

## Solicitation for U.S. Personal Services Contractor (USPSC)

### SENIOR PROJECT OFFICER

1. **SOLICITATION NO.:** M/OAA/GH/OHA-09-0005
2. **ISSUANCE DATE:** February 27, 2009
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** March 31, 2009, 12:00 pm EST
4. **POSITION TITLE:** Senior Project Officer(s)
5. **MARKET VALUE:** The initial grade level of this position will be the equivalent of a GS-14/15. The salary range of the GS-14/15 is \$102,721 to \$153,200 per annum. The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.
6. **PERIOD OF PERFORMANCE:** 2 years, with 2 one-year option periods (four years maximum)
7. **PLACE OF PERFORMANCE:** Washington, DC
8. **STATEMENT OF WORK**

#### A.1 STATEMENT OF DUTIES

##### (a) Major Duties and Responsibilities

The Office of HIV/AIDS is seeking two (2) senior level USPSC Project Officers (POs) to be responsible for ensuring overall quality control of all project design, procurement, implementation and evaluation actions in the Implementation Support (IS) Division and the Technical Leadership and Research (TLR) Division. The POs will provide guidance and mentoring to new and junior staff in the IS and TLR Divisions on the duties and responsibilities of being a COTR or Activity Manager. The POs will also work closely with OHA and Bureau program staff to ensure that required agency and PEPFAR policies and procedures are followed in the design, implementation and review of ongoing and new central programs. The USPSC senior Project Officers shall serve as the Contract Officer's Technical Representative (COTR) for selected grants, cooperative agreements and contracts within the IS and TLR Divisions.

##### (a) Key Program Management Responsibilities include (80%):

- (1) Provide program and management support to TLR and IS Divisions including providing overall support and guidance to CTOs who are responsible for administering over 70 agreements in the two Divisions. The IS Division is responsible for managing over 60 grants, cooperative agreements and contracts with an annual budget of over \$120 million. The TLR Division is responsible for administering 12 agreements with an annual budget of over \$50 million. The senior POs will provide expertise to COTRs and Activity Managers

to ensure compliance with Agency policies and procedures relevant to administering grants, cooperative agreements and contracts. The POs will work closely with other OHA and Bureau program staff on budget, procurement, audit, and portfolio actions related to the agreements managed by TLR and IS (e.g. IG and GOA audits, portfolio reviews, congressional inquiries)

- (2) Monitor selected IS and TLR agreements to ensure they are achieving their stated objectives and ensure that all agreement amendments and modifications are handled on a timely basis and are in compliance with agency policies and procedures.
  - (3) Provide expertise on financial requirements related to administering IS and TLR grants and contracts in conjunction with other OHA program staff including ensuring that funding actions comply with USAID funding guidelines and monitor the financial status of awards within IS and TLR Division.
  - (4) Mentor new and junior IS and TLR staff on agency and PEPFAR policies and procedures and provide technical directions and guidance on program strategy and activities.
  - (5) Act as liaison between COTRs, activity managers and other program staff in OHA and the Bureau as well as with the Office of Acquisition and Assistance (OAA).
  - (6) Provide overall guidance on and participate in the periodic reviews of the partner performance, including the evaluation of the quality and appropriateness of the products and/services, compliance with Agency and PEPFAR policies and procedures, the effectiveness of cost control efforts and the timeliness of performance.
  - (7) Coordinate and provide overall leadership in the design and solicitation of procurements and serve on in technical evaluation panels for OHA procurements as needed.
  - (8) Travel to provide COTR oversight of partner activities and work with PEPFAR country teams to ensure partner activities complement and support USG priorities and needs.
- (c) Support to field programs (20%).
- (1) Provide technical assistance and support to USAID field programs in the design, implementation and review of bi-lateral HIV/AIDS programs including the development of new procurements mechanisms and review of ongoing projects.
  - (2) Provide coverage and support to PHN offices in the field during periods of peak workloads (e.g. COP preparation, summer coverage)
  - (3) Participate as a member of inter-agency working groups.
  - (4) Participate in planning, implementing and reporting on USAID PEPFAR activities at division, office and Agency levels.

## A.2 POSITION LOCATION AND SUPERVISORY CONTROLS

The incumbent of the USPSC positions will be located in the Bureau for Global Health, Office of HIV/AIDS (GH/OHA). S/he will report on a day-to-day basis to the IS and TLR Division chiefs. It is expected that the incumbents will also promote and facilitate effective communication between and among the IS and TLR COTRs and activity managers, other OHA and bureau program staff, as well as with other key operating units such as OAA and Financial Management . S/he is expected to manage relationships and assignments with minimal supervision.

## A.3 PERIOD OF SERVICE

Within 1 day after written notice from the Contracting Officer that all clearances required under the General Provisions, have been received or unless another date is specified by the Contracting Officer in writing, the contractor shall proceed to USAID/Washington where s/he shall promptly commence performance of the duties specified above. The contractor's period of service shall be approximately 24 months. There are two one-year option periods available to the government if there is a continued need for the services and the money is available.

