

TITLE: CIB 97-17 - PSC's with U.S. Citizens or U.S. Resident Aliens

July 18, 1997

MEMORANDUM

TO: Distribution List

FROM: M/OP/OD, Marcus L. Stevenson

SUBJECT: PSC's With U.S. Citizens or U.S. Resident Aliens
Recruited from the U.S.

CONTRACT INFORMATION BULLETIN 97 - 17 (Corrected 2)

The purpose of this Contract Information Bulletin is to provide new procedures for recruitment of off-shore U.S. PSC's as they may no longer be procured under the Class Justification formerly found attached to CIB 92-5.

Solicitation for off-shore U.S. PSC's must be publicized in the Agency's External Internet. The following attachments provide the necessary information: Attachment 1 is a solicitation letter; the format at Attachment 2 is an itemized listing of the information to be provided with each solicitation. Completed versions of Attachments 1 and 2 shall be sent to the M/OP/SPU Internet Coordinator (OIC) to be posted on the Internet for a minimum period of ten (10) working days. The OIC is the liaison between M/OP and M/IRM. Currently the M/OP/OIC is located in Room 1503, SA-14, phone (703) 875-1116, facsimile (703) 875-1519, and E-Mail address "OP-Internet_Coordinator@OP.B".

If the competitive procedure set out above is not followed, the Contracting Officer must prepare a deviation and a separate justification as required under AIDAR 706.302-70(c)(2).

Attachment 3 provides information that will be posted on the PSC site on the Internet so that applicants will be aware of the standard benefits and allowances.

Attachments: a/s

Attachment 1

ISSUANCE DATE:

CLOSING DATE:

Gentlemen/Ladies:

SUBJECT: Solicitation for Personal Services Contractor (PSC)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Standard Form 171's) from persons interested in providing the PSC services described in the attached.

Submissions shall be in accordance with the attached information at the place and time specified.

Any questions may be directed to (name) who may be reached at FAX No. , or E-Mail.

Offerors should retain for their records copies of all enclosures which accompany their proposals.

Sincerely,

Contracting Officer

ATTACHMENT TO SOLICITATION NO.

1. SOLICITATION NUMBER:
2. ISSUANCE DATE:
3. CLOSING DATE/TIME SPECIFIED
FOR RECEIPT OF APPLICATIONS:
4. POSITION TITLE:
5. MARKET VALUE (INSERT SALARY RATE):
6. PERIOD OF PERFORMANCE:
7. PLACE OF PERFORMANCE:
8. JOB DESCRIPTION (TO INCLUDE
EDUCATION, TRAINING, AND
EXPERIENCE REQUIRED FOR POSITION):

AS A MATTER OF POLICY, AND AS APPROPRIATE, A PSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. BENEFITS

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase
Eligibility for Worker's Compensation
Annual & Sick Leave

2. ALLOWANCES (if Applicable). *

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (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 (Section 650).

3. CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

97-16	Class Justification for Use of Other Than Full & Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
97-11	(Corrected) 1997 FICA & Medicate Tax Rates for Personal Services Contracts
97-6	Contractual Coverage for Medical Evacuation (MEDEVAC) Services
97-3	New USAID Contractor Employee Physical Examination

96-23	Unauthorized Provision in Personal Services Contract
96-19	U. S. Personal Services Contract (USPSC) - Leave
96-11	PSC's Annual Health Insurance Costs
96-8	Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
94-9	Sunday Pay for U.S. Personal Services Contractors (PSCs)
93-17	Financial Disclosure Requirements Under a Personal Services Contract (PSC)

LIST OF REQUIRED FORMS FOR PSCs

1. Standard Form 171.
- **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).

NOTE: Form 5 is available from the requirements office.

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- * Standardized Regulations (Government Civilians Foreign Areas).
- ** The forms listed 2 thru 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.