



USAID
FROM THE AMERICAN PEOPLE

SRI LANKA

SOLICITATION NUMBER: 72038322R00003

ISSUANCE DATE: July 01, 2022

CLOSING DATE/TIME: July 22, 2022, 5pm (EST)

SUBJECT: Solicitation for a **U.S. Personal Service Contractor (USPSC)** – Senior Development Outreach Communications (DOC) Advisor, USAID/Sri Lanka and Maldives

Dear Prospective Candidates:

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.

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 offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

James Mayer
Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038322R00003
2. **ISSUANCED ATE:** July 01, 2022
3. **CLOSINGDATE/TIME FOR RECEIPT OF OFFERS:** July 22, 2022, no later than **5:00 p.m (EST) (close of business).**
4. **POINT OF CONTACT:** James Mayer, Supervisory EXO and, HR Specialist, e-mail at ***wilangasinghe@usaid.gov.***
5. **POSITION TITLE:** Senior Development Outreach Communications (DOC) Advisor
6. **MARKET VALUE:** \$ 95,973 to \$ 124,764 equivalent to **GS-14**. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
7. **PERIOD OF PERFORMANCE:** For one year with one-four-year options to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. Estimated to start on 09/15/2022.

The base period will be 09/15/2022– 09/14/2023. Based on Agency need, the Contracting Officer may exercise additional one-year option period for a maximum of four years, as noted below:

Base Period:	09/15/2022 – 09/14/2023
Option Period 1:	09/15/2023 – 09/07/2024
Option Period 2:	09/08/2024 – 09/06/2025
Option Period 3:	09/07/2025 – 09/05/2026
Option Period 4:	09/06/2026 – 09/04/2027

8. **PLACE OF PERFORMANCE:** Colombo, Sri Lanka with possible travel as stated in the Statement of Work.

9. **ELIGIBLE OFFERORS:** U.S. Citizens, Resident Aliens

Applicant must:

- a. Submit a complete application as outlined in the solicitation section titled **SUBMITTING AN OFFER.**
- b. Be able to obtain [facility access OR SECRET] security clearance.
- c. Be able to obtain a Department of State medical clearance.
- d. Be willing to travel to work sites and other offices or locations as/when requested.

10. CLEARANCES: 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

1. General Statement of Purpose of the Contract:

The Senior Development Outreach and Communications (DOC) Advisor will lead the Mission to investigate, analyze, collect, manage, and distribute information associated with the USAID foreign assistance program in Sri Lanka and Maldives. A crucial objective is to develop strategic information used to educate and promote better understanding of USAID programs for Sri Lankan, Maldivian, and American audiences. Equally important is to ensure outreach activities further Mission and U.S. Embassy strategic goals. Close collaboration with the Mission management will ensure that outreach activities support USAID/Sri Lanka and Maldives strategic goals including, but not limited to, those outlined in the Sri Lanka Country Development Cooperation Strategy (CDCS) and the Integrated Country Strategies for Sri Lanka and for Maldives.

To effectively achieve these objectives, the DOC Advisor will work closely with the Embassy Public Affairs Section (PAS), as well as USAID staff, local news agencies, and USAID partners. The DOC Advisor will be the USAID/Sri Lanka and Maldives primary point of contact and liaison for information requests on program activities. Use of social media is increasingly important for messaging and it is essential that the incumbent is well versed in all mediums and able to produce products in house.

S/he will supervise one local hire DOC Specialist (FSN11) to form a core DOC team that will continue the development and implementation of the Mission's overall communications strategy, including the formulation of Mission-wide messages. A key function of this position will be to work with the local DOC Specialist to build capacity of other staff in the Mission as well as communications POCs of implementing partners so that messaging and outreach reflects achievements from across the Mission portfolio. The DOC team advises and works closely with implementing partners on production of videos, stories and other publicity materials and on the planning and logistics for outreach and local media events.

The Senior DOC Advisor collaborates closely with and follows media policy set by the U.S. Embassy Public Affairs Officer on all media outreach, interagency events, and VIP visits. It is therefore critical that the incumbent is able to develop strategic messaging which is politically sensitive and nuanced. The Senior DOC Advisor also serves as the primary liaison with USAID's Bureau for Legislative and Public Affairs (LPA), and with the relevant communications teams based in the Agency's headquarters in Washington, DC, USA.