## A.4 MINIMUM REQUIREMENTS FOR THE POSITION

### 1. Education/Experience

- a) Minimum of 10 years of management experience working in public health programs in developing countries.
- b) Knowledge of USG policies and procedures related to project development, implementation and evaluation.
- c) Knowledge of HIV/AIDS programming in developing country context.
- d) Demonstrated strong interpersonal communication and writing skills.
- e) Demonstrated experience of working effectively within diverse teams.
- f) Demonstrated ability to exercise a high degree of judgment, maturity, ingenuity and originality to interpret strategy, to analyze, develop and present work results and to monitor and evaluate implementation of programs.
- g) Fluency in foreign language is desirable.
- h) Willingness to travel.

### 2. Selection Factors

- a) Applicant is a U.S. Citizen.
- b) The Contractor must possess a high degree of fluency in both written and spoken English.
- c) Complete and hand-signed federal form OF-612 and OF-612 continuation sheets submitted (**Note:** All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 to allow for adequate evaluation of your related and direct experience, experience that cannot be quantified will not be counted towards meeting the experience requirements).
- d) Supplemental documentation specifically addressing the Quality Ranking Factors (QRFs).

- e) Ability to obtain a SECRET level clearance as provided by USAID
- f) Ability to obtain a Department of State medical clearance
- g) Verification of academic credentials.

## A.5 QUALITY RANKING FACTORS

The following quality ranking factors and required skills are listed below and will be the basis for the evaluation of all applications. All applications will be evaluated and scored based on the documentation submitted with the application, the following factors, and the performance in the interview.

### 1. Program Management – 40 Points

The incumbent must demonstrate at a minimum the following:

- a. Ability to manage large, complex global health projects, including programmatic technical and financial issues.
- b. Ability to provide leadership in managing the implementation of a strategic vision and results framework.
- c. Ability to oversee details of financial and program management.
- d. Ability to track and monitor progress of grantees and contractors.
- e. Ability to solve complex problems in the field.

### 2. Mentoring skills – 30 Points.

The incumbent must demonstrate at a minimum the following:

- a. Ability to provide technical guidance and mentoring to new and junior IS and TLR staff and serve as technical resource for the Office
- b. Knowledge of HIV/AIDS programming in developing country context.
- c. Experience in managing and mentoring staff from a diversity of backgrounds, cultures and experiences.

### 3. Interpersonal and Communication Skills – 30 Points

The incumbent must demonstrate at a minimum the following:

- Demonstrated capacity to communicate effectively both orally and in writing.
- Demonstrated ability to make clear, accurate oral presentations on complex technical and administrative topics.
- Ability to work with diverse, non-co-located teams and support team cohesiveness and organization

## APPLYING

Qualified individuals are requested to submit: Optional Form 612 (available at the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov> or at Federal Offices)

Applications should be submitted electronically or by mail to:

Keisha L. Foster  
Contract Specialist  
U.S. Agency for International Development  
Office Acquisition and Assistance  
RRB, Room 7.09-061  
1300 Pennsylvania Avenue, NW  
Washington, DC 20523  
Email: [kfoster@usaid.gov](mailto:kfoster@usaid.gov)

To ensure consideration of applications for the intended position, please reference the Solicitation number on your application, and as the subject line in the cover letter. The highest ranking applicants shall be selected for an interview.

#### 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

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to FAR Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)  
[http://acquisition.gov/comp/far/current/html/52\\_200\\_206.html#wp1137568](http://acquisition.gov/comp/far/current/html/52_200_206.html#wp1137568)

#### LIST OF REQUIRED FORMS FOR PSCs

The forms outlined below can be found at:

<http://www.usaid.gov/forms> or <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form 612
2. Medical History and Examination Form (DS-1843)\*\*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or\*\*
4. Questionnaire for Non-Sensitive Positions (SF-85)\*\*
5. Finger Print Card (FD-258)\*\*
6. Employment Eligibility Verification (I-9)\*\*

\*\*Forms 2 through 6 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) PERTAINING TO PSCs

CIBs contain changes to USAID policy and General Provisions in USAID regulations

and contracts. Please refer to this website:  
[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/psc\\_solicit/](http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/) to determine which CIBs apply to this contract.

#### BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate and/or as applicable, a PSC is normally Authorized the following benefits and allowances:

#### BENEFITS

Employer's FICA Contribution  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Annual Increase (pending satisfactory performance evaluation)  
Eligibility for Worker's Compensation  
Annual and Sick Leave

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 HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIATION, OR OTHER NON-MERIT FACTOR.

#### Points of Contact:

Keisha L. Foster, Contract Specialist, Phone (202) 712-1132, Fax (202) 216-3072,  
Email: [kfoster@usaid.gov](mailto:kfoster@usaid.gov) or;

Sandra Harrell, Contract Specialist, Phone (202) 712- 4522, Fax (202) 216-3072,  
Email: [sharrell@usaid.gov](mailto:sharrell@usaid.gov)

#### Place of Performance:

Washington, DC 20523  
United States

## ATTACHMENT 1

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10  
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006)

(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 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 (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).