



**USAID**  
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: November 22, 2016  
CLOSING DATE: December 7, 2016  
CLOSING TIME: 12:00 P.M., Eastern

**SUBJECT:** Solicitation for a Personal Services Contract (PSC) for a Democracy, Human Rights and Governance (DRG) Center LGBTI Program Assistant, USAID/Washington, Management Bureau, Office of Acquisitions & Assistance, Office of the Director, (M/OAA/DCHA/DRG).

**Position Title:** Democracy, Human Rights and Governance (DRG) Center LGBTI Program Assistant

**Solicitation Number:** SOL-OAA-17-000021

**Salary Level:** \$64,650 - \$84,044 per year, GS-11 Equivalent

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

Submittals must be in accordance with the attached information at the place and time specified. In order to be considered for the position a candidate must meet the Minimum Qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-à-vis the Evaluation Criteria. Resumes must be attached to the USAID form [AID 302-3](#) (Offeror Information for Personal Services Contracts) and applicants should write a brief appendix to demonstrate how prior experience and/or training address these criteria. Applicants are required to sign the certification at the end of the AID 302-3. Applications that are received without a signature will not be considered for the position.

Applicants are responsible for submitting the form AID 302-3 so as to reach the Government office designated in the solicitation by the closing date and time specified in the solicitation. Applications must be submitted in an email to the person specified below. An application received after the closing date and time will be considered late, unless there is acceptable evidence to establish that it was received on time.

Any questions as well as submission of applications in response to this solicitation must be directed to:

G. Serapis Irby  
U.S. Agency for International Development  
Office of Acquisition and Assistance  
Tel: 202-567-5047  
Email: [girby@usaid.gov](mailto:girby@usaid.gov)

Sincerely,

/e/

G. Serapis Irby  
Contracting Officer  
M/OAA/DCHA  
Office of Acquisition and Assistance

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## I. GENERAL INFORMATION

**SOLICITATION NUMBER:** SOL-OAA-17-000021

**ISSUANCE DATE:** November 22, 2016

**CLOSING DATE/TIME:** December 7, 2016 - 12:00 P.M., Eastern

**POSITION TITLE:** Democracy, Human Rights and Governance (DRG) Center  
LGBTI Program Assistant

**MARKET VALUE:** This position is the equivalent of a GS-11.  
  
The salary range of the GS-11 is **\$64,650- \$84,044** per annum.  
  
The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.  
  
Candidates who live outside the Washington, D.C., area will be considered for employment, but no relocation expenses will be reimbursed.

**PERIOD OF PERFORMANCE:** Two (2) years, with three (3) one-year option periods.

**PLACE OF PERFORMANCE:** Washington, D.C., with field assignments

**SECURITY ACCESS:** Secret

**AREA OF CONSIDERATION:** Open to all U.S. Citizens

**POINT OF CONTACT:** G. Serapis Irby  
U.S. Agency for International Development  
Office of Acquisition and Assistance  
Tel: 202-567-5047  
Email: [girby@usaid.gov](mailto:girby@usaid.gov)

**PURPOSE OF THE POSITION:**

**Background:** The DRG Center requires this PSC in order to bolster its ability to advance human rights by supporting and assisting marginalized and vulnerable populations. This position is critical for the continued leadership of the DRG Center in promoting LGBTI equality efforts through the integration of rights and empowerment in policies and programming. The DRG Center is faced with increasing demand, both in Washington, D.C. and its field missions for technical expertise in the protection of LGBTI human rights.

This PSC position is in the DRG Center's Human Rights Division which leads the Center's efforts in protecting and promoting universally recognized human rights. Activities in the Human Rights Division strengthen the Agency's expertise, technical knowledge and field support resources for the protection and promotion of universally recognized human rights. The incumbent is responsible for programmatic and operational budget tracking and management for Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI) programs. As a member of the Human Rights Division, the LGBTI Program Assistant coordinates and consults on LGBTI program and budget issues globally and coordinates with regional or specialized teams such as the Bureau for Economic Growth, Education and Environment and the regional Bureaus for Latin America and the Caribbean, Europe and Eurasia, Africa, and Asia. The incumbent supports the process of providing strategic and technical advice on LGBTI assistance and contributes to the implementation of the Agency's democracy, rights and governance strategy with the purpose of maximizing the impact of U.S. government DRG efforts in regard to LGBTI rights. The incumbent also supports communications, reporting and knowledge sharing to promote LGBTI initiatives. The functions of the DRG Center are described in ADS 101, Organization.

