



Request for a U.S. Personal Service Contractor

Position Title: Food for Peace Officer
Duty Office: DCHA/FFP
Solicitation Number: SOL-OAA-15-000034
Salary Level: GS-11/12/13 Equivalent: GS-11 (\$63,772-\$82,840) or GS-12 (\$76,378-\$99,296) or GS-13 (\$90,823-\$118,069)
Issuance Date: February 12, 2015
Closing Date: March 31, 2015
Closing Time: 12:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Food for Peace Officer 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. **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 sufficient 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 information sufficient to determine your qualifications for the position will result in loss of full consideration.

- 2. Responses to the Quality Ranking Factors:** Each applicant's supplemental documentation must specifically address the Quality Ranking Factors (QRFs) shown in the solicitation

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the QRFs must be emailed to: Kamisha Kellam at kkellam@usaid.gov.

Any questions on this solicitation should be directed to the Kamisha Kellam at the email address notice above. 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.

Sincerely,

/s/

Artaveya Carter
Contracting Officer

1. **SOLICITATION NO.:** SOL-OAA-15-000034
2. **ISSUANCE DATE:** February 12, 2015
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** March 31, 2015, 12:00 pm EST
4. **POSITION TITLE:** Food for Peace Officer
5. **MARKET VALUE:** GS-11/12/13 equivalent GS-11 (\$63,772-\$82,840) or GS-12 (\$76,378-\$99,296) or GS-13 (\$90,823-\$118,069) / includes locality pay). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of 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.
6. **PERIOD OF PERFORMANCE:** Two years with the option to renew for up to three additional years based on obtaining at least a "fully successful" level of performance in the annual evaluation.
7. **PLACE OF PERFORMANCE:** Washington, D.C., with probable short-term overseas assignments

8. STATEMENT OF WORK

BACKGROUND

The Office of Food for Peace (FFP) in the U.S. Agency for International Development Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. FFP annually provides close to \$2 billion of food assistance, including some 1.5 million tons or more of in-kind Title II food assistance valued at more than \$1.6 billion and reaching 46 million beneficiaries in 48 countries. Since 2010, FFP has complemented its provision of Title II in-kind food assistance with an Emergency Food Security Program (EFSP) utilizing at least \$300 million in International Disaster Assistance (IDA) funds annually, which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market based approaches such as cash transfer or food voucher programs that facilitate access to food.

In addition to emergency response, FFP provides support for development food assistance programs which aim to address the underlying causes of food security. Taken together, the in-kind and cash-based programs provide an impressive array of tools to combat hunger and malnutrition overseas. Programming is facilitated by state of the art early warning systems, a changing in-kind food assistance basket that includes more nutritious products, and a modern supply chain management system that allows for rapid movement of commodities. Programming approaches are evolving to focus increasingly on building the resilience of chronically vulnerable populations, especially those in

arid lands who face increasing cycles of drought, and improving nutrition with a special focus on women and children under two.

Food for Peace works closely with many other parts of USAID, especially the Bureau for Food Security, which plays a key role in implementing the President's Feed the Future initiative, and the Office of U.S. Foreign Disaster Assistance, which leads on disaster response around the world. Food for Peace employs a staff of over 50 in Washington and also has officers posted abroad.

More Information on FFP is available at:

<http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance>

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

Duties and Responsibilities

At the GS-11 level, the FFPO will serve as a Country Backstop Officer. The primary role of the FFPO working at the GS-11 level will be to support an SFFPO in the management of one or more country portfolios. At the GS-12 and GS-13 levels, the FFPO and the SFFPO, respectively, serve as a Country Backstop Officer (CBO) and an Agreement Officer's Representative (AOR). The primary roles of the FFPO and the SFFPO are to analyze food needs, recommend and implement food security strategies, and manage FFP food assistance programs carried out by implementing partners, predominantly Private Voluntary Organizations (PVOs) and Public International Organizations (PIO) such as the United Nations World Food Program (WFP) in one or more countries. As part of a Geographic Team, the successful candidate will carry out the following functions for assigned countries:

A. GS-11 Duties and Responsibilities

1. With technical guidance from her/his supervisor and the SFFPO, will serve as secondary point of contact for the U.S. Government (USG), implementing partners, and others on food assistance issues for the assigned country(ies).
2. Under the direction of her/his supervisor and the SFFPO, assess food needs based on a variety of sources, including field assessments, technical data, early warning information, and reporting from USAID field staff, PVOs, and PIOs.
3. Under the direction of his/her supervisor and working in collaboration with the SFFPO, identify priorities for funding, review appeals and proposals, and recommend programs to be supported. Draft and assemble documentation for program approval and funding.
4. With technical guidance from her/his supervisor and the SFFPO, monitor programs through field visits, reporting by field staff, and information provided by implementing partners to maximize program effectiveness and ensure programs are being implemented in a manner consistent with policy and legislative guidelines.
5. For review by her/his supervisor and the SFFPO, draft information products (e.g., updates, memoranda) on food security conditions and FFP programs and support the SFFPO to prepare briefings and to represent FFP in meetings and working groups with other USAID colleagues and representatives from other agencies.

6. Accompany the SFFPO or other FFP staff on overseas trips in order to perform tasks and activities in support of above duties and responsibilities.

B. GS -12 Duties and Responsibilities

1. In close coordination with supervisor, will serve as primary point of contact for the USG, implementing partners, and others on food assistance issues.
2. Under the direction of his/her supervisor, assess food needs based on a variety of sources, including field assessments, technical data, early warning information, and reporting from USAID field staff, PVOs, and PIOs.
3. Under the direction of his/her supervisor, identify priorities for funding, review appeals and proposals, and recommend programs to be supported. Draft and assemble documentation for program approval and funding.
4. With guidance from his/her supervisor, monitor programs through field visits, reporting by field staff, and information provided by implementing partners to maximize program effectiveness and ensure programs are being implemented in a manner consistent with policy and legislative guidelines.
5. Draft information products (e.g., updates, memoranda) on food security conditions and FFP programs, provide briefings, and represent FFP in meetings and working groups with other USAID colleagues and representatives from other agencies.
6. Travel overseas to perform tasks and activities in support of above outlined duties and responsibilities.

B. GS-13 Duties and Responsibilities.

1. Serve as primary point of contact for the USG, implementing partners, and others on FFP-funded programming and other food assistance issues.
2. Assess food needs based on a variety of sources, including field assessments, technical data, early warning information, and reporting from USAID field staff, PVOs, and PIOs.
3. Identify priorities for funding, review appeals and proposals, and recommend programs to be supported. Draft and assemble documentation for program approval and funding.
4. Monitor developments in assigned countries and programs to identify food assistance response options and/or policy issues related to food assistance, and make program or policy recommendations to FFP leadership.
5. Develop, monitor, evaluate programs through field visits, reporting by field staff, and information provided by implementing partners to maximize program effectiveness and ensure programs are being implemented in a manner consistent with policy and legislative guidelines. Recommend performance measures for country programs and individual projects.

6. Draft and/or edit information products (e.g., updates and memoranda) on food security situations and FFP programs, provide briefings, and represent FFP in meetings and working groups with other USAID colleagues and representatives from other agencies.
7. Represent FFP on possible longer-term travel to overseas ‘duty stations’ in support of above duties and responsibilities.
8. Mentor/train incoming FFP CBOs on specifics of FFP authorizing and appropriating legislation and interpretation and office procedures, when required.

The GS-11 or GS-12 or GS-13 incumbent may also be assigned to serve as an Emergency Policy Analyst and Program Coordinator or Program Operations Specialist with FFP’s Policy and Technical Division (PTD) or Program Operations Division (POD) or serve on a Disaster Assistance Response Team (DART) or a Response Management Team (RMT) with OFDA.

Guidelines

At the GS-11 or GS-12 or GS-13 level, pertinent sources of information consist of: the Food for Peace Act, the Foreign Assistance Act, and other legislation; USAID Agency, DCHA Bureau, and other USG rules and regulations; and FFP rules, policies, guidelines and information bulletins.

At the GS-11 level, the incumbent recommends to FFP leadership how current legislative provisions and executive policies are to be applied to assigned responsibilities. The incumbent is expected to identify inefficiencies or inconsistencies that serve as barriers to the accomplishment of assigned tasks and report them to the SFFPO and FFP leadership.

At the GS-12 level, under the direction of FFP leadership, the incumbent exercises judgment to determine the application of current legislative provisions and executive policies to assigned responsibilities. The incumbent is expected to be innovative and original in recommending new or improved approaches to achieve problem resolution.

