personal Services Contractor

### USAID Office of Transition Initiatives

Position Title: Senior Transition Advisor – Washington, D.C.  
(Intermittent, Multiple Positions)  
Solicitation Number: SOL-OTI-17-000056  
Salary Level: GS-14 Equivalent: \$112,021 - \$145,629  
Issuance Date: September 11, 2017  
Closing Date: September 26, 2017  
Closing Time: 1:00 P.M. Eastern Time

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Senior Transition Advisor under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

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

**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.

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- 2. USPSC Application form AID 302-3.** Applicants 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/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 applications will not be considered. Your complete resume and AID 302-3 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

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

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**ATTACHMENT 1**

Solicitation for U.S. Personal Services Contractor (PSC) Senior Transition Advisor (Intermittent, Multiple Positions)

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** SOL-OTI-17-000056
- 2. ISSUANCE DATE:** September 11, 2017
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** September 26, 2017, 1:00 pm Eastern Time
- 4. POSITION TITLE:** Senior Transition Advisor

**MARKET VALUE:** This position will be filled at the GS-14 (\$112,021 - \$145,629 per annum) equivalent level, DC-locality pay. Final compensation will be negotiated within the 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, DC area will be considered for employment but no relocation expenses will be reimbursed.

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

The Personal Services Contractor hired under this contract will provide up to a maximum of 250 workdays of services on an annual basis. The specific projects, as well as dates, number of days and locations to be worked, will be determined by mutual agreement between the contract employee and his/her OTI supervisor according to the programmatic needs of OTI. There is no obligation by OTI to provide assignments for a minimum number of days, and the contractor is free to provide “blackout” dates during which he or she will not be available to accept assignments.

**START DATE:** Within 45 days of receiving notification that required security and medical clearances have been obtained.

- 5. PLACE OF PERFORMANCE:** Washington, D.C. - with potential travel as stated in the position description.
- 6. SECURITY LEVEL REQUIRED:** Secret
- 7. STATEMENT OF DUTIES**

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## **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. Some of these USPSCs serve on intermittent contracts and are referred to in OTI as "bullpenners," providing support in a surge capacity. Those serving in the bullpen must be prepared to work both in Washington and the field, often with little time for preparations. 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**

The OTI Senior Transition Advisor position utilizes the experience and skills gained from working with political transition programs and operations oversight and management in the field, to provide support for assessments, new country start-ups and program implementation support, as well as training and mentoring of staff both in the field and in Washington. The employee will

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also be involved in strategic design of various OTI country programs and the development of management products for OTI based on lessons learned. The Senior Transition Advisor is considered an expert in the field of political transition programming overseas.

The OTI Senior Transition Advisor position was developed to allow OTI to take advantage of the accumulated experience of field staff following closure of the country program(s) that they managed. As OTI is evolving to carry out more assessments, provide more experientially based technical advice and analysis, and facilitate earlier consideration of countries that face possible political crises, having access to individuals with hands-on experience in transition programming will enhance our ability to deepen understanding, identify opportunities and constraints, and be more prepared to execute programming when necessary.

## **CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

This position is based in Washington, DC and is designed to work both in Washington and in the field. Field assignments cannot exceed 49% of the total days worked during a contract year. It is expected that this position will spend the vast majority of the time in Washington, DC rather than in the field.

The OTI Senior Transition Advisor position utilizes the experiences and skills gained from working with political transition programs and operations oversight and management in the field to provide support for assessments, new country start-ups and program implementation support, as well as training and mentoring of staff both in the field and in Washington. The Personal Services Contractor (PSC) employee will also be involved in strategic design of various OTI country programs and the development of management products for OTI based on lessons learned. The incumbent is considered an expert in the field of political transitions, and has the demonstrated experience and skills to effectively support these programs both in the field and in Washington.

