



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068719R00006
ISSUANCE DATE: August 2, 2019
CLOSING DATE/TIME: August 23, 2019
18:00 local time

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)
Senior Acquisition and Assistance Specialist**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development Mission to Madagascar (USAID/Madagascar), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with the **Attachment** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 offer.

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

Sincerely,

Linda Gregory
Contracting Officer

ATTACHMENT
Solicitation for USPSC
Senior Acquisition and Assistance Specialist, GS-14

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER** 72068719R0000x
- 2. ISSUANCE DATE** August 2, 2019
- 3. CLOSING DATE/TIME
FOR RECEIPT OF OFFERS** August 23, 2019
18:00 local time
- 4. POINT OF CONTACT:** Dany Randrianatoavina
antananarivoUSAIDHR@usaid.gov
Phone: + (261) 33 44 320 00.
- 5. POSITION TITLE** Senior Acquisition and Assistance Specialist
- 6. MARKET VALUE:** From \$90,621 to \$117,810 per annum equivalent to GS-14. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Two (2) years with the following possible options:
Option Period One: One year
Option Period Two: One year
Option Period Three: One year
- 8. PLACE OF PERFORMANCE:** USAID/Madagascar
U.S. Embassy
Lot 207 A, Point Liberty
Andranoro Antehiroka
Antananarivo 105
Madagascar
With possible travel as stated in the Statement of Duties
- 9. ELIGIBLE OFFERORS:** This vacancy is open to U.S. citizens and lawful permanent U.S. residents
- 10. SECURITY LEVEL REQUIRED:** Facility & Computer Access.

11. STATEMENT OF DUTIES:

A. Basic Function Of Position

The Senior Acquisition and Assistance (A&A) Specialist serves as USAID/Madagascar's senior specialist and key advisor for all A&A matters. S/he directly supervises three (3) CCN staff members and is expected to mentor and further develop these employees' skills. As head of USAID Madagascar's OAA, s/he participates as valued member of the Mission's Senior Staff, should provide expert advice on how to leverage the tool of procurement to more effectively advance USAID's goals, and should identify opportunities to assist mission staff in improving their Contracting/Agreement Officer Representative (C/AOR) skills. The incoming Senior A&A Specialist will have the unique opportunity to actively engage in a new Country Development

Cooperation Strategy and support the re-launch of the USAID environmental program after years of absence from that sector.

The Senior A&A Specialist is responsible for providing the full range of A&A services in support of USAID/Madagascar's foreign assistance objectives. S/he will be required to apply highly specialized A&A knowledge, skills, and abilities involving a variety of actions that range from simplified acquisition to complex multi-million dollar, multi-year awards. This includes providing support on all aspects of contract management relating to and affecting USAID assistance programs, policy and project planning, design, implementation, learning and evaluation.

The Senior A&A Specialist will receive on-sight supervision from the Mission Director. Policy guidance and technical oversight will be provided by the Regional CO/AO in Pretoria. As there is no CO/AO located in at the Mission in Madagascar, the Regional CO/AO has overall responsibility for USAID/Madagascar's procurements.

The incumbent is expected to work primarily in accomplishing the specific tasks as outlined below. Given the nature of the position, the Senior A&A Specialist will also be expected to respond to any changes in priorities that emerge during the contract period to provide efficient, timely, and effective services to the Mission.

B. Major Duties And Responsibilities

The incumbent shall provide personal services as a Senior A&A Specialist and is responsible for a wide range of A&A support services to the Mission. S/he will function as the supervisor of OAA staff. A comprehensive and up to date knowledge of A&A processes and procedures is essential as little of the work involves repetitive actions and is assigned based on project support needs. The Senior A&A Specialist must provide informed technical assistance necessary to execute a full range of procurement actions, including but not limited to the following:

1. Cost-reimbursement and fixed price contracts, task orders, delivery orders, purchase orders, blanket purchase agreements, grants, cooperative agreements, grants to public international organizations, interagency agreements, fixed amount awards, and other agreements and award types;
2. Various modifications to all of the above;
3. Other miscellaneous administrative requirements associated with A&A awards;
4. The provision of training, mentoring, and coaching to Mission staff, especially OAA staff and designated Agreement Officer's Representatives (AORs) and Contracting Officer's Representatives (CORs), and local partners; and
5. Management of the Mission's Office of Acquisition and Assistance.

