



**ISSUANCE DATE:** April 15, 2016

**CLOSING DATE:** May 10, 2016 at 17:00 Hours Accra Local Time

**SUBJECT: SOLICITATION NUMBER SOL-624-16-000011 FOR A U.S. CITIZEN OR A THIRD COUNTRY NATIONAL PERSONAL SERVICE CONTRACTOR FOR SENIOR ACQUISITION AND ASSISTANCE SPECIALIST**

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S Citizen or Third Country Nationals (TCN) interested in providing Personal Services Contract services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The Senior Acquisition & Assistance Specialist position will be located in Office of Acquisition & Assistance, USAID/Benin.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on section 7):

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Mildred Agbo via email at [magbo@usaid.gov](mailto:magbo@usaid.gov) no later than April 22, 2016; no questions will be entertained after this date.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,



Leslie-Ann Nwokora  
Supervisory Regional Contracting Officer  
USAID/West Africa

**SOLICITATION NUMBER:** SOL-624-16-000010

**ISSUANCE DATE:** April 15, 2016

**CLOSING DATE:** May 10, 2016 17:00 Hours Accra Local Time

**POSITION TITLE:** Senior Acquisition & Assistance Specialist

**MARKET VALUE OF POSITION:** GS-13 (\$73,846 - \$96,004) Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS13 pay range will not be entertained or negotiated.**

**AREA OF CONSIDERATION:** Open to U.S. Citizens (including Legal Permanent Residents) and Third Country Nationals.

Third Country Nationals means an individual (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and (ii) who is eligible for return to his/her home country or country of recruitment at U.S. Government expense.

**PERIOD OF PERFORANCE:** Two (2) years

**PLACE OF PERFORMANCE:** Benin

**SECURITY AND MEDICAL CLEARANCES:** Selected applicant must obtain Secret Clearance (USPSC)/Facility Access (Permanent Resident)/Employment Authorization (TCN) and necessary Medical Clearance within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **1. BACKGROUND:**

This position is located in the Office of Acquisition and Assistance (OAA), USAID/Benin. USAID/Benin is one of the client mission of USAID/West Africa. It's annual program budget is approximately \$23 million. USAID/Benin executes programs and projects of a critical and highly specialized nature. The primary purpose of this position is to provide A&A support to USAID/Benin programs in the technical areas –primarily for health, but it also incorporate, security, Equity and prosperity which are critical sectors to strengthen democracy.

This work includes support on all aspects of contract management relating to and affecting USAID assistance programs in Benin, including project planning, project design, implementation, and evaluation of programs. The Senior A&A Specialist (the personal services contractor-PSC) reports directly to the Regional Supervisory Contracting Officer while working as a part of a team in overall support of the Mission.

This position will execute and administer procurements in support of assigned USAID/Benin technical sector programs. The PSC will be responsible for planning, developing, soliciting, negotiating, managing, and advising on procurement and contract management in relation to the Mission's assistance programs. The PSC will participate in "cradle to grave" actions – from project design through negotiation, administration and close-out. The PSC will develop and execute plans for procurement and provide contract management support to achieve program objectives.

## **2. BASIC FUNCTION OF THE POSITION:**

The incumbent serves as a Senior Acquisition and Assistance Specialist in the Office of Acquisition & Assistance (OAA), USAID/Benin. The PSC is responsible for all pre-award and post-award functions involving highly complex negotiated procurements of significant importance to the Mission. The work includes support on all aspects of contract management relating to and affecting USAID assistance programs in Benin, including procurement planning, activity design, solicitation, negotiation, award and implementation of programs. The PSC is also responsible for training local-hire Acquisition and Assistance Specialists in OAA.

The PSC will provide contracting support to assigned technical programs within the Mission's overall portfolio. These technical offices currently include: primarily for health, but it also incorporate, security, Equity and prosperity which are critical sectors to strengthen democracy.

The PSC will also serve as an Acquisition and Assistance resource for the Office of Acquisition and Assistance providing training and mentoring to staff members.

### **3. DUTIES AND RESPONSIBILITIES:**

#### **Procurement Planning:**

- Develops long-range plans for new or complex programs. Responsible for procurement planning activities for assigned sector Offices Teams, which may include reviewing and clearing procurement plans and procurement documents and representing the Office of Acquisition and Assistance at program planning meetings.
- Develops acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements that serve as models for future major system acquisitions.
- Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules and keeps superiors informed of anticipated workload demands.
- As part of the Office of Acquisition and Assistance team, analyzes and collates approved annual procurement plans.
- Identifies within assigned sector programs those significant subsystems, components, equipment and services to be acquired by contract, grant, cooperative agreement, Inter-Agency Agreement, or International Public Organization, or other appropriate mechanism.
- Acts as advisor to program officials in activity planning meetings, and advises program officials on the procurement instruments to be used.
- Provides counseling and training to new project/technical staff on USAID regulations and Federal Acquisition Regulations (FAR) requirements. Provides on-the-job training to junior staff and assists management in selecting appropriate developmental assignments.

#### **Design and Solicitation Processes:**

- Collaborates in the development of evaluation criteria and assists in the preparation of statements of work.
- Develops objectives for the program in terms of competition and price range, and constructs on the contractual or assistance vehicle, which includes the use of pricing arrangements, subcontracting policy, set-aside polices, and similar considerations.
- Provides backstopping services to technical personnel by advising on resolution of special procurement problems associated with waiver requests, expediting of deliveries, apparent overlapping responsibilities, and resolution of claims.
- Prepares solicitation documents.
- Performs detailed analyses of all elements of cost in contractor proposals. Determines the competitive range and prepares defensible justifications when required.

- Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract.
- Obtains appropriate data from business and technical officials. Issues necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses or subcontracts. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. In the absence of meaningful cost and price information, develops creative approaches to developing the necessary comparative data.

**Negotiation and Award:**

- Serves as lead negotiator responsible for a significant program or for major procurements, which may include several types of instruments.
- Plans, leads, and coordinates the strategy for negotiations with contractors/grantees to develop the award price and terms.
- Prepares the award documents and recommends their execution.
- Negotiates Participating Agency Services Agreements (PASA) and Participating Agency Program Agreements (PAPA) in accordance with statutory and procedural regulations and general agreements with other Federal agencies. Negotiations include prices, terms, special conditions, and amendments. Coordinates PASAs and PAPAs with officials in participating Federal agencies and with Mission officials as necessary.

**Contract Compliance Monitoring and Administration:**

- Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.
- Ensures that contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs.
- Recommends issuing cure or show-cause notices when the contractor is not in compliance.
- Conducts analysis and prepares required documentation for various contracting actions, including: incremental funding, rate and cost adjustments, redirection of effort, time extension, incorporation of change orders, stop work orders, cure notices or show cause letters, approval of progress payments, final payment to the contractor, and contract closeout.
- Evaluates the adequacy of the awardee's business management systems for areas such as personnel compensation, insurance subcontracting and/or sub-granting procedures, and

financial management. Ensures compliance with applicable cost principles, and Cost Accounting Standards and requirements. Performs work associated with the analysis of automated contracting systems, or with providing advice and guidance on contracting and procurement issues including procurement using small/disadvantaged businesses.

- Reviews grantee's procurement systems and procedures. In response to requests for review by grantees for the purpose of certifying their procurement system and procedures, conducts in-depth on-site evaluations of grantees contracts, contracting procedures, contract planning, competition, cost analysis, organizations, employee qualifications, procurement and contract administration systems, and similar functions.
- Interprets award provisions for awardees and for officials of the agency, and provides appropriate advice and guidance. Advises technical office counterparts and contractors /grantees/recipients on their administration responsibilities contained in the award.
- Anticipates problems and provides advice to project personnel on effective implementation and time frames required.
- Terminates awards for the convenience of the Government or default by the awardee. The incumbent is responsible for the preparation of all documentation necessary to support and defend termination decisions. Negotiates termination claims settlement.
- Resolves audit findings on post-award audits. Responds to protests by researching and developing necessary analysis, documentation, and history. Works with USAID Legal Officers in proposing the Agency position, and Contracting Officer reports to support the Government defense on protests to the Government Accountability Office (GAO).

**Training:**

- Trains A&A Specialist staff on all aspects of acquisition and assistance procedures, policy and document formation. The training shall encompass Procurement Planning, Design and Solicitation Processes, Negotiation and Award, Contract Compliance Monitoring and Administration, Design of tools and templates to utilize in training and other topics as assigned.

**Other Duties:**

- Recommends new or improved processes in a functional area of procurement, e.g., pre-award or price/cost analysis, including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation to subordinate contracting activities.
- Responds to protests by researching and developing necessary analysis, documentation, and history. Works with the Legal Officer in preparing the Agency's position and Contracting Officer reports to support the Government's defense on protests to the GAO. Provides

ongoing technical advice and recommendations to both contracting and technical office personnel. Acts as a liaison to various offices.

- Recommends, develops, issues, and maintains contracting policies to ensure consistency in implementation.
- Performs other duties as assigned.
- The Senior Acquisition and Assistance Specialist shall supervise the employees within the Mission Office of Acquisition and Assistance (OAA). As the head of the unit, she/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 acquisition and assistance, and establishing training programs.

The Senior Acquisition and Assistance Specialist, also provides Contracting support to the Executive Office and reviews/clears all contracting work performed by the Executive Office staff.

#### **4. OTHER SIGNIFICANT FACTORS:**

##### **A. Knowledge Required by the Position**

The position requires either: knowledge of contracting principles, laws, regulations and procedures applicable to pre-award and/or post-award actions sufficient to procure and/or administer contracts for major development, testing, and/or production, or mastery of a procurement functional area sufficient to provide expert technical leadership, staff coordination, and consultation including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation. Familiarity with business strategy and program or technical requirements is required sufficient to perform or direct in-depth evaluations of the financial and technical capabilities, or the performance, of the contractor.

##### ***Guidelines***

Policies and precedents are available but stated in general terms or are of limited use. Extensive searches of a wide range of regulations and policy circulars are frequently required. The PSC uses experienced judgment and initiative in applying principles underlying guidelines, in deviating from traditional techniques, or in researching trends and patterns to develop new approaches, criteria, or proposed policies.

##### ***Complexity***

The work is characterized by breadth of planning, review, and coordination or depth of problem identification and analysis, stemming from the variety of the procurement functions or from unknowns, changes, or conflicts inherent to the issues. Work involves varied duties requiring many different and unrelated processes and methods which cover the full range of contracting and assistance activities in the assigned functional area(s) or contract reviews which reveal trends and common problems.

Decisions involve responsiveness to continuing changes in programs or technological developments. Procurements typically require new or modified contract terms and conditions, funding arrangements, or policy interpretation throughout the pre-award and post award phases. The PSC develops data and recommends or initiates action to resolve a variety of problems under different award instruments such as contract awards and awards under assistance. Actions include factors not routinely encountered. Determining what needs to be done includes analysis of alternatives, adaptation, or modification of procedures, or resolution of incomplete or conflicting technical or contractor data.

### ***Scope and Effect***

The purpose of the work is to provide expertise as a specialist in a functional area of contracts and grants/cooperative agreements by furnishing advisory, planning, or reviewing services on specific problems, projects, or programs. The work affects a wide range of procurement and assistance activities such as the operation of procurement programs in various locations, the accomplishment of significant procurement of technical program goals, or the economic position of contractors or on their respective areas.

All actions of the Senior Acquisition and Agreement Specialist will be subject to review and final approval of the responsible Contracting/Agreement Officer or his/her designee.

***Available Guidelines:*** Reference and guidance materials to be used by the Contractor in performing the duties shall include, but not be limited to the following:

- Federal Acquisition Regulations (FAR)
- AID Acquisition Regulations (AIDAR)
- Code of Federal Regulations (CFR)
- OMB Circulars
- A&A Policy Directives (AAPDs)
- Contract Information Bulletins (CIBs)
- Procurement Executive Bulletin (PEB)
- USAID Automated Directive System

### ***Exercise of Judgment***

The Contractor must exercise sound and independent judgment in interpreting and applying acquisition and assistance regulations in the course of carrying out the assigned duties.

### ***Authority to Make Commitments***

The incumbent will not have the authority to sign A&A instruments or other documents that require a warrant, or the authority to make legal determinations that have the effect of binding the Government.

### ***Personal Contacts***

The Contractor establishes and maintains solid working relationships with all level of Mission personnel and personal contacts include a variety of specialists, managers, officials, or groups from outside the agency in a moderately unstructured setting where the purpose and extent of each contact is usually different, and the role and authority of each party is identified and developed during the course of the contact.

***Purpose of Contacts***

Contacts are to obtain agreement on previously determined goals and objectives through negotiation, persuasion, and advocacy. The individuals or groups may be uncooperative, have different negotiation objectives, or represent divergent interests.

***Interpersonal Skills***

The Contractor must exercise discretion and tact in a variety of stressful situations and when dealing with personnel to resolve challenges that arise during the course of the work, for which there often is not a clear solution. Team work within OAA and between technical offices is essential for overall success of Mission operations. Additionally, the Contractor must possess skills in mentoring and training junior staff members. The Contractor should also be able to explain acquisition and assistance procedures and share best practices with staff members.

***Time Required to Perform Full Range of Duties***

The Contractor is expected to be an expert in the field of acquisition and assistance procedures.

***Physical Demands***

The work is sedentary.

***Work Environment***

The work is performed in an office setting.

**5. REPORTING REQUIREMENTS/SUPERVISION:**

The incumbent will be supervised by the Regional Supervisory Contracting/Agreement Officer and/or Deputy Regional Contracting/Agreement Officer.

The Regional Supervisory Contracting Officer sets the overall objectives of the work as well as the available resources. The PSC, in consultation with the Regional Supervisory Contracting Officer, develops specific objectives and priorities. The PSC independently plans and carries out the work, selecting the approaches and techniques to be used, and informs the supervisor of progress and significant problems. Work is evaluated on the degree to which program and regulatory requirements are met.

## **6. EVALUATION/SELECTION CRITERIA:**

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria:

### **1. Education: (15 points)**

A Bachelor's degree and 24 business credit hours in a relevant major listed below, is desired. However, relevant, extensive work experience, if demonstrably successful, may be substituted or be given appropriate consideration.

Relevant majors are business administration, public administration, law, banking, international affairs, procurement and contracting or finance with an emphasis on commerce, trade, and materials management.

Completion of courses leading to the Federal Acquisition Certification – Contracting (FAC-C) (or its predecessor PMCP) is highly desirable.

### **2. Experience: (30 points)**

Seven to ten years of progressively responsible professional experience in acquisition and assistance functions. Demonstrated prior experience and ability to exercise independent judgment in the full range of responsibilities: procurement planning, solicitation, analysis and evaluation of proposals, negotiation and award of acquisition and assistance instruments, cost and price analysis, administration, termination, negotiation of changes, execution of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance and disposition of claims.

Experience that demonstrates pre-award negotiation skills and experience in making formal presentations and in post award administration. At least three years of experience working on acquisition and assistance actions overseas with international with international organizations is required.

Experience in mentoring, training new hires, leading teams and supervisory skills, is desired.

### **3. Knowledge: (35 points)**

Demonstrated knowledge of federal contracting and assistance principles, laws, statutes, Executive Orders, regulations and procedures applicable to pre-award and/or post-award actions sufficient to procure and/or administer contracts, grants and cooperative agreements for a variety of specialized equipment, services, and/or construction, or to conduct studies of problem areas and develop standard methods and operating procedures.

Knowledge of the following is preferred:

- Federal Acquisition Regulations (FAR)
- USAID Acquisition Regulations (AIDAR)
- Contract Information Bulletins (CIBS) / Acquisition & Assistance Policy Directives (AAPDs)
- Office of Procurement Administrative Memoranda (OPAMS)
- USAID Automated Directive System (ADS)
- Office of Management and Budget (OMB) Circular
- Title 22, Code of Federal Regulations (CFR) as appropriate to USAID

Familiarity with business practices and market conditions applicable to program and technical requirements is required sufficient to evaluate such actions as bid responsiveness, contractor responsibility, and/or contractor performance.

Demonstrated knowledge of team management strategies, mentoring and knowledge transfer to provide training for junior staff members.

#### **4. Skills and Abilities: (20 points)**

Must be able to work independently in a highly demanding environment and capable of handling tasks with varying deadlines. The ability to plan, organize and manage complex negotiations and meetings is very important. Strong organizational skills; ability to work independently with little supervision; ability to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time is essential.

Demonstrated ability to work collegially with technical officers, peers, and supervisors with good interpersonal skills and past performance in working effectively in a team environment is required. S/he must be able to adhere to high standards of professional conduct and to maintain strict confidentiality and high ethical standards relating to all areas of acquisition and assistance.

Demonstrated ability to lead team(s) and provide strategic advice on highly complex, time sensitive procurements. Must be able to communicate complex and difficult policy and programmatic issues understandable by knowledgeable laypersons without oversimplifying and be able to transfer knowledge/mentor other team members.

Proven ability in the following: negotiation, issuance of fixed-price contracts, issuance of cost reimbursement contracts, issuance of special-purpose contracts and agreements, business evaluations, administration, termination and award and administration of grants and cooperative agreements. Demonstrated skills in managerial and coordinative activities sufficient to conduct a variety of contractual actions occurring concurrently, is essential.

Demonstrated excellence in oral communication in English and strong writing skills. Proving ability to evaluate, and interpret policy directives and regulations, produce technical documents and to effectively communicate to internal and external stakeholders and produce technical documents is required.

A minimum professional working proficiency in French is **highly desirable**. Applicants with less than this level of proficiency will be required to take French training at post at USAID expense.

Proficiency in standard operating and application software (Windows, Microsoft Word, Excel, and Outlook) is required.

## **7. BASIS OF RATING APPLICATIONS:**

**Selection Factors:** Applicants must possess the minimum qualifications for the position (see criteria above: Education, Technical Knowledge, Work Experience, Communication and Other Skills). Additional factors to be taken into consideration include:

- Applicant is a U.S. Citizen, permanent U.S. resident, or Third-Country National.
- Completed and hand-signed form AID 302-3 is submitted by application deadline. (Note: All applicants must submit complete dates [months/years] and hours per week for all positions listed on the AID 302-3 to allow for adequate evaluation of their related and direct experience. Experience that cannot be quantified will not count towards meeting the experience requirements.)
- Cover letter and supporting documentation specifically addressing the minimum requirements for the position. Applicants must explain in their cover letter how they meet the requirements of the position. If excellent writing skills are required, applicants should submit a writing sample of a work document or publication, written by the applicant, covering a technical area relevant for the position applied for (include writing sample as an attachment to cover letter).
- All applications will be evaluated and scored based on the required qualifications and documentation submitted with the application. Those applicants who are short-listed (determined to be competitively ranked) may also be evaluated on interview performance and satisfactory professional reference checks. Failure to address the selection criteria may result in your not receiving credit for all of your pertinent experience, education, training and/or awards. USAID may contact the applicant's professional references and verify academic credentials. Applicants may also be evaluated based on the performance in an interview.

Applicants who do not meet all of the selection criteria or do not provide the required documentation are considered NOT qualified for the position.

## **8. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS**

The applicant selected to fill this position must be able to obtain a security clearance/employment authorization which involves applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive medical clearance to work worldwide. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

## **9. INSTRUCTIONS TO APPLICANTS**

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
- Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

- Applicants also must address the above **Section 6: Selection Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.

## **10. LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). \*
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). \*

\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

## **CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

## **BENEFITS/ALLOWANCES**

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

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.) TCNPSC MAY be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

### **BENEFITS:**

Employee's FICA and Medicare Contribution (USPSCs only)  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Eligibility for Worker's Compensation  
Annual & Sick Leave  
Access to Embassy medical facilities, commissary and pouch mail service (USPSCs only)

\*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

### **ALLOWANCES (If Applicable):**

- (1) Temporary Lodging Allowance (Section 120)\*
- (2) Living Quarters Allowance (Section 130)\*
- (3) Post Allowance (Section 220)\*
- (4) Supplemental Post Allowance (Section 230)\*
- (5) Post Differential (Chapter 500)\*
- (6) Payments during Evacuation/Authorized Departure (Section 600)\* and
- (7) Danger Pay (Section 650)\*
- (8) Educational Allowance (Section 270)\*
- (9) Separate Maintenance Allowance (Section 260)\*
- (10) Educational Travel (Section 280)\*

\* Standardized Regulations (Government Civilians Foreign Areas).

**FEDERAL TAXES:** USPSCs are not exempt from payment of Federal and State Income Taxes