2. Statement of Duties to be Performed:

The specific duties of the Senior DOC Advisor include, but are not limited to, the following areas:

Strategic Communication Planning, Execution, and Analysis

25%

- Ensure communication team resources (contracts, mission staff) are deployed strategically in support of key communication objectives in alignment with USAID/Sri Lanka and Maldives priorities and strategy.
- Align communication messages and activities with USAID-wide communication strategy and initiatives (for example the Journey to Self-Reliance and the Indo-Pacific Vision).
- Ensure communication materials and engagements are strategically supportive of Mission initiatives.
- Identify and execute metrics to measure effectiveness of communication materials and activities.

- Work with the Mission’s Monitoring, Evaluation and Learning (MEL) Specialist to capture and effectively share information related to USAID interventions, for example in developing materials such as infographics and social media campaigns to communicate USAID’s collaborating, learning and adapting approach.
- Use creative, innovative approaches and fora to communicate messages to key stakeholders.
- Perform other duties/activities that the U.S. Ambassador, USAID Mission Director, USAID/Washington, and circumstances may dictate.

Public Information and Publicity Materials

25%

- Coordinate information dissemination, media outreach, and public events within the 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/Sri Lanka and Maldives activities. These must be written in clear, concise English and prepared with both the media and general audiences in mind, and designed for a variety of uses.
- Oversee preparation and submission for the 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 engagement is substantive and strategic.
- Oversee the maintenance of the Mission’s English-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 programs in Sri Lanka and in Maldives 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 Sri Lanka and Maldives.
- Oversee the creation of materials to a variety of key stakeholders that tell the story of USAID’s investments in Sri Lanka and in Maldives.

Media Relations and Press

20%

- Promote separate, pro-active, targeted, information and media outreach activities for the local, U.S, 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., Sri Lanka and Maldives, and the region, through the selective use of radio, television, newspapers, magazines, public service announcements, advertisements, billboards, and traditional communication and other fora.
- Oversee international and local media relations. Work closely with PAS on press relations and maintain contacts with high-level journalists from all media outlets.
- Advise and work with Embassy PAS 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 PAS, advise the Mission Director and USAID staff on press and media relations. Ensure a targeted, coherent, and consistent message from all USAID staff and implementing partners.
- Coordinate with Government of Sri Lanka and the Government of Maldives public relations offices, maintaining good relations and advising on publicizing joint events.

- Supervise the monitoring of the national (Sri Lanka and Maldives) and international press coverage, awareness, and attitudes concerning USAID programs. Reporting on placement of USAID-related articles in the national, regional, international, and U.S. press to the Embassy, Mission, and Washington.
- Provide feedback to inform the effectiveness of the communications strategy.
- As directed by Mission leadership, and in collaboration with PAS, respond to inquiries from the general public, media, and other sources about USAID programs and projects.

Supervisory and Coordination Role

15%

- Lead the Mission's DOC efforts to ensure overall quality and coherence of the communications and outreach products and initiatives. Supervise one FSN DOC specialist; coordinate with the Maldives program coordinator, and technical offices at the Mission; and coordinate with and guide Implementing Partner communication specialists.
- Using audience research study results and other relevant audience data, lead the development and implementation of the Mission's communications strategy and outreach plan.
- Monitor and evaluate progress toward communications objectives as outlined in the Mission's approved communications strategy.
- Serve as the Mission's primary point of contact for publicity events and site visits by official visitors from the U.S. Embassy, USAID/Washington, Congress, and other USG agencies or entities. Coordinate VIP site visits as necessary. Coordinate with the Embassy on schedules and logistics. Lead the preparation of briefing materials, scene setters, and other information products and processes to support these visits. Maintain a diverse list of potential site visit locations appropriate for a variety of CODEL, STAFFDEL, and other high-level visitors to USAID/Sri Lanka and Maldives, coordinating closely with technical offices and the Maldives Program Coordinator in advance.
- Represent the mission at the senior level in all matters pertaining to USAID public affairs and outreach activities with other branches of the USG, the Government of Sri Lanka, the Government of Maldives, implementing partners, and other donors and institutions.
- Coordinate with PAS, 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 public information, media relations, and outreach matters.
- Coordinate with technical teams to identify and understand compelling stories and execute communication activities.
- Maintain up-to-date knowledge of all USAID/Sri Lanka and Maldives activities and processes, as well as a keen awareness of political and policy issues.
- Advise USAID staff and implementing partners on developing appropriate public information programs and initiatives, as well as their communications and media strategy and relations.
- Coach USAID's staff and partners in support of their public speaking and media outreach roles. Oversee the integration of communications in the project design and implementation process. Ensure quality control of documentation related to briefing material and outreach-related decisions/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 the office of acquisition and assistance (OAA), contracting/agreement officer's representative (C/AORs) to ensure adherence to branding in the field. Seek guidance from the regional legal officer and LPA on any disputes or waiver requests.
- Serve as the COR or activity manager for outreach-related communication contracts.

