



SOLICITATION NUMBER: 72C0T122R00041

ISSUANCE DATE: June 29, 2022

CLOSING DATE AND TIME: August 29, 2022, 1:00 PM Eastern Standard Time (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 Technical Information Technology (IT) Project Manager - Worldwide (GS-14) (Intermittent) 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. **USPSC Offeror Information for Personal Services Contracts form AID 309-2.** Offerors are required to complete and sign the form. **Due to COVID-19 and limited access to equipment, we are currently accepting electronic and typed signatures on the AID 309-2 form.**

Additional documents submitted will not be accepted. Incomplete or late offers will not be considered. Your complete resume and the AID 309-2 form must be mailed or emailed to 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. Any questions on this solicitation may be directed to:

OTI Recruitment Team
E-Mail Address: OTIjobs@usaid.gov
Website: www.OTIjobs.net

Sincerely,

Jaclyn Humphrey
Acting Supervisory Contracting Officer

ATTACHMENT I

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72C0T122R00041

2. ISSUANCE DATE: June 29, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: August 29, 2022, 1:00 pm Eastern Time (Deadline Extended)

4. POINT OF CONTACT: OTI Recruitment Team, Email at OTIjobs@usaid.gov

5. POSITION TITLE: Technical Information Technology (IT) Project Manager

6. MARKET VALUE: This position will be filled at the GS-14 (\$95,973 - \$124,764) equivalent level, non-locality pay. Salaries over and above the pay range will not be entertained or negotiated.

Final compensation will be negotiated within the GS-14 levels based upon the incumbent's history, qualifications, previous relevant experience and work history, and educational background as reported on AID-309-2. For incumbents whose salary has been established on a Federal pay scale (i.e. General Schedule) or its equivalent, the base salary (not including locality pay) of their grade/step will be the basis of the salary negotiation. **Salaries over and above the pay range will not be entertained or negotiated.** The final salary will be negotiated at a step on the General Schedule (Base) Salary Table articulated as an annual rate amount; however, as an intermittent position, the PSC hired under this contract will provide a maximum of 250 workdays of services on an annual basis (see Section I, item 7, Period of Performance). The selected offeror will be eligible for applicable allowances as described in Section VI on the same basis as U.S. government employees while on temporary duty in foreign areas. As this is a worldwide, non-locality position, incumbents who do not live in the Washington, D.C. metropolitan area will be provided with travel and/or per diem if they are required to work in Washington, D.C.

7. PERIOD OF PERFORMANCE: One (1) year, with four (4) one-year option periods.

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

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 contractor and their 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 the contractor will not be available to accept assignments.

8. PLACE OF PERFORMANCE: Worldwide with regular travel to Washington, D.C. as needed

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.

OTI's Diversity, Equity, Inclusion, and Accessibility (DEIA) Vision Statement: OTI is a collaborative environment that represents the global community at all levels of our organization. Uniting diverse backgrounds and experiences, we value individual expertise to advance peace and democracy around the world.

Values and associated behaviors that will enable this vision are:

Trust

- Model open communication, active listening and candor.
- Believe others when they share their experiences.

Respect

- A respectful attitude should be shown to everyone.
- Allow for others to express complete opinion/thoughts without interruption, while recognizing that there are other perspectives and lived experiences.

Belonging (Accessibility)

- Serve as an ally to those who feel excluded (professionally, socially, personally, etc.).
- Promote togetherness and acceptance through equitable behavior.

Empathy

- Listen to understand, create space to be real/feel.
- Remind yourself to be conscious of how others may feel or receive your words.

Self-awareness/accountability

- Supervisors hold their peers to account on their expectations and behaviors.
- Seek regular, constructive feedback to understand how your words and actions affect and influence others, and how they are being perceived and interpreted.
- Acknowledge unconscious bias and be willing to learn and change behavior when confronted/corrected.

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

<https://www.usaid.gov/stabilization-and-transitions>

INTRODUCTION

The Technical IT Project Manager is a member of the Information Technology (IT) team within the Office of Transition Initiatives (OTI) Program, Learning and Innovation Division (PLI) which prides itself on maintaining positive morale in the division and a high degree of customer support and innovation for the office. OTI is part of the recently created Conflict Prevention and

Stabilization (CPS) Bureau of USAID. The PLI Division contributes to OTI's mission by providing a stable backbone of Office-wide services, including resources and tools, technical expertise, strategic planning, and essential systems that enable OTI's Programming Model and Office-wide strategic decision-making and program effectiveness. These functions include strategic resource allocation, financial management, procurement, award management, knowledge management, information technology/systems, communications, and training. By convening and managing cross-functional processes, PLI ensures resources and systems critical to OTI programs are informed by OTI and others' dynamic practice of iterative program design in complexity.

