SOLICITATION No.: 72068822R00001
ISSUANCE DATE: 1/26/2022
CLOSING DATE/TIME: 2/23/2022 at 17:00 GMT

SUBJECT: Solicitation for U.S. Personal Services Contract (USPSC) – Contracting Officer

Dear Prospective Applicants:

The United States Government, represented by the United States Agency for International Development in Mali (USAID/Mali), is seeking applications from qualified individuals interested in providing Personal Services Contractor (PSC) services as described in this solicitation.

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

This solicitation in no way obligates USAID/Mali to award a PSC contract, nor does it commit USAID/Mali to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

DOUGLAS WILLIAM QUIGGLE (affiliate)

Douglas Quiggle
Supervisory Executive Officer (CO)
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72068822R00001

2. ISSUANCE DATE: 1/26/2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 2/23/2022 at 17:00 GMT

4. POINT OF CONTACT: Douglas Quiggle, e-mail at dquiggle@usaid.gov

5. POSITION TITLE: Contracting Officer

6. MARKET VALUE: $112,890 - $146,757 equivalent to GS-15
   Final compensation will be negotiated within the listed market value (GS-15 grade range). Candidate’s work experience and educational background would be considered. Salaries over and above the top of the pay range will not be entertained or negotiated.

7. PERIOD OF PERFORMANCE: Two (2) years, estimated to start o/a April 2022 subject to receipt of Security/Medical clearances.

8. PLACE OF PERFORMANCE: Bamako, Mali
   The contractor will work from USAID/Mali offices with possible travel as stated in the Statement of Duties. S/he will be provided with the support services, equipment, and supplies necessary to perform the work.
   Mali is considered by the U.S. Government as an Adult EFM (age 21 and over) only post, with 25% Danger Pay & 30% Post Differential salary supplement.

9. ELIGIBLE OFFERORS: U.S. Citizens

10. SECURITY LEVEL REQUIRED: The successful candidate will be required to obtain a security clearance “Secret” as a pre-condition for employment.

11. STATEMENT OF DUTIES:

   Country and Background

   USAID/Mali has a diversified portfolio of Acquisition and Assistance (A&A) instruments and a program budget of $123 Million for FY21. This position is an exciting opportunity for the incumbent to provide hands-on support to implement USAID/Mali’s robust integrated CDCS. Additionally, the incumbent will assist in formulating, coordinating, and managing strategy, policies, concepts, procedures, guidelines, and models for establishing and implementing contracting programs. As an integral member of the Mission’s program design and management teams, s/he will also analyze constraints to development, both sector-wide and country-specific, and recommend the appropriate courses of action via open and frequent communications with Mission leadership, staff, and internal and external partners. The incumbent requires quick analysis and decision-making skills with hands-on engagement in all phases of the A&A process. The Office of Acquisition and Assistance
(OAA/Mali) consists of two Direct Hire positions, a Third Country National Senior A&A Specialist position, and seven FSN A&A staff members. Mali is considered by the U.S. Government as a high-threat post and is a partially unaccompanied, EFMs age 21 and over only, post. U.S. Personal Services Contractors assigned to Mali are currently eligible for 30% Post Differential, 25% Danger Pay and COLA salary supplement and up to 4 R&Rs during a two-year tour. USAID/Mali is located in a separate office building on the U.S. Embassy compound.

1) General Statement of Purpose of the Contract

The Office of Acquisition and Assistance (OAA) plays a pivotal role in the successful execution of USAID/Mali Development Goals and Objectives through the planning, solicitation, award and administration of contracts and agreements. OAA staff normally includes a stationed and warranted Contracting/Agreement Officer (USDH), Cooperating Country Nationals (CCNPSC) and a Third Country National (TCNPSC), all of whom work with the technical teams to develop, award and administer programs. This Contracting Officer (USPSC) is the primary/lead Contracting official assisting USAID/Mali Development Objective Teams (DOTs) with achieving implementation results and DO goals and objectives.

The incumbent works independently on activity design and implementation of A&A assignments and is responsible for a wide range of A&A actions of all types. The incumbent must be able to apply professional procurement skills for any sector/program and will be expected to fulfill a leadership, training and supervisory role for USAID/Mali CCN employees. The incumbent is also required to work with multiple U.S. and host government entities and cross-cultural issues.

The Contracting Officer is the team leader for acquisition and assistance actions within the Mali Office of Acquisition and Assistance, in the absence of the USDH CO position. The incumbent is a crucial player for assisting USAID/Mali Office of Acquisition and Assistance. The incumbent is readily able to apply comprehensive US Government contracting experience (either directly or via private industry experience performing US Government contracts at the prime and/or subcontract level) to a full range of Acquisition and Assistance challenges. The incumbent does this by applying high-level Acquisition and Assistance knowledge, skills and abilities while working as independently as possible on activity design and implementation related to Acquisition and Assistance assignments.

