



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72011123R00003

**ISSUANCE DATE:** November 17, 2022

**CLOSING DATE AND TIME:** December 1, 2022 (17:00 Armenia Time)

**SUBJECT:** Solicitation for **U.S. Personal Service 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 **Attachment 1** of 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 under-represented 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 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 1.

Sincerely,

Donald  
Brady  
Don Brady  
Executive Officer  
USAID/Caucasus

Digitally signed by  
Donald Brady  
Date: 2022.11.15 15:07:51  
+04'00'

# ATTACHMENT 1

## I. GENERAL INFORMATION

**1. SOLICITATION NUMBER:** 72011123R00003

**2. ISSUANCE DATE:** November 17, 2022

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 1, 2022 (17:00 Armenia Time)

**4. POINT OF CONTACT:** All questions related to this solicitation should be sent via email to [HR-yerevan@usaid.gov](mailto:HR-yerevan@usaid.gov)

**5. POSITION TITLE:** Senior Development Outreach Advisor

**6. MARKET VALUE:** USD 81,216 to USD 105,579 equivalent to GS-13. Final compensation will be negotiated within the listed market value. USPSCs performing abroad are not entitled to Locality Pay.

**7. PLACE OF PERFORMANCE:** USAID/Armenia

Relocation expenses will not be reimbursed for U.S.-based positions.

The incumbent will be expected to travel in Armenia on an ad hoc basis - up to 20% of the time.

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:**

The base period will be one year, estimated to start o/a March 12, 2023. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s) for the date(s) estimated as follows:

Base Period	o/a March 12, 2023- o/a March 11, 2024
Option Period 1	o/a March 12, 2024- o/a March 11, 2025
Option Period 2	o/a March 12, 2025- o/a March 11, 2026
Option Period 3	o/a March 12, 2026- o/a March 11, 2027
Option Period 4	o/a March 12, 2027- o/a March 11, 2028

**9. ELIGIBLE OFFERORS:** All interested U.S. Citizens residing in the country- Armenia

*Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award,*

*(i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or*

*(ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S.*

**10. SECURITY LEVEL REQUIRED:** The successful offeror must be able to obtain a U.S. Government security clearance at the “facility access” level. If the clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer may be rescinded.

### **11. STATEMENT OF DUTIES:**

Over the past three years, USAID/Armenia's portfolio has adapted to dramatic changes in the country's political trajectory. In 2020, Armenia's development path was impacted by a series of crises: three severe waves of the COVID-19 pandemic and a devastating 44-day conflict with its neighbor Azerbaijan and a controversial ceasefire agreement. Additionally, the 2018 "Velvet Revolution" resulted in Armenia's first free and fair elections and a new, reform-minded Government. USAID's portfolio and budget increased dramatically to reflect the country's embrace of democratic reforms and increased potential for foreign policy collaboration. The 2018 “Velvet Revolution and the 2020-2021 crises forced USAID to reevaluate its programming, rapidly initiate humanitarian assistance activities, and establish relationships with new high-level leadership.

To advance Armenia's sustainable development, USAID/Armenia led a participatory process with over 120 stakeholders to develop the 2020-2025 Country Development Strategy (CDCS). The CDCS aims to nurture a more engaged, prosperous, and well-governed Armenian society. To achieve this, the Mission has bolstered the role of the Strategy and Program Support (SPO) Office to support a portfolio focused on inclusive economic growth, democracy, human rights and governance, and social reform. USAID/Armenia manages a complex portfolio including emergency assistance to respond to the COVID-19 pandemic and the humanitarian crisis caused by the conflict with Azerbaijan.

The Senior Development Outreach Advisor (SDOA) would lead the development, implementation, and evaluation of the Mission's Communications and Outreach Strategy, which promotes public understanding of and support for USAID programs and contributes to the achievement of Armenia's CDCS objectives. The SDOA coordinates strategic communications and outreach planning for the USAID/Armenia Mission, including outreach and engagement by the U.S. Ambassador and USAID Mission Director. The SDOA is the lead USAID POC for interagency coordination on communications with Public Diplomacy Section, Department of Defense, and Peace Corps counterparts. The SDOA reports to the Supervisory Program Officer, or delegate and is responsible for supervising the work of a Foreign Service National Development Outreach and Communications Specialist and a Foreign Service National Translator/Interpreter.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The Senior Development Outreach Advisor (SDOA) duties are as follows:

