



USAID
FROM THE AMERICAN PEOPLE

Request for Personal Service Contractor

United States Agency for International Development Office of U.S. Foreign Disaster Assistance

Position Title: Disaster Operations Specialist (Multiple Positions)
Solicitation Number: SOL-OFDA-15-000058
Salary Level: GS-11 Equivalent: \$63,722 - \$82,840
GS-12 Equivalent: \$76,378 - \$99,296
Issuance Date: May 21, 2015
Closing Date: June 22, 2015 (Deadline Extended)
Closing Time: 5:00 P.M. Eastern Time

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Office of U.S. Foreign Disaster Assistance (OFDA), is seeking applications from qualified U.S. citizens to provide personal services as a Disaster Operations Specialist (DOS) under a United States Personal Services Contract (USPSC), 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 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/email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
- (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 for each grade level(s) for which you are applying. 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. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation. Responses must be limited to 750 words per factor unless otherwise indicated. Any additional words above the limit will neither be read nor scored.

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Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. OFDA reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

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. Your complete resume and the supplemental document addressing the QRFs must be mailed, delivered or emailed to:

OFDA Recruitment Team
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: recruiter@ofda.gov
Telephone Number: (202) 661-9300
Website: www.OFDAjobs.net

Any questions on this solicitation may be directed to OFDA Recruitment Team via the information provided above.

Sincerely,

Renee Reed
Contracting Officer

**Solicitation for a USPSC Disaster Operations Specialist (Multiple Positions)
SOL-OFDA-15-000058**

Solicitation for USPSC Disaster Operations Specialist (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OFDA-15-000058
- 2. ISSUANCE DATE:** May 21, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 22, 2015, 5:00 P.M. Eastern Time (Deadline Extended)
- 4. POSITION TITLE:** Disaster Operations Specialist
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-11 (\$63,722 - \$82,840 per annum) or GS-12 (\$76,378 - \$99,296 per annum) equivalent level, including Washington, D.C. locality pay. Final compensation will be negotiated within the listed market value of the GS-11 or GS-12 level based upon the candidate’s qualifications, previous relevant experience and work history, salary and educational background.

If the candidate meets the GS-11 qualifications, the initial grade level of this position will be the equivalent of a GS-11 with the opportunity for advancement to the GS-12 equivalent after at least one year at the GS-11 level if the individual receives a recommendation from the supervisor for advancement along with an excellent performance evaluation. Advancement to the GS-12 level is not guaranteed.

Salaries over and above the pay range will not be entertained or negotiated. Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.

Note: Application materials will be reviewed by the Technical Evaluation Committee to determine if they meet the minimum qualifications for either the GS-11 or the GS-12 positions as outlined in this solicitation.

6. PERIOD OF PERFORMANCE: Two (2) years, with three (3) option years

7. PLACE OF PERFORMANCE: Washington, D.C.

8. STATEMENT OF WORK

POSITION DESCRIPTION

BACKGROUND

The Office of U.S. Foreign Disaster Assistance (OFDA) is the office within USAID that is responsible for providing emergency non-food humanitarian assistance in response to international crises and disasters. OFDA is part of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) and is organized into six divisions.

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The Africa and the Asia, Latin America, Europe (ALE) Divisions are responsible for the provision of emergency humanitarian assistance through a grants mechanism to non-governmental organizations (NGOs), international organizations (IOs) including the United Nations (UN) agencies and to other partners to ensure the implementation and delivery of this assistance. These Divisions also oversee OFDA's non-response efforts in disaster risk reduction and resilience. Africa and ALE also coordinate with other organizations for the provision of relief supplies and assistance. They devise, coordinate and implement program strategies for a variety of natural and human caused disaster situations. Both Divisions encompass groups of technical sector specialists who provide technical expert capability in assessing the quality of disaster response and risk reduction activities.

The Operations Division (OPS) develops and manages logistical and operational support for disaster responses and administrative support to all offices and operations. OPS maintains readiness to respond to emergencies through several mechanisms, including managing Search and Rescue Teams (SAR), coordinating and supporting Disaster Assistance Response Teams (DARTs), and Washington-based Response Management Teams (RMTs), to ensure OFDA's capacity to execute and coordinate U.S. Government (USG) humanitarian assistance and response to natural disasters and complex emergencies. OPS performs these functions through four teams, namely, the Disaster Assistance Support Team (DASP), Operations Support Team (OST), Overseas Administration Team (OAT), and the Military Liaison Team (MLT). OPS provides technical guidance and expertise in Disaster Logistics, Search and Rescue, Operations Center Management, Military Liaison, and Consequence Management. It also provides overseas support to OFDA offices and personnel and to other sectors necessary to ensure OFDA's capacity to execute and coordinate USG humanitarian assistance and response to natural disasters and complex emergencies.