The Senior A&A Specialist must be able to discuss and assess situations with a degree of expertise sufficient to provide the basis for well-founded recommendations to Senior Mission Management and the Regional CO/AO. A clear understanding of the differences between acquisition and assistance in achieving USAID's operation and strategic development is essential. Both the underlying purposes, as defined in law, and the different relationships, as reflected in the different terms and conditions, must be understood at a level that permits the specialist to effectively and accurately represent U.S. Government policy to outside organizations and to a full range of programmatic and administrative officials within USAID/Madagascar up to the level of Mission Director. The incumbent may be called upon to provide advice to other Agencies at Post or the Embassy Front Office upon request.

S/he must perform a full range of pre-award and post-award duties described below with independence. Actions will be highly complex and represent critical Agency objectives with short lead times. S/he must be available to Mission staff for consultation on all aspects of procurement from the procurement planning stage through to the administration stage. The Senior A&A Specialist must also provide expert advice on program objectives, budgetary issues, and procurement policy. In

consultation with the Regional AO/CO, contractual decisions and recommendations will be considered authoritative for all actions within the designated portfolio and authority. S/he must be a recognized technical expert able to independently interact with high level officials to obtain advance approvals for critical actions. This requires extensive knowledge of the USAID and Federal Acquisition Regulations (AIDAR and FAR), USAID assistance regulations (2CFR 200 and 700, 2 CFR 228), OMB Circulars, the USAID Automated Directive System, the Department of State Standard Regulations (DSSR), USAID A&A Policy Directives (AAPDs), and Contract Information Bulletins (CIBs). S/he must also keep updated with new regulations issued through the Agency's General Notices. The Senior A&A Specialist must also manage OAA and its staff in their performance of the same.

The Senior A&A Specialist will be responsible for on-the-job and online/classroom training of the Mission OAA, AOR, and COR staff in all relevant aspects of A&A policy and procedures including the development of training material and the revision of existing material as applicable. S/he is expected to mentor the OAA staff work actively to keep the team engaged and updated on the latest procurement guidance, and continuously improve the services they offer. The incumbent should possess strong interpersonal and communication skills and the ability to work across teams and portfolios and with diverse clients. S/he must be fully versed in internet applications, vital of which is Google's G Suite as the incumbent must work long distance with the Regional AO/CO in Pretoria, and other mandated US Government and Agency applications and software related to A&A work, such as the full Microsoft Office Suite, the Global Acquisition & Assistance System (GLAAS), and the Agency Secure Image and Storage Tracking (ASIST) system. Finally, s/he will be a key member of Senior Staff, actively participating in daily leadership and decision-making.

C. Specific Tasks

a. Pre-Award Duties and Responsibilities

The incumbent will:

1. Manage all procurement planning functions for the Mission, which may include reviewing strategic objective agreements and/or results frameworks, participating in program planning meetings, identifying components of the plans that should be accomplished through the participation of outside provider organizations, the management of OAA's internal procurement planning, and the Agency Business Forecast/A&A Plan.
2. Lead Mission technical and support offices in developing annual procurement plans for the Mission A&A activities. Ensure that these plans are always current. Collaborate with technical office members in the preparation of advance procurement planning documents for proposed actions. Input shall reflect the steps required by regulation or policy in the selected mechanism's process, realistic estimates of the time required to accomplish each step utilizing Agency Procurement Action Lead Times (PALTs) as a guide, and a commitment to maintain the agreed-upon timelines. Keep the Regional CO/AO informed of any anticipated workload demands through frequent email communication and weekly calls.
3. Working in tandem with technical teams, ensure that all A&A planning documents are completed, such as the Individual Acquisition Plan, the Source Selection Plan, and the Assistance Selection Plan. Ensure that technical offices use M/OAA's mandatory A&A templates. Advise Mission management and technical office personnel concerning the selection of appropriate A&A instruments to use in order to accomplish the Mission's programmatic objectives. Working with technical counterparts and OAA, make choice of instrument recommendations to the Mission and to the CO/AO Officer. Identify A&A issues/potential problems that require guidance or concurrence from the RLO or ROAA in Pretoria and/or Washington and obtain such guidance and/or concurrence. Provide expert guidance to

technical office members in the preparation of required descriptions of the proposed project including, as appropriate, statements of work, specifications, program descriptions, program announcements, evaluation criteria, etc.

This guidance may take the form of directing them to the appropriate Automated Directive System (ADS) and/or to any other agency guidance, reviewing drafts, providing periodic training on the preparation of such documents or on Federal and USAID regulations, policy, and requirements. The Senior A&A Specialist will not write a statement of work or a program description as this is a responsibility of the requesting office. Emphasis should be placed on defining contractible, performance-based, results-oriented statements of work or program descriptions.

