



# USAID | ASIA

FROM THE AMERICAN PEOPLE

RFP No. SOL-486-14-000021  
ISSUANCE DATE: March 4, 2014  
CLOSING DATE : April 3, 2014 at 3:00pm  
Bangkok Time

**SUBJECT:** Solicitation for Resident Hire U.S Citizens Personal Services Contractor (USPSC) – Writer/Editor, Program Development Office, USAID/RDMA, Bangkok, Thailand

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking an application (Optional Form 612 and resume) from U.S. citizens interested in providing the PSC services described in the attachments.

Submissions shall be in accordance with the attached information and delivered to the undersigned in Bangkok, Thailand at the place and by the time specified.

Email submissions shall be sent to: Ms. Tricia Siaso, Acquisition Specialist, at the e-mail address [tsiaso@usaid.gov](mailto:tsiaso@usaid.gov) which shall include salary history for the prior three years and the names and contact points (telephone, email addresses) of at least three references with knowledge of the applicant's prior work skills. Applications may be mailed, emailed, or hand-carried to the undersigned. To ensure delivery by the due date it is recommended that applications be sent in as email attachments. If an applicant does not have ready access to an Optional Form 612, the same information may be initially submitted in resume form so long as the items stated above are provided at a minimum. Late applications will not be considered. The award of a contract hereunder is subject to the availability of funds.

Permanent residence status and/or requisite visas and work permits for Thailand is required.

Only short listed candidates will be contacted. Any questions regarding this position should be directed to [tsiaso@usaid.gov](mailto:tsiaso@usaid.gov).

Applicants should retain for their record copies of all enclosures which accompany their applications.

Sincerely,

Martha Aponte  
Regional Contracting Officer  
USAID/RDMA, Bangkok, Thailand

Mailing Address:  
USAID Box 47  
APO AP 96546, USA  
or

USAID/RDMA  
Regional Office of Procurement (ROP)  
Athenee Tower  
63 Wireless Road, 25th Floor  
Bangkok 10330, Thailand

1. **SOLICITATION NUMBER:** RFP no. SOL-486-14-000021
2. **ISSUANCE DATE:** March 4, 2014
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** April 3, 2014, at 3:00 P.M. Bangkok Time
4. **POSITION TITLE:** Resident Hire USPSC Writer/Editor
5. **MARKET VALUE OF POSITION (Base Pay):** GS-12 equivalent (\$60,877 - \$79,138)  
Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.
6. **PERIOD OF PERFORMANCE:** To start as soon as possible, for a period of one year with the possibility of extensions depending on the need for continuation of such services, availability of funds, and satisfactory performance and the needs of the USAID Mission.
7. **PLACE OF PERFORMANCE:** Bangkok, Thailand
8. **JOB DESCRIPTION:**

**A. POSITION TITLE:** Writer/Editor

**B. SUPERVISION:**

The Writer/Editor will be supervised by the Supervisory Regional Development Outreach and Communications Specialist (SRDOCS), USAID/RDMA. The incumbent is expected to work independently under broad guidance.

In collaboration with the incumbent, the supervisor will establish annual work objectives and review work outputs and accomplishments to ensure compliance with Agency policies. The incumbent is expected to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated and self-directed.

**C. INTRODUCTION AND BACKGROUND:**

USAID's Regional Development Mission for Asia, located in Bangkok, is a regional office which implements programs and generates partnerships with government, civil society, private sector and regional institutions engaging 24 Asian nations to address critical development challenges in areas like the environment and natural resources management, disaster risk reduction, and infectious diseases that cross national borders. USAID Asia also works to protect and empower vulnerable populations and to strengthen regional institutions to ensure that economic growth in Asia brings with it greater food security, environmental protections and gender equality. USAID's regional mission is the forward operating base for supporting [USAID Forward](http://www.usaid.gov/results-and-data/progress-data/usaaid-forward)<sup>1</sup> reforms, serves as a knowledge platform for best practices and training (including through its state-of-the-art Asia Regional Training Center), and supports implementation of Presidential Initiatives in Asia. USAID's regional programs work to address transnational issues, such as human and wildlife trafficking; infectious diseases and emerging pandemic threats; global climate change impacts, and increasing greenhouse gas emissions; and unsustainable fishing practices. In addition, USAID provides technical support to the Association of Southeast Asian Nations, the Lower Mekong Initiative and the Asia-Pacific Economic Cooperation forum for economic cooperation and integration, as part of USAID's broader strategy to foster among its partners in Asia regional solutions for regional challenges.

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<sup>1</sup> <http://www.usaid.gov/results-and-data/progress-data/usaaid-forward>

The RDMA Mission includes the General Development, Governance and Vulnerable Populations, Office of Public Health, and the Regional Environment technical offices. RDMA's Development Outreach and Communications (DOC) team informs overseas audiences about the "American Aid" programs it supports. The Writer/Editor's primary role is to craft concise and appropriate information regarding USAID's work, the impact of that work on the citizens it affects, and how these efforts support U.S. Government goals.

