



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72052024R00002-1

ISSUANCE DATE: July 16, 2024

CLOSING DATE AND TIME: August 4, 2024 11:59 p.m. (Guatemala Time)

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC)

Dear Prospective Offerors:

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

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

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and underrepresented groups, to respond to the solicitation.

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

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

This is an amendment to the original solicitation. Previously-submitted applications will be considered and do not have to be re-submitted. The deadline for submission has been extended due to the issuance of this amendment.

Sincerely,

Signature

Guadalupe Ramirez
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO:** 72052024R00002-1
2. **SOLICITATION ISSUANCE DATE:** July 16, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 4, 2024 before and/or at 11:59 p.m. (Guatemala Time)
4. **POINT OF CONTACT:** GuatemalaVacancies@usaid.gov
5. **POSITION TITLE:** Senior Development Outreach and Communication Director (GS-15)
6. **MARKET VALUE:** \$123,041 - \$159,950 equivalent to **GS-15**.
 Final compensation will be negotiated within the listed market value and will include Locality Pay for domestic USPSCs based on the location of the Official USAID Worksite, or the approved alternative worksite if approved for remote work. USPSCs performing overseas are not entitled to Locality Pay.
7. **PLACE OF PERFORMANCE:** USAID/Guatemala (**overseas-based position**).
 Relocation expenses will not be reimbursed for U.S.-based positions.

Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. **PERIOD OF PERFORMANCE:** December 15, 2024 - December 14, 2029, estimated to start on December 15, 2024.

“The **base** period will be December 15, 2024 - December 14, 2026, estimated to start on December 15, 2024. Based on Agency need, the Contracting Officer may exercise (an) additional **option period(s)** for December 15 2026 - December 14,2029 for the date(s) estimated as follows:”

<i>Base Period:</i>	<i>December 15, 2024 - December 14, 2026</i>
<i>Option Period 1:</i>	<i>December 15, 2026 - December 14, 2027</i>
<i>Option Period 2:</i>	<i>December 15, 2027 - December 14, 2028</i>
<i>Option Period 3:</i>	<i>December 15, 2028 - December 14, 2029</i>

9. ELIGIBLE OFFERORS: U.S. Citizens.

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States;
- Submit a complete application as outlined in the solicitation section
- Be able to obtain facility access authorization;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained

10. SECURITY LEVEL REQUIRED: Secret. The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

A. INTRODUCTION:

With a continuous presence in Guatemala dating back to 1961, USAID collaborates closely with the Guatemalan government to support the country’s development in a range of sectors—private sector development, agriculture, environment, health, education, HIV/AIDS prevention, governance, and security—in support of the USG Central America Strategy.

Due to its significant role in US foreign policy, USAID/Guatemala receives an extraordinary amount of attention and scrutiny from the public, the Government of Guatemala (GoG), the White House, and other US Government entities. This situation places extremely high expectations on the Mission’s communication function.

The Senior DOC Director reports to the PPSO Director or delegate. The incumbent serves as a key advisor to the USAID Front Office and Embassy and s/he helps manage the mission’s reputational risk while targeting key audiences with strategic messaging to advance our development strategy. In the lead-up to a very precarious democratic transition of executive power in Guatemala, there is elevated international attention and scrutiny on USAID's work in Guatemala. The incumbent leads the communications strategy and guides the experts of the Communications team to ensure that USAID messaging, deliverables, announcements, and communication tactics support the incoming Administration's agenda and help the larger Embassy achieve its foreign policy goals.

The Senior DOC Director works with USAID and Embassy leadership and staff to implement development, outreach, and communications efforts to increase awareness of USAID assistance programs in Guatemala. S/he leads the USAID DOC team in Guatemala City, which at full strength comprises four full-time team members, including the Senior DOC, a Deputy Team leader and communications experts. The Senior DOC Director is responsible for aligning Guatemala communication messages and activities with USAID-wide communication strategy and initiatives (for example the White House's Root Causes Strategy).