At the GS-13 level, the incumbent exercises considerable independent judgment in determining the application of current legislative provisions and executive policies to assigned responsibilities. In order to achieve maximum impact of FFP resources, when necessary, the incumbent is expected to conceive of and propose innovative program and/or policy changes that are consistent with existing legislation,

Supervisory Controls:

At the GS-11 level, the incumbent works under the close supervision of a Team Leader and Division Chief within DCHA/FFP to support the work of an SFFPO. With guidance from the Team Leader, the incumbent exercises some independence and initiative in defining and carrying out duties, prioritizing overall objectives, and managing available resources. In coordination with the Team Leader and with daily oversight from the SFFPO, the incumbent supports the SFFPO to plan and carryout assignments, prioritize tasks so that assignments are completed on time; develop deadlines for activities and other specialized tasks, resolve most conflicts that

arise, coordinate work with others as necessary, maintain relationships and organize meetings with colleagues both inside and outside USAID who have relevant knowledge of or interest in the country(ies) the incumbent is backstopping. In addition the incumbent in coordination with the Team Leader and with daily oversight from the SFFPO will ensure the accuracy of all documentation submitted for clearance and/or approval; track program-specific information such as funding levels and report submissions; draft information products; and convene technical evaluation committees to review applications for funding from NGOs and PIOs. With input from the Team Leader, the incumbent interprets policy in terms of established objectives. The incumbent keeps his/her supervisor informed of progress in the achievement of objectives and advised of potentially controversial matters. Completed work is reviewed by the Team Leader with support from the SFFPO in terms of effectiveness in advancing USAID's Food Security policy, DCHA/FFP's Strategic Plan, and Bureau objectives as enunciated in the annual results reports/resource request submissions. In addition, the incumbent's work is reviewed in terms of effectiveness in facilitating the smooth and efficient workflow within the country portfolio.

At the GS-12 level, the incumbent works under the supervision of a Team Leader and a Division Chief in DCHA/FFP to support the work of an SFFPO. With guidance from the Team Leader, the incumbent exercises significant independence and initiative in defining and carrying out duties, prioritizing overall objectives, and managing available resources. In coordination with the Team Leader and with daily oversight from the SFFPO, the incumbent supports the SFFPO to plan and carryout assignments, prioritize tasks so that assignments are completed on time, develop deadlines for activities and other specialized tasks, resolve most conflicts that arise, and coordinate work with others as necessary, maintain relationships and organize meetings with colleagues both inside and outside USAID who have relevant knowledge of or interest in the country(ies) the incumbent is backstopping. In addition the incumbent in coordination with the Team Leader and with daily oversight from the SFFPO will ensure the accuracy of all documentation submitted for clearance and/or approval; track program-specific information such as funding levels and report submissions; draft information products; and convene technical evaluation committees to review applications for funding from NGOs and PIOs. With input from the Team Leader, the incumbent interprets policy in terms of established objectives. The incumbent keeps his/her supervisor informed of progress in the achievement of objectives and advised of potentially controversial matters. Completed work is reviewed by the Team Leader with support from the SFFPO, in terms of effectiveness in advancing USAID's Food Security policy, DCHA/FFP's Strategic Plan, and Bureau objectives as enunciated in the annual results reports/resource request submissions. In addition, the incumbent's work is reviewed in terms of effectiveness in facilitating the smooth and efficient workflow within the country portfolio.

At the GS-13 level, the incumbent SFFPO works under the supervision of a Team Leader and a Division Chief in DCHA/FFP. With guidance from the Team Leader, the incumbent exercises a high level of independence and initiative in defining and carrying out duties, prioritizing overall objectives, and managing available resources. The incumbent, in coordination with the Team Leader, may oversee the day to day work of FFPO 11 and FFPO 12. In consultation with the Team Leader, the incumbent develops deadlines for activities and other specialized tasks and is responsible for planning and carrying out assignments, resolving most conflicts that arise, and coordinating work with others as necessary. With input from the Team Leader, the incumbent interprets policy in terms of established objectives and keeps his/her supervisor informed of

progress in the achievement of objectives and advised of potentially controversial matters. Completed work is reviewed by the Team Leader and Division Chief in terms of effectiveness in advancing USAID's Food Security policy, DCHA/FFP's Strategic Plan, and Bureau objectives as enunciated in the annual results reports/resource request submissions. In certain instances, under the supervision of a Division Chief or a Team Leader, the incumbent may serve Acting Team Leader.