### **DUTIES AND RESPONSIBILITIES OF THE POSITION**

The PSC's responsibilities will include maintaining the programmatic and operational budget tracking and management for Lesbian, Gay, and Bisexual, Transgender, and Intersex (LGBTI) programs. The PSC will coordinate and consult on LGBTI program and budget issues globally and coordinate with regional or specialized teams such as the Bureau for Economic Growth, Education and Environment and the regional Bureaus for Latin America and the Caribbean, Europe and Eurasia, Africa, and Asia.

The PSC should expect to spend up to 35% of his/her time on 'Technical Resource for LGBTI Human Rights and Development Issues.' The PSC will be expected to perform the following tasks:

- a) Provide supporting analysis and contribute ideas and concepts for new or revised policies, procedures, and systems for designing, implementing and evaluating LGBTI human rights and development programs worldwide. Analysis is conducted within the framework of USAID's LGBT Vision for Action, DRG policy and a human rights based approach to addressing LGBTI human rights and issues in a development context.
- b) Support and contribute to the provision of assistance to the Regional Bureaus, Missions, and host-country personnel in defining development assistance issues related to LGBTI human rights, development, and social inclusion. This may include development of new programs and monitoring of ongoing efforts as well as understanding and management of inter-agency tasks and reporting requirements related to LGBTI field programming.
- c) Contribute to the review of LGBTI human rights and development activities from a gender perspective, tracking adherence to the Agency's gender policy and providing technical advice and oversight on all Agency LGBTI activities in regard to gender and gender-based violence. Participates in Agency-wide activities within the LGBTI subject matter area in support of the DRG Center and the HR Division.
- d) Support research on LGBTI integration on priority topics to inform programming and drafts/finalizes/distributes guidance on how to do LGBTI inclusive programming in various sectors. Tracks and catalogs USAID's LGBTI research efforts/products across programs.
- e) Serve as an Agency training resource for LGBTI inclusion by conducting training alongside more senior staff using existing training modules, suggesting improvement of training resources currently available to staff, and contributing to the development of new training resources as required.

- f) Gather data and prepare responses to information requests from within the Agency and externally. This may include (but is not limited to) preparation of briefing materials, answering reporting requirements, providing data on request to other USAID operating units, and contributing to and managing internal DRG center knowledge management tools to help facilitate information flow and responsiveness to requests for information and reporting requirements relevant to the LGBTI human rights and development portfolio.

The PSC should expect to spend up to 35% of his/her time on 'LGBTI Program Advice and Guidance.' The PSC will be expected to perform the following tasks:

- a) Provide advice and participate in development of guidance for short- and long-range Agency planning guidance in accordance with LGBTI nondiscrimination and human rights program policies and objectives.
- b) Work with the LGBTI Senior Advisor and Division Chief for Human Rights within the DRG center to design, manage and evaluate programs and activities related to LGBTI human rights and development.
- c) Advise on program issues that require technical input related to LGBTI as requested by a field Mission or technical or regional Bureau and where required serves in the development and implementation of LGBTI protection and non-discrimination programming.
- d) Maintain contact with coworkers in the organization to render advice, consultation, and assistance.
- e) Support Agency-wide activities related to LGBTI persons and their human rights and development, reviewing and analyzing data, developing strategies, analytical models and methodologies and providing technical advice and assistance to USAID operating units.
- f) Provide technical advice and analyses of gender, gender based violence and gender-rights issues globally as they relate to LGBTI human rights and development.
- g) Coordinate incorporation of analytical conclusions into program interventions within the LGBTI issue area.
- h) Provide advice and professional assistance and support to missions and to regional and central bureaus on incorporating gender into programs and plans for LGBTI human rights and development programming.
- i) Serve as an agreement officer representative or contracting officer representative managing DRG Center activities related to LGBTI human rights and development.

The PSC should expect to spend up to 30% of his/her time on 'Preparing Reports and Presentations Relevant to Work Assignments'. The PSC will be expected to perform the following tasks:

- a) With guidance, draft reports, or other documents related to work assignments or developmental activities. Gather, interpret, and analyze information to develop written outputs and oral presentations.