The Senior DOC Director is responsible for close interagency coordination and collaborates closely with the U.S. Embassy's Public Diplomacy Section (PDS) to ensure consistency of messaging and strong coordination between USAID and other U.S. government (USG) colleagues under the U.S. foreign assistance umbrella. The Senior DOC Director also serves to clearly explain complex USAID programs, policies and processes (e.g., budget allocations, project design, alignment with USG foreign policy etc.) to the broader interagency audience to ensure the intricacies of USAID equities are communicated to the final audience, including journalists, country team, or visiting delegations. The DOC leads coordination with USAID/Washington offices including the Latin America and Caribbean (LAC) Bureau and the Bureau for Legislative and Public Affairs (LPA). The position also coordinates with other USG interagency counterparts and implementing partners.

The Guatemala program is of the highest strategic importance to the USG and USAID in Central America, and public understanding of the program's accomplishments – both within the U.S. and Guatemala – is critical to its success.

B. DUTIES AND RESPONSIBILITIES

a) Supervision and Coordination: 30%

- Lead and mentor the mission's DOC team composed of four full time members (including the Senior DOC Director position plus contract support staff) to ensure overall quality and coherence of the team's communications and outreach products and initiatives. Develop the capacity of the DOC team and USAID mission in strategic communications through coaching and mentoring.
- Advise and coordinate with communication specialists/key contacts in USAID technical offices, as well as with implementing partner communication specialists.
- Serve as the mission's primary point of contact to advise planning of visits and public events by official visitors from the U.S. Embassy, USAID/Washington, Congress (CODEL), and other USG agencies or entities. Coordinate VIP site visits as necessary. Support Technical Offices in preparing briefing materials, scene setters, and other information products to support these visits. Maintain a diverse list of potential site visit locations appropriate for a variety of other high-level

visitors to USAID/Guatemala, coordinating closely with USAID Technical Offices.

- Represent USAID at the senior level in all matters pertaining to USAID public affairs and outreach activities with other branches of the USG, the Government of Guatemala, implementing partners, and other donors and institutions.
- Coordinate closely with PDS, other USG agencies, and USAID implementing partners to achieve maximum exposure and understanding of U.S. development efforts and initiatives, as defined by the chief of mission and USAID Mission Director.
- Serve as the senior advisor to USAID leadership regarding all external communications, public information, media relations, and outreach matters, drawing on knowledge of the political context and its effect on strategic communications.
- Coordinate with technical teams (especially their communication specialists) to identify and produce compelling stories and implement communication activities.
- Advise USAID staff and implementing partners on developing high impact public information programs and initiatives, as well as their communications and media strategy and relations.
- Train, prepare and supervise USAID's staff and partners to strengthen communications and media outreach capacity. Oversee the integration of communications in the project design and implementation process.
- Ensure quality control of documents, briefing materials, public information/fact sheets and outreach-related actions within USAID and other agencies with whom the mission collaborates.
- Serve as a resident expert on USAID branding and style guidelines, ensuring regulations are followed by recommending revisions and appropriate application as outlined in ADS 320 and the Agency's Graphic Standards Manual.
- Oversee and provide regular training to USAID staff and implementing partners on the appropriate use of branding and marking. Work closely with office of acquisition and assistance (OAA), contracting/agreement officer's representative (C/AORs) to ensure adherence to branding in the field. Seek guidance from regional legal officer and LPA on any disputes or waiver requests.
- Oversee the C/AOR and/or activity manager for communication contracts, cooperative agreements and grants to ensure effective implementation of the USAID Communications Strategy, and serve as Activity Manager or C/AOR as needed.
- Draft or revise Mission Orders and/or Mission policy on Communications and the implementation of ADS communications policy.

b) Strategic Communication Planning, Execution, and Analysis: 25%

- Create, maintain, and adapt USAID/Guatemala's Communications Strategy in close coordination with PDS and USAID/Washington, using audience research, political and media analyses, and other relevant data.
- Lead the development and implementation of the mission's communications strategy and outreach plan, including internal communications.
- Monitor and evaluate progress toward communications objectives to measure the effectiveness of USAID's communications strategy and activities.
- Ensure communication team resources (contracts, mission staff) are deployed strategically to advance key communication objectives in alignment with USAID/Guatemala priorities and the Country Development Cooperation Strategy (CDCS).
- The Senior DOC Advisor is responsible for alignment of Guatemala communication messages and activities with USAID-wide, Embassy-wide and USG communication strategy and initiatives in Guatemala (for example the White House Strategy on Root Causes of Migration in Central America).
- Ensure development and maintenance of high-quality communication materials (including standard materials such as fact sheets or custom materials for specific purposes). The DOC Director should also ensure that these communication materials are made easily accessible for staff and leadership, and that they are strategically supportive of mission initiatives.
- Support USAID's collaborating, learning, and adapting specialist, and Technical Offices, to capture and effectively share information related to USAID interventions and programs, such as developing infographics and social media campaigns to communicate USAID's development knowledge and learning .
- Use creative/ innovative approaches/fora to communicate messages to key stakeholders.
- Maintain up-to-date knowledge of all USAID/Guatemala activities and processes, as well as a keen awareness of political and policy issues.

