



## OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS

The Privacy Act Statement is found at the end of this form.

<b>Section A – Offeror Information</b>				
1. Title of Proposed Offer	2. Grade of Proposed Offer	3. Offer Number		
4a. Last Name	4b. First and Middle Names			
5a. Mailing Address			6. Phone Numbers (include area code if within the United States of America)	
5b. City	5c. State	5d. Zip Code	6a. Daytime	
5e. Country (If not within the United States of America)			6b. Evening	
7. Email Address (if available)				
<b>Section B – Work Experience</b>				
Describe your paid and non-paid work experience related to this offer. Do not attach job descriptions.				
1. Job Title (if Federal, include series and grade)				
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary \$	per	5. Hours per week
6. Employer's Name and Address			7. Supervisor's Name and Phone Number	
			7a. Name	
			7b. Phone	
8. May we contact your current supervisor?    Yes <input type="checkbox"/> No <input type="checkbox"/>				
If we need to contact your current supervisor before making an offer, we will contact you first.				
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and offer number)				
<b>Section C – Additional Work Experience</b>				
1. Job Title (if Federal, please include series and grade)				
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary \$	per	5. Hours per week
6. Employer's Name and Address			7. Supervisor's Name and Phone Number	
			7a. Name	
			7b. Phone	
8. May we contact your current supervisor?    Yes <input type="checkbox"/> No <input type="checkbox"/>				
If we need to contact your current supervisor before making an offer, we will contact you first.				
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and offer number)				



### Privacy Act Statement

**Authority:** Foreign Assistance Act, Pub. L. 87-165, as amended; 48 CFR 37.104, Personal services contracts; 48 CFR Ch. 7, App. D, Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad.

**Purpose:** This form collects personal information on applicants for USAID personal services contracts and is used to evaluate your qualifications for an award under such personal services contracts. This form is only valid with an OMB Number displayed in accordance with 44 USC 3506(c)(1)(B)(iii)(V).

**Routine Uses:** The personal information is used to examine and evaluate your qualifications for an award of a specific personal services contract. The personal information is also used to determine the most appropriate candidate for such an award. The information may be shared outside of USAID to confirm your qualifications.

**Disclosure:** Providing personal information is voluntary. However, failure to provide any of the requested information may delay or prevent action on your application for an award of a personal services contract.

### Public Burden Statement

We estimate the public reporting burden for this collection is estimated to average sixty minutes per response, including time for reviewing instructions, searching existing data sources, gathering data and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the U.S. Agency for International Development (USAID), Office of Acquisition and Assistance, Policy Division, Washington, D.C. 20523-7800. Do not send offeror forms to this address; follow directions provided in the solicitation for Personal Services Contract.