Responsibilities involve a wide range of Acquisition and Assistance actions, including a preponderance of complex actions, e.g., term, award fee or completion cost type contracts, task orders, international and interagency agreements, grants and cooperative agreements. The incumbent is responsible for all pre-award and post-award functions involving highly complex negotiated procurements of significant importance to the Agency. Requirements of the contracts, grants, cooperative agreements, and inter-agency agreements are typically highly specialized and involve complex systems or sensitive international programs.

USAID/Mali has a varied and complex country program having multi-million-dollar Acquisition and Assistance actions, very complex multi-sector programs with numerous projects, high funding levels and significant infrastructure work. Besides being able to apply professional procurement skills through all manner of Acquisition and Assistance instruments, the incumbent will be expected to deal with multiple US and host government entities, and the complexities of cross-cultural business dealings.
2) **Statement of Duties to be Performed**

a. The CO provides master-level acquisition and assistance planning advice and guidance to USAID/Mali Technical Offices, including advice on A&A policy and procedures in the design and implementation of Mission activities. The CO coordinates the development of A&A objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Ensures A&A plans are current, have appropriate milestones, and related schedules are adequate. Alerts mission management of specific problems or anticipated needs and provides guidance on forthcoming actions or recommendations.

b. The CO reviews GLAAS Requisitions (REQs) requesting acquisition and assistance awards for major and complex programs/projects/activities and/or services. The CO analyzes requirements, and determines instrument selection or approach, if SOWs or other PDs are complete, and if the request meets FAR, AIDAR, ADS, CFR, and/or other Mission, Agency, or USG policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs or PDs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses or provisions, and transmits solicitations for proposals or applications using Internet-based technology. The CO responds to offeror or applicant questions during the solicitation phase; and determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the CO holds pre-bid or consultative meetings with partners to fully explain the Agency and partner needs, and to discuss solicitation documents. The CO applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

c. The CO evaluates offers and applications for responsiveness to solicitations and documents the relative strengths and deficiencies of each proposal or application; guides technical office staff and A&A staff in the practice of 'best value' selection, and in performance-based technical approaches (if applicable); and obtains reports and references, ensuring that past performance of the offerors and applicants is relevant and reliable. The CO ensures that partners have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out awards. The CO requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. The CO analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analyses, establishes the competitive range when appropriate. The CO performs analyses of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and identifies circumstances that may require waivers. The CO coordinates issues of technical weaknesses and excessive cost with technical evaluation committee members prior to commencement of negotiations; and clarifies, and as necessary, instructs the members of technical evaluation committees on the USAID selection process. The CO designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to award, presenting USAID issues of concern, and persuading offerors to
upgrade technical deficiencies and reduce costs; requests submission of revised final proposals; coordinates the last stages of selection with technical office staff and/or the technical evaluation committee(s); and prepares appropriate contract instruments for award; negotiates grants and cooperative agreements with US-based and local PVOs and NGOs, colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The CO executes award decisions, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction technical teams; and organizes and conducts orientation meetings with selected contractors and recipients, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of awards are clear and well-understood by all parties. The CO provides support debriefings to unsuccessful offerors and feedback to unsuccessful applicants.

d. The CO monitors award performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to awardee work sites, and representing the contracting office at performance-related meetings held by other Mission Offices; assists clients to develop appropriate indicators for work plans and award documents; ensures awardees are fully compliant with performance standards contained in the award, and seeks corrective action in cases of non-compliance; expedites change orders or revisions when circumstances require; and, issues ‘show cause’ or ‘cure notices,’ and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The CO analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and makes determinations as appropriate. The CO reviews completed (after full performance) award files to determine that all terms and conditions actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the award is complete in every respect and ready to be closed; and, ensures that awards nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the awardee for comment.

f. The CO provides training, guidance and mentoring to A&A staff on basic principles of USG and USAID acquisition and assistance, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.

g. As required, the CO may be called upon to provide information and advice to the technical offices and Mission management on critical A&A issues, or on the effect of new or revised USG, USAID, or host-country requirements. The CO attends key Mission meetings on behalf of OAA.

3) Supervisory Relationship:

The employee independently plans his/her work; carries out successive steps of assignments; handles problems and/or deviations that arise in accordance with instructions, policies, and guidelines; and refers new or controversial issues to the supervisor for direction. S/he reviews work products from an overall standpoint in terms of feasibility, compatibility with other works, or effectivenen in meeting requirements and exercises use of an Agency-issued delegation of authority (warrant). The
incumbent will develop deadlines, projects, and other assigned work, which is subject to mission approval and consistent with mission objectives, policies, and protocols. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision while remaining in line with agreed upon work plans, overall mission objectives and supervision.