4. Working in tandem with technical teams, ensure that all A&A planning documents are completed, such as the Individual Acquisition Plan, the Source Selection Plan, and the Assistance Selection Plan. Ensure that technical offices use M/OAA's mandatory A&A templates. Advise Mission management and technical office personnel concerning the selection of appropriate A&A instruments to use in order to accomplish the Mission's programmatic objectives. Working with technical counterparts and OAA, make choice of instrument recommendations to the Mission and to the CO/AO Officer. Identify A&A issues/potential problems that require guidance or concurrence from the RLO or ROAA in Pretoria and/or Washington and obtain such guidance and/or concurrence. Provide expert guidance to technical office members in the preparation of required descriptions of the proposed project including, as appropriate, statements of work, specifications, program descriptions, program announcements, evaluation criteria, etc.

This guidance may take the form of directing them to the appropriate Automated Directive System (ADS) and/or to any other agency guidance, reviewing drafts, providing periodic training on the preparation of such documents or on Federal and USAID regulations, policy, and requirements. The Senior A&A Specialist will not write a statement of work or a program description as this is a responsibility of the requesting office. Emphasis should be placed on defining contractible, performance-based, results-oriented statements of work or program descriptions.

5. Carefully review incoming requisition documents to ensure they adequately reflect and protect U.S. Government interests in the accomplishment of the programmatic objective and comply with pertinent statutory, regulatory, and policy requirements and to ensure compliance with Agency and Mission requirements and appropriateness for the proposed action. Ensure proper recording of requisitions in Agency management information systems, such as ASIST and GLAAS. Analyze requisition and other documents and obtain necessary clarifications from the requesting technical office. Make recommendations for corrections to requesting documents when they are inadequate, inappropriate, or significant documentation is missing.
6. Depending on the action type, draft and/or review required pre-solicitation and solicitation documents, including determinations and findings, synopses, Justification and Approval (J&A) requests, Justification to Restrict Eligibility (JRE) requests, Request for Proposals (RFPs), and Notice of Funding Opportunities (NOFOs) which reflect Federal and USAID regulations, policies, and procedures governing A&A instruments, as applicable. Determine adequacy and choice of evaluation criteria, type of mechanism, the extent and mechanisms of advertising solicitation documents, the appropriateness of the time permitted for proposal or application preparation, the need for a pre-solicitation or pre-proposal conference, and any special terms and conditions that may be required, particularly if their use would require a deviation from governing regulations. Issue amendments, when necessary, to clarify questions or correct errors. Control the flow of information from the Mission to the offering community

during the proposal/application preparation stage, ensuring that all competition requirements are met and that the integrity of the procurement process is upheld.

7. Prepare the Technical Evaluation Committee Instructions/Selection Committee Instructions and provide guidance to the evaluation/selection committees regarding rules and procedures in conducting source selection. Analyze proposals/applications, ensuring compliance with all published evaluation criteria and factors and Federal and USAID regulations, policies, and procedures. Coordinate and provide expert guidance in the technical and cost evaluations.
8. Obtain pricing assistance as necessary and available and perform such cost evaluations as are necessary, reasonable, and appropriate to the circumstances. Document the results of these reviews in writing for use in source selection. Determine the need for further discussions. Prepare requests for confirmation of the results of the negotiation, including requests for proposal revisions, and revised financial or program plans, as applicable. Make competitive range determination recommendations to the cognizant CO/AO for competitively negotiated acquisitions. Take all reasonable steps necessary to determine the financial responsibility of any party to whom an award is expected to be made. This may include performing or requesting pre-award financial and program management reviews, as circumstances dictate or permit.
9. Prepare for the Regional CO/AO's signature the award documents, modifications, and administrative procurement documents that reflect the results of all discussions, any special needs of the project, and all required terms and conditions and applicable provisions and clauses.
10. Distribute award documents to relevant offices and provide all required notifications to unsuccessful offerors and applicants.
11. Provide notifications to U.S. Government award publication points (such as the Congressional Liaison Office and the Federal Business Opportunities). Provide debriefings when requested.

b. Post Award Duties and Responsibilities:

1. Research issues contained in, and draft responses to, miscellaneous items of correspondence on a wide variety of A&A awards. Examples include, and are not limited to: subcontract consent requests, salary approvals, equipment approvals, etc. Perform procurement administration functions such as providing review, recommendation, and drafting of correspondence on administrative award approvals, and clarifying award terms and provisions to awardees and AORs/CORs. Monitor performance, as required by the terms and conditions of the award and by Agency policy; through report reviews, site visits, correspondence, and other mechanisms. Provide expert A&A guidance to Agency technical monitoring personnel to assist them in the performance of their programmatic duties and the avoidance of legal/contractual impropriety.
2. Ensure that contractors submit required subcontracting plans, inventory reports, and quarterly financial reports. Responses to contractor performance reports, follow extension needs, follow funding needs, and ensure new requirements/clauses are incorporated in current awards as required and necessary. Disseminate performance reporting procedures to A/CORs and follow-up to ensure that reports are completed with input of contractors, cognizant Contracting Officer and AORs/CORs. Take appropriate action and prepare documentation on any issues that may arise in the course of performance, including changes, disputes, work stoppages, problems with Government Furnished Property or Materials, changes in scope or direction, replacement of key personnel, failure to make acceptable progress, default, payment problems, or unacceptable performance/deliveries.

3. Working with the Financial Management Office (FMO), prepare responses to audit findings. Conduct desk audits of A&A instruments pursuant to Agency policy and procedures. Via the AOR/COR, ensure payment vouchers are processed in a timely manner and that outstanding invoice issues are resolved. Review procurement files to ensure that documents (such as, memorandum of negotiation, class justifications, and other relevant documentation) are included in procurement files and that the files are maintained in accordance with Agency policies and standards. Close out completed contracts, grants, and cooperative agreements in a timely manner following Agency procedures and prepare all relevant close-out documentation. Meet regularly with Mission offices to remain current on pending actions and issues. Work closely with Mission offices in developing procurement plans and responses to award implementation and administrative issues. Participate in special projects, as assigned, and contribute regularly to the office's participatory management structure.

c. Additional Responsibilities:

The Senior A&A Specialist shall supervise the employees within the Mission's OAA. As the head of the unit, s/he is responsible for the day-to-day technical and administrative supervision of employees including assigning work, monitoring workload, evaluating performance, monitoring compliance with OAA training requirements for A&A, and establishing training programs. The Senior A&A Specialist is a valued member of Senior Staff, advising the Mission on all policy, project planning, design, implementation, and evaluation matters with an A&A lens and participating in daily leadership and decision-making. As a development professional, s/he will provide strategic advice on how to leverage the tool of procurement to advance local capacity and USAID's development objectives, will be a key participant in the creation of a Country Development Coordination Strategy, and may be called up to provide expert advice to other Agencies and the Embassy Front Office.

D. Supervisory Relationship

The incumbent will receive on-site supervision from the USAID/Madagascar Mission Director, policy guidance and technical oversight from the Regional CO/AO in Pretoria, and PSC management guidance from the EXO in Madagascar.

E. Supervisory Controls

The incumbent will provide supervision and training of the Mission Office of three CCN A&A staff, including mentoring, coaching, and implementation of continuous improvements that will ensure the office meets the needs of its customers.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education

A bachelor's degree in law, accounting, economics, marketing, business administration, or other related field is required.

b. Prior Work Experience

A minimum of ten years of progressively responsible experience in the field of acquisition and assistance execution, administration, cost and price analysis, procurement planning, and analysis and evaluation of proposals is required, of which five or more years must be overseas experience working on complex pre-award, award, and post-award responsibilities in an international organization or USG agency. In addition, demonstrated experience in supervising, coaching and training acquisition and assistance staff is required.

c. Language Proficiency

Level IV (fluent) English skills are required.

d. Clearances

The ability to obtain medical and security clearances in a timely manner is required.

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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Offerors who meet the minimum qualifications will be further evaluated, through their offer package, based on the factors listed below. Offerors must address each on a separate sheet describing specifically the experience, training, and/or education that s/he has relevant to each criterion. The committee may conduct interviews of the most highly ranked candidates before making a selection recommendation to the Selecting Official. The successful candidates will be selected based on a review of their qualifications, work experience, knowledge, skills, and abilities; interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

A. Education—10 points

USAID will assess additional educational qualifications that increase the candidate's competitiveness for the position, including achievement of advanced degrees in relevant fields of study such as law, accounting, economics, marketing, business administration, or other related field and additional training that is pertinent to the specific duties and responsibilities for the position.

B. Relevant Work Experience – 40 Points

USAID will assess additional relevant work experience that increases the candidate's competitiveness for the position, including working on complex pre-award, award, and post-award acquisition and assistance responsibilities in an international organization or USG agencies; supervising, coaching and training acquisition and assistance staff; and attainment of certifications or warrants equivalent to the U.S. Government Contracting Officer/Agreement Officer Warrants.