- b) Prepare and when appropriate deliver oral presentations on LGBTI human rights and development to a variety of audiences within the DRG Center and the Agency. Actively participate in discussions and meetings.
- c) Participate and contribute to long-range planning and/or management of new agency LGBTI programs.
- d) With guidance, develop strategies for planning and/or implementing LGBTI programs in the context of human rights and development.
- e) With guidance, draft strategies for planning and/or implementing LGBTI programs in the context of human rights and social inclusion in development activities.
- f) Perform other duties as assigned: Worldwide availability for short-term temporary duty assignments (TDYs).

### **SUPERVISORY AND COLLABORATIVE RELATIONSHIP**

The LGBTI Program Assistant will report to the Human Rights Division Chief or Acting Division Chief. He/she will work closely with other Division staff and USAID Mission officials when on TDY.

Working closely with the LGBTI Senior Advisor, and under the supervision of the DRG/HR Division Chief, the PSC is expected to carry out work assignments using independent professional judgment to ensure that effective field support and technical leadership is provided. The PSC receives minimal day-to-day guidance. When reviewed, completed work is evaluated for adherence to policy and to ensure broad objectives of the Human Rights Division are met.

### **PERIOD OF PERFORMANCE**

USAID expects to award a personal services contract to a U.S. citizen for a two-year period, which may be renewed in one year increments for up to three additional years (not to exceed a period of five years total) as necessary by mutual agreement subject to satisfactory performance, requirements of the program, and availability of funds.

### **PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands.

### **WORK ENVIRONMENT**

The work is generally performed in an office environment.

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

### **Education/Experience**

- Education/Experience:
  - Master's degree in human rights, conflict resolution, international development or related field;

- OR a Bachelor's degree in a pertinent field plus at least 2 years of progressively responsible experience in international LGBTI human rights and development or a related field.
- U.S. Citizenship
- Ability to obtain a SECRET level security clearance as provided by USAID
- Verification of academic credentials
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs).

### **III. EVALUATION AND SELECTION FACTORS**

Each sub-factor will be weighted equally within the rating factor. The Technical Evaluation Committee (TEC) will select candidates to interview based on a preliminary review of applications. References will be checked only for those candidates interviewed. The TEC can request references from others who know the candidate's work in addition to the references provided by the candidate. Upon completion of interviews and reference checks, TEC members will revise their scores for those candidates. The candidate with the highest overall score will be selected based on the criteria below.

#### **Quality Ranking Factors (QRFs):**

##### **1. Technical Expertise (50 points)**

- Demonstrated ability to provide analysis and technically sound recommendations on international LGBTI human rights and development issues.
- Demonstrated expertise in providing assistance to conceptualizing strategies and designing evidence-based programs to support international development approaches in low and middle income countries.
- Demonstrated ability to provide effective administrative support to programs related to international development in low and middle income countries.

##### **2. Communication (30 points)**

- Demonstrated ability to communicate effectively orally and in writing with high-level officials with minimal editing or supervision.
- Proven track record of quickly gathering, analyzing and synthesizing information for use by principals.
- Demonstrated productive and positive working relationships and communication with colleagues and peers.

##### **3. Teamwork (20 points)**

- Proven track-record of working effectively and collaboratively on diverse teams, both as a team leader and as a team member.
- Sound judgment and collegiality when working in environments with colleagues of

diverse backgrounds and of diverse opinions.

**The rating system is as follows:**

- i. Technical Expertise: 50 points
- ii. Communication: 30 points
- iii. Teamwork: 20 points

**Total possible points: 100**

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

Applicants who are selected for an interview will be contacted by the chairperson of the Technical Evaluation Committee. Security clearances will be required after selection of candidate.

**I. HOW TO APPLY:**

Qualified individuals are requested to submit:

- 1) A USAID form [AID 302-3](#) (Offeror Information for Personal Services Contracts) with handwritten signature (available at the USAID website, <http://www.usaid.gov/forms/>);
- 2) A resume must be attached to the AID 302-3. Resumes must contain sufficient information to make a valid determination of meeting experience requirements as stated in this solicitation. This information should be clearly identified in the resume. Failure to provide information sufficient to determine qualifications for the position will result in loss of full consideration.

In order to fully evaluate applications, resumes must include:

- a. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
  - b. Specific duties performed that fully detail the level and complexity of the work.
  - c. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments. Upon request transcripts and/or certifications must be submitted.
- 3) A brief appendix or cover letter that demonstrates how prior experience and/or training address directly the evaluation criteria should be attached.
  - 4) Names and current contact information of three professional supervisory references that have knowledge of the applicant's ability to perform the duties set forth in this solicitation.