10. ADVANCEMENT

LADDER POSITION

This position is designated as a ladder position. The position is for multiple listings and an applicant may be brought in initially at a GS-11 or 12 Food for Peace Officer (FFPO) or GS-13 Senior Food for Peace Officer (SFFPO) level dependent on the candidate meeting the minimum qualification requirements listed in the position solicitation. The highest level of the FFPO position included in this solicitation is a GS-13 equivalent.

LADDER ADVANCEMENT

GS-11 to GS-12: PSCs initially hired at the GS-11 level may advance from the GS -11 to the GS-12 level after working for two years at the GS-11 level and meeting the minimum qualifications stated in the solicitation for the higher GS-12 grade. In addition the PSC must receive an "Outstanding" rating in the annual performance evaluation for each of the two years working at the GS-11 level. The employee performance evaluation must include a statement by the supervisor that the employee's performance is "Outstanding" at the current grade and is considered ready to perform at the next higher grade. Employees that do not meet the ladder advancement criteria will be eligible to advance within their current grade with at least a "Fully Successful" rating in the annual performance evaluation. Neither advancement nor extension of the contract is guaranteed.

GS-12 to GS-13: PSCs initially hired at the GS-12 level may advance from the GS-12 to the GS-13 level after working for three years in the position at the GS-12 level, again with the PSC meeting the minimum qualifications of the higher grade stated in the solicitation and also receiving an "Outstanding" rating in the annual performance evaluation in each of the three years working at the GS-12 level. The employee performance evaluation must include a statement by the supervisor that the employee's performance is "Outstanding" at the current grade and is considered ready to perform at the next higher grade. Employees that do not meet the ladder advancement criteria will be eligible to advance within their current grade with at least a "Fully Successful" rating in the annual performance evaluation. Neither advancement nor extension of the contract is guaranteed.

GS-13: PSC's hired initially at the GS-13 level are not subject to the "Ladder Advancement" criteria stated above in the solicitation, but will be eligible for "Step" increases within their grade with at least a "Fully Successful" rating in the annual performance evaluation.

11. WORK ENVIRONMENT

At the GS-11 or GS-12 or GS-13 level, work is primarily performed in an office setting. The requirement for field trip assignments to consult with Mission and cooperating sponsor managers of food assistance programs may expose the successful candidate to difficult working surroundings and security risks during the course of travel.

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

13. POINT OF CONTACT: See Cover Letter.

***Application Process:** Applicants must indicate in their application which level(s) they want to be considered for in their initial base two-year contract. USAID/FFP reserves the right to place the applicant at the Grade/Step level for which he/she is found qualified during the application process.

MINIMUM REQUIREMENTS FOR THE POSITION

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

Minimum Qualifications

A. Education/Experience: Applicants must possess the minimum qualifications for the position. Applicants who do not meet all of the education and experience factors at the GS-11 equivalent are considered NOT qualified for the position. Applicants must apply for all levels for which they wish to be considered. Once an applicant has been identified as the selected individual, then the applicant will begin at the GS-11 or GS-12 or GS-13 equivalent depending on the selected candidate's qualifications.

GS-11 EQUIVALENT

- Bachelor's degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to public health, agriculture, nutrition, food and agricultural economics, international development, humanitarian assistance or other related field. The incumbent will also have a total of at least three (3) years of progressively responsible experience in humanitarian assistance and/or international development, of which one (1) year must be related to international food assistance (to include in-kind food, cash transfer or food voucher programs). A minimum of one (1) year of overseas professional experience in a developing country is required.

GS-12 EQUIVALENT

- Bachelor's degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to public health, agriculture, nutrition, food and agricultural economics, international development, humanitarian assistance or other related field. The incumbent will also have a total of at least five (5) years of progressively responsible experience in humanitarian assistance and/or international development, of which two (2) years must be related to international food assistance (to include in kind food, cash transfer or food voucher programs). A minimum of two (2) years of overseas professional experience in a developing country is required.