c) Public Information and Publicity Materials: 25%

- Coordinate internal and external information dissemination, media outreach, and public events within the USAID mission; with the mission's offices and technical staff; and with implementing partners.
- Manage the drafting, editing, and disseminating of timely and accurate information, sector overviews, press releases, responses to requests for information, and all other public information materials relating to USAID/Guatemala's activities. These must be written in clear, concise

English and Spanish and prepared with both the media and general audiences in mind, and designed for a variety of uses.

- Prepare and/or oversee submissions for the USAID Mission Director's weekly report, USAID Frontlines, and other USAID public information platforms including the Administrator's Blog, Facebook, Twitter, and other social media.
- Oversee social media platforms ensuring USAID visibility and engagement is substantive and strategic.
- Oversee the maintenance of the mission's English- and Spanish- language web materials to ensure that they are accurate and up-to-date.
- Manage the preparation and maintenance of an updated standard information package on the USAID program in Guatemala for briefings and for distribution to the public, the media, USAID/W, LPA, the State Department, Congress, etc., including scene setters, program briefing papers, project status reports, maps, photos, and general information about Guatemala.
- Oversee the creation of compelling materials in multiple media that tell the story of USAID's investments in Guatemala to a variety of key stakeholders.

d) Media Relations and Press: 20%

- Oversee USAID/Guatemala's international and local media relations. Work closely with PDS on press relations and maintain contacts with high-level journalists from all media outlets.
- Promote separate, proactive, targeted, information and media outreach activities for the Guatemalan, US, and international press. These activities are specifically designed to push accurate information about USAID programs deep into local, regional, and national markets in the U.S., Guatemala, and the region, through the selective use of radio, television, newspapers, magazines, public service announcements, advertisements, billboards, and traditional communication and other fora.
- Advise and collaborate closely with Embassy PDS to expand opportunities for coverage of USAID assistance, including TV, radio, and other media. This responsibility may include arranging interviews, briefings, media tours of USAID projects, etc.
- In collaboration with PDS, advise the Mission Director and USAID staff on press and media relations and specific media engagements. Ensure a targeted, coherent, and consistent message from all USAID staff and implementing partners.
- Coordinate with Government of Guatemala communications and public relations offices, maintaining good relations and advising on publicizing joint events.
- Supervise the monitoring of the Guatemala and international press coverage, awareness, and attitudes concerning USAID programs. Report

on placement of USAID-related articles in the Guatemalan, regional, international, and U.S. press to the embassy, mission, and Washington.

- Provide feedback to inform ongoing communications activities and events and future programming, as well as the effectiveness of the communications strategy.
- In collaboration with Mission leadership and PDS, respond to inquiries from the general public, media, and other sources about USAID programs and projects.

C. DEGREE OF RESPONSIBILITY FOR DECISION-MAKING ASSIGNED TO THE POSITION:

- **Level of complexity of work assignments:** The incumbent will be working on highly complex issues related to a multifaceted communication strategy and varied interagency equities, varied media analyses related to a diverse portfolio of activities, across multiple local, national and international media platforms and varied local and USG audiences.
- **Technical knowledge required:** The incumbent should have knowledge of messaging/marketing/social media. S/he must have the ability to create compelling messaging across a variety of media, including print, blogs, social media, video, and speeches. (S/he must have experience with the planning or execution of video content.) S/he must also have the ability to think creatively about other means to tell the USAID story and convey key messages through multi-faceted strategic communication campaigns. S/he must have experience, knowledge, and skill engaging with the private sector. S/he must have supervisory experience and the skill to manage competing high-profile priorities.
- **Supervisory Controls:** The incumbent will have significant autonomy with limited oversight from him/her supervisor. The majority of work will emerge through an understanding of on-going duties and responsibilities with specific assignments coming from the office director and mission management.

