



USAID
FROM THE AMERICAN PEOPLE

Request for Personal Service Contractor

United States Agency for International Development Bureau for Democracy, Conflict and Humanitarian Assistance Office of Food for Peace

Position Title: Administrative Assistant/Administrative Specialist
Solicitation Number: 72DFFP18R00005
Salary Level: GS-7 Equivalent (\$45,972 – 59,762)
GS-9 Equivalent (\$56,233 – \$73,105)
GS-10 Equivalent (\$61,926 - \$80,505)
(Includes Washington, D.C. locality pay)
Issuance Date: January 19, 2018
Closing Date: July 30, 2018
Closing Time: 4:00 P.M. EDT

This solicitation is continuous and ongoing with closing dates for the submission of applications for each of the two (2) review periods:

Review Period 1: March 14, 2018, 4:00 PM EDT

Review Period 2: July 30, 2018, 4:00 PM EDT

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Office of Food for Peace (FFP), is seeking applications from qualified U.S. citizens to provide personal services as an Administrative Assistant or Administrative Specialist 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:
(See sample resume on www.ffpjobs.com)

- (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

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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. Responses to the Quality Ranking Factors:** Each applicant's supplemental document must address the Quality Ranking Factors (QRFs) shown in the solicitation.
- 3. USPSC Application form AID 302-3:** Applicants are required to complete sections A through I. This form must be physically signed and scanned. **Electronic signatures will not be accepted.**

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. Registration information is available at www.sam.gov and further guidance will be provided to the selectee regarding DUNS and SAM registration.

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. FFP 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, scanned AID 302-2 form, and the supplemental document addressing the QRFs must be emailed to:

FFP PSC Recruitment Team

E-Mail Address: ffprecruitmentteam@usaid.gov

Any questions on this solicitation may be directed to FFP PSC Recruitment Team via the information provided above. Further guidance on applying, including a sample resume, can be found at www.ffpjobs.com.

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.

Sincerely,

Renee Newton
Contracting Officer

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1. **SOLICITATION NO.:** 72DFFP18R00005
2. **ISSUANCE DATE:** January 19, 2018
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** This solicitation is open and continuous through July 30, 2018. The following are the closing dates for each review period:

March 14, 2018, 4:00 P.M. EDT
July 30, 2018 4:00 P.M. EDT

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 FFP's discretion.

4. **POSITION TITLE:** Administrative Assistant/Administrative Specialist
5. **MARKET VALUE:** This position has been designated as a "tandem/ladder" position that, depending on the qualifications of the candidate, can be filled at the GS-7 (\$45,972 - \$59,762), GS-9 (\$56,233- \$73,105) or GS-10 (\$61,926 - \$80,505) equivalent level, including Washington, D.C. locality pay. USAID intends to fill this position at the entry GS-7 or GS-9 equivalent level. Final compensation will be negotiated within the listed market value of the GS-7, GS-9 or GS-10 level based upon the candidate's qualifications, previous relevant experience and work history, salary and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Candidates who live outside the Washington, D.C. area will be considered for employment, but relocation expenses will not be reimbursed.

NOTE CONCERNING MARKET VALUE: The applicant(s) chosen for the position will be recommended for hire at either the GS-7, or GS-9 level commensurate with his/her overall experience, training, and qualifications as determined by the FFP Selection Committee.

6. **ADVANCEMENT:** Those selected at the GS-7 level may advance to the GS-9 after one (1) year at the GS-7 level and an annual evaluation rating of "commendable" or "outstanding." Those selected at the GS-9 level may advance to the GS-10 after one (1) year at the GS-9 level and an annual evaluation rating of "commendable" or "outstanding." Those that advance to the GS-10 level are not subject to "Ladder Advancement" criteria above in the solicitation, but will be eligible for step increases within their grade with at least a "Fully Successful" rating in their annual performance evaluation.
7. **PERIOD OF PERFORMANCE:** Two (2) years, with three (3) option years
8. **PLACE OF PERFORMANCE:** Washington, D.C. with possible overseas and domestic travel
9. **MEDICAL CLEARANCE REQUIRED:** U.S. Department of State medical clearance

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10. SECURITY LEVEL REQUIRED: Secret level security clearance

11. AREAS OF CONSIDERATION: U.S. Citizen

12. STATEMENT OF WORK:

BACKGROUND

The Office of Food for Peace (FFP) in the U.S. Agency for International Development Bureau's for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. FFP annually provides close to \$2 billion of food assistance, including some 1.5 million tons or more of in-kind Title II food assistance valued at more than \$1.6 billion and reaching 46 million beneficiaries in 48 countries. Since 2010, FFP has complemented its provision of Title II in-kind food aid with a \$300 million Emergency Food Security Program (EFSP), which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market based approaches such as cash transfer or food voucher programs that facilitate access to food.

In addition to emergency response, FFP provides support for development food aid programs which aim to address the underlying causes of food security. Taken together, the in kind and cash based programs provide an impressive array of tools to combat hunger and malnutrition overseas. Programming is facilitated by state of the art early warning systems, a changing in kind food aid basket that includes more nutritious products, and a modern supply chain management system that allows for rapid movement of commodities. Programming approaches are evolving to focus increasingly on building the resilience of chronically vulnerable populations, especially those in arid lands who face increasing cycles of drought, and improving nutrition with a special focus on women and children under two.

Food for Peace works closely with many other parts of USAID, especially the Bureau for Food Security, which plays a key role in implementing the President's Feed the Future initiative, and the Office of U.S. Foreign Disaster Assistance, which leads on disaster response around the world. Food for Peace employs a staff of over 100 in Washington and also has officers posted abroad.

More Information on FFP is available at:

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

INTRODUCTION

The work of the Administrative Assistant/Administrative Specialist requires teamwork, self-motivation, discretion, sound judgment, strong customer service skills, and the ability to work well under stress. The incumbent must prioritize and follow up on his or her own actions without prompting, while assisting the Office Director, Deputy Director, or Administrative

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Support Team Leader with the myriad of administrative tasks. As a member of a highly supportive, customer-service oriented team, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent is highly flexible and willing to work under conditions of ongoing change and remains professional and respectful of colleagues and authority in a diverse workforce. The incumbent places a premium on building positive relationships with the team and with key stakeholders both in and outside of the Office. The incumbent is highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to constructive criticism in a professional manner.