The Program Support (PS) Division provides operational management support, including general administration, budget and financial services, procurement planning, information technology (IT), human resources management including staff care, and contract and grant administration support to OFDA. The PS Division supports OFDA's mandate by providing innovative solutions for IT, staffing, funds control, budgeting, information and human resource management, and procurement to facilitate timely disaster responses.

The Preparation, Strategic Planning and Mitigation (PSPM) Division is responsible for the technical oversight of all OFDA response and mitigation programs, as well as preparation and strategic planning for response, mitigation, and disaster risk reduction activities. The PSPM Division houses technical experts in all sectors potentially affected by disasters, and leads the Agency in developing and promoting best practices for programming in these specific sectors. In addition, PSPM will be the focal point for technological innovations for humanitarian assistance in areas such as monitoring and evaluation, assessment, and information management.

The Humanitarian Policy and Global Engagement (HPGE) Division assists the DCHA front office, the OFDA Director and OFDA Deputy Director with tracking trends and policy developments in the humanitarian assistance field. It engages in policy dialogue with other parts of USAID, the USG interagency, other donors, multilateral agencies, and NGO partners; recommends strategies for action to DCHA; initiates development of policy and internal guidance for OFDA; maintains global relationships with implementing partners, other donors,

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and the broader humanitarian architecture; engages with the U.N. to advance USG humanitarian policy objectives and to promote humanitarian principles within the USG and internationally. The HPGE Division leads OFDA's communications and social media outreach to effectively communicate OFDA's story to a variety of strategic audiences; and serves as the office's primary interlocutor on strategic issues with other federal partners to provide guidance to OFDA on policy issues pertaining to the interagency, and to improve USG humanitarian coordination and response during large-scale crises. The HPGE Division has staff that manage global programs, policy and outreach, strategic communications, and interagency engagement. The HPGE Division also includes Humanitarian Advisors located in Rome, Geneva, and United States Mission to the UN in New York.

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

<http://www.usaid.gov/who-we-are/organization/bureaus/bureau-democracy-conflict-and-humanitarian-assistance/office-us>

INTRODUCTION

Disaster Operations Specialists (DOSs) play a central role in the USG's disaster response, humanitarian assistance, and disaster risk management programs. They assist in developing response strategies, in managing all aspects of grants for humanitarian donor organizations, and in preparing talking points, information products, and briefing material. They manage portfolios consisting of one or several countries, and are members of regionally focused humanitarian response teams consisting of other DOSs, a Team Leader, Information Officers, and Technical Specialists.

DOSs are part of disaster response teams within the Africa and ALE Divisions. These divisions consist of six regional groups, each covering the following areas: Europe, the Middle East and Central Asia (EMCA), South Asia (SA), East Asia and the Pacific (EAP), Latin America and the Caribbean (LAC), Southern, West and North Africa (SWAN), and East and Central Africa (ECA). Each regional group is managed by a Team Leader.

OBJECTIVE

OFDA requires the services of additional DOSs to enhance its capability to manage its portfolios and effectively respond to international crises and disasters.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

Working under the guidance and supervision of the Team Leader and with guidance from the Deputy Team Leader or designee for the assigned region of responsibility, the DOS will perform the following:

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At the GS-11 level:

Contextual Specialty:

- Monitor incipient disasters, international disaster response plans and efforts, and major humanitarian issues and challenges in the area of responsibility through a wide range of USG and international sources;
- Review and monitor national disaster risk reduction efforts and plans in the area of responsibility in collaboration with regional team; and technical specialists;
- Maintain regular contact with OFDA field representatives and the OFDA Regional Office to maintain current triangulated understanding of existing and impending humanitarian crises in the area of responsibility; and,
- Serve as a primary point of contact/specialist in the area of responsibility for DCHA and OFDA Senior Management Team (SMT).

Portfolio Management:

- Develop and maintain a detailed understanding of OFDA's program strategy and the implementation of the resulting awards;
- Facilitate disaster declaration responses in support of the Team Leader;
- Support regional team efforts to develop appropriate programmatic strategies for disaster responses and disaster risk reduction efforts in the area of responsibility;
- Provide written and oral responses to requests for information on OFDA's activities in the area of responsibility for a wide range of USG and public audiences to include briefing papers, memorandums, talking points, formal presentations, and informal briefings;
- Become certified and serve as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) for assistance awards and contracts, as assigned;
- Review the conceptual soundness, technical feasibility, and budget for disaster assistance activities and emergency projects;
- Review and process all award documentation according to OFDA's Grant Guidelines, USAID Automated Directives Systems (ADS), and Federal Regulation including coordinating multi-unit participation and ensuring timely award approval, proposal review and processing;
- Input appropriate award data into Office and Agency administrative and financial tracking systems for transmittal to the Office of Acquisition and Assistance (OAA);
- Track and process all post-award management issues to ensure timely response to partner requests and provide guidance to partners, as necessary;
- Review, track, and file program reports from awardees ensuring reports are received in a timely manner and that program objectives have been achieved;
- Collate input from report for feedback to grantee, and share reports with regional team members, as appropriate;
- Conduct periodic site visits to the assigned region of responsibility to monitor grant activity, where feasible;
- Upon completion of programs, close out awards according to Agency policies, identifying funds for de-obligation and/or equipment for disposition; and,
- Maintain standardized office files for activities that are assigned as principal responsibilities.

