



# USAID | WEST BANK/GAZA

**SOLICITATION NUMBER: 294-WBG-2024-12**

**ISSUANCE DATE: May 15, 2024**

**CLOSING DATE AND TIME: May 29, 2024**

**Close of Business local (Jerusalem) time 16:30**

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCNPSC), USAID West Bank & Gaza Mission (WBG) USAID USAID **Acquisition & Assistance Specialist (Career Ladder)** based in Tel Aviv “Multiple positions”.

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the 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 offers.

Any questions must be directed in writing to the Point of Contact specified in the General Information Section of this solicitation.

Sincerely,

Gezim  
Hysenagolli

Digitally signed by  
Gezim Hysenagolli  
Date: 2024.05.10  
16:21:50 +03'00'

Gezim Hysenagolli  
Contracting Officer

U.S. Agency for International Development

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**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 294-WBG-2024-12

**2. ISSUANCE DATE:** May 15, 2024

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 29, 2024 Close of Business local (Jerusalem) time 16:30.

**4. POINT OF CONTACT:** USAID/West Bank & Gaza (USAID/WBG) Human Resources Office, email at [HRWBG@usaid.gov](mailto:HRWBG@usaid.gov)

**5. POSITION TITLE:** USAID Acquisition & Assistance Specialist - Tel Aviv (Career Ladder). *Multiple positions.*

**6. MARKET VALUE:** The entry level of this position is equivalent to FSN-09, which is between NIS 208,144 - NIS 312,222. This position is a part of an established career ladder, beginning at FSN-09 and ending at FSN-11. Attainment of the full-performance grade is contingent on the Specialist successfully completing required training, meeting agreed-upon objectives and milestones, and performing in a Fully successful (or equivalent) manner. Promotion to the target FSN-11 grade level is not mandatory nor automatic, and failure to achieve at a high level of performance may be the basis for dismissal.

The intermediate level of this position is equivalent to FSN-10, which is between NIS 238,005 - NIS 357,007 and the Full Performance level of this position is equivalent to FSN-11, which is between NIS 274,124 - NIS 411,183.

**USAID/West Bank & Gaza will make an award to a CCN at the entry level grade stated (FSN-09) with contract options (upon satisfactory performance) to place the contractor at each progressive level until the full performance level is reached.**

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/WBG, final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.

**7. PERIOD OF PERFORMANCE:** Cooperating Country Nationals Personal Services Contract (CCNPSC) are contracts of a continuing nature and can be part of a series of sequential contracts, each not to exceed a five-year limitation. This contract will be for an initial one (1) year base period, with four (4) one-year option periods, subject to satisfactory performance, availability of funds, and continuing need for the position. The contract is expected to commence upon receipt of security and medical clearances.

**8. PLACE OF PERFORMANCE:** USAID West Bank and Gaza Mission, Tel Aviv. The USAID Mission operates from offices in Jerusalem and Tel Aviv, and offers workplace flexibilities. Travel between the Mission’s two offices is required.

*(While the position is currently located in Tel Aviv, the position could move to Jerusalem in the future).*

**9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs) offerors. Cooperating Country National is an individual who is lawfully residing in Israel, the West Bank, or Gaza. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

**10. SECURITY LEVEL REQUIRED:** Facility access - CCN/Foreign Service National (FSN) Clearance

## **11. STATEMENT OF DUTIES**

### **1) GENERAL STATEMENT OF PURPOSE OF THE CONTRACT**

This position is established as an Acquisition & Assistance “Ladder” position, which includes positions at the FSN-09 (Entry Level/EL), FSN-10 (Intermediate Level/IL), and the Full Performance Level of FSN-11.

**At the entry level (FSN-09), the CCN PSC will perform the following duties:**

The Acquisition and Assistance Specialist (Entry Level/EL) is located in the Regional/Mission Office of Contracts Management (OCM). The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

## **2) STATEMENT OF DUTIES TO BE PERFORMED**

- a. The Specialist (Entry Level/EL) is responsible for providing basic A&A support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/ projects/ activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities.
- b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (EL) performs assignments under the guidance of higher-level specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/ statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

### Specific developmental duties include:

- i. Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or

recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

ii. **Post-Award Duties:** The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. **Award Closeout:** The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

The Specialist is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, or other events/trainings, in accordance with USAID policy.

**The Position Descriptions for the Intermediate and Full performance levels are attachments to this solicitation.**

**3) SUPERVISORY RELATIONSHIPS:** This is a non-supervisory position.

**4) SUPERVISORY CONTROLS:** The A&A Specialist works under the general supervision of the CO/AO or a higher-level A&A Specialist, who makes assignments with general instructions about what is to be done, time frames, and priorities, including discussing anticipated problems.