13. CORE FUNCTIONAL AREAS OF RESPONSIBILITY:

The key functions of the Administrative Assistant/Administrative Specialist are to provide general administrative support to the Office Director, Deputy Director and/or Administrative Support Team Leader. The incumbent must have a demonstrated initiative and ability to manage competing demands by Food for Peace and work to find solutions to changing priorities. The incumbent must be able to coordinate with a range of senior level individuals, management and other Agencies, while serving as the initial point of contact for FFP management.

Under the direct supervision of the Director, Deputy Director or his/her designee, the Administrative Assistant will perform the following duties:

Administrative Assistant, GS-7 Equivalent level:

- Provide general administrative support such as scheduling and facilitating meetings, drafting meeting minutes, drafting and tracking memos, ensuring that action items are followed up, filing, correspondence control, and other administrative services as required;
- Review all outgoing correspondence/communications to ensure accuracy and proper formatting for the Food for Peace (FFP) Director/Deputy Director's clearance;
- Receive and maintain flow control of all visitors and telephone calls to the FFP Director/Deputy Director's office;
- Maintain the FFP Director/Deputy Director's calendar, schedule and make appointments with Mission-assigned staff and implementing partner personnel;
- Assist in the development of effective tracking systems for action requests for Senior Management review and approvals;
- Serve as the correspondence control officer for Food for Peace;
- Assemble briefing books and background materials for the FFP Director/Deputy Director prior to travel to monitor country program activities;

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- Coordinate special projects with FFP's divisions – Program and Operations Division, Geographic Divisions, and the Policy and Technical Division– and report out and ensure that the supervisor's priorities are shared with other divisions and teams;
- Assist FFP staff with general office support, to include assistance with equipment issues (phones, computers, copiers and printers), processing necessary facilities and Remedy requests; and records management responsibilities (vital records, archiving files, etc.); and
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of FFP programs. These placements shall not exceed three months.

Administrative Assistant, GS-9 Equivalent level:

- Provide general administrative support such as scheduling and facilitating meetings, drafting meeting minutes, drafting and tracking memos, ensuring that action items are followed up, filing, correspondence control, and other administrative services as required;
- Review all outgoing correspondence/communications to ensure accuracy and proper formatting for the Food for Peace (FFP) Director/Deputy Director's clearance;
- Receive and maintain flow control of all visitors and telephone calls to the FFP Director/Deputy Director's office;
- Maintain the FFP Director/Deputy Director's calendar, schedule and make appointments with Mission-assigned staff and implementing partner personnel;
- Assist in the development of effective tracking systems for action requests for Senior Management review and approvals;
- Serve as the correspondence control officer for Food for Peace;
- Respond to requests for information on FFP programs from other teams, divisions, and/or USAID regional offices, within established office guidelines;
- Assemble briefing books and background materials for the FFP Director/Deputy Director prior to travel to monitor country program activities;
- Coordinate special projects with FFP's divisions – Program and Operations Division, Geographic Divisions, and the Policy and Technical Division– and report out and ensure that the supervisor's priorities are shared with other divisions and teams;
- Assist FFP staff with general office support, to include assistance with equipment issues (phones, computers, copiers and printers), processing necessary facilities and Remedy requests; and records management responsibilities (vital records, archiving files, etc.);

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- Coordinate travel requirements and coverage for FFP’s Director and/or Deputy Director, in coordination with USAID’s travel agency, and prepare travel itineraries, visa applications, and country clearance requests;
- Provide administrative support to office staff, primarily supporting the deployment of approximately 70 non-USDH staff for emergency food aid assignments and participation in emergency food aid assessments, monitoring missions and Disaster Assistance Response Teams, by preparing and processing travel authorizations, travel vouchers, passport requests, visa requests, and country clearances;
- Provide personnel and administrative support for primarily program funded staff, including but not limited to, security clearances and revalidations, document processing, network account creation, space management, purchase card program activities (supply purchases), submitting personnel action requests; maintaining personnel lists and databases; and updating and maintain office contact lists and organizational charts;
- Provide knowledge management support such as tracking documents, lessons learned, and best practices across FFP programs and/or operations as required. Assist the teams in the creation and/or maintenance of information products in support of country programs;
- Provide orientation, training, and mentoring for new staff that have since on-boarded; communicate with supervisor to recognize good performance and communicate where performance needs to be improved; and
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of FFP programs. These placements shall not exceed three months.

Administrative Specialist, GS-10 Equivalent level:

- Provide knowledge management support such as tracking documents, lessons learned, and best practices across FFP programs and/or operations as required. Assist the teams in the creation and/or maintenance of information products in support of country programs;
- Review all outgoing correspondence/communications to ensure accuracy and proper formatting for the Food for Peace (FFP) Director/Deputy Director’s clearance;
- Liaise with the Bureau’s Front Office Administrative Support staff on travel and staffing priorities affecting FFP’s senior management team;
- Maintain the FFP Director/Deputy Director’s calendar, schedule and make appointments with Mission-assigned staff and implementing partner personnel;
- Coordinate travel requirements and coverage for FFP’s Director and/or Deputy Director, in coordination with USAID’s travel agency, and prepare travel itineraries, visa applications, and country clearance requests;

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- Prepare guidance documents for Administrative Assistants on office management processes;
- Respond to requests for information on FFP programs from other teams, divisions, and/or USAID regional offices, within established office guidelines;
- Assemble briefing books and background materials for the FFP Director/Deputy Director prior to travel to monitor country program activities;
- When applicable, accompany the Office Director and/or Deputy Director on official travel and serve as control officer for their travel arrangements, scheduling and additional needs;
- Coordinate closely with FFP's divisions – Program and Operations Division, Geographic Divisions, and the Policy and Technical Division– to attend meetings, report out and ensure that the supervisor's priorities are shared with other divisions and teams;
- Assist FFP staff with general office support, to include assistance with equipment issues (phones, computers, copiers and printers), processing necessary facilities and Remedy requests; and records management responsibilities (vital records, archiving files, etc.);
- Evaluate established program and operational support processes, and make recommendations to improve effectiveness within office policies and guidelines;
- Provide administrative support to office staff, primarily supporting the deployment of approximately 70 non-USDH staff for emergency food aid assignments and participation in emergency food aid assessments, monitoring missions and Disaster Assistance Response Teams, by preparing and processing travel authorizations, travel vouchers, passport requests, visa requests, and country clearances;
- Provide personnel and administrative support for primarily program funded staff, including but not limited to, security clearances and revalidations, document processing, network account creation, space management, purchase card program activities (supply purchases), submitting personnel action requests; maintaining personnel lists and databases; and updating and maintain office contact lists and organizational charts;
- Provide orientation, training, and mentoring for new staff that have since on-boarded; communicate with supervisor to recognize good performance and communicate where performance needs to be improved; and
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of FFP programs. These placements shall not exceed three months.

Supervisory Controls:

At the GS-7 or GS-9 levels, the incumbent will take direction from and support the work of the Office Director, Deputy Director or Administrative Team Leader. The Administrative Team

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Leader and the Division Chief within DCHA/FFP will provide direct supervision. The incumbent's supervisor will set the overall work objectives and the incumbent will consult with the Administrative Team Leader and/or Division Chief to develop deadlines, projects, and work to be performed.

At the GS-7 level, the incumbent works under the close supervision of the Deputy Director, Administrative Team Leader or Division Chief. With guidance from the supervisor, the incumbent plans and carries out successive steps and handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. The supervisor will evaluate work for technical soundness, appropriateness and conformity to policy requirements.

At the GS-9 level, the incumbent works under the close supervision of the Director, Administrative Team Leader or Division Chief and has greater latitude to carry out assignments. The supervisor sets overall objectives and works with the incumbent to develop deadlines, methodology, and work to be accomplished. The incumbent carries out assignments and consults with the supervisor on policy interpretations. The supervisor will evaluate work for technical soundness and effectiveness in meeting work objectives.

At the GS-10 level, the incumbent exercises significant independence and initiative in defining and carrying out duties, prioritizing overall objectives, and managing available resources. The supervisor sets overall objectives and works with the incumbent to develop deadlines, methodology, and work to be accomplished. With input from the Administrative Team Leader, Director and/or Division Chief, the incumbent interprets policy in terms of established objectives. The incumbent keeps his/her supervisor informed of progress in the achievement of objectives and advised of potentially controversial matters. The supervisor will evaluate work for technical soundness and effectiveness in meeting work objectives.

Guidelines:

At the GS-7, GS-9 and GS-10 levels, pertinent sources of information consist of the USAID Automated Directives System (ADS), AIDAR, Acquisition and Assistance Policy Directives, Contract Information Bulletins, FFP funding rules and regulations, the Farm Bill Foreign Assistance Act, other legislative initiatives, FFP issued guidelines and information bulletins, USAID Agency and DCHA Bureau rules and regulations.

At the GS-7 level and GS-9 levels, guidelines are available, but may not be applicable to the specific work. The incumbent is responsible for using judgment in interpreting and adapting guidelines, such as agency regulations, policies, and precedents. Analysis and recommendations for change must be submitted to the supervisor. The incumbent will follow agency guidelines when completing and assisting with general office support, to include assistance with equipment issues (phones, computers, copiers and printers). The incumbent may make recommendations to the supervisor regarding how to make improvements in internal FFP processes and relationships with other responsible parties.

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At the GS-10 level, guidelines are available, but are subject to interpretation in light of policies and precedents based on guidance from the supervisor. The incumbent exercises judgment to determine the application of current legislative provisions and executive policies to assigned responsibilities. The incumbent is expected to identify inefficiencies or inconsistencies that serve as barriers to the accomplishment of assigned tasks and report them to the Director, Division Chief and/or Administrative Team Leader.

Complexity:

At the GS-7, GS-9 or GS-10 levels, the incumbent undertakes a wide range of duties that require the exercise of judgment, interpretation of policies and practices, and their relevance to a new problem or situation. The incumbent must work with a range of people from the Program Operations Division, Policy & Technical Division, Geographic Division, as well as the Bureau's Front Office, field personnel, implementing partners and other bureaus within USAID.

At the GS-7 and GS-9 levels, the incumbent employs administrative services in order to support accomplishing objectives set by the Director, Deputy Director and/or Administrative Team Leader. The incumbent must collaborate with a range of people from FFP to assemble briefing books and background materials for Senior Management prior to travel to monitor country program activities. Decisions and actions to be taken depend on the assessment of unusual circumstances and incomplete information, planning of work, or refinement of techniques or methods to be used. The selection of methodology to be used and the results of analysis are subject to review by the supervisor.

At the GS-10 level, the incumbent applies his/her depth and breadth of knowledge and experience to improve the functions and duties of senior management in Food for Peace. The incumbent will also prepare guidance documents for Administrative Assistants on office management processes. The recommended changes will be consistent with existing legislative, regulatory, and policy guidelines, but may require the formulation and application of new approaches and methodologies. The incumbent will be responsible for originating new techniques, establishing criteria, and developing new information on personnel and administrative support duties.

Scope and Effect:

At the GS-7 and GS-9 levels, work typically includes maintaining the Director/Deputy Director's calendar, schedule and making appointments with Mission-assigned staff and implementing partner personnel. The incumbent supports the Deputy Director and/or Administrative Team Leader in his/her analysis of administrative needs in Washington and the field. The incumbent drafts information products and assists with the preparation of training materials and presentations. The incumbent assists in assembling briefing books and background materials prior to travel, to monitor country program activities, at the supervisor's discretion. The incumbent assists office staff members with general support, to include assistance with equipment issues and processing necessary facilities and Remedy requests with the Bureau's Administrative Management Services (AMS) Officer.

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At the GS-10 level, the incumbent establishes criteria, formulates projects, assesses personnel management effectiveness, or analyzes a variety of administrative related conditions, problems, or questions, the results of which affect a range of agency activities. The incumbent identifies correspondence problems and analyzes the effectiveness of existing processes and procedures, making recommendations to his or her supervisor. The incumbent assists in the development of effective tracking systems for action requests for Senior Management review and approvals. The incumbent must determine the feasibility of various approaches to define concepts and criteria for future administrative and office management needs for FFP. The incumbent advises FFP leadership on new guidelines, protocols and procedures.

Personal Contacts:

At the GS-7 or GS-9 levels, contacts are with individuals or groups outside of USAID in a moderately unstructured setting. The incumbent will coordinate closely with FFP/Washington, FFP field staff, the DCHA Front Office, Administrative Management Services (AMS), the Office of Security (SEC), and Headquarters Management Division (HMD) to track the status of activities. Contacts may include a variety of staff, specialists, managers, officials, or groups from outside of USAID, where the purpose and extent of contacts are usually different. The role and authority of each party is identified and developed during the course of the contact.

At the GS-10 level, the incumbent will work to plan, coordinate, advise on work efforts, and resolve operating problems. The incumbent will coordinate closely with FFP/Washington, FFP field staff, USAID Missions, U.S. Embassies, Administrative Management Services (AMS), the Legislative and Public Affairs (LPA) Bureau, and Headquarters Management Division (HMD) to plan, coordinate, and track the status of requests and activities. The incumbent will closely work with the DCHA Front Office staff who support the Assistant Administrator and Deputy Assistant Administrators.

Purpose of Contacts:

At the GS-7, GS-9 or GS-10 levels, the incumbent must justify, defend, negotiate and settle matters involving controversial issues among decision makers who make changes to a range of policies applied to personnel support management needs. The people contacted by the incumbent typically have diverse viewpoints, goals and objectives including U.S. Government agencies (State Department, U.S. Department of Agriculture, Public Information Organizations, etc.). The incumbent is required to achieve a common understanding among the various parties and propose satisfactory solutions that address their various objectives. The incumbent provides interpretations of existing policy or the provision and makes recommendations to change policy to improve the execution of personnel management and administrative support needs in FFP/Washington.

14. WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is primarily performed in an office setting. The requirement for field trip assignments to provide administrative support to meetings or conferences may expose the successful candidate to difficult working surroundings and security risks during the course of travel.

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The work is generally sedentary and does not pose undue physical demands. 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 moderate heavy items (less than 50 pounds).

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

15. POINT OF CONTACT: See Cover Letter.

* **Application Process:** Applicants must indicate in their application the solicitation number to which they are applying for in their initial two-year base contract.

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MINIMUM REQUIREMENTS FOR THE POSITION

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

A. Minimum Qualifications: 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 the GS-7 Level:

A High School Diploma with four (4) years of work experience of which two (2) years must have been spent performing duties related to those described in the above scope of work, with demonstrated increased responsibility;

OR

A Bachelor's Degree with one (1) year of work experience performing a range of administrative or program support duties similar to those outlined in the scope of work;

AND

Demonstrated experience proofreading, drafting and managing correspondence.

At the GS-9 Level:

A High School Diploma with five (5) years of work experience of which three (3) years must have been spent performing duties related to those described in the above scope of work, with demonstrated increased responsibility;

OR

A Bachelor's Degree with two (2) years of work experience performing a range of administrative or program support duties similar to those outlined in the scope of work, in which six (6) months must be in the field of international development;

OR

A Master's Degree with one (1) year of work experience performing a range of administrative or program support duties similar to those outlined in the scope of work, in which six (6) months must be in the field of international development;

AND

Demonstrated experience proofreading, drafting and managing correspondence.

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At the GS-10 Level:

A High School Diploma with six (6) years of work experience of which four (4) years must have been spent performing duties related to those described in the above scope of work, with demonstrated increased responsibility;

OR

A Bachelor's Degree with three (3) years of work experience performing a range of administrative or program support duties similar to those outlined in the scope of work, in which one (1) year must be in the field of international development;

OR

A Master's Degree with two (2) year of work experience performing a range of administrative or program support duties similar to those outlined in the scope of work, in which one (1) year must be in the field of international development;

AND

Demonstrated experience proofreading, drafting and managing correspondence.

B. Selection Factors:

Applicants must possess the minimum qualifications for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position. Selection factors include:

- Applicant is a U.S. Citizen;
- Submission of a current resume, with complete contact information. See cover page for resume requirements;
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs);
- USPSC Application form AID 302-3. Applicants are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted;
- Ability to obtain and maintain a Secret level security clearance within nine months following the job offer acceptance;
- Ability to obtain a Department of State medical clearance within a six-month period;
- Satisfactory verification of academic credentials; and
- Must not appear as an excluded party in the System for Award Management (SAM.gov).

Applicants not meeting minimum qualifications will not be evaluated further.

QUALITY RANKING FACTORS (ORFs)

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on the Quality Ranking Factors (QRFs) listed below. Applicants are strongly encouraged to address each of the factors, in 500 words or less, on a separate sheet

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describing specifically and accurately the experience, training, and/or education they have that is relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page.

- Demonstrated knowledge of administrative concepts and practices and ability to apply and adapt that knowledge in a fast pace environment. (20 points)
- Demonstrated experience establishing and maintaining effective relationships with a variety of high level individuals, across organizational structures. (20 points)
- Demonstrated ability and willingness to take on new tasks with minimal instruction and ability to research solutions independently. (15 points)
- Demonstrated experience in managing office operations, including but not limited to travel coordination, document control and special events/projects. (10 points)
- Demonstrated ability to prepare clear and concise briefing and background materials. (5 points)

Total Possible QRF Points: 70 points

Total Possible Interview Points: 30 points

Satisfactory Professional Reference Checks – Pass/Fail

Total Possible Points: 100

BASIS OF RATING: Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the Quality Ranking Factor (QRF) response. Those applicants determined to be competitively ranked will also be evaluated on interview performance and satisfactory professional reference checks.

Applicants are required to address each of the QRFs on a separate sheet describing specifically and accurately what experience, education, and/or training they have received that are relevant to each factor. 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 will be interviewed and may be required to provide a writing sample. FFP will not pay for any expenses associated with the interviews. Professional references and academic credentials may be evaluated for applicants being considered for selection. FFP reserves the right to select additional candidates to fill possible future vacant positions.

NOTE: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant.

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DOCUMENT SUBMITTALS:

Where and How to Apply

Applications must be **received** by the closing date and time at the address specified in the cover letter via email: ffprecrruitmentteam@usaid.gov.

Qualified individuals are **required** to submit:

1. **Complete, current resume.** See cover page for resume requirements.
2. **Supplemental document specifically addressing the QRFs** shown in the solicitation.
3. **USPSC Application form AID 302-3.** Applicants are required to complete sections A through I. This form must be physically signed. **Electronic signatures will not be accepted.**

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 and the position you are applying for** on your application, and as the subject line in any email.

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.

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

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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 and FAR 52.204-7, System for Award Management at https://www.acquisition.gov/far/current/html/52_200_206.html or www.sam.gov.

Interested applicants are highly encouraged to initiate the registration process early in the application stage to avoid any delays during contract award.

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. Complete, current resume.
2. Supplemental Document addressing QRFs.
3. USPSC Application Form, (AID 302-3).
4. Medical History and Examination Form (DS-6561).
5. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
6. Questionnaire for Non-Sensitive Positions (SF-85).
7. Finger Print Card (FD-258).
8. Employment Eligibility Verification (I-9 Form).

****Forms 4-7 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 to determine

which CIBs and AAPDs apply to this contract.

ADS 309 – Personal Services Contracts can be found at: <https://www.usaid.gov/sites/default/files/documents/1868/309.pdf>

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

AAPD 15-02 – AUTHORIZATION OF FAMILY AND MEDICAL LEAVE FOR U.S. PERSONAL SERVICES CONTRACTORS (USPSCs)

AAPD No. 15-02 is hereby incorporated as Attachment 2 to the solicitation.

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FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS**

FAR Clause 52.222-50 is hereby incorporated as Attachment 3 to the solicitation.

BENEFITS/ALLOWANCES/TAXES:

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

BENEFITS:

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

ALLOWANCES (if Applicable) *

The following allowances may be provided for PSCs located in foreign countries using rates prescribed under the Department of State Standardized Regulations (Government Civilian Foreign areas) available at <https://aoprals.state.gov/>:

- 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
- 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

MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006) (AAPD06-10)

- (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 following such an issuance. The contractor must promptly file a claim with his or her medevac

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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).

(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)

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and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

[END PROVISION]

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ATTACHMENT 2

AUTHORIZATION OF FAMILY AND MEDICAL LEAVE FOR U.S. PERSONAL SERVICES CONTRACTORS (USPSCs)

GP 5. LEAVE AND HOLIDAYS (DEC 2017)

(Pursuant to class deviation #M/OAA-DEV-AIDAR-18-1c)

(a) Annual Leave

(1) The contractor is not entitled to annual leave if the period of performance of this contract is 90 days or less. If the contract period of performance is more than 90 days, the contractor shall earn annual leave as of the start date of the contract period of performance as specified in paragraph (2) below.

(2) The contractor shall accrue annual leave based on the contractor's time in service according to the following table:

Time in Service	Annual Leave (AL) Accrual Calculation
0 to 3 years	Four hours of leave for each two week period
over 3, and up to 15 years	Six hours of AL for each two week period (including 10 hours AL for the final pay period of a calendar year)
over 15 years	Eight hours of AL for each two week period

USAID will calculate the contractor's time in service based on all the previous service performed by the contractor as a: 1) USAID PSC (i.e., the contractor has served under any USAID personal services contracts of any duration covered by Sec. 636(a)(3) of the FAA or other statutory provision applicable to USAID); and/or 2) former U.S. Government (USG) direct-hire, under either civilian and/or military service.

(3)

(i) AL is provided under this contract for the purposes of affording necessary rest and recreation during the period of performance. The contractor, in consultation with the USAID Mission or USAID/Washington, as appropriate, shall develop an AL schedule early in the contractor's period of performance, taking into consideration project requirements, employee preference, and other factors. All AL earned by the contractor must be used during the contractor's period of performance. All AL earned by the contractor, but not taken by the end of the contract, will be forfeited. However, to prevent forfeiture of AL, the Contracting Officer may approve the contractor taking AL during the concluding weeks of the contractor's period of performance.

(ii) As an exception to 3(i) above, the contractor may receive a lump-sum payment for leave not taken. To approve this exception, the contractor's supervisor must provide the Contracting Officer with a signed, written Determination and Findings (D&F). The D&F must set out the facts and circumstances that prevented the contractor from taking AL,

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and the Contracting Officer must find that these facts and circumstances were not caused by, or were beyond the control of, the contractor. This leave payment must not exceed the number of days which could be earned by the contractor during a twelve-month period.

(4) With the approval of the Mission Director or cognizant AA, as appropriate, and if the circumstances warrant, a Contracting Officer may grant the contractor advance AL in excess of the amount earned, but in no case may the Contracting Officer grant advance AL in excess of the amount earned in one year or over the life of the contract, whichever is less. The contractor agrees to reimburse USAID for any outstanding balance of advance AL provided during the contractor's assignment under the contract.

(5) Applicants for PSC positions will provide evidence of their PSC and/or USG direct-hire service - civilian and/or military experience, as applicable, on their signed and dated application form required under USAID policy. By signing the appropriate form, the applicant attests to the accuracy of the information provided. Any applicant providing incorrect information is subject to the penalty provisions in the form. If required to satisfy due diligence requirements on behalf of the Contracting Officer, the contractor may be required to furnish evidence that verifies length of service, e.g., SF 50, DD Form 214, and/or signed contracts.

(b) Sick Leave.

The contractor may use sick leave on the same basis and for the same purposes as USAID U.S. direct hire employees. Sick leave is earned at a rate not to exceed four (4) hours every two (2) weeks for a total of 13 work-days per year. Unused sick leave may be carried over under an extension or renewal of this contract with the same individual for the same work. Otherwise, sick leave will not be carried over from one post to another or from one contract to another. The contractor will not be compensated for unused sick leave upon completion of this contract.

(c) Home Leave.

(1) Home leave is leave earned for service abroad for use only in the U.S., its commonwealths, possessions and territories.

(2) A USPSC who has served at least two years overseas at the same USAID Mission, under the same contract, as defined in paragraph (c)(4) below, and has not taken more than 30 work days leave (annual, sick or LWOP) in the U.S. may be granted home leave in accordance with the following:

- (i) if the USPSC returns to the same overseas post upon completion of home leave for an additional two (2) years under the same contract, the USPSC will receive home leave, to be taken at one time, for a period of 30 work days; or
- if the USPSC returns to the same overseas post upon completion of home leave for such shorter period of not less than one year, as approved in writing by the Mission Director

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prior to the USPSC's departure on home leave, the USPSC will receive home leave, to be taken at one time, for a period of 30 work days.

(ii) if the USPSC is returning to a different USAID Mission under a USAID personal services contract immediately following completion of the USPSC's home leave, for an additional two (2) years under contract, or for such shorter period of not less than one (1) year, as approved by the Mission Directors of the "losing" and "gaining" Missions, the contractor will receive home leave, to be taken at one time, for a period of not more than 20 work days. When the PSC is returning to a different USAID Mission, the former Mission will pay for the home leave regardless of what country the PSC will be working in following the home leave;

(iii) if home leave eligibility is based on (c)(2)(ii) above, the USPSC must submit written verification to the losing Mission at the time home leave is requested that the USPSC has accepted a USAID personal services contract at another USAID Mission following completion of the home leave;

(iv) travel time by the most direct route is authorized in addition to the number of work days authorized for home leave;

(v) home leave must be taken in the U.S., its commonwealths, possessions or territories, and any days spent elsewhere will be charged to annual leave (AL.) If the PSC does not have accrued AL, the PSC will be placed on LWOP.

(vi) if the PSC does not complete the additional service required under (c)(2)(i) or (ii) (that the Contracting Officer finds are other than for reasons beyond the PSC's control), the cost of home leave, travel and transportation and any other related costs must be repaid by the PSC to the Government.

(3) Notwithstanding the requirement in paragraph (c)(2) above, that the USPSC must have served two (2) years overseas under personal services contract with the same Mission to be eligible for home leave, the USPSC may be granted advance home leave subject to all of the following conditions:

(i) Granting of advanced home leave would in each case serve to advance the attainment of the objectives of this contract; and

(ii) The USPSC has served a minimum of 18 months in the Cooperating Country under this contract; and

(iii) The USPSC agrees to return to the Cooperating Country to serve out the remaining time necessary to meet two (2) years of service overseas, plus an additional two (2) years under the current contract or under a new contract for the same or similar services at the same Mission. If approved in advance by the Mission Director, the USPSC may return to serve out any remainder of the two (2) year requirement for service overseas, plus an

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additional period of not less than one (1) year under the current contract or under a new contract for the same or similar services at the same Mission.

(4) The period of service overseas required under paragraph (c)(2), or paragraph (c)(3) above, will include the actual days in orientation in the U.S. (less language training). The actual days overseas begin on the date of arrival in the cooperating country inclusive of authorized delays enroute. Allowable annual and sick leave taken while overseas, but not LWOP, shall be included in the required period of service overseas. An amount equal to the number of days of annual and sick leave taken in the U.S., its commonwealths, possessions or territories will be added to the required period of service overseas.

(5) Salary during the travel to and from the U.S., for home leave will be limited to the time required for travel by the most expeditious air route. Except for reasons beyond the USPSC's control as determined by the Contracting Officer, the USPSC must return to duty after home leave and complete the additional required service or be responsible for reimbursing USAID for payments made during home leave. Unused home leave is not reimbursable under this contract, nor can it be taken incrementally in separate time periods.

(6) Home leave must be taken at one time, and to the extent deemed necessary by the Contracting Officer, an USPSC in the U.S., on home leave may be authorized to spend not more than five (5) days in work status for consultation at USAID/Washington before returning to post. Consultation at locations other than USAID/Washington as well as any time in excess of five (5) days spent for consultation must be approved by the Mission Director or the Contracting Officer.

(d) Home Leave for Qualifying Posts (HLQP).

USPSCs who ordinarily qualify for home leave and have completed a 12-month assignment at one of the USAID qualifying posts (currently Iraq, Afghanistan and Pakistan) are entitled to take ten (10) workdays of leave in addition to the home leave an USPSCs is normally entitled to under the contract in accordance with sub-paragraphs (c)(1) - (6) above. This additional home leave is provided pursuant to an amendment to the Foreign Service Act of 1980 signed by the President on June 15, 2006.

There is no requirement that an eligible USPSC take this additional leave; it is for optional use by the USPSC. If an eligible USPSC elects to take HLQP, the USPSC must take ten (10) workdays of home leave. If the USPSC is returning to the United States and not returning overseas to the same or different USAID Mission, HLQP will not apply.

This new home leave policy is also extended to qualifying **Third-Country National PSCs (TCNPSCs)** who have an approved exception under AIDAR Appendix J, sec. 4(c)(2)(ii)(B), to apply specific provisions from AIDAR Appendix D, and whose contract includes this General Provision. However, TCNPSCs will be granted "country leave" vice home leave. The application, requirements, and restrictions will be the same as for USPSCs, but the time taken by a TCNPSC will be taken in the TCNPSC's home country or country of recruitment rather than in the United States, its commonwealths and territories.

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(e) Holidays and Excused Absences. The contractor shall be entitled to all holidays and or excused absences granted by the USAID to U.S. direct-hire employees.

(f) Military Leave. Military leave of not more than 15 calendar days in any calendar year may be granted to a contractor who is a reservist of the U.S. Armed Forces. The contractor must provide advance notice of the pending military leave to the Contracting Officer or the Mission Director as soon as known. A copy of any such notice must be part of the contract file.

(g) Leave Without Pay (LWOP). LWOP may be granted only with the written approval of the Contracting Officer or Mission Director, unless a USPSC is requesting for such leave for family and leave purposes under paragraph (i) below.

(h) Compensatory Time. Compensatory time leave may be granted only with the written approval of the Contracting Officer or Mission Director in rare instances when it has been determined absolutely essential and used under those guidelines which apply to USAID U.S. direct-hire employees.

(i) Family and Medical Leave (FML)

(1) USAID provides family and medical leave (FML) for eligible USPSCs working within the U.S., or any Territories or possession of the United States, in accordance with Title I of the Family and Medical Leave Act of 1993, as amended, and as administered by the Department of Labor under [29 CFR 825](#). USAID is also extending FML to eligible USPSCs working outside the U.S., or any Territories or possession of the U.S., in accordance with this paragraph (i) as a matter of policy discretion.

(2) FML only applies to USPSCs, not any other type of PSC.

(3) To be eligible for FML, a USPSC must have been employed (i) for at least 12 months by USAID; and (ii) for at least 1,250 hours of service with USAID during the previous 12-month period. The specific eligibility criteria and requirements are provided in USAID policy.

(4) In accordance with [29 CFR 825.200\(a\)](#) and USAID policy, an eligible USPSC may take up to 12 workweeks of leave under FMLA, Title I, in any 12-month period for the following reasons:

- (a) The care of the USPSC's newborn child.
- (b) The care of the USPSC's newly placed adopted or foster care child.
- (c) The care of the USPSC's spouse, child or parent with a serious health condition.
- (d) The USPSC's own serious health condition.
- (e) A qualifying exigency arising from the USPSC's spouse, child or parent in active duty military status.
- (f) Other qualifying exigencies as determined by the Department of Labor.

(5) In accordance with 29 CFR Part 825.207, the USPSC may take LWOP for FML purposes. However, the USPSC may choose to substitute LWOP with accrued paid leave, including accrued annual or sick leave, or compensatory time earned under this contract. If

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the USPSC does not choose to substitute accrued paid leave, the CO, in consultation with the USPSC's supervisor, may require the USPSC to substitute accrued paid leave for LWOP. The CO must verify the accuracy of the USPSC's accrued paid leave request and obtain the required certifications for approval of FML in accordance with the stated USAID policy.

(6) FML is not authorized for any period beyond the completion date of this contract.

(7) When requesting FML, the USPSC must demonstrate eligibility to the USPSC's supervisor by completing USAID's FML request forms, including certifications and other supporting documents required by USAID policy.

(8) The U.S. Department of Labor's (DOL's) [Wage and Hour Division \(WHD\) Publication 1420](#) explains the FMLA's provisions and provides information concerning procedures for filing complaints for violations of the Act.

(j) Leave Records. The contractor shall maintain current leave records for himself/herself and make them available, as requested by the Mission Director or the Contracting Officer.

[END PROVISION]

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ATTACHMENT 3

52.222-50 COMBATING TRAFFICKING IN PERSONS (MAR 2015)

(a) *Definitions.* As used in this clause

Agent means any individual, including a director, an officer, an employee, or an independent contractor, authorized to act on behalf of the organization.

Coercion means-

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

Commercial sex act means any sex act on account of which anything of value is given to or received by any person.

Commercially available off-the-shelf (COTS) item means-

- (1) Any item of supply (including construction material) that is-
 - (i) A commercial item (as defined in paragraph (1) of the definition at FAR Solicitation 2.101);
 - (ii) Sold in substantial quantities in the commercial marketplace; and
 - (iii) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace; and
- (2) Does not include bulk cargo, as defined in 46 U.S.C. 40102(4), such as agricultural products and petroleum products.

Debt bondage means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

Employee means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

Forced Labor means knowingly providing or obtaining the labor or services of a person-

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

Involuntary servitude includes a condition of servitude induced by means of-

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- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

Severe forms of trafficking in persons means-

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Sex trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

Subcontract means any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract.

Subcontractor means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.

United States means the 50 States, the District of Columbia, and outlying areas.

(b) *Policy*. The United States Government has adopted a policy prohibiting trafficking in persons including the trafficking-related activities of this clause. Contractors, contractor employees, and their agents shall not-

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract;
- (3) Use forced labor in the performance of the contract;
- (4) Destroy, conceal, confiscate, or otherwise deny access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
- (5)(i) Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work;
(ii) Use recruiters that do not comply with local labor laws of the country in which the recruiting takes place;
- (6) Charge employees recruitment fees;
- (7)(i) Fail to provide return transportation or pay for the cost of return transportation upon the end of employment-

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(A) For an employee who is not a national of the country in which the work is taking place and who was brought into that country for the purpose of working on a U.S. Government contract or subcontract portions of contracts performed outside the United States); or

(B) For an employee who is not a United States national and who was brought into the United States for the purpose of working on a U.S. Government contract or subcontract, if the payment of such costs is required under existing temporary worker programs or pursuant to a written agreement with the employee (for portions of contracts performed inside the United States); except that-

(ii) The requirements of paragraphs (b)(7)(i) of this clause shall not apply to an employee who is- (A) Legally permitted to remain in the country of employment and who chooses to do so; or (B) Exempted by an authorized official of the contracting agency from the requirement to provide return transportation or pay for the cost of return transportation;

(iii) The requirements of paragraph (b)(7)(i) of this clause are modified for a victim of trafficking in persons who is seeking victim services or legal redress in the country of employment, or for a witness in an enforcement action related to trafficking in persons. The contractor shall provide the return transportation or pay the cost of return transportation in a way that does not obstruct the victim services, legal redress, or witness activity. For example, the contractor shall not only offer return transportation to a witness at a time when the witness is still needed to testify. This paragraph does not apply when the exemptions at paragraph (b)(7)(ii) of this clause apply.

(8) Provide or arrange housing that fails to meet the host country housing and safety standards; or

(9) If required by law or contract, fail to provide an employment contract, recruitment agreement, or other required work document in writing. Such written work document shall be in a language the employee understands. If the employee must relocate to perform the work, the work document shall be provided to the employee at least five days prior to the employee relocating. The employee's work document shall include, but is not limited to, details about work description, wages, prohibition on charging recruitment fees, work location(s), living accommodations and associated costs, time off, roundtrip transportation arrangements, grievance process, and the content of applicable laws and regulations that prohibit trafficking in persons.

(c) *Contractor requirements.* The Contractor shall-

(1) Notify its employees and agents of-

(i) The United States Government's policy prohibiting trafficking in persons, described in paragraph (b) of this clause; and

(ii) The actions that will be taken against employees or agents for violations of this policy. Such actions for employees may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and

(2) Take appropriate action, up to and including termination, against employees, agents, or subcontractors that violate the policy in paragraph (b) of this clause.

