



**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: Humanitarian Assistance Advisor to the Military (Multiple Positions)  
Solicitation Number: SOL-OFDA-16-000005  
Salary Level: GS-13 Equivalent: \$73,115 - \$95,048  
Issuance Date: November 25, 2015  
Closing Date: Open and continuous through December 12, 2016 with three Review Periods closing on  
March 25, 2016, 5:00 P.M. EST  
July 25, 2016, 12:00 P.M. EST  
December 12, 2016, 12:00 P.M. EST (Deadline Extended)

Closing Time: 12:00 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 Humanitarian Assistance Advisor to the Military (HAA/M) 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. 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.

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2. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.
3. USPSC Application form AID 302-3. Applicants are required to complete and sign the form.

**NOTE ABOUT THE DATA UNIVERSAL NUMBERING SYSTEM/SYSTEM FOR AWARD MANAGEMENT REQUIREMENTS**

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

**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. 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 emailed to:

**OFDA Recruitment Team**  
E-Mail Address: [recruiter@ofda.gov](mailto:recruiter@ofda.gov)  
Website: [www.OFDAjobs.net](http://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 Humanitarian Assistance Advisor to the Military (Multiple Positions)**

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Solicitation for USPSC Humanitarian Assistance Advisor to the Military (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OFDA-16-000005
- 2. ISSUANCE DATE:** November 25, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 12, 2016, 12:00 P.M. Eastern Time

This solicitation is open and continuous until December 12, 2016. The following are the closing dates for each review period:

March 25, 2016, 5:00 P.M. Eastern Time  
July 25, 2016, 12:00 P.M. Eastern Time  
December 12, 2016, 12:00 P.M. Eastern Time

Candidates not selected during a previous review period must reapply in order to be considered for positions available in subsequent review periods. A review period may be cancelled at OFDA's discretion.

- 4. POSITION TITLE:** Humanitarian Assistance Advisor to the Military (Multiple Positions)
- 5. MARKET VALUE:** GS-13 equivalent \$73,115 - \$95,048 (additional locality pay adjustments may apply depending on assignment location). 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.**
- 6. PERIOD OF PERFORMANCE:** Two (2) years, with three (3) option years
- 7. PLACE OF PERFORMANCE:** Worldwide

There may be an initial training program in Washington, D.C. for up to one year, which will include formal classroom training and on-the-job training; and may include security training.

After completion of Washington training, the HAA/M may be assigned to Washington, other locations in the United States, or an overseas office, and will be required to serve through rotational assignments. At any time, at the discretion of the Office of U.S. Foreign Disaster Assistance (OFDA) Headquarters, the incumbent may be reassigned / relocated to a geographical location where the individual's services are needed.

**Applicants for the HAA/M position must be willing to be posted at any location.** The potential posts are listed as follows, but the location of service could be ultimately determined by the location of future unknown operational requirements. OFDA currently has established relationships with the Department of Defense's (DoD) Combatant Commands (COCOM) in Miami, Florida; Honolulu, Hawaii; Tampa, Florida; and Stuttgart, Germany, where there is an OFDA operational need to work with the military independent of future country specific disasters. The OFDA strategic plan also calls for assignment of HAA/Ms in Washington, D.C.; Bangkok, Thailand; San Jose, Costa Rica; Okinawa, Japan; and Manama, Bahrain.

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Initial post assignments will be based on each applicant's understanding of USAID/OFDA and the humanitarian assistance environment, each applicant's background (i.e., language, regional experience, etc.), and available post vacancies at the time of award.

## **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.

The Africa and the Asia, Latin America, Europe, and the Middle East (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, 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 in the areas of Information Technology, staffing, funds control, budgeting, human resource

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management, and procurement to facilitate timely disaster responses. The PS Division is divided into four teams: the Award Change Control Group (ACCG), Human Resources Management Team (HRM), Budget, Finance, and Information Technology (BFIT) Team, and the Acquisition and Management (ACQ) Team.

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 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 PSPM Division is divided into four teams: Cross-Cutting Sectors Team, Natural Hazards Team, Health Team, and Livelihoods Team.

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, 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. 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 manages 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.

### **OPERATIONS DIVISION VALUES**

OPS team members ensure that the following division values are incorporated into all aspects of work:

#### **1. Spiritus Operandi/Espirit De Ops**

- Demonstrating trust and openness among staff by assuming the best regarding our colleagues' intentions and efforts.
- Acting with eagerness and willingness to support one another and work together on tasks.
- Maintaining top-down and bottom-up transparency while promoting a strong work ethic as paramount.
- Demonstrating that optimism, humor, and perspective are powerful components of success, even in crisis-driven work.

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### **2. Positive Interactions**

- Owning how OPS is perceived by others to ensure people maintain a positive impression of the division by treating everyone, regardless of seniority or organizational affiliation, in a professional, courteous, and respectful manner.
- Building a reputation that when OPS is on an issue, it's going to get addressed.
- Doing our jobs consistently, competently, and effectively, with a focus on results.
- Paying attention and listening mindfully to others, with the intent to really understand how they view a situation and what issue they are trying to address.
- Exhibiting partnership and enthusiasm in helping others solve problems; including delivering hard messages with a smile.

### **3. Competency**

- Adopting flexible and creative solutions to provide partners and beneficiaries with quality, effective, consistent, and timely results.
- Maintaining proficiency and leadership in our areas of expertise, through engagement, training, field deployments, and exposure to other communities of thought.
- Holding a long-term strategic perspective in the face of current crises.
- Maintaining a global and functional focus for the office.

### **4. Resourcefulness**

- Using innovating contracting, engagement, administrative, and programmatic approaches to meeting emerging requirements, while being flexible to changing needs.
- Reaching out within the office, agency, interagency, and community beyond to seek innovative and creative solutions.
- Proactively seeking and embracing positive change in order to provide and better service to our customers and stakeholders.
- Viewing challenges as opportunities and focusing on finding a solution rather than just highlighting complications or issues.

### **5. Staff Depth and Sustainability**

- Cultivating a breadth of experience and expertise by hiring individuals from diverse professional, cultural, and experiential backgrounds.
- Proactively developing relationships with other industries and communities in order to learn and innovate.
- Encouraging staff to service in a variety of roles, through staff rotations, shadowing, mentoring, and OPS liaison positions.
- Continuing to support and staff responses through a variety of hiring mechanisms and resources.
- Achieving response readiness while prioritizing personal life for both self and team members.

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- Bolstering staff wellness by incorporating flexible work schedules, leading to increased staff dedication, high-quality work, and flexibility.
6. Commitment to Safety and Security
- Recognizing that staff safety and security is everyone's responsibility and enables OFDA access in the field.
  - Holding as a hallmark an underlying orientation towards managing risk for staff.
  - Preparing staff through training, mentoring, standard operating procedures, and provision of contextual knowledge.
  - Displaying professional conduct and integrity during crisis response operations.
  - Advocating for professional assessments of security risks prior to deployment of staff.

## **INTRODUCTION**

Program areas of common interest between USAID and DoD include, but are not limited to, humanitarian assistance (disaster response), counter-terrorism, strategic communications, conflict prevention and mitigation, counter-insurgency, post-conflict reconstruction and stabilization, resiliency, and transformational development. To ensure cohesion among policy goals and operational execution, USAID assigns Senior Development Advisors (SDAs) and OFDA Humanitarian Assistance Advisors/Military (HAA/Ms) to DoD Geographic Combatant Commands (GCCs), and U.S. Special Operations Command (USSOCOM) and the Pentagon.

The USAID SDA serves as the principal USAID officer to the relevant Combatant Command (COCOM) and to the Pentagon, supporting the full spectrum of policies and activities across USAID's regional and functional bureaus and enabling and empowering the USAID perspective and operational priorities within DoD. The OFDA HAA/M has the lead on coordinating disaster response activities for USAID within the COCOM area of responsibility and to the Pentagon and reports directly to the OFDA Director.

In all areas of activity, the SDA and HAA/M closely collaborate on their messaging to and activities with the GCCs, including sharing information and back-filling one another as necessary. It is also a joint responsibility of the SDA and the HAA/M to keep one another informed of the other's activities. The Directors of OFDA and the Office of Civilian Military Cooperation (CMC), through OFDA's MLT Leader and the CMC Plans Division Chief, prioritize and monitor close collaboration and coordination between their respective offices. At all points, policy and operational guidance is coordinated with broader technical guidance from the relevant USAID bureau, office, and/or team.

The HAA/M position was established to more effectively coordinate the activities of the MLT. These activities include military liaison and coordination, deliberate planning, DART deployment, RMT participation and Chemical, Biological, Radiological, Nuclear or Explosive (CBRNE) disaster planning under Presidential Decision Directive 39/62. The HAA/M will be located within the OPS Division MLT and functions as the Division's principal point of contact with DoD.