Strategic Communication for Engagement of Private Sectors and New Partnerships 15%

- Collaborate with the private sector partnership team to develop strategic plans and to create publicity materials, events, social media engagement in support of the creation of new partnerships.
- Strategize on communication campaigns and activities to strengthen existing partnerships and to foster new partnerships.

3. Supervisory Relationship

The position will be supervised by and will report to the Mission Director at USAID/ Sri Lanka and Maldives or his/her delegate.

4. Supervisory Controls:

The incumbent supervises a one locally employed staff.

12. PHYSICAL DEMANDS:

The work is mostly based in an office setting and does not require any unusual physical demands. Occasional travel to the field in Sri Lanka and Maldives will be required for events or to document for outreach purposes. Travel internal to the Maldives will require transport in ocean going speed boats and seaplanes. This requires one's ability to enter and exit unstable forms of transportation while carrying luggage without assistance.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Mission Human Resources Office to determine whether they have met the minimum qualifications listed below. All candidates who meet the minimum qualifications requirements will be referred to the Technical Evaluation Committee (TEC) for further consideration and screening.

a) Education:

At least a bachelor's degree from an accredited college or university in the following subject areas is required: Journalism, Media and Communication, English Literature, Public Relations, Marketing, Business Administration, International Studies, International Relations. (Educational requirements must be met at the time of application for the subject position.)

b) Work Experience:

The incumbent must have a minimum of eight years of experience with three years in a supervisory capacity, of progressively responsible experience in marketing, public relations, communications, or journalism. Experience with diplomacy or covering international affairs or 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. Relevant overseas experience is required.

c) Knowledge and Technical Skills:

Thorough knowledge of messaging, marketing, and social marketing. 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 have mastery of, or ability to use, diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, MS Excel, and a photo editor and graphic illustrator along with some understanding of a web content management application. The incumbent must possess an understanding of and experience with international development issues. 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 in engaging with the private sector. The incumbent should also have knowledge of Sri Lanka or other similar Asian contexts. The incumbent must demonstrate outstanding oral and written communication skills, and the ability to communicate effectively at all levels in multicultural contexts. The incumbent must demonstrate tact, judgement, diplomacy, leadership and teamwork. The incumbent must also demonstrate the skills necessary to design and execute strategic communication campaigns and teamwork.

d) Interpersonal and Leadership Skills:

Exceptional leadership, communication and interpersonal skills and demonstrated ability and willingness to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team. Must have the ability to work effectively in a team environment to achieve consensus on policies, activities and administrative matters. Technical skills alone are not sufficient to be selected for this position. Proven ability to work well in complex institutional settings and to develop networks of relationships that facilitate collaboration among colleagues and a genuine interest in assisting USAID staff with expedient program implementation. Must exercise discretion, tact and diplomacy especially when dealing with politically sensitive issues, must be able to interact effectively with a broad range of internal and external partners and USAID clients, international organizations, and host country government officials or NGO counterparts.

e) Language Skills:

Must be fluent in English (Level IV). Incumbent must have proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including technical reports and strategic, conceptual documents.

f) Available Guidelines & Reference Documents:

- a. USAID's Automated Directive System
- b. USAID Sri Lanka's Country Strategic Plan
- c. USAID Sri Lanka Mission Orders
- d. U.S. Government and USAID policy directives

g) Exercise of Judgment and Independent Work:

The incumbent has broad latitude in exercising individual judgment and is responsible for carrying out work independently according to U.S. Government policies, his/her professional knowledge and experience, Mission guidelines, LPA guidance, and best accepted practices.

h) Authority to Make Commitments and Obligations:

None

i) Levels of Contacts:

The incumbent actively engages in official personal contacts with Host-Country high ranking officials (at the Ministerial level), different U.S. Agencies, international organizations, private groups, U.S. or foreign private groups, etc. It is expected that personal contacts will include, but not be limited to, the following:

- Ministers and Deputy Ministers, Parliamentarians, and staff in the Ministries of Economics, Finance, Foreign Affairs, Agriculture, Education, etc.
- Members of the US Embassy’s Country Team
- Non-U.S. Ambassadors in Sri Lanka and Maldives supporting development initiatives
- Chiefs of Party of USAID contractors/grantees engaged in development initiatives in Sri Lanka and Maldives
- Senior officials and executives from the U.S. headquarters of USAID-funded contractors/grantees
- Institutional contractors, NGOs, PVOs working on related matters
- International donors operating in Sri Lanka and Maldives
- USAID/Sri Lanka Office Directors
- USAID/Washington
- CODELs, STAFFdels

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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>.