4) **Supervisory Controls**

The incumbent reports directly to the Deputy Mission Director or Designee, develops and negotiates his/her work plan with her/him, and will serve as Acting OAA Team Leader as needed, sometimes for extended periods of time.

12. **PHYSICAL DEMANDS:**

The work at the permanent duty station is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle. Travel within Mali and other developing countries usually entails use of unpaved roads to locations where further physical adjustments must be rapidly made to occasionally severe conditions that require prolonged walking, working in cramped rooms, standing for long periods of time, enduring periods of intense heat and/or humidity during different seasons, and eating and resting in inadequate facilities.

The work requested does not involve undue physical demands. The incumbent works in an office environment and must follow U.S. Embassy regulations regarding safety and precautions, including security rules from the Regional Security Office and participation in drills.

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

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID/Mali reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection. Applications will be pre-screened and applicants meeting the minimum required qualifications for the position will be further evaluated by a panel based on the information/documentation presented in the application package.

The following are the position minimum qualifications used to determine which offers must be rejected, and which can advance to evaluation:

1) **U.S. Citizenship**

2) Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. NB: Additional education may NOT be substituted for Experience.

In addition, a full structured training program referred to as Federal Acquisition Certification in Contracting (FAC-C) is required. Documentation of training, certifications, and previous warrants required to qualify for the issuance of USAID USPSC Ad Hoc delegation of authority warrant ($10 M maximum level) is required as evidence of qualification at time of
application. (Educational requirement must be met at the time of application for the subject position.)

3) A minimum of ten (10) years of progressively responsible professional Acquisition and Assistance (A&A) experience as a Contracting Officer with the U.S. government, with complex pre-award, award, and post-award responsibilities. Additional experience may NOT be substituted for Education; work experience requirements must be met at the time of application for the subject position.

4) Demonstrated excellent interpersonal skills as well as excellent oral and written communication skills.

5) Demonstrated current knowledge of Federal regulations.

6) Demonstrated strong organizational skills, the ability to plan and provide required support for OAA in a timely and effective manner, and an ability to quickly assimilate information and quickly learn required procedures are required. Good analytical, negotiating, and time management skills are also required, in addition to strong proofreading skills and attention to detail. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict confidentiality and high ethical standards throughout all phases of acquisition and assistance actions. In addition, the incumbent must be able to lead meetings at all levels, provide effective and tactful procurement ethics guidance to senior management personnel, and senior executives of private sector and non-governmental organizations and must be prepared to enforce ethical standards on these individuals if necessary. Skill in the use of most elements of the Microsoft Office suite is required

7) Must have proven ability to communicate clearly and concisely – both orally and in writing. Fluent English (spoken/written) is required and ability to demonstrate written, presentation, and communication skills in French (or S2/R2 level) is preferred. Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and Government of Mali officials and other donors.

8) **Complete application package** submission including **degrees, diplomas, certificates**, and other **pertinent documents** as outlined in the section titled **SUBMITTING AN OFFER**.

9) The offeror must not be listed as an excluded party in the System for Award Management (SAM.gov).

10) Able to obtain security and medical clearances within a reasonable period of time.

*Other Requirements*: Applicant must have or be eligible and able to obtain an Agreement and Contracting Officer warrant.

**III. EVALUATION AND SELECTION FACTORS**
The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Only finalists will be contacted by USAID/Mali with respect to their applications. **Applicants must submit a supplemental document outlining their responses to the evaluation factors to be considered.** USAID/Mali reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as the applicant’s writing, presentation, and communication skills. Applicants will be evaluated against the following criteria, listed in order of descending importance:

- **Technical Knowledge: 40 points**
  In 800 words or less, outline how you have demonstrated your knowledge in Acquisition and Assistance; provide examples of your success in one or more of the position’s responsibilities: planning, solicitation, analysis of proposals, complex award negotiation, cost and price analysis, etc.

- **Supervisory Experience: 20 points**
  In 300 words or less, outline how you will be able to apply professional procurement skills for any sector/program and to fulfill a leadership, training and supervisory role for USAID/Mali OAA employees.

- **Demonstrated Adaptability and Innovative Thinking: 20 points**
  In 300 words or less, outline how you demonstrated 1) strong organizational and adaptability skills, in planning and providing required support for OAA in a timely and effective manner; 2) an ability to quickly assimilate information and quickly learn required procedures; 3) good analytical, negotiating, time management, strong proofreading, and attention to detail skills; and 4) the ability to work calmly, tactfully, and effectively under pressure, as well as the ability to maintain strict confidentiality and high ethical standards throughout all phases of acquisition and assistance actions.