When aspects of the work are new or unusual, the Supervisor specifies sources of information or precedents. The Specialist will independently initiate necessary coordination with requesting Mission Contracting Officer Representatives and/or Agreement Officer Representatives

(CORs/AORs), technical offices, Office of Financial Management (OFM), and DO Teams, providing basic policy guidance on how to best fulfill requirements, but must obtain advice from the supervisor or senior specialist about unanticipated problems. The Specialist will keep the higher-level Specialist/Officer, and/or the CO/AO, updated through status reports and verbal briefings. The supervisor or a higher-grade Specialist monitors the work in progress, and reviews the recommendations made by the Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

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

To be considered for the position, the following minimum qualifications must be met:

- **Entry Level (FSN-09):**

**a. Education:** Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.

**b. Prior Work Experience:** A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization.

**c. Language Proficiency:** Level IV (fluent) English language proficiency, speaking and writing is required. Local language proficiency in Arabic and/or Hebrew (Level IV) is required as well.

- Language proficiency will be tested based on below levels.

- English - Arabic and/or Hebrew : Level IV - Fluent - High degree of proficiency in both written and spoken English as well as Arabic and/or Hebrew. Writing/editing skills, including the ability to convey technical information to general Audiences.

**d. Post Entry Training:** There are no specific pre-entry training requirements for this entry level position. The Specialist will be provided formal and on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) consisting of courses leading to successful completion of Federal Acquisition Certification in

Contracting (FAC-C) Professional. At a minimum, the ILTP must include all the online courses required for FAC-C Professional certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected that FAC-C Professional certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP.

**In order to move to the next grade levels, the below requirements must be met:**

- **Intermediate Performance Level (FSN-10):**

**a. Prior Work Experience:** A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization.

**b. Post Entry Training:** Expected to be completed AFTER promotion to an FSN-10, (not a prerequisite to receiving an FSN-10 contract): Successful completion of all online courses required for Federal Acquisition Certification in Contracting (FAC-C) Professional, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Professional certification is not required to achieve the FSN -10 level, only that the required training has been completed in accordance with the ILTP. The Specialist will be provided additional formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Professional.

- **Full Performance Level (FSN-11)**

**a. Prior Work Experience:** A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization.

**b. Post Entry Training:** In order to qualify at the FSN-11 level, the Specialist must be certified at the Federal Acquisition Certification in Contracting (FAC-C) Professional and have additionally completed USAID Essential Elements in Assistance and CON 237 Simplified Acquisition

Procedures (SAP) or equivalent. Additional FAC-C courses may be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of hundred (100) Continuous Learning Points for every two-year period. In addition, the Specialist may be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.

### **III. EVALUATION AND SELECTION FACTORS**

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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

#### **A. EVALUATION FACTORS**

Applicants who meet the minimum qualifications for education, work experience, and language proficiency will be evaluated on the following criteria:

**1. Work Experience (15 Points):** A clear and convincing demonstration to the extent the applicant's professional experience qualifies them to perform the work outlined in the solicitation.

**2. Job Knowledge (25 Points):**

- Knowledge of public and/or private-sector business processes, logistics and/or operations,.
- An understanding of acquisition and assistance, procurement and/or contracting regulations and policies.
- Knowledge of how to execute and administer complex acquisition and assistance, procurement and/or contracting portfolios, and/or the demonstration and understanding of procurement, particularly as it relates to methods of negotiation, sealed bidding, simplified acquisition procedures and other methods of purchasing supplies and services.



### **3. Skills and Abilities (60 Points):**

- The ability to plan and administer simple A&A activities and provide A&A support for technical services programs and projects in a timely manner.
- The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities.
- Skill in solving practical problems relating to A&A.
- Ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions, the US Embassy and/or host governments throughout the region.
- Skill in the use of most elements of the Microsoft Office suite is required.
- Strong analytical, negotiating, time management, and proofreading skills. Strong attention to detail.
- Ability to work calmly, tactfully, and effectively under pressure, as well as the ability to maintain strict confidentiality, and meet all Standards of Conduct/Ethics Standards in accordance with US law throughout all phases of the A&A process.
- Strong written and verbal communication skills, including the ability to write analytical and decisional documents, as well as correspondence in English.
- Strong interpersonal skills and the ability to proactively work in a diverse team environment are also necessary.
- Must have the ability to legally access Areas A, B, and C of the West Bank as there will be visits to project sites.
  
- Demonstrates proactive customer service and problem solving skills

## **B. SELECTION PROCESS**

In order to be considered for the position, an applicant must submit a complete application package in accordance with the guidance provided in section IV of this solicitation. Applicants are required to include in their cover letter a brief narrative demonstrating how their education, experience, and skills address the evaluation criteria listed above.

After the closing date, applications will be initially screened to determine whether applicants have met the advertised minimum qualifications. Applications from candidates who meet the minimum requirements will be reviewed and evaluated by a technical committee in accordance with the evaluation and selection factors. Applications from candidates who do not meet the required selection criteria will not be considered. Only shortlisted applicants will be contacted. Interviews and a writing exercise/test may be requested, either in person, virtually, or by telephone at USAID's discretion. The above listed criteria (Section III, A) will be used in the writing exercise/test and oral interviews. USAID reserves the right to test and interview only the highest-ranked applicants OR not to interview any candidate. Language proficiency will be tested based on the language levels defined above. Applicants are **required** to state their language proficiency levels in their application.