1. SELECTION PROCESS

After the closing date for receipt of applications, the committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference check pending the applicant’s concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications, further consideration and selection will be based on panel assessment of the applicant’s writing, presentation, and communication skills.

- **For the written skills:** on a supplemental document included with the original application package, applicants should cite specific examples to illustrate skills and knowledge that address each of the three factors listed below. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically the experience, training, education and, if appropriate, any awards they received that are relevant to the factor. Applicants should include their name and the

announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

- **For the presentation and communication skills:** short-listed candidates will be invited to a virtual interview that will be conducted through an on-line meeting platform (i.e. Google Meet, BlueJeans, or WebEx). The interview will consist of two parts: questions from a panel and a brief presentation to be delivered by the applicant. The presentation will be expected to demonstrate required knowledge and technical skills, and interpersonal and leadership skills and abilities as described in Section II above.

FACTOR #1:

Describe your demonstrated experience in working with high-level stakeholders.

Describe two professional interactions with government and non-government (private or civil society) stakeholders, noting the different management levels (e.g. Director General, Member of Parliament, local council member, CSO Executive Director; Corporate CEO). Include information about the role you played and the outcomes of the different interactions.

FACTOR #2:

Outline your experience in event planning and project management.

By providing an example from your experience, demonstrate how you exercised professional judgment in planning and implementation of (a) a special event and (b) a longer-term special project related to this specific position. Include descriptions of your approach to prioritizing and managing demanding tasks; monitoring progress; and managing resources (including financial).

FACTOR #3:

Describe your ability to work collaboratively in a multicultural setting.

Provide two examples from your experience to demonstrate how you approach when there is a need to build consensus, mentor staff, and effectively coordinate with technical/ professional staff and/or implementing partners.

Note that the Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the above evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

IV. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

- **Evaluation Factor: Written Skills – 35 points**

Factor #1 -10 points

Factor #2 -15 points

Factor #3 -10 points

- **Evaluation Factor: Presentation and communication skills – 65 points**

Presentation – 35 points

Responses to interview panel questions – 30 points

Total Possible Points: 100

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Final rating and ranking for the candidates will be based on the initial evaluation of the applications, interview performance, and writing test. USAID/Sri Lanka will not pay for any expenses associated with interviews.

Note: Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Reference checks will be conducted for the highest-ranking candidates. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

V. SUBMITTING AN OFFER

OTHER REQUIREMENTS:

- 1) Must be an U.S. Citizen or lawful permanent US residents.be able to obtain a U.S. Government-issued security clearance at the level of SECRET.
- 2) Must be able to obtain a State/Med medical clearance to serve in Sri Lanka.
- 3) Must be available and willing to commit to the Contract Performance Period of 12 months.
- 4) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and
- 5) Must be willing to travel throughout Sri Lanka and/or the Maldives.

VI. INSTRUCTIONS TO APPLICANTS:

Applications should include the following:

1. Cover letter or written statement that addresses the Evaluation/Selection Criteria in this solicitation.
2. Most current curriculum vitae (CV) or resume.
3. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work skills; and
4. Signed application form AID-309-2, "Offeror Information for Personal Services Contracts with Individuals" available at: <http://www.usaid.gov/forms>
5. Information on current or prior U.S. Government security clearance and current or prior U.S. Government/employment medical clearances.
6. Applications shall be submitted electronically via email to hrcolombo@usaid.gov by the closing date and time indicated above. Late applications will not be considered.
7. To ensure consideration of applications for the intended position, applicants must prominently reference the Solicitation number in the application submission.
8. Scanned copies are accepted by e-mail. Applicants should retain for their record copies of all enclosures which accompany their application.

LIST OF REQUIRED FORMS

Once the CO informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms.

1. Medical History and Examination (DS-1843).
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85).
4. Fingerprint Card (FD-258). (NOTE: Form is available from the requirements office.)

VII. BENEFITS/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 (depending on satisfactory performance evaluation)
 - (e) Eligibility for Worker's Compensation
 - (f) Annual and Sick Leave
2. ALLOWANCES (if applicable):

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

VIII. TAXES

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.

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

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

1. **USAID Acquisition Regulation(AIDAR),Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID309-1 available at <https://www.usaid.gov/forms>.

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: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	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_
4001	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_

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>.

3. **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 **5CFR2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
4. **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>.
5. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Sri Lanka & Maldives provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Sri Lanka & Maldives also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.