The work of the Senior Transition Advisor requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on the building of positive relationships with his or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. The incumbent is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor to track and respond to 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

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

Under the direct supervision of the Washington-based Chief, Field Programs Division (FPD) or his/her designee, the Senior Transition Advisor will perform the following duties:

**At the GS-14 Senior Transition Advisor level:**

- Fill critical program implementation staffing needs in the field and in Washington, DC including the provision of ad hoc support to new OTI country program start-ups and on-call technical assistance;
- Apply a sound understanding of USAID's programmatic and operational processes in Washington to support transition programming overseas, including assessment and conceptualization, design, management, analysis and evaluation of political transition and/or post-conflict activities;
- Advise Senior Management and Team Leaders on budget processes and reviews, preparing justification documentation when necessary;
- Act as OTI's in-country Start-Up Manager for limited periods of time for new country start-ups, or provide support while an OTI Country Representative is absent;
- Execute, if required, closeout activities related to OTI programs, and provide technical assistance to ongoing evaluations of OTI programs in the field;
- Monitor local and regional political developments and regularly brief staff on their potential programmatic impact;
- Conduct, in collaboration with the relevant OTI regional team, assessments for possible new country programs, and visits to field sites in areas where OTI has projects;
- Conceptualize and design the country program with project managers and grantees;
- Monitor and evaluate OTI country programs through regular communication with staff, reports from the field and Washington, liaising with the OTI Program Office team, and regular site visits;
- Update and revise, as needed, program management guides, including strategic planning and field operations materials;

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- Ensure that all field staff adhere to security restrictions;
- Conceptualize and design country program strategies and objectives in close coordination with OTI staff, USAID and U.S. Department of State personnel, and other governmental and non-governmental actors, based on political analysis and U.S. Government policy. When necessary, assist in refining strategic objectives and advocate on behalf of new programmatic approaches in-country possibly linked to neighboring country programs if considered appropriate;
- Independently plan, design, and monitor OTI programs;
- Assist with the development of information management products and improved business practices for OTI based on research and personal field experience lessons learned;
- When required, serve as Contracting Officer Representative (COR) for Task Orders with a contractor for Program Office services, ensuring OTI's requirements are met (serving as COR requires the successful completion of a USAID training course within the first 6-12 months of employment);
- When required, supervise the implementation of OTI-financed activities, including overseeing and/or managing the selection of program implementers such as grantees, contractors, and Personal Services Contract employees;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives;
- Advise and/or assist in drafting documents outlining future planning and vision in the development and implementation of OTI programs, and assist in developing and improving country program monitoring and evaluation systems, providing guidance on designing and managing final evaluations;
- Help ensure that OTI's programs and their activities are monitored and evaluated and that lessons learned from the activities feed into ongoing or future activities;
- As required by Embassies or USAID Missions, provide support for the design and execution of programs that follow OTI's quick impact programming model. Support to Embassies and USAID Missions may also include attendance and/or facilitation of program management

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processes for follow-on programming including but not limited to rolling assessments, strategy review sessions, program performance reviews and management reviews;

- Represent and articulate OTI's mission and global programs to visitors, senior officials from international organizations, bilateral donors and national and local foreign government officials;
- Identify or seek out NGOs, international donors, USG agencies and other organizations of importance of OTI programs in Washington and the field, and develop and maintain professional relationships with them;
- Serve as a liaison with other DCHA offices, other USAID divisions and the State Department on program and policy direction;
- Negotiate, within the guidelines provided by the OTI Chief, FPD, or his/her designee, program and project agreements with governmental and non-governmental counterparts;
- Assist the OTI Country Team in determining program and project agreements with governmental and non-governmental counterparts, within the guidelines provided by the OTI Chief, FPD, or his/her designee;
- When required, assume higher representational responsibilities, potentially serving as Acting OTI Country Representative, Deputy Country Rep, Team Lead or Deputy Team Lead in his/her absence;
- Provide training and mentoring on OTI program implementation for OTI staff both in Washington and the field as required;
- Supervise staff as delegated by the supervisor (e.g. Program Managers, Program Assistants, Program Admin Assistants, etc.). Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel and program and operations requests;
- Perform other related duties as determined by the supervisor to help ensure successful OTI program implementation.



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**SUPERVISORY RELATIONSHIP:**

The Senior Transition Advisor will be supervised by the Chief of OTI's Field Programs Division, or his/her designee.

**SUPERVISORY CONTROLS:**

At the GS-14 level, the supervisor will provide administrative directions in terms of broadly defined missions or functions. The employee will independently plan, design and carry out programs, projects, studies or other work assignments. The employee's work will be considered technically authoritative and normally accepted without significant change, and will be reviewed in terms of fulfillment of program objectives, influence on the overall program, or contribution to the advancement of the objective.

**8. PHYSICAL DEMANDS**

**PHYSICAL DEMANDS:**

While in Washington, the work is generally sedentary and does not pose undue physical demands. While traveling overseas, 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).

**WORK ENVIRONMENT:**

While in Washington, the work is generally performed in an office environment. While traveling overseas, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**9. POINT OF CONTACT:**

OTI Recruitment Team  
529 14th Street, NW, Suite 300  
Washington, DC 20045  
Telephone Number: (202) 836-7487  
E-Mail Address: OTIjobs@usaid.gov

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

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

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

***At the GS-14 Senior Transition Advisor level:***

- (1) A Master's degree with **seven (7) years** of work experience;

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**OR**

A Bachelor's degree with **nine (9) years** of work experience;

**AND**

- (2) A minimum of **six (6) years** of project management experience with a U.S. Government foreign affairs agency, domestic or international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities;
- (3) A minimum of **four (4) years** of overseas field experience working in a developing country, of which **two (2) years** must consist of field experience in one or more countries undergoing a political transition;
- (4) A minimum of **three (3) years** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

**SELECTION FACTORS:**

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

- Applicant is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance are 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.

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

### **III. APPLICANT RATING SYSTEM**

The applicant rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided.

**Note:** Supplemental documentation with written responses are not required and will not be reviewed for this solicitation.

**Note:** Applicants are required to address each factor of the Applicant 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 Applicant Rating System evaluation factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The evaluation factors are as follows:

#### **Industry Experience (10 Points):**

- Demonstrated experience managing post-conflict, political transition, or emergency operations programs.

#### **Program Policy, Strategy, and Design (20 points):**

- Demonstrated experience using political analysis to inform programming policy, strategies and objectives, especially in dynamic post-conflict, political transition, or emergency operations environments
- Demonstrated experience conceptualizing and designing program strategies and objectives with a team of expatriate and local staff
- Demonstrated experience working in close coordination with USAID, State Department, and other USG agencies to design program strategies
- Demonstrated experience managing grants, contracts, or cooperative agreements in Washington and overseas

#### **Analytical Skills (10 Points):**

- Demonstrated experience monitoring and analyzing local and regional political developments for potential programmatic impact
- Demonstrated experience using analytical skills used to research, prepare, and present status report, briefing papers, and other official documents

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- Demonstrated experience designing and/or managing monitoring and evaluation (M&E) systems and/or tools, for political transition programs in complex environments

**Program Operations (10 points):**

- Demonstrated experience managing budget processes and reviews
- Demonstrated experience training and mentoring staff on program implementation and management processes
- Demonstrated experience managing and supervising personnel and contractors

**Communications and Collaboration (10 points):**

- Demonstrated experience with representing a program, organization, or office at high-levels, through verbal briefings and written communications
- Demonstrated experience developing and collaborating with headquarters & field staff at USAID and other USG agencies
- Demonstrated experience collaborating with non-governmental organizations & international donors

**BASIS OF RATING:** Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated in accordance with the Applicant Rating System. 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.

Evaluation Factors - 60 Points

Interview Performance - 40 Points

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

**Total Possible Points: 100**

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

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#### **IV. APPLYING**

Applications 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 11**.

Qualified applicants are **required** to submit:

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

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

Your resume should contain 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.

**NOTE:** The Applicant Rating System Evaluation Factors are worth 60 out of 100 points. Applicants are required to address each factor of the Applicant 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 Applicant Rating System evaluation factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

**2. USPSC Application form AID 302-3.** Applicants 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 applications for the intended position, applicants must prominently reference the solicitation number in the application submission.

Applicant resources are available at [www.otijobs.net/#!/guidance-for-applying/c1ggu](http://www.otijobs.net/#!/guidance-for-applying/c1ggu).

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**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 application.

**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 candidate 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 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.

**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant 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).

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**VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC 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 & Sick Leave

**2. ALLOWANCES:**

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

- |                                    |  |
|------------------------------------|--|
| (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, and Medicare

**VIII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND  
CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

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**

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**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) 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 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



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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).