As a member of the IT team whose mission is "to enable effective programming by delivering agile IT systems and services integral to core OTI processes and programs to OTI staff and partners in compliance with USAID policies," the incumbent should be a quick thinker who can learn and understand OTI's business model and USAID NIST Risk Mitigation Framework as well as OTI System Development Life Cycle (SDLC) in a very short period.

The main responsibilities of the incumbent is to redefine the architecture landscape of OTI systems as they reside in USAID's network environment while supporting the exclusive needs of OTI and the CPS Bureau. The incumbent is also expected to intensively contribute to the procurement process of services as they pertain to Information Technology in general but more precisely on software development and system infrastructure. One of the biggest challenges of this position is the management of multiple, concomitant, and regular shifting office priorities while remaining in compliance with the IT industry standards and USAID policies. To be successful in this role, the incumbent should have strong interpersonal and consultative skills combined with an ability to conduct research into emerging technologies and trends, standards, and products as applicable to the United States Government (USG).

CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Technical Information Technology (IT) Project Manager requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, you are willing and able to perform a wide range of technical and administrative functions to help ensure programmatic success. You have 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. You are also committed to upholding USAID/OTI's DEIA Vision and Values as outlined in the background.

You are highly flexible and willing to work under conditions of ongoing change, and remain professional and respectful of colleagues and authority in a diverse workforce. With a great level of autonomy and working from anywhere, you are able to prioritize and complete tasks without follow-up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. You are a strategic thinker, articulate innovative ideas, present solutions, and are a positive role model for colleagues both internally and externally to OTI.

Under the direct supervision of the CPS/OTI Information Technology Team Leader or designee, the Technical IT Project Manager's role is to strategically design and ensure the implementation of OTI proprietary IT systems that support the accomplishment of the core OTI mission. You will master the intricacies of OTI system migration into the USAID's cloud environment, define and manage network boundaries and essential cloud configurations within both the software production and software development environments of the Agency. With limited administrative oversight yet greater collaboration, you will plan and provide technical directions to a team of Institutional Contractors (ICs) as part of OTI's Agile/Scrum software development process.

You will have the opportunity to assess, plan, design, document and propose solutions for the integration and scalability of various applications both internal and external to OTI. You will also use their technical skills to help build and maintain web applications using the latest frameworks and technologies available to achieve desired business outcomes. The current development team builds customized-web applications to meet OTI user specifications. You will further help in the drafting of Request for Proposals/Quotes (RFP/Q) and will evaluate the RFP/Qs. You will recommend the appropriate supplier or technologies, platforms and Operating Systems suitable for the successful development of OTI applications.

Working closely with various stakeholders within USAID, and under the supervision of the IT Team Lead or their designee, you will perform the following duties:

- Define and implement software development policies, procedures, and best practices;
- In line with USAID and OTI System Development Life Cycle (SDLC), design and implement long-term strategic goals and short-term tactical plans for managing and maintaining OTI systems as an integrated part of the Agency's proprietary software library;
- Ensure that the current architectural posture of OTI systems continuously satisfies the USAID goals and objectives related to cybersecurity and the USG rules and regulations;
- Maintain testing plans, provide test results and recommendations to OTI and its Institutional Contractors;
- Develop and support end-to-end project plans and ensure timely delivery on issue escalation/reporting;
- Provide architectural expertise and assistance to OTI's Institutional Contractors' software development teams, Information System Security Officer, and the entire OTI IT team;
- Develop, document, and communicate plans for investing in systems architecture, including when applicable, analysis of cost reduction opportunities;
- Conduct research on emerging technologies in support of systems development efforts, and recommend technologies that will increase the productivity, efficiency and effectiveness of OTI program delivery in its fast and flexible operational model;

- Provide inputs on systems design projects and procurement or outsourcing of software development services, defining Service Level Agreements (SLAs) and metrics for services as applicable;
- Work with relevant contractors to develop and ensure execution of software development test plans and to check OTI systems technical performance;
- Manage day-to-day tasks and/or supervise staff when required. 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;
- In consultation and agreement between you and your supervisor travel to Washington, D.C. for an agreed upon period of time to support the various USAID/OTI projects as outlined in this Scope of Work (SOW); and,
- Serve on temporary details within OTI, other USAID bureaus/offices, or other USG agencies under this scope of work for a period not to exceed six months. Duties performed while on detail must be directly related to the scope of work. Contracting Officer (CO) approval is required for the temporary detail. Any extension past the six months requires CO approval.

SUPERVISORY RELATIONSHIP:

The Technical IT Project Manager will be supervised by the OTI IT Team Leader or designee, as a member of the IT Team within the PLI Division.

SUPERVISORY CONTROLS:

The supervisor will provide administrative directions in terms of broadly defined missions or functions. The incumbent will independently plan, design and carry out programs, projects, studies or other work assignments. The incumbent'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.

12. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. While traveling overseas if applicable, 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).