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Representation:

- Represent OFDA in meetings with individual partners discussing programmatic priorities, objectives, progress, results, and challenges;
- Attend bureau-wide coordination meetings as OFDA's primary point of contact (POC) in the area of responsibility and ensure OFDA interests and priorities are clearly articulated; and,
- Participate in other interagency and partner-wide meetings as assigned by the Team Leader.

General Duties:

- Attend team, office, and other meetings as assigned by the Team Leader and, when necessary, prepare summaries of these meetings;
- Expedite the flow of programmatic and other documents through the clearance process;
- Deploy on short notice to serve on DARTs or serve on the Washington-based RMTs, as a program officer supporting an experienced program staff;
- Serve as DCHA/OFDA Duty Officer on a rotational basis; and,
- Serve on DCHA/OFDA assessment teams to disaster sites when deemed necessary, and follow up with appropriate reports and/or cables.

For GS-12 Equivalent:

At this grade level, the DOS has demonstrated satisfactory competence in the duties and responsibilities described above. He/She will perform these duties and responsibilities with limited guidance from and limited supervision of the Team Leader for the assigned region of responsibility.

Additionally, he/she will take on an increased level of responsibility for management and coordination of disaster response, disaster risk management activities and planning in his/her area of geographic responsibility. He/she will also take on increased level of responsibility for contributing to policy decisions and representing the office and its interests to other parties. At this grade level, he/she will:

Portfolio Management:

- Participate actively in the development of programmatic strategies for disaster responses and disaster risk reduction activities in the area of responsibility to include providing analysis and recommendations for needs prioritization and award mechanism options to achieve OFDA objectives;
- Ensure implications of policy decisions at OFDA, DCHA, USAID, and interagency levels on the portfolio are understood by OFDA SMT;
- Independently manage all aspects of award management throughout the award cycle;
- Recommend approaches to, write and deliver integrated priority messages in written and oral responses to requests for information on OFDA's activities in the area of responsibility for a wide range of USG and public audiences to include: briefing papers, memorandums, talking points, fact sheets, formal presentations, and informal briefings;

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- Recommend to the Team Leader policy and program options consistent with USG foreign policy objectives and provide effective and appropriate responses to meet the needs of the disaster victims (or potential victims);
- Assure a timely and appropriate response to the Ambassador's disaster declaration, including reviewing Mission/Embassy recommendations for assistance, and prepare/clear appropriate guidance to the U.S. Mission/Embassy on resources and strategies to respond to the disaster situation; and,
- Serve as an AOR for assistance awards, as assigned.

Representation:

- Represent OFDA in public and private forum of USG interagency, partners, IOs, and other stakeholders—to include mid- and senior-level managers and decision makers;
- With guidance from the Team Leader, lead bureau-wide humanitarian coordination meetings; and,
- Independently serve as OFDA's representative in bureau and agency meetings.

General Duties:

- Serve as the OFDA after-hours duty officer on a rotational basis, for approximately one week every six months; and
- Deploy on short notice to serve on DARTs or serve on the Washington-based RMTs as required with increasing levels of responsibility to include serving independently as a program officer or field officer on a DART or as a planning coordinator on an RMT.

SUPERVISORY RELATIONSHIP:

The DOS will take direction from and report to the Team Leader for the assigned region of responsibility or his/her designee.

SUPERVISORY CONTROLS:

At the GS-11 grade, Supervisor sets overall objectives and resource available; USPSC consults with supervisor to develop deadlines, projects and work to be done. USPSC is responsible for planning and carrying out assignments. USPSC is responsible for planning approach or methodology to be used in carrying out assignments.

At the GS-12 grade, the supervisor will provide administrative directions in terms of broadly defined missions or functions. The DOS is expected to take initiative, act independently, and perform with minimal direction in responding to humanitarian emergencies as part of a fast-paced office environment.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During deployment on DARTs (if required), and during site visits, 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).