B. Knowledge, Skills and Abilities – 20 Points

Certification or substantial completion of certification requirements contract/agreement warrants equivalent to the Federal Acquisition Certification in Contracting (FAC-C) Level II, or FAC-C Level III will be evaluated. Knowledge of U.S. Government acquisition and assistance regulations, policies and practices, including the FAR and relevant sections of the Code of Federal Regulations (CFR) will be assessed.

In addition, USAID will evaluate applicant's leadership and supervisory management skills, interpersonal skills, and demonstrated ability to work collaboratively with co-workers, , partners, and business and industry officials.

The ability to exercise tact and diplomacy; to maintain strict confidentiality and high ethical standards relating to all areas of acquisition and assistance matters; to independently organize, prioritize, and follow through on all assignments in an efficient manner will be evaluated. A demonstrated ability to provide leadership and management while introducing innovations and best practices; demonstrated operational, analytical, and management skills, and experience in working in a team setting will be evaluated.

C. Communication – 20 Points

Applicant skills in oral and written communication in the English language, including the ability to obtain, evaluate, and interpret reports, and to effectively communicate organizational mission and policies to staff and to partners will be evaluated.

D. Computer skills – 10 Points

USAID will evaluate the applicant's computer skills, including ease and skill in using MS-Office Suite of Applications and Google G Suite applications, and in using the internet to solve problems and conduct research on matters such as regulatory guidance

Total possible points = 100

IV. SUBMITTING AN OFFER

DOCUMENTS REQUIRED

1. AID 309-2, Offeror Information For Personal Services Contract Form

Eligible offerors are required to complete and submit a hand-signed form AID 309-2, "Offeror Information For Personal Services Contracts", available at the USAID website, on www.usaid.gov/forms. Offerors are required to sign and scan the certification at the end of the form.

2. Resume/Curriculum Vitae

Offerors will submit a resume or a curriculum vitae containing the following information:

- a) Personal Information: Full name, mailing address (with zip/postal code), email address, day and evening phone numbers, and if applicable highest federal civilian grade held (also give job series and dates held);

- b) Education: date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) Work Experience: provide the following information for each of your paid and non-paid work experience related to the job for which you are applying: job title (include series and grade if federal job), duties and accomplishments (do not send job descriptions), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. In addition, offerors should highlight or make special note of relevant significant awards and achievements. This may include information that was listed in the AID 309-2 form.

3. Appendix

Supplemental document specifically addressing the selection factors listed in the solicitation. Include other pertinent information related to the qualifications required for the position, such as job-related training courses (title and year), job-related skills, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

4. Reference Persons

Offerors are required to provide five (5) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about offerors past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the offeror's AID 309-2 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

SUBMISSION OF OFFER

- Offers must be submitted to the e-mail address: antananarivoUSAIDHR@usaid.gov
- Subject line of your e-mail should read: "**SOL- Sr. A&A Specialist** [your name]"
- E-mail attachments should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx)
- Offers must be received by the closing date and time specified in **Section I, item 3**.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Selecting Official (SO) informs the successful Offerors about being selected for the positions advertised, the SO will provide the successful Offerors instructions about how to complete the following forms. Other additional forms may be required to be completed.

- DS 6561, Pre-Assignment for Overseas Duty for Non-Foreign Service Personnel. Found at <http://www.state.gov/m/med/c35188.htm>
- AID 6-1, Request for Security Action
- OF-306, Declaration of Federal Employment
- SF-86, Questionnaire for National Security Positions or
- SF-85, Questionnaire for Non-Sensitive Positions
- SF-87, Finger Print Card
- AID 500-4, Fair Credit Reporting Act of 1970, as Amended

- AID 6-85, Foreign Activity Data
- OF-126, Residence and Dependency Report
- SF-144, Statement of Prior Service - Worksheet

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a USPSC 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 (if applicable):

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 Quarter Subsistence 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 Evacuation/Authorized Departure (Section 600)

VII. TAXES

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

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

- AAPD 18-05: Designation of USPSCs and CCNPSCs as Contracting Agreement Officers
- AAPD 18-02: Changes to the Medevac Policy for USPSCs and TCNPSCs
- AAPD 16-03: REVISED AIDAR Deviation from Appendices D and J for the continuation of Expanded Incentive Awards for Personal Services Contracts with Individuals
- AAPD 15-02: REVISED Extends Implementation Of The USAID Policy For Leave And Holidays, Including Family And Medical Leave
- AAPD10-01: Changes in USG Reimbursement Amounts For Health Insurance And Physical Examination Costs
- AAPD 06-10: PSC Medical Expense Payment
- AAPD06-08: Using the Optional Schedule to Incrementally Fund Contracts

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>

END OF SOLICITATION