13. WORK ENVIRONMENT:

The work is primarily performed in an office setting from the incumbent's chosen duty station with regular travels to Washington, D.C as needed. If the incumbent travels overseas, the work may additionally involve safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

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 Master’s Degree with **seven (7) years** of work experience;

OR

A Bachelor’s Degree with **nine (9) years** of work experience;

OR

An Associate’s Degree with **ten (10) years** of work experience;

OR

A High School diploma/equivalent with **eleven (11) years** of work experience;

AND

- (2) **Five (5) years** of experience in setting up, maintaining, and managing various Operating Systems on virtual servers for a large organization, including but not limited to the United States Government (USG), a large non-governmental organization (NGO), or a private sector corporation;
- (3) **Five (5) years** of experience configuring cloud environments for a large organization, including but not limited to the United States Government (USG), a non-governmental organization (NGO), or a private sector corporation.

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 is 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.

OFFEROR RATING SYSTEM

The offeror rating system factors are used to determine the competitive ranking of qualified offerors in comparison to the technical evaluation criteria. Offerors 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 is not required and will not be reviewed for this solicitation.

Note: 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 evaluation factors may result in not receiving credit for all pertinent experience, education, training and/or awards. Please be as detailed as possible in your resume in order to receive full credit.

The evaluation factors are as follows:

Operating System Experience (25 points)

- Demonstrated experience working with operating systems within a secured cloud environment.
- Demonstrated experience designing and implementing information technology systems.

Project Management (25 points)

- Demonstrated experience in system scalability and integration using problem-solving skills, which include but are not limited to, software evaluation principles and/or practices.

System Development (20 points)

- Demonstrated experience proposing solutions for the integration and scalability of various applications.
- Demonstrated experience implementing software development policies, procedures and best practices.

BASIS OF RATING: Offerors who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated in accordance with the Offeror Rating System. Those offerors determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that an offeror has fully demonstrated their qualifications and there are no other competitive offerors, OTI reserves the right to forgo the interview process.

The Offeror Rating System is as follows:

Evaluation Factors - 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 their qualifications and there are no other competitive offerors, OTI reserves the right to forgo the interview process. Professional references and academic credentials will be evaluated for offerors being considered for selection. Offerors must submit at least three (3) professional references, one (1) of which must be a current or former supervisor. OTI reserves the right to contact previous employers to verify employment history. If the offeror had a previous position with USAID, the TEC and/or CO are encouraged to obtain reference checks from the previous supervisor(s) or CO(s). See ADS 309.3.1.11.a.4

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. **Offeror Information for Personal Services Contracts form AID 309-2.** Offerors are required to complete and sign the form. **Due to COVID-19 and limited access to equipment, we are currently accepting electronic and typed signatures on the AID 309-2 form.**

3. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

**See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

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.

DOCUMENT SUBMITTALS

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 THE SYSTEM FOR AWARD MANAGEMENT (SAM)

All individuals contracted as USPSCs with a place of performance in the United States are required to be registered in the SAM database. The selected offeror will be provided with guidance regarding this registration.

For general information about SAM, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Unique Entity Identifier and FAR 52.204-7, System for Award Management. https://www.acquisition.gov/far/part-52#FAR_52_204_7 or 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. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
3. Fingerprint Card (FD-258).

The contractor will be required to show proof that the contractor is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.

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
- g) Paid Parental 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

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|------------------------------------|--|
| (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.acquisition.gov/aidar/aidar-appendix-d-direct-usaid-contracts-us-citizen-or-us-resident-alien-personal-services-abroad>.

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

One Base Year Table – Technical Information Technology (IT) Project Manager

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

Four Option Years Table- Technical Information Technology (IT) Project Manager

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	1	LOT	\$____	\$____

	Product Service Code: R497 Accounting Info: <i>[insert from Phoenix]</i>				
	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%20Regulations>

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.

5. PSC Ombudsman The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/workusaid/personal-service-contracts-ombudsman7> The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

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 expenses 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 II

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 (DEC 2019)

A contractor who is required to relocate abroad and accompanying eligible family members; or a contractor on official travel status abroad on temporary duty or training, will be provided Medevac services through the Department of State, Bureau of Medical Services, similar to that provided to U.S. Government employees in 16 FAM 300 Medical Travel. Medevac costs that will be covered by USAID include travel and per diem, but do not include medical care costs.

To be eligible for Medevac services covered by the Department of State Medevac program, the contractor and accompanying eligible family members must obtain and maintain international health insurance coverage in accordance with the clause of the contract entitled, “Insurance.”

GP 29. INCENTIVE AWARDS (DEC 2019)

The contractor is eligible to receive certain monetary and non-monetary USAID incentive awards in accordance with the AIDAR and USAID internal policy.

ATTACHMENT III

PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS

PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021) - Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)

(a) *Definition. As used in this clause -*

United States or its outlying areas means—

(1) The fifty States;

(2) The District of Columbia;

- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

[END OF PROVISION]