Substantial reliance is placed on the incumbent's use of judgment concerning priority and effectiveness of public relations documentation and activities and how to accomplish goals through the work of others. Incumbent must anticipate, react to, and interpret changing priorities and circumstances in the media and their effects on his/her work in coordination with various mission elements. Many important decisions will be based on incumbent's experience and managerial skills. The incumbent must plan his/her work schedule independently and direct colleagues and subordinates to use skills and abilities effectively.

- **Guidelines:** USAID general guidelines (ADS) regarding allowable communications activities and relationships with PDS and the media include

branding guidelines, standard agency procurement and contracting procedures, priorities set by approved USAID strategies, U.S. Embassy guidelines on public outreach and media relations.

- **Complexity of the work environment or its potential effect on the position's responsibilities:** Guatemala is an immensely complex country with a diverse population. Half the population is indigenous with over 23 Mayan languages spoken. The 36-year internal conflict has had a lasting impact on the country with layered dynamics that continue to influence the country today. These realities make the operating environment complex and nuanced in terms of messaging to different stakeholders in the country. Within that operating context, USAID has a high profile. High-level counterparts (Guatemalan President, Ministers, etc.) regularly participate in USAID events which get regular media coverage. Similarly, high level GOG officials regularly participate in USAID media events (USAID Administrator, Ambassador, Office of the Vice President).

With the second highest budget in the region (FY 2023 of \$165 million) and a large number of irregular immigrants to the US, USAID/Guatemala receives an intense amount of scrutiny. High-level visitors (including members of congress, their staff and administration officials) visit Guatemala regularly with distinct interests and concerns and communicating with them strategically is imperative.

USAID/Guatemala has a large number of distinct stakeholders. Providing regular information to these stakeholders is fundamental to the success of our programming in Guatemala. The profile of USAID within Guatemala and the interagency means that successful messaging can strengthen our efforts while poor communication is detrimental.

- **Scope and effect of the work performed:** The purpose of the position is to create and execute a vision to message strategically to USAID/Guatemala's varied group of stakeholders, guiding and mentoring a team of communications experts. The success of the vision and execution enhances understanding and support for USAID programming both within Guatemala and the United States. This support can translate into greater programmatic success, shifting narratives to help achieve US government policy priorities, and communicating to legislators the importance of USAID/Guatemala programming (to garner or sustain support in congress for the mission's budget). This position will help craft communication strategies and products to support overall USG priorities and mission programming.
- **Level and purpose of contacts:**
 - Relationship in the USAID Mission: The incumbent ensures that the many diverse elements of USAID and its constituencies play active roles in the development and implementation of USAID's public relations activities,

taking a proactive role to ensure that these actions highlight the strong U.S.-Guatemalan partnership and emphasize the benefits that Guatemala receives from American foreign assistance, while incorporating sensitivity to local issues and cultural considerations.