Professional reference checks will be conducted at the discretion of USAID for applicants considered as finalists and will be considered in determining final selection. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

The final selected candidate must obtain the required security and medical clearance within a reasonable period of time. Details on how to obtain both clearances will be provided once a job offer is made and accepted. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

#### **IV. SUBMITTING AN OFFER**

**When applying, please clearly state the Solicitation Number and title of the position for which you are applying.**

**1. Eligible Offerors must complete and submit all the required documents listed below enclosed with a cover letter referencing the solicitation number and position title, addressing all the vacancy announcement requirements and selection factors respectively. Incomplete applications will not be considered. Offers must be submitted via email in WORD or PDF format only.**

1. **Cover Letter - a signed one-page cover letter referencing the Solicitation number and position title.** This letter must include a brief narrative demonstrating how their education, experience, and skills address the vacancy announcement requirements and selection factors listed in this solicitation.
2. Recent **curriculum vitae (CV) or resume.**
3. Form [AID 309-2](#), **“Offeror Information for Personal Services Contracts with Individuals”.**
4. List **three to five professional references**, who are not relatives or friends, who have knowledge of your work performance. Make sure to include previous supervisors and their contact information.

2. Offers must be received electronically by the closing date of **May 29, 2024 Close of Business local (Jerusalem) time 16:30**, as indicated in Section I, item 3, and submitted to the Points of Contact in Section I, using the following contact and email address:

**Human Resources Office, USAID West Bank & Gaza**  
**Email: [HRWBG@usaid.gov](mailto:HRWBG@usaid.gov)**

3. To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation number in the offer submission.

**IMPORTANT NOTES:**

- Please state where/how you learned of the position
- Incomplete application packages missing any of the above-mentioned documents will **NOT** be considered.
- Failure to address the minimum selection and/or evaluation factors may result in the offeror not receiving further consideration.
- Only electronic submissions will be considered. Hard copies will not be accepted.
- Only shortlisted applicants will be contacted.
- Nepotism /conflict of interest may result in disqualification of offerors depending on the circumstances.

**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 instructions about how to complete and submit the following forms as applicable.

1. Documents required for Health Certificate Medical History and Examination Form
2. Documents required for Security Clearance Procedure (Court certificate, Police certificate, Birth Certificate, Copy of ID, Copy of Passport, recent picture) (SF-85)

**VI. BENEFITS AND ALLOWANCES**

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

**1. BENEFITS:**

- Leave benefits (Annual Leave, Sick Leave, other authorized leave)
- Official holidays (U.S. and local)
- Local retirement/savings plan
- Education fund
- 13th-month bonus
- Vacation Bonus (Recuperation Pay/“Dmei Havra’a”):
- Holiday gift bonus
- Health Insurance (on a partially reimbursable basis)

**2. ALLOWANCES:**

- Transportation allowance
- Meal allowance

**VII. TAXES**

All Locally Employed staff (FSN/CCN) are required to pay income tax to the Government of Israel or the Palestinian Authority depending on their legal residency status. Income tax & Israeli

national Insurance will be deducted from the gross salary based on the employee’s legal status and credit points according to Israeli local labor Laws.

LE Staff who are U.S. citizens or U.S. permanent resident aliens (green card holders) are also required to meet U.S. income tax obligations and to participate in the U.S. Social Security System.

**I. USAID REGULATIONS, POLICIES, AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J** , “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at

<https://www.usaid.gov/ads/policy/300/aidar>

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> . Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

<b>Item No.</b>	<b>Supplies/Services (Description)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
<b>0001</b>	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	<b>1</b>	<b>LOT</b>	<b>\$ TBD</b>	<b>\$ TBD at Award after negotiations with Contractor</b>
<b>1001</b>	<b>Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	<b>1</b>	<b>LOT</b>	<b>\$ TBD</b>	<b>\$ TBD at Award after negotiations with Contractor</b>
<b>2001</b>	<b>Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	<b>1</b>	<b>LOT</b>	<b>\$ TBD</b>	<b>\$ TBD at Award after negotiations with Contractor</b>

3001	<b>Option Period 3 -                  Compensation, Fringe Benefits                  and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
4001	<b>Option Period 4 -                  Compensation, Fringe Benefits                  and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals are 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 and compliance with 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> .
  
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/work-usaid/personal-service-contracts-ombudsman> .  
 The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov) .

**EQUAL EMPLOYMENT OPPORTUNITY:**

USAID is an equal opportunity employer, ensuring that all employees can achieve their fullest potential and applicants for employment can compete on an equitable basis regardless of race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity.