



Request for Personal Services Contractor

USAID Office of Transition Initiatives

Position Title: USAID/DCHA/PPM Administrative Specialist – Washington, DC
(Multiple Positions)
Solicitation Number: SOL-OTI-16-000033
Salary Level: GS-9 Equivalent: \$53,435 - \$69,460
GS-11 Equivalent: \$64,650 - \$84,044
Issuance Date: May 25, 2016
Closing Date: June 9, 2016
Closing Time: 5:00 P.M. Eastern Time

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as an **Administrative Specialist** under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete resume. In order to fully evaluate your application, your resume must include:
 - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas 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 and email) of your current and/or previous supervisor(s).
 - (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
 - (e) U.S. Citizenship.

Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. If you do not specify which grade level(s), your application will be considered at the lower grade level. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

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2. Supplemental document specifically addressing:

Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

NOTE: The Evaluation Factors are worth 60 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the EFs must be mailed or emailed to:

Office of Transition Initiatives
529 14th Street, NW, Suite 300
Washington, DC 20045
E-Mail Address: OTIjobs@usaid.gov

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. Applicant resources are available at www.otijobs.net/#!/guidance-for-applying/c1ggu. Any questions on this solicitation may be directed to:

OTI Recruitment Team
Telephone Number: (202) 836-7455
E-Mail Address: OTIjobs@usaid.gov
Website: www.OTIjobs.net

Sincerely,

Cristina Sylvia
Contracting Officer

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ATTACHMENT 1

Solicitation for U.S. Personal Services Contractor (PSC) USAID/DCHA/PPM Administrative Specialist – Washington, DC (Multiple Positions)

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** SOL-OTI-16-000033
- 2. ISSUANCE DATE:** May 25, 2016
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 9, 2016, 5:00 pm Eastern Time
- 4. POSITION TITLE:** 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 either the GS-9 (\$53,435 - \$69,460 per annum) or GS-11 (\$64,650 - \$84,044 per annum per annum) equivalent level for the Washington, DC locality area. The highest level of this position is a GS-11. **Salaries over and above the pay range will not be entertained or negotiated.** Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.

Final compensation will be negotiated within the GS-9 or GS-11 equivalent level based upon the selected candidate’s salary history, qualifications, previous relevant experience and work history, and educational background as reported on the AID302-3. For selected candidates whose salary has been established on a Federal pay scale (i.e. General Schedule) or its equivalent, the base salary (not including locality pay) of their grade/step will be the basis of the salary negotiation. The final salary will be negotiated at a step on the General Schedule WASHINGTON-BALTIMORE-ARLINGTON, DC-MD-VA-WV-PA Salary Table articulated as an annual rate amount. The selected candidate will be eligible for applicable allowances as described in Section VI on the same basis as U.S. government employees if assigned temporary duty in foreign areas.

If selected at the GS-9 equivalent grade level, following at least one (1) year at the GS-9 grade, the candidate may have the opportunity for advancement to the GS-11 equivalent grade. In order to be advanced to the higher grade, the incumbent must meet the minimum qualifications of the higher grade and receive an excellent performance rating in their most recent annual performance evaluation. The evaluation must include a statement by the supervisor that the employee is performing successfully at the current grade and is considered ready to perform at the higher grade level. Neither advancement nor extension of the contract is guaranteed.

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Note: Applicants must specify in their application materials whether they would like to be considered for the GS-9, GS-11, or both. Applicants will only be considered for the grade level specified in the submission. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-9 and the GS-11 positions. The application will be considered for the lower grade level if the applicant does not specify the grade level in the submission

- 6. PERIOD OF PERFORMANCE:** Two (2) years, with three (3) one-year option periods.

START DATE: Within 45 days of receiving notification that required security clearance has been obtained.

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

- 8. SECURITY LEVEL REQUIRED:** Secret

- 9. STATEMENT OF DUTIES**

POSITION DESCRIPTION

BACKGROUND

This position is located within the Budget and Administrative Services Division, Office of Program, Policy and Management, Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA/PPM/BAMS). The team is charged with providing advisory, documentation and support services to aid in the achievement of strategic objectives as set forth by the Bureau, the Agency and the Congress. The incumbent of this position serves as an Administrative Specialist on the Administrative Services Team responsible for providing administrative support and guidance to staff focusing primarily on support for program funded staff in the Office of Foreign Disaster Assistance (OFDA), the Office of Transition Initiatives (OTI), and the Office of Food for Peace (FFP), in Washington and in the field (administration, logistics, human resources allocation, performance appraisals, security, information management, training and awards). This involves an in-depth knowledge of the goals and objectives of DCHA and the role of the PPM staff in ensuring that support services are well maintained to achieve those goals and objectives.

OFDA, OTI, and the emergency response side of FFP are operational contingency offices that must respond quickly and effectively and meet their program objectives and mandates. These offices retain several hundred high level professionals and experts under program funded U.S. Personal Services Contracts (USPSCs) in Washington and the field. These professionals make up the vast majority of the OFDA, OTI, and FFP work force and are at the forefront in implementing and achieving their organizations' programmatic goals and objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as

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well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see Section VI of this solicitation.

OTI: <https://www.usaid.gov/who-we-are/organization/bureaus/bureau-democracy-conflict-and-humanitarian-assistance/office-1>

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

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

INTRODUCTION

The Administrative Specialist will be based in Washington, DC, and will provide a range of administrative services in support of program-funded staff working with DCHA's OFDA, OTI, and FFP in Washington and the field. The Administrative Specialist will work directly with AMS, PPM, the AMS Team Leader or his/her designee.

CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Administrative Specialist requires teamwork, self-motivation, the exercise of discretion, judgment, strong customer service skills and the ability to work well under stress. The Administrative Specialist must prioritize and follow up on his or her own actions without prompting, while also assisting a busy team or Division Leader in logging incoming requests for actions that need up. As a member of a highly supportive, customer-service oriented office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of DCHA systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on building positive relationships with his or her team and with key stakeholders both in and outside of the Bureau. 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. The incumbent is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of DCHA.

Under the direct supervision of the Washington-based DCHA/PPM Budget and Administrative Services Division Chief or his/her designee, the Administrative Specialist will perform the following duties:

At the GS-9 Administrative Specialist level:

Note: Duties and responsibilities are listed in order of importance for this position

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- After initial learning period, demonstrate an acquired knowledge on policies and procedures as relates to duties as assigned;
- Serve as a contact person concerning administrative issues for primarily program funded staff in OFDA, OTI, and FFP. Coordinate closely between PPM/AMS and DCHA's three operational offices (OFDA, OTI, and FFP) on all issues related to administrative/human resources support of primarily program funded staff;
- Provide general administrative support for primarily program-funded staff such as: scheduling and facilitating meetings, drafting correspondence, recording meeting minutes, drafting and tracking memos, tracking and ensuring action items are followed up, notifying DCHA staff of important requirements and events, filing, correspondence control, and other administrative services as required;
- Assist in responding to requests for information and taskers regarding DCHA programs;
- Assist in performing a variety of administrative support functions for primarily program funded staff in OFDA, OTI, and FFP. Ensure accuracy of information and provide administrative support by assembling and preparing charts, data, reports, and analyzing program budgetary and fiscal data;
- Provide personnel support for primarily program funded staff, including but not limited to building credential access, security clearances and revalidations, e-QIP system management and document processing, network account creation, facilities and property management, purchase card program activities (supply purchases), submitting personnel action requests; maintaining personnel lists and databases, and other personnel support duties as required;
- Provide backstop support/guidance on Human Resources matters involving leave administration, employee relations and employee development;
- Provide support and updated information to managers and employees on questions and requests related to the administrative services provided which may include, but not limited to, liaising with offices outside of DCHA;
- Develop, interpret, and implement procedures and guidance for organizational services provided;
- After an initial learning period, provide orientation, training, and mentoring for new staff as delegated;
- Perform related duties as assigned by the supervisor to ensure the successful completion of DCHA programs.

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At the GS-11 Administrative Specialist level:

Perform the same duties as the GS-9 level but with less supervision, greater decision-making authority, and greater independence of action. *Note: Duties and responsibilities are listed in order of importance for this position*

- Serve as an expert on policies and procedures as relates to duties as assigned;
- Serve as a contact person concerning administrative issues for primarily program funded staff in OFDA, OTI, and FFP. Coordinate closely between PPM/AMS and DCHA's three operational offices (OFDA, OTI, and FFP) on all issues related to administrative/human resources support of primarily program funded staff;
- Provide general administrative support for primarily program-funded staff such as: scheduling and facilitating meetings, drafting correspondence, recording meeting minutes, drafting and tracking memos, tracking and ensuring action items are followed up, notifying DCHA staff of important requirements and events, filing, correspondence control, and other administrative services as required;
- Respond to requests for information and taskers regarding DCHA programs;
- Perform a variety of administrative support functions for primarily program funded staff in OFDA, OTI, and FFP. Ensure accuracy of information and provide administrative support by assembling and preparing charts, data, reports, and analyzing program budgetary and fiscal data;
- Provide personnel support for primarily program funded staff, including but not limited to building credential access, security clearances and revalidations, e-QIP system management and document processing, network account creation, facilities and property management, purchase card program activities (supply purchases), submitting personnel action requests; maintaining personnel lists and databases, and other personnel support duties as required;
- Provide backstop support/guidance on Human Resources matters involving leave administration, employee relations and employee development;
- Provide support to managers and employees on questions and situations related to the administrative services provided which may include, but not limited to, liaising with offices outside of DCHA;
- Develop, interpret, and implement procedures and guidance for organizational services provided;

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- Provide orientation, training, and mentoring for new staff as delegated;
- Perform related duties as assigned by the supervisor to ensure the successful completion of DCHA programs.

SUPERVISORY RELATIONSHIP:

The Administrative Specialist will take direction from and will report to the DCHA/PPM Budget and Administrative Services Division Chief, Office of Program, Policy and Management, Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA/PPM/), or his/her designee.

SUPERVISORY CONTROLS:

The supervisor will set overall objectives and resources available, and work with the employee to develop deadlines, methodology, and work to be accomplished. The employee will be responsible for carrying out assignments and consulting with the supervisor on policy interpretations. The supervisor will evaluate work for technical soundness and effectiveness in meeting work objectives.

10. PHYSICAL DEMANDS

PHYSICAL DEMANDS:

The work is generally sedentary and does not pose undue physical demands.

WORK ENVIRONMENT:

Work is performed in an office setting. Overseas deployments are not required for this position.

11. POINT OF CONTACT:

OTI Recruitment Team
529 14th Street, NW, Suite 300
Washington, DC 20045
Telephone Number: (202) 836-7455
E-Mail Address: OTIjobs@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Applicants who do not meet all of the education and experience factors are considered NOT qualified for the position. See **detailed instructions for demonstrating Education/Experience under "Applying"**)

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

At the GS-9 Administrative Specialist level:

- (1) A Bachelor's Degree with a minimum of **two (2) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

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OR

An Associate's Degree with a minimum of **three (3) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

OR

A high school diploma with a minimum of **four (4) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

AND

- (2) Minimum **one (1) year** of experience performing a variety of administrative functions in various office settings;
- (3) Demonstrated experience using Gmail and Microsoft Office applications including Excel, Word, PowerPoint, and Access.

At the GS-11 Administrative Specialist level:

- (1) A Bachelor's Degree with a minimum of **three (3) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

OR

An Associate's Degree with a minimum of **four (4) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

OR

A high school diploma with a minimum of **five (5) years** of progressively responsible work experience performing a range of administrative duties similar to those outlined in the scope of work above.