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(d) Notification.

(1) The Contractor shall inform the Contracting Officer and the agency Inspector General immediately of- (i) Any credible information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, subcontractor employee, or their agent has engaged in conduct that violates the policy in paragraph (b) of this clause (see also 18 U.S.C. 1351, Fraud in Foreign Labor Contracting, and 52.203-13(b)(3)(i)(A), if that clause is included in the solicitation or contract, which requires disclosure to the agency Office of the Inspector General when the Contractor has credible evidence of fraud); and (ii) Any actions taken against a Contractor employee, subcontractor, subcontractor employee, or their agent pursuant to this clause.

(2) If the allegation may be associated with more than one contract, the Contractor shall inform the contracting officer for the contract with the highest dollar value.

(e) Remedies. In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), (g), (h), or (i) of this clause may result in-

(1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;

(2) Requiring the Contractor to terminate a subcontract;

(3) Suspension of contract payments until the Contractor has taken appropriate remedial action;

(4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;

(5) Declining to exercise available options under the contract;

(6) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or

(7) Suspension or debarment.

(f) Mitigating and aggravating factors. When determining remedies, the Contracting Officer may consider the following:

(1) Mitigating factors. The Contractor had a Trafficking in Persons compliance plan or an awareness program at the time of the violation, was in compliance with the plan, and has taken appropriate remedial actions for the violation, that may include reparation to victims for such violations.

(2) Aggravating factors. The Contractor failed to abate an alleged violation or enforce the requirements of a compliance plan, when directed by the Contracting Officer to do so.

(g) Full cooperation.

(1) The Contractor shall, at a minimum-

(i) Disclose to the agency Inspector General information sufficient to identify the nature and extent of an offense and the individuals responsible for the conduct;

(ii) Provide timely and complete responses to Government auditors' and investigators' requests for documents;

(iii) Cooperate fully in providing reasonable access to its facilities and staff (both inside and outside the U.S.) to allow contracting agencies and other responsible Federal agencies to conduct audits, investigations, or other actions to ascertain

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compliance with the Trafficking Victims Protection Act of 2000 (22 U.S.C. chapter 78), E.O. 13627, or any other applicable law or regulation establishing restrictions on trafficking in persons, the procurement of commercial sex acts, or the use of forced labor; and

(iv) Protect all employees suspected of being victims of or witnesses to prohibited activities,

(2) The requirement for full cooperation does not foreclose any Contractor rights arising in law, the FAR, or the terms of the contract. It does not-

(i) Require the Contractor to waive its attorney-client privilege or the protections afforded by the attorney work product doctrine;

(ii) Require any officer, director, owner, employee, or agent of the Contractor, including a sole proprietor, to waive his or her attorney client privilege or Fifth Amendment rights; or

(iii) Restrict the Contractor from-

(A) Conducting an internal investigation; or

(B) Defending a proceeding or dispute arising under the contract or related to a potential or disclosed violation.

(h) *Compliance plan.*

(1) This paragraph (h) applies to any portion of the contract that-

(i) Is for supplies, other than commercially available off-the-shelf items, acquired outside the United States, or services to be performed outside the United States; and

(ii) Has an estimated value that exceeds \$500,000.

(2) The Contractor shall maintain a compliance plan during the performance of the contract that is appropriate-

(i) To the size and complexity of the contract; and

(ii) To the nature and scope of the activities to be performed for the Government, including the number of non-United States citizens expected to be employed and the risk that the contract or subcontract will involve services or supplies susceptible to trafficking in persons.

(3) Minimum requirements. The compliance plan must include, at a minimum, the following:

(i) An awareness program to inform contractor employees about the Government's policy prohibiting trafficking-related activities described in paragraph (b) of this clause, the activities prohibited, and the actions that will be taken against the employee for violations. Additional information about Trafficking in Persons and examples of awareness programs can be found at the Web site for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/j/tip/>.

(ii) A process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking in persons, including a means to make available to all employees the hotline phone number of the Global Human Trafficking Hotline at 1-844-888-FREE and its email address at help@befree.org.

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(iii) A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.

(iv) A housing plan, if the Contractor or subcontractor intends to provide or arrange housing, that ensures that the housing meets host-country housing and safety standards.

(v) Procedures to prevent agents and subcontractors at any tier and at any dollar value from engaging in trafficking in persons (including activities in paragraph (b) of this clause) and to monitor, detect, and terminate any agents, subcontracts, or subcontractor employees that have engaged in such activities.

(4) Posting.

(i) The Contractor shall post the relevant contents of the compliance plan, no later than the initiation of contract performance, at the workplace (unless the work is to be performed in the field or not in a fixed location) and on the Contractor's Web site (if one is maintained). If posting at the workplace or on the Web site is impracticable, the Contractor shall provide the relevant contents of the compliance plan to each worker in writing.

(ii) The Contractor shall provide the compliance plan to the Contracting Officer upon request.

(5) Certification. Annually after receiving an award, the Contractor shall submit certification to the Contracting Officer that-

(i) It has implemented a compliance plan to prevent any prohibited activities identified at paragraph (b) of this clause and to monitor, detect, and terminate any agent, subcontract or subcontractor employee engaging in prohibited activities; and

(ii) After having conducted due diligence, either-

(A) To the best of the Contractor's knowledge and belief, neither it nor any of its agents, subcontractors, or their agents is engaged in any such activities; or

(B) If abuses relating to any of the prohibited activities identified in paragraph (b) of this clause have been found, the Contractor or subcontractor has taken the appropriate remedial and referral actions.

(i) *Subcontracts.*

(1) The Contractor shall include the substance of this clause, including this paragraph (i), in all subcontracts and in all contracts with agents. The requirements in paragraph (h) of this clause apply only to any portion of the subcontract that-

(A) Is for supplies, other than commercially available off-the-shelf items, acquired outside the United States, or services to be performed outside the United States; and

(B) Has an estimated value that exceeds \$500,000.

(2) If any subcontractor is required by this clause to submit a certification, the Contractor shall require submission prior to the award of the subcontract and annually thereafter. The certification shall cover the items in paragraph (h)(5) of this clause.

(End of clause)