- **Communication and Interpersonal: 20 points**
  In 500 words or less, outline how 1) you have demonstrated excellent interpersonal skills, 2) you have proven ability to communicate clearly and concisely – both orally and in writing in English, and in French, if possible, 2) you have demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG, Host Government officials and other donors.
The factors will be the basis for scoring the applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will also be evaluated on their interview performance, and finally, satisfactory professional reference checks. In summary, the steps in the applicant rating system are as follows:

1. Meet education/experience requirements: pass/fail
2. Evaluation Factors
3. Interview Performance – of equal importance to Evaluation Factors
4. Reference Checks: Pass/Fail

Maximum Points Available: 100

After the closing date for receipt of applications, a committee/panel will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed either in person or by telephone at USAID’s discretion.

Reference checks will be made for applicant considered as successful and suitable for the position. Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Note: Due to the high volume of applications we receive for each solicitation, we will only contact candidates who are being considered. However, each applicant will receive an auto reply from the PSC applications mailbox to acknowledge the receipt of his/her application.

IV. SUBMITTING AN OFFER

All offers must be submitted by e-mail with the subject line:

SOL: 72068822R00001 – Contracting Officer to bamakoidmalipsc@usaid.gov

Attention: Executive Office
Human Resources Section
USAID/Mali

Eligible applicants must submit the following documents in English, or their application will not be considered for this position:


2. Cover Letter (not more than 2 pages).

3. Resume or most current curriculum vitae (CV) - The CV/resume must contain enough relevant information to evaluate the application in accordance with the stated evaluation factors.

4. Supplemental document with written responses to the evaluation factors describing specifically what experience, job knowledge, training, etc., the applicant has received relevant to each evaluation factor (maximum 5 pages).
5. Applications must be received by the closing date and time specified in this solicitation to USAID/Mali PSC applications mailbox at bamakoaidmalipsc@usaid.gov

6. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.

7. List of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone numbers and e-mail. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. USAID/Mali reserves the right to obtain from previous employers, relevant information concerning the applicant’s past performance and may consider such information in its final decision. At least one reference must be from a current or former supervisor (1 page).

8. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.

Note: The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these applications will not be accepted. USAID/Mali will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late applications or delayed electronic submissions will not be accepted.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

(a) Security Clearance Investigation (Form AID 6-1)
(b) Medical History and Examination (Forms DS-1843)
(c) Medical clearance - Contractor Physical Examination (AID Form 1420-62)
(d) Questionnaire for Sensitive Positions for National Security (SF-86), or
(e) Questionnaire for Non-Sensitive Positions (SF-85)
(f) Fingerprint Card (FD-258)

VI. BENEFITS AND 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 and Sick Leave

2. ALLOWANCES:
Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

(a) Temporary Lodging Allowance (Section 120)
(b) Living Quarters Allowance (Section 130)
(c) Cost of Living Allowance (Chapter 210)
(d) Post Allowance (Section 220)
(e) Separate Maintenance Allowance (Section 260)
(f) Education Allowance (Section 270)
(g) Education Travel (Section 280)
(h) Post Differential (Chapter 500)
(i) Payments during Evaluation/Authorized/Ordered Departure (Section 600)
(j) Danger Pay Allowance (section 650)

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. REGULATIONS, POLICIES, AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:


Pricing by line item is to be determined upon contract award as described below:

<table>
<thead>
<tr>
<th>ITEM No. (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QTY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td><strong>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</strong>&lt;br&gt;- Award Type: Cost&lt;br&gt;- Product Service Code: R497&lt;br&gt;- Accounting Info: 688PROGRAM 688-DOAG-0001-AEG-EG.3.2-FY19 688-DOAG-0001-EDU-ES-.1.2-FY19 688-DOAG-0001-HL-HL.6-FY19 688-DOAG-0001-PDG-PS.1.2-FY20</td>
<td>1</td>
<td>LOT</td>
<td>$TBD</td>
<td>$TBD at Award after negotiations with Contractor</td>
</tr>
</tbody>
</table>


   a. AAPD 21-04 - EXECUTIVE ORDER 14042 on Ensuring Adequate Covid-19 Safety Protocols for Federal Awards (OCT 2021) (M/OAA-DEV-FAR22-01c)
   b. AAPD 06-10 – PSC Medical Payment Responsibility
   c. AAPD 15-02 – Authorization of Family and Medical Leave for U.S. Personal

Page 11 of 12
d. AAPD 18-02 - Medical Evacuation (MEDEVAC) Services AAPD

e. AAPD 21-05 - Revised and Expanded Fringe Benefits for U.S. Personal Services Contractors

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations

5. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: https://www.usaid.gov/workusaid/personal-service-contracts-ombudsman

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov

Equal Employment Opportunities:

USAID is an equal employment opportunity/affirmative action employer and provides equal opportunity and fair and equitable treatment in employment to all people. All qualified offerors 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.

~End of Solicitation~