- 5) Applications must be received by the closing date and time specified in **Section I**, and submitted to the Point of Contact identified in **Section I**.
- 6) To ensure consideration of applications for the intended position, Applicants must prominently reference the Solicitation number in the application submission.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, and complete and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

#### **IV. LIST OF REQUIRED FORMS FOR PSCS**

Forms outlined below can found at <http://www.usaid.gov/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 Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

#### **V. BENEFITS/ALLOWANCES**

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

1. BENEFITS:
  - (a) Employer's FICA Contribution
  - (b) Contribution toward Health & Life Insurance
  - (c) Pay Comparability Adjustment
  - (d) Annual Increase (pending a satisfactory performance evaluation)
  - (e) Eligibility for Worker's Compensation
  - (f) Annual and Sick Leave
2. ALLOWANCES (only if applicable to position):

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)

## **VI. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. See <http://www.usaid.gov/work-usaid/aapds-cibs>.

## **MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006)**

- (a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 (available at <http://www.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0>). Note: personal services contractors are not eligible to participate in the Federal Employees Health Programs.
- (b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. "MEDICAL EVACUATION (MEDEVAC) SERVICES."
- (c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer's liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).
- (d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:
  - (1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;
  - (2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and
  - (3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.
- (e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation AAPD 06-10 PSC Medical Expense Payment Responsibility 6 Expenses (July 1993), section (i) entitled "Emergency and Irregular Travel and Transportation." In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067 provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the

medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under the corresponding General Provision, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

#### **End of Provision**

#### **HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-12 (HSPD-12) (SEPTEMBER 2006)**

In response to the general threat of unauthorized access to federal facilities and information systems, the President issued Homeland Security Presidential Directive-12. HSPD-12 requires all Federal agencies to use a common Personal Identity Verification (PIV) standard when identifying and issuing access rights to users of Federally-controlled facilities and/or Federal Information Systems.

USAID will begin issuing HSPD-12 "smart card" IDs to applicable contracts, using a phased approach. Effective October 27, 2006, USAID will begin issuing new "smart card" IDs to new contractors (and new contractor employees) requiring routine access to USAID controlled facilities and/or access to USAID's information systems. USAID will begin issuance of the new smart card IDs to existing contractors (and existing contractor employees) on October 27, 2007. (Exceptions would include those situations where an

existing contractor (or contractor employee) loses or damages his/her existing ID and would need a replacement ID prior to Oct 27, 2007. In those situations, the existing contractor (or contractor employee) would need to follow the PIV processes described below, and be issued one of the new smart cards.)

Accordingly, before a contractor (including a PSC\* or a contractor employee) may obtain a USAID ID (new or replacement) authorizing him/her routine access to USAID facilities, or logical access to USAID's information systems, the individual must provide two forms of identity source documents in original form and a passport size photo. One identity source document must be a valid Federal or state government-issued picture ID. (Overseas foreign nationals must comply with the requirements of the Regional Security Office.) USAID/W contractors must contact the USAID Security Office to obtain the list of acceptable forms of documentation, and contractors working in overseas Missions must obtain the acceptable documentation list from the Regional Security Officer. Submission of these documents, and related background checks, are mandatory in order for the contractor to receive a building access ID, and before access will be granted to any of USAID's information systems. All contractors must physically present these two source documents for identity proofing at their USAID/W or Mission Security Briefing. The contractor or his/her Facilities Security Officer must return any issued building access ID and remote authentication token to USAID custody upon termination of the individual's employment with the contractor or completion of the contract, whichever occurs first.

The contractor must comply with all applicable HSPD-12 and PIV procedures, as described above, and any subsequent USAID or government-wide HSPD-12 and PIV procedures/policies, including any subsequent related USAID General Notices, Office of Security Directives and/or Automated Directives System (ADS) policy directives and required procedures. This includes HSPD-12 procedures established in USAID/Washington and those procedures established by the overseas Regional Security Office. In the event of inconsistencies between this clause and later issued Agency or government-wide HSPD-12 guidance, the most recent issued guidance should take precedence, unless otherwise instructed by the Contracting Officer.

The contractor is required to include this clause in any subcontracts that require the subcontractor or subcontractor employee to have routine physical access to USAID space or logical access to USAID's information systems.

**End of Provision**