**1. Supervisory and Strategic Oversight (60%)**

- Supervises, mentors, and coaches the Development Outreach and Communications Specialist and Translator/Interpreter.
- As appropriate, serves as AOR/COR for contracts/purchase orders for services procured for the development of communications materials.
- Leads the development, implementation, and evaluation of the Mission's outreach and communications strategy, which promotes public understanding of and support for USAID programs and contributes to the achievement of the goals of Armenia's CDCS objectives.
- Leads the Mission's DOC functions to ensure the overall quality, coherence, and strategic application of the communications and outreach products and initiatives.
- Formulates and implements innovative outreach activities that advance development objectives as outlined in the Mission's Country Development Cooperation Strategy (CDCS).
- Responsible for ensuring that USAID/Armenia's website is updated on a regular basis to ensure that its content will have optimal impact in providing information about the USAID Mission in Armenia and its programs for a wide range of audiences. Responsibilities include coordinating the selection of information displayed on the website, adding weekly news items, photos, press releases, and success stories.
- Leads the design of public information campaigns and manages their implementation.
- Represents USAID in planning Mission events for the Ambassador, the Mission Director, and other high-level visitors.
- Collaborates/coordinates directly with the Embassy Public Diplomacy Section (PDS), which has the overall lead on media engagement and public messaging in the country.
- Collaborates/coordinates directly with other USG agencies in the Mission to elevate USG's messaging across various agencies.
- Collaborates/coordinates with USAID's Europe and Eurasia Bureau and the Legislative and Public Affairs Bureau in Washington, DC on shared initiatives.
- Formulates and manages the communication and outreach budget for the Mission.

- Monitors and evaluates progress toward communication objectives as outlined in the outreach and communications strategy. This includes establishing a monitoring and evaluation plan for the outreach and communications strategy, identifying indicators, and measuring progress to assess effectiveness and impact of outreach activities. Also includes monitoring local and international press coverage, awareness, and attitudes concerning USAID programs. Information gathered will be used to inform ongoing activities and set direction for future programming, messaging, and outreach.
- Leads the development of a training program and may facilitate training for technical office staff and implementing partners on developing effective communication plans and materials and ensure branding, marking, and messaging compliance and consistency by all partners in their outreach and communications efforts.
- Works with DOC colleagues, maintains, cultivates, and utilizes the network of implementing partner outreach professionals.
- Reviews and approves all outreach and communications plans developed by outreach and documentary implementing partners.
- In collaboration with and under the guidance of PDS, serves as the principal USAID contact for representatives of the local and international media to promote story ideas and feature stories on USAID programs. Maintains contacts with Western and local journalists from all media outlets.
- Serves as final editor and clears on all outreach products.

**2. Publicity Material ( 20% )**

- Oversees the production of and contributes to key outreach materials, including program one-pagers, brochures, talking points, event memoranda, press-releases, materials for USAID's website, USAID's Facebook page, USAID's Twitter page, and others as deemed necessary.
- As a component of the outreach and communications strategy, plans the Mission's social media strategy and manages the Mission's social and digital media platforms in accordance with guidance from the Bureau for Legislative and Public Affairs (LPA), the Europe and Eurasia Bureau, and the U.S. Embassy's Public Affairs Section.
- In collaboration with DOC colleagues, works closely with implementing partners to solicit and develop material for social media and other platforms.

- Coordinates messaging with LPA, the Europe and Eurasia Bureau Communications team, and the U.S. Embassy's Public Affairs Section and provide Mission social media products to the same as appropriate.
- In collaboration with DOC colleagues, provides guidance/periodic updates to technical offices and implementing partners on appropriate social media material and practices. Works closely with USAID contractors and advise them on the quality of outreach material.
- Reads/reviews and or drafts proposed speeches, videos on project activities, brochures, booklets, handouts, signs, and other public relations materials to evaluate quality and accuracy of content.
- Works with USAID technical staff to develop briefing materials as required for handouts and/or other special needs. Helps prepare VIP briefing and press packets for use during USAID site visits or media events.
- In collaboration with DOC colleagues, prepares sub-regional profiles, which must be coordinated with Mission staff. Maintains information on where USAID is working to ensure the information is available for site visits and reporting.
- In collaboration with DOC colleagues, performs duties relating to public outreach, information management and communication.
- In collaboration with DOC colleagues, is responsible for visiting USAID projects in the field and conceptualizing human-interest success stories, social media posts and short videos for American and Armenian audiences that highlight USG priorities and USAID's unique contributions to Armenia's development.