AND

- (2) Minimum **two (2) years** of experience performing a variety of administrative functions in various office settings;

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- (3) Demonstrated experience using Gmail and Microsoft Office applications including Excel, Word, PowerPoint, and Access.

SELECTION FACTORS:

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Supplemental document specifically addressing how the candidate meets each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance is required prior to issuance of the contract for this position.

NOTE: If a full security investigation package is not submitted by the selected within 30 days after it is requested, the offer may be rescinded. If a security clearance is not able to be obtained within four months after the selected submits the initial security clearance documentation, the offer may be rescinded.

III. EVALUATION FACTORS

EVALUATION FACTORS:

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

Applicants should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

- Factor #1 Demonstrated knowledge of administrative concepts and practices and the ability to apply and adapt that knowledge to a specific office setting.
- Factor #3 Demonstrated attention to detail and ability to conduct sound financial analysis, planning, tracking and scheduling.
- Factor #4 Demonstrated ability to prioritize and follow up on one's own workload actions without prompting, while also being able to track and prioritize actions that require follow up by a team.

BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Applicants are required to address each of the Evaluation Factors in a separate document

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describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

- Factor #1 – 20
- Factor #2 – 20
- Factor #3 – 20
- Total Possible – 60 Points

Interview Performance – 40 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

The most qualified candidates may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. OTI will not pay for any expenses associated with the interviews. In addition, applications (written materials and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

IV. APPLYING

Applications must be **received** by the closing date and time at the address specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 11**.

Qualified applicants are **required** to submit:

1. Complete resume. In order to fully evaluate your application, your resume must include:
 - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas 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 and email) of your current and/or previous supervisor(s).

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- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. If you do not specify which grade level(s), your application will be considered at the lower grade level. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing:

Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

NOTE: The Evaluation Factors are worth 60 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Additional documents submitted will not be accepted.

By submitting your application materials, 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, applicants must prominently reference the solicitation number in the application submission.

Applicant resources are available at www.otijobs.net/#!/guidance-for-applying/c1ggu.

DOCUMENT SUBMITTALS

Via mail: Office of Transition Initiatives, 529 14th Street, NW, Suite 300, Washington, D.C. 20045

Via email: OTIjobs@usaid.gov

Please note in your document submittal where you heard about this position.

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.

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**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS
AND THE SYSTEM FOR AWARD MANAGEMENT**

All individuals contracted as US PSCs in the United States are required to have a DUNS Number and be registered in the SAM database. The selected candidate will be provided with guidance regarding this registration.

For general information about DUNS Numbers and SAM, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number and FAR 52.204-7, System for Award Management.

https://acquisition.gov/far/current/html/52_200_206.html or www.sam.gov.

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.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms. Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Federal Employment Application (AID-302-3).
2. Declaration for Federal Employment (OF-306).
3. Medical History and Examination Form (DS-6561).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

VI. BENEFITS/ALLOWANCES

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

1. 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

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2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

(a) Post Differential	Chapter 500 and Tables in Chapter 900.
(b) Living Quarters Allowance	Section 130.
(c) Temporary Lodging Allowance	Section 120.
(d) Post Allowance	Section 220.
(e) Supplemental Post Allowance	Section 230.
(f) Payments During Evacuation	Section 600.
(g) Education Allowance	Section 270.
(h) Separate Maintenance Allowance	Section 260.
(i) Danger Pay Allowance	Section 650.
(j) Education Travel	Section 280.

VII. TAXES

USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

**VIII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND
CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which AAPDs and CIBs apply to this contract.

AAPD 06-10 – PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY

General Provision 28, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>. Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

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

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer’s liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible

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family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

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

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

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

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

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled “Emergency and Irregular Travel and Transportation.” In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor’s invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs

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(see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).