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11. WORK ENVIRONMENT

Work is primarily performed in an office setting. During deployment on DARTs (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

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

13. POINT OF CONTACT: See Cover Letter.

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EDUCATION/EXPERIENCE 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.)

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

At the GS-11 level:

Bachelor's degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, political science, and disaster management) and three (3) years of relevant work experience with the USG, Private Voluntary Organization (PVO)/NGO, IO or UN Agency. Such experience must have a humanitarian focus and include responsibility in determining budget levels, selecting programs for funding, and managing and evaluating funded programs in a results type framework. Experience must include work (foreign or domestic) in international humanitarian assistance and/or disaster response and on-the-ground field experience in needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

OR

Master's Degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, political science, and disaster management) and two (2) years of relevant work experience with the USG, Private Voluntary Organization (PVO)/NGO, IO or UN Agency. Such experience must have a humanitarian focus and include responsibility in determining budget levels, selecting programs for funding, and managing and evaluating funded programs in a results type framework. Experience must include work (foreign or domestic) in international humanitarian assistance and/or disaster response and on-the-ground field experience in needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

At the GS-12 level:

Bachelor's degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, political science, and disaster management) and five (5) years of relevant experience with the USG, Private Voluntary Organization (PVO)/NGO, IO or UN Agency. Such experience must have a humanitarian focus and include responsibility in determining budget levels, selecting programs for funding, and/or managing and evaluating funded programs in a results type framework. Experience must include field work (foreign or domestic) in international humanitarian assistance and/or disaster response needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

OR

Master's Degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, political science, and disaster management), and four (4) years

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of relevant work experience with the USG, Private Voluntary Organization (PVO)/NGO, IO or UN Agency. Such experience must have a humanitarian focus and include responsibility in determining budget levels, selecting programs for funding, and/or managing and evaluating funded programs in a results type framework. Experience must include field work (foreign or domestic) in international humanitarian assistance and/or disaster response and on-the-ground field experience needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

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.
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted.
- Ability to obtain and maintain a Secret up to Top Secret level clearance as provided by USAID.
- Satisfactory verification of academic credentials.

QUALITY RANKING FACTORS (QRFs)

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants.) Responses must be limited to 750 words per factor unless otherwise indicated.

QRF #1 Describe in detail how your experience working in emergency response, early recovery, and disaster risk reduction prepares you for each of the core functional areas of the DOS job: Contextual Specialty, Program Management, and Representation.

QRF #2 In 350 words or less, compose an original briefing memorandum for senior level officials that describes a humanitarian situation resulting from a natural disaster and your recommended response options. (Please include a word count at the end of the memo.)

QRF #3 As a DOS, you will be assigned oversight of humanitarian assistance programs. Describe how you will monitor the programs in your portfolio including the benchmarks you will use to determine success, methods that you will use, and the challenges that you anticipate.

QRF #4 As a DOS, you have been asked to participate in a team reacting to a major natural disaster in the world region that you are responsible for. What key skills and traits should team members have in order to provide effective assistance?

BASIS OF RATING: Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the QRF responses. 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 in a separate document describing specifically and accurately what experience, training, and/or education they have received as it

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pertains 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 Quality Ranking Factors may result in not receiving credit for all pertinent experience, education, and/or training.

The most qualified candidates may be interviewed and required to provide a writing sample. OFDA will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant. OFDA reserves the right to select additional candidates if vacancies become available during future phase of the selection process.

The Applicant Rating System is as Follows:

QRFs have been assigned the following points:

- QRF #1 – 15 points
- QRF #2 – 15 points
- QRF #3 – 10 points
- QRF #4 – 10 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

Total Possible Points: 100

APPLYING:

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals are **required** to submit:

1. 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 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/email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
- (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 for each grade level(s) for which you are applying. This information should be clearly identified in your resume.

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Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing the QRFs shown in the solicitation.
Responses must be limited to 750 words per factor unless otherwise indicated.

Additional documents submitted will not be accepted.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

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 mail: 529 14th Street, NW, Suite 700, Washington, DC 20045

Via email: recruiter@ofda.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. If Top Secret is required, and clearance is not obtained within nine months after award, USAID may terminate the contract at the convenience of the government.

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. Resume.

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2. Medical History and Examination Form (DS-6561). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **
6. Employment Eligibility Verification (I-9 Form). **

** Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which CIBs and AAPDs apply to this contract.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

BENEFITS/ALLOWANCES:

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

BENEFITS:

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

ALLOWANCES (if Applicable).*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and

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(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.

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ATTACHMENT 1

ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16
FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/c23002.htm>.

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. "MEDICAL EVACUATION (MEDEVAC) SERVICES."

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer's liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

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

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

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

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

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled "Emergency and Irregular Travel and Transportation." In the event of a medical emergency, when time does not

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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).