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**OBJECTIVE**

The OPS Division requires the services of HAA/Ms to provide the critical liaison function between USAID and DoD military establishment in order to represent the humanitarian sector perspective and provide expertise in situations where coordination between the parties is required.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

**DUTIES AND RESPONSIBILITIES**

- Coordinate with the humanitarian community to achieve the best use of military assets by reducing redundant or counterproductive military activities;
- Assist the military in defining and reconciling its role with that of the greater humanitarian relief community;
- Seek out methods to most effectively utilize DoD strengths;
- Represent OFDA in appropriate DoD training and planning exercises with subsequent reporting to OFDA divisions on activities, lessons learned, success and proposed future activities as a result of OFDA participation;
- Represent OFDA in DoD conferences in the context of priorities set forth by the OPS Division Chief, such as, participate in After-action Reviews (AARs), humanitarian exercises sponsored at the COCOM level and at the operational level, as well as strategic planning exercises normally conducted through Pentagon auspices to interact with policy makers;
- Assist OFDA management in defining a strategy for military coordination which will include guidelines for determining OFDA participation in DoD operations when specific requests are made and where OFDA should request activities and participation;
- Determine whether OFDA participation in DoD humanitarian activities is necessary and useful;
- Provide OFDA briefings and training to uniformed military officers at various DoD educational institutions (War Colleges, National Defense University, Navy Postgraduate School, etc.) and other units. Training includes OFDA's Joint Humanitarian Operations Course (JHOC);
- Coordinate with DoD and the Department of State's Bureau of Political-Military Affairs to provide OFDA staff with briefings on military procedures, assets, roles, capabilities, culture, chain-of-command and humanitarian-related activities and circulate status reports which summarize DoD activities in which OFDA personnel are involved;
- Deploy with DoD forces in humanitarian emergencies;
- Provide reports, debriefs and evaluations to the MLT Team Leader and other appropriate OFDA staff of all planning, exercises and deployments;
- Assist in the identification of OFDA's DRD Division deployment needs in designated "at risk" countries where DARTs may deploy; work with other teams within OFDA to

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determine appropriate DART needs as a basis for contingency planning for personnel and resources;

- Deploy to the field as a DART member, as necessary;
- Assist the MLT in providing classified USG information support to OFDA as requested and to selected DARTs and RMTs on an as-needed basis;
- Assist regional Combatant Commanders in developing the humanitarian assistance aspect of their strategic operations and crisis action planning products;
- Liaise with DoD and other elements of the USG in an effort to help the military coordinate with the humanitarian community;
- Support deliberate planning within USAID/OFDA and serve as an expert in contingency, operational, and forward planning across all humanitarian sectors, with a civil-military focus;
- Provide critical monitoring and planning expertise surrounding incipient disasters, disaster response and early recovery. Monitor regional or country based field situations to advise the Military Planning Process, based on changing field circumstances such as the sudden on-set of natural or manmade disaster or the evolution of a slow on-set disaster or crisis;
- Recommend short- and long-range humanitarian assistance goals for OFDA during disasters with a civil-military context, develop detailed plans for implementing them, and oversee implementation at the DC, COCOM, and field level; and
- Provide gap analysis during disaster responses and recommend appropriate missions and tasks for DOD to support the USG response.
- Sign up for and serve as needed, on Washington-based RMTs, which provide services and support to DARTs deployed in response to disasters. The duties on RMTs will be varied.
- Serve as the OFDA after-hours duty officer on a rotational basis, for approximately one week every six months.

#### **SUPERVISORY RELATIONSHIP:**

The HAA/M will take direction from and report to the OPS MLT Leader in Washington, DC or his/her designee.

#### **SUPERVISORY CONTROLS:**

The Supervisor will set overall objectives. The USPSC and the Supervisor together will develop deadlines, projects, and work to be accomplished. The USPSC is expected to take initiative, act independently and perform with minimal direction in responding to humanitarian emergencies and military liaison activities 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.)

Bachelor's degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, political science, or a related field), and seven (7) years of relevant work experience. Two (2) years of this experience must be field (domestic or overseas) experience in humanitarian needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation aid.

OR

Master's degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, political science, or a related field), and five (5) years of relevant work experience. Two (2) years of this experience must be field (domestic or overseas) experience in humanitarian needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation aid.

**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.
- Ability to obtain and maintain a Secret up to Top Secret/Sensitive Compartmented Information level clearance as provided by USAID.
- Ability to obtain a Department of State medical clearance.
- Professional experience planning for or responding to a Chemical, Biological, Radiological, Nuclear or Explosive (CBRNE) event. Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- USPSC Application form AID 302-3. Applicants are required to complete and sign the form.
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted.
- Satisfactory verification of academic credentials.

**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.)

QRF #1      Demonstrated ability to prepare and conduct oral presentations on a wide variety of topics, and the ability to communicate effectively with relevant parties within and outside of OFDA. Demonstrated ability to write clearly and prepare in-depth reports which may include the application of a variety of analytical techniques;

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- QRF #2 Demonstrated knowledge of the precepts of humanitarian assistance actions/operations and the ability to communicate those precepts to organizations outside of USAID; in particular, DoD;
- QRF #3 Demonstrated knowledge of disaster relief and humanitarian assistance concepts, to include knowledge of the political, economic, and cultural impacts of policy decisions on relief efforts during civil conflicts and natural disasters;
- QRF #4 Knowledge of and experience with civilian-military planning for CBRNE, complex emergencies, and natural disaster emergencies at three levels; Washington, D.C., COCOM; and at the field level. Experience to include the various types of CBRNE incidents, complex emergencies, natural disasters, events, and accidents as well as the potential impacts and consequences;
- QRF #5 Experience in the design, implementation, and evaluation of internal and external training plans and programs; and
- QRF #6 Experience in conducting deliberate, contingency, and operational or crisis action planning for operations, contingencies, projects, or missions. For example, experience using the Military Planning Process.

**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 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, training and/or awards.

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 – 10 points
- QRF #3 – 8 points
- QRF #4 – 7 points
- QRF #5 – 5 points

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QRF #6 – 5 points

Interview Performance – 30 points

The interview process will consist of two parts. The initial interview (Part 1 - 10 points) will consist of the Selection Committee asking applicants in the competitive range a set of standard interview questions. The initial interviews may be conducted in-person or by telephone. Applicants who score a full 10 points in Part 1 will be invited to give an oral presentation to the Selection Committee (Part 2 - 20 points).

The presentation content will be provided by the committee and all presenters will use the same content in their presentation. Oral presentations will be conducted in-person in Washington, D.C. OFDA may be able to provide assistance with travel expenses to Washington, D.C. for the oral presentation. Applicants who are eligible for the oral presentation but are unable to travel to Washington may be allowed to provide an audio/visual version of their presentation for the committee's review.

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. 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 QRFs shown in the solicitation.

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3. USPSC Application form AID 302-3. Applicants are required to complete and sign the form.

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 email:** [recruiter@ofda.gov](mailto: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. If Sensitive Compartmented Information (SCI) access is not obtained within nine months after Top Secret clearance is granted, USAID may terminate the contract at the convenience of the government.

**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 AND THE SYSTEM FOR AWARD MANAGEMENT**

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

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System Number at [https://www.acquisition.gov/far/current/html/52\\_200\\_206.html](https://www.acquisition.gov/far/current/html/52_200_206.html) and FAR 52.204-7, System for Award Management at [https://www.acquisition.gov/far/current/html/52\\_200\\_206.html](https://www.acquisition.gov/far/current/html/52_200_206.html) or [www.sam.gov](http://www.sam.gov).

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**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can be found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

1. Resume.
2. USPSC Application Form, (AID 302-3)
3. Medical History and Examination Form (DS-6561). \*\*
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*\*
5. Questionnaire for Non-Sensitive Positions (SF-85). \*\*
6. Finger Print Card (FD-258). \*\*
7. Employment Eligibility Verification (I-9 Form). \*\*

\*\* Forms 3 through 7 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](http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc) to determine which CIBs and AAPDs apply to this contract.

Additionally, AIDAR Appendix D can be found at: <https://www.usaid.gov/ads/policy/300/aidar>

**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).

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- (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.

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**ATTACHMENT 1 – USPSC PROVISION “MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006)”**

**MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006)**

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 (available at <http://www.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0>). 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 AAPD 06-10 PSC Medical Expense Payment Responsibility 6 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

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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 AAPD 06-10 PSC Medical Expense Payment Responsibility 7 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).

End of Provision