- **Relationship with Public Diplomacy Section (PDS):** The incumbent works closely with the U.S. Embassy Public Diplomacy Section on a range of activities including, but not limited to, public relations strategy development and contacts with the Guatemalan media. S/he ensures that political awareness, key operational linkages and feedback systems are maintained.
 - **Relationship with USAID/Washington:** The Bureau of Legislative and Public Affairs (LPA) and the Latin American and Caribbean Bureau in Washington are important stakeholders in public relations activities focused on U.S. foreign assistance to Guatemala. The incumbent is the principal mission contact with LPA and is responsible for coordinating all appropriate actions with LPA's Public Relations Division and in ensuring that all Washington policies related to public relations are followed and that concerns and local environment are communicated back to Washington.
 - **Other Relationships:** The incumbent has a wide range of other contacts including the U.S. Embassy, involving the Office of the ambassador, Government of Guatemala ministry representatives, U.S. and Guatemalan journalists, and representatives from U.S. and Guatemalan television. The incumbent has a close relationship with USAID contractors, indigenous and U.S. NGOs, and other donors.
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- **Supervision/oversight over others:** The incumbent may supervise staff. The likely supervisees are two Cooperating Country National Personal Service Contractors (local staff), and a USPSC
 - **Authority to make commitments:** Incumbent is responsible for budget planning and the preparation of procurement requests for publicity materials and related technical services which will be processed through the USDH supervisor. The incumbent is given broad discretion to discuss political, economic, and social dimensions of the USAID/Guatemala program with media representatives, and with high-ranking members of USAID and State Department in Washington and in Guatemala.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. **Education:** A Bachelor's degree from an accredited college or university in Journalism, Media and Communication, English Literature, Public Relations, Marketing, Business and Organizational Communication, Business Administration, International Studies, International Relations, or a relevant field is required. (Educational requirements must be met at the time of application for the subject position.)
- b. **Language Proficiency:** Fluency in written and oral communication skills in English is required.
- c. **Technical and Professional Experience:** The incumbent must have a minimum of eight years' experience with three years in a supervisory capacity, of a progressively responsible experience in a relevant communications role such as marketing, strategic communication, or journalism. Experience with diplomacy or covering international affairs/development is required. The incumbent must have demonstrated experience using social media; organizing and conducting roundtables and other events; producing web content and videos; planning and delivering training; and working collaboratively with journalists. The incumbent must also have experience communicating for or with private sector entities.

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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The following is the evaluation criteria for this position:

- **Education** (5 points)
- **Language Proficiency- English and Spanish** (10 points)
- **Professional Experience** (35 points)
- **Technical Skills and Abilities** (50 points)
 - *(May include customer service, oral and written communication skills, and teamwork)*
 - Tact and Diplomacy
 - Judgment
 - Supervisory experience
 - USG Interagency experience
 - Teamwork and creative problem solving
 - Clear, concise writing in English and Spanish
 - Design and execution of strategic communication campaigns
 - Experience in marketing/social marketing
 - Social media messaging experience
 - Video creation experience
 - Ability to brief high level government officials
 - Staff development, coaching and mentoring

Maximum Points Available: 100

Education:	5 points
Language Proficiency – English and Spanish:	10 points
Professional Experience:	35 points
Technical Skills and Abilities:	<u>50 points</u>
Total:	100 points

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, “[Offeror Information for Personal Services Contracts with Individuals](#),” available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

- a. Please submit a Letter of Application and current resume.
- b. Three (3) references, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the applications.
- c. Application must be submitted ONLY via email to GuatemalaVacancies@usaid.gov and the email subject **must** say –: ***USPSC SOL#72052024R00002 – Senior Development Outreach and Communications (DOC) Director for PPSO. Be sure to include your name and the solicitation number at the top of each page.***

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:

1. [*Medical History and Examination Form \(Department of State Forms\)*](#)
2. [*Request for Security Action, \(AID 6-1\)*](#)
3. [*Declaration of Federal Employment \(OF-306\)*](#)

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) Leave and Holidays

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

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

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Supplemental Post Allowance (Section 230)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Educational Travel (Section 280)
- (h) Post Differential (Section 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/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
 Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor —

1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor –
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor –
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor –

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 24-04 FASCSA Orders to USAID PSCs with Individuals Under the AIDAR Appendices D and J - *July 8, 2024*

AAPD 22-02 Telework and Remote Work Policy for US Personal Service Contracts with Individuals - *July 13, 2022*

AAPD 21-05 Revised and Expanded Fringe Benefits for USPSCs - *November 13, 2023*

AAPD 21-01 Applicability of FAR 4.21 to USAID Personal Services Contracts with individuals under the AIDAR Appendices D and J - *March 26, 2021*

AAPD 20-08 Leave and Holidays for CCNPSCs and TCNPSCs, including Country Leave for Qualifying Posts for Eligible TCNPSCs – *December 20, 2022*

AAPD 18-02 Revisions to Medevac Policies for USPSCs and TCNPSCs - *December 1, 2023*

AAPD 10-01 Personal Service Contracts: Changes in USG Reimbursement Amounts for Health Insurance and Physical Examination Costs - *January 8, 2010*

AAPD 06-10 PSC Medical Expense Payment Responsibility - *October 30, 2006*

AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts - *June 23, 2006*

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/resources_standards-of-conduct.

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/work-usaid/personal-service-contracts-ombudsman>

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

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN, 2023
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