### **3. Public Events and Activities (20%)**

- As a component of the outreach and communications strategy, works with DOC colleagues, technical staff, and implementing partners to plan, schedule, publicize, and carry out activities to present Mission programs to the public. This may include a range of communications tools with distribution to a variety of audiences, with field trips to specific events or activities, as well as outreach and media coverage for overall programming.
- For site visits or events that involve the Ambassador, Deputy Chief of Mission (DCM), USAID Mission Director, or high-level visitors ensures that all information related to the events (e.g., backgrounders/event memoranda, schedules, talking points, press-releases, speeches, etc.) has been prepared and coordinated, meeting quality standards and time requirements.

**OTHER POSITION FACTORS:**

SUPERVISORY RELATIONSHIP:

The Senior Development Outreach Advisor reports directly to the Strategy and Program Office Director or delegate. Most assignments occur in the normal course of the work, but the incumbent is required to verify those ad hoc tasks that must be coordinated with her/his supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected.

SUPERVISION EXERCISED:

The incumbent directly supervises the work of two Foreign Service Nationals. In addition, the incumbent coordinates and advises on the work of all USAID activities with relevant technical staff and implementing partners as it relates to communications products. The Senior Development Outreach Advisor reviews and clears on all outreach products produced by technical staff, provides overall strategic direction for all outreach and communication activities, and coordinates those activities with the Embassy, the Europe and Eurasia Bureau, LPA, and other counterparts.

DEGREE OF RESPONSIBILITY FOR DECISION-MAKING ASSIGNED TO THE POSITION

The DOC unit's activities are of exceptionally broad scope and complexity. In this capacity, the incumbent is responsible for helping to strategically plan, develop, implement, instruct and administer the DOC program to promote better awareness and understanding of U.S. foreign assistance to Armenia. The SDOA is also responsible for helping to relay related policies and achievements to key audiences of the host country, in the United States and other donor countries.

SCOPE AND EFFECT OF THE WORK PERFORMED

- Work requires working as a team leader, guiding and coordinating the work of other professionals.
- Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program or developing the criteria for evaluating the effectiveness of the program.
- Completed work is reviewed for feasibility in relation to requirements, and for conformance with overall policy and program objectives.
- Recommendations of incumbents at this level are normally accepted by others as those of a specialist.

- Typical of this level are professional or technical assignments involved with project or program management and with project development.

#### LEVEL AND PURPOSE OF CONTACTS

While the position reports directly to the Strategy and Program Office Director or delegate, the incumbent will be expected and required to develop close working partnerships with the Mission Director, and local and U.S. Direct Hire Mission staff to be successful.

### **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

In order to qualify for this position, the offeror must meet the following **minimum qualifications**:

- **Education**: A minimum of a bachelor's degree is required in a relevant field of study such as English language, journalism, communications, or public relations.
- **Relevant Experience**: A minimum of five years of work experience with progressively increased responsibilities. Proven experience with writing and communications that demonstrates skills and hands-on experience in a combination of the following areas: public relations, editing, public information, publishing, journalism and digital communications. Relevant marketing experience will be considered, as applicable.
- **Languages/Skills**: A high degree of English fluency is required (reading, writing, and speaking), equivalent to native fluency. Given the nature of the position, demonstrated effective written and oral communication is a requirement.

*Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.*

**Security and medical clearances**: The ability to obtain the required security and medical clearances in a reasonable timeframe is considered a minimum qualification.

### **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>.

The Technical Evaluation Committee (TEC) 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.

Selection and Evaluation Process: All the offerors who clearly meet the aforementioned minimum requirements as set in the **section II** above, may be further evaluated through the review of the offeror's submitted required documents (see **section IV** below) and ranked based on the below evaluation and selection criteria.

### **Evaluation/Selection Criteria.**

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

- **Relevant Experience (50 points)** –

The successful candidates should have demonstrated progressive experience in communications, public relations, or journalism in an international development or U.S. Government organization; experience in report writing, events planning and execution, website design, and social media; experience in planning, strategizing, and application of policies and procedures regarding all development outreach and communications activities, such as branding and marketing; demonstrated experience leading, coordinating, and organizing across and within a multicultural work environment. The incumbent must be able to collaborate with, mentor, guide and build capacity of staff and implementing partners.

- **Technical Knowledge (25 points)** –

The successful candidates should have demonstrated familiarity with various development dynamics of Armenia and the Caucasus; demonstrated increased responsibility for supervision and strategic communications oversight, an ability to create innovative public facing materials, experience drafting cables, and ability to manage and work with diverse groups of peoples.