GS-13 EQUIVALENT

- Bachelor's degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to public health, agriculture, nutrition, food and agricultural economics, international development, humanitarian assistance or other related field. The incumbent will also have a total of at least seven (7) years of progressively responsible experience in humanitarian assistance and/or international development, of which three (3) years must be related to food security, with strong preference given to international food assistance (to include in kind food, cash transfer or cash voucher programs). A minimum of two (2) years of overseas professional experience in a developing country is required.

OR

- Master's degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to, public health, agriculture, nutrition, food and agricultural economics, international development, humanitarian assistance or other related field, or other related field. The incumbent will also have a total of at least six (6) years of progressively responsible experience in humanitarian assistance and/or international development, of which three (3) years must be related to food security, with strong preference given to international food assistance (to include in kind food, cash transfer or cash voucher programs). A minimum of two (2) years of overseas professional experience in a developing country is required.

B. Selection Factors: Applicants must possess the minimum qualifications for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position. Selection factors include:

- Applicant is a U.S. Citizen;
- A current resume, with complete contact information, submitted;
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain a SECRET level security clearance as provided by USAID within six months following the job offer acceptance;
- Ability to obtain a Department of State medical clearance;
- Verification of academic credentials and/or job references upon request.

QUALITY RANKING FACTORS (QRFs)

(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.)

- Demonstrated ability to assess, develop, and recommend appropriate country-level food assistance programs and activities. (25 points)
- Demonstrated knowledge of the mode of operation among PVOs, UN Agencies, and USG agencies involved in development and/or humanitarian relief, and ability to work effectively across agencies on issues related to funding and program implementation. (25 points)
- Demonstrated ability to analyze budgets, identify program implementation constraints and successes, manage USG or other agency financial agreements, and general knowledge of the USAID procurement process. (15 points)
- Ability to communicate effectively both orally and in writing, including well developed social/interpersonal and problem-solving skills. (20 points)
- Knowledge of key issues and priorities in implementing international humanitarian food assistance programs. (15 points)

BASIS OF RATING: Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the Quality Ranking Factor (QRF) response. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. Applicants are required to address each of the QRFs on a separate sheet 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 address the Selection Factors and/or QRFs 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:

QRFs have been assigned the following points:

- QRF #1 – 25 points
- QRF #2 – 25 points
- QRF #3 – 15 points
- QRF #4 – 20 points
- QRF #5 – 20 points

Total Possible Points: 100

The most qualified candidates **may be interviewed** and required to provide a **writing sample**. USAID will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection. USAID reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

This solicitation is continuous and ongoing with closing dates for the submission of applications the last day of each fiscal year quarter, 3/31, 6/30, 9/30. A candidate can apply to the solicitation each quarter, but a new application must be submitted each time.

A Technical Evaluation Committee will be assembled at the beginning of each fiscal year quarter to review applications and the solicitation, and to amend the solicitation if necessary.

To apply during any fiscal quarter, qualified individuals are required to submit:

1. A cover letter specifying for which grade level(s) you are applying, and a brief rationale supporting your selection.
2. A current resume, with complete contact information
3. Supplemental documentation specifically addressing the Selection Factors and the QRFs shown in the solicitation.

The most qualified candidates may be interviewed and required to provide a writing sample. FFP will not pay for any expenses associated with the interviews. Professional references and academic credentials may be evaluated for applicants being considered for selection.

FFP reserves the right to make additional selections from this solicitation.

NOTE: If the full security application package is not submitted within 30 days after the Office of Security determines eligibility, the offer may be rescinded. If a Secret security clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

NOTE: If the full medical clearance package is not submitted within two months after offer acceptance, the offer may be rescinded. If a Department of State medical clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any email.

DOCUMENT SUBMITTALS

Via email: kkellam@usaid.gov

NOTE: If the full security application package is not submitted within 30 days after the Office of Security determines eligibility, the offer may be rescinded. If a Secret security clearance is not obtained within nine months after offer acceptance, the offer may be rescinded.

NOTE: If the full medical clearance package is not submitted within two months after offer acceptance, the offer may be rescinded. If a Department of State medical clearance is not obtained within six 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).

Forms 1 through 5 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.

FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS

FAR Clause 52.222-50 is hereby incorporated as Attachment 2 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).

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.

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

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

FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;

- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
 - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; and
 - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor’s failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State’s Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.