Candidates should have a demonstrated interest and understanding of issues related to international development and be able to translate them to a general audience; knowledge of local, regional and international press, and regional development issues; proven experience in developing and disseminating targeted information to a variety of audiences.

- **Skills (25 points)** -

The candidate must be fluent in both spoken and written English and be able to serve as both editor and speechwriter when called upon to produce high quality narratives; possess strong computer skills in the full range of graphic design software, video editing software, MS software, including spreadsheet, PowerPoint, and graphics, as well as experience with Facebook, Twitter, YouTube, Instagram, and other social media platforms.

After the closing date/time for receipt of submissions, the received application packages will be reviewed and evaluated by the TEC in terms of meeting the minimum requirements (**Section II**) and in accordance with the above evaluation/selection criteria (**Section III**).

**Reference Verification (Pass/Fail):**

- Reference checks will be conducted only for applicant(s) considered as finalists.
- Reference checks may be conducted with individuals not provided by the applicant and without prior notification to the applicant.
- Any applicant not receiving satisfactory reference checks will no longer be considered for the position.

**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>;
- a **cover letter** and a **current resume or curriculum vitae (CV)** containing sufficient relevant information that respond to the minimum requirements of the position (education and experience)

- a minimum of three and a maximum of five professional references from the last five years. Offerors must provide email addresses and current telephone numbers for all references provided.
2. Additionally applicants are required to submit a **writing sample** addressing each of the selection criteria describing specifically what relevant experience, knowledge and skills the applicant has received relevant to each selection criteria described above, providing periods of performance where possible. Responses are limited to 300 words per selection criteria.

*The applicants who do not submit the documents requested above under Section IV, items (1) and (2) will not be considered further.*

3. Offers must be received by the **closing date and time** specified in **Section I, item 3**, and submitted via email to the Point of Contact in Section I: [HR-yerevan@usaid.gov](mailto:HR-yerevan@usaid.gov)

**Applications received after the closing date/time as specified in Section I, item 3, will be considered late and will not be further evaluated.**

4. Offeror submissions must clearly reference the number of this Solicitation number on all offeror submitted documents.
5. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors**- Please be advised that upon award, the contractor will be required to show proof that the contractor is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated\*. USPSCs performing overseas must follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements,

*\*See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Questionnaire for Non-Sensitive Positions (for National Security) (SF-85)
4. Finger Print Card (FD-258)

**VI. 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 (If Applicable): N/A

**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/aidar.pdf>

2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)

(a) *Definition.* As used in this clause –

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or

Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is

maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUAN TIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info:  <i>[USAID/ Armenia PR funding]</i>	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor
1001	<b>Option period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info:  <i>[USAID/ Armenia PR funding]</i>	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor
2001	<b>Option period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info:  <i>[USAID/ Armenia PR funding]</i>	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor
3001	<b>Option period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i>	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor

	- Accounting Info: [USAID/ Armenia PR funding]				
4001	<b>Option period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [USAID/ Armenia PR funding]	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor

4. 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 22-03** - UEI/SAM Registration Exception for Acquisition Awards- *September 26, 2022*
- **AAPD 22-02**- Telework and Remote Work Policy for U.S. Personal Services Contracts with Individuals (PSCs)- *July 13, 2022*
- **AAPD 21-05**- Revised and Expanded Fringe Benefits for USPSCs- *November 23, 2021*  
*USPSC Paid Parental Leave Timekeeping / Payroll Process*
- **AAPD 21-04 Revision 4**- Executive Order 14042 on Ensuring Adequate COVID-19 Safety Protocols for Federal Awards- June 06, 2022  
  - AAPD No. 21-04, Attachment 4- Letter for contracts with performance requiring physical access to USAID domestic facilities.
  - AAPD No. 21-04, Attachment 5- Letter to Individuals with personal Services Contracts;
  - AAPD No. 21-04, Attachment 6- Overview of Applicability of FAR 52.223-99
- **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 18-02** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
  - **AAPD 18-02 REVISED** - This AAPD extends and revises implementation of medevac regulations for USPSCs and TCNPSCs under AIDAR Appendix D and J, § 12, clauses #25 in Appendix D, and #21 in Appendix J. – December 18, 2019
  - **AAPD 10-01** – PERSONAL SERVICES CONTRACTS- Changes in USG reimbursement amounts for health insurance and physical examination costs- 01/08/10
  - **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
5. **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>.

## 6. 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](mailto:PSCOmbudsman@usaid.gov).