## **D. MAJOR ROLES AND RESPONSIBILITIES:**

### ***BASIC FUNCTIONS:***

The incumbent reports to the SRDOCS and collaborates closely with the technical teams and implementing partners to write and/or edit communications materials in support of the Mission's overall communications strategy.

The incumbent will support USAID/RDMA in achieving its objectives by developing public information about RDMA activities that will help promote a better understanding of USAID programs. He/she is responsible for collecting, investigating, and drafting information associated with the USAID foreign assistance program in the region.

### ***DUTIES AND RESPONSIBILITIES:***

The specific duties of the Writer/Editor will include but are not limited to the following:

#### **1) Writing and Editorial Responsibilities (90%)**

Note: Allotment of time for each of these tasks will depend on current priorities in the Outreach and Communications Unit.

##### *Writing and Editing*

- Draft communications products by assisting technical offices and implementing partners in crafting and editing press releases, fact sheets, briefers, success stories, outreach-related memos, etc., that promote RDMA programs.
- Draft pieces to highlight RDMA programs for USAID/Washington publications such as *FrontLines*, the ImpactBlog, and the Asia Bureau newsletter.
- Under guidance of the SRDOCS, prepare and update a standard information package on USAID/RDMA for briefings and for distribution to the public, the media, USAID/Washington, the U.S. Embassy, etc. As tailored to the recipient, materials may include scene setters, program briefing papers, project status reports, maps, photos, information about other donors and general information about countries in the region.
- Provide editorial input for communications products, content, and visuals and upload these on the website.

##### *Research and Fact Finding*

- Collect and edit public information requests from Washington according to guidance from the Asia Bureau and ensure that systematic procedures are developed for this process.
- Remain current on USAID programs and trends and priorities in international development and specifically the Asia Region. Share relevant information with the DOC Team and other RDMA staff as appropriate. Store this information on an accessible Google Drive and/or SharePoint site accessible to all staff.
- Consult on-line development resources from USAID and non-USAID information sources including the World Bank, United Nations, other donor organizations, the media, and commercial databases to provide timely and relevant information for RDMA.

- Review and collect information from internal and external media aggregation services to identify publications and mentions of USAID and foreign assistance throughout the region and share these results with the DOC Team and other interested RDMA staff members.
- Perform short- and long-term research for public information needs of RDMA.
- Maintain an accessible, systematic archive of the following: all public communications products, programmatic press clippings, photos and videos, updates from USAID/Washington on communications policy and procedures, and branding and marking guidance and updates.

*Social Media*

- Generate social media content, including tweets, Facebook posts, and YouTube video scripts.

**2) DOCS Coordination Duties (10%)**

- In the absence of the SRDOCS, coordinates and secures appropriate clearances of responses to inquiries from the general public and the media on USAID programs, practices, and any other general information requests.
- In the absence of the SRDOCS, helps organize public events for RDMA, such as inaugurations and project completions, by coordinating with the FSN DOC, RDMA technical teams, Embassy staff and project representatives on preparation and dissemination of press releases and background information, protocol issues, site selection and preparation, staging and logistical issues, scheduling and maintaining contact with speakers, and notification of appropriate U.S. and local government officials and media, as well as on-site coordination of media. The incumbent will perform other duties as required.

**E. QUALIFICATIONS:**

**1. Education:**

A degree in journalism, public relations, communications, or a related liberal arts field required.

**2. Experience:**

At least five years of experience in communications, public relations or journalism required. Proven experience in disseminating information to a variety of target audiences is required. Proven experience in writing and editing required. Previous work with the U.S. government or another international development organization is highly desirable. Public relations experience an asset.

**3. Knowledge:**

Strong editing skills and attention to detail required. Must be able to craft information messages in various media formats (e.g., news releases, website stories, talking points/speeches) targeting a wide variety of audiences. Highly Desirable: An eye for story-telling through photographs, and experience with photography, photo-editing, and video editing. Knowledge of standard principles, methods and practices of communication and information management to design and implement public affairs events and outreach materials is preferred. Solid understanding of websites required. Excellent knowledge of English grammar and American word usage and spelling required. Familiarity with graphic design, printing and publishing processes desired. A broad understanding of issues related to international development is desired.

**4. Skills and Abilities:**

Excellent oral and written communications skills, including news and technical writing, editing and research skills required. Strong organizational and project management skills within a multi-cultural work environment are a must.

Must be comfortable working independently, taking the initiative once guidance is provided, managing several activities at once and working under pressure to meet deadlines. Must have strong interpersonal skills and an ability to establish and maintain collegial relations with Embassy and implementing counterparts, and exercise sound judgment.

Excellent computer skills, including working use of MS Word, PowerPoint, and Excel are required. Content management systems, basic web design, Acrobat, Publisher, Photoshop, Lightroom, and other page making software are highly desired. Skills in creating content on social media platforms, such as Twitter, Facebook, YouTube, and Flickr, are highly desirable.

*Note: A writing test may be administered. Writing samples are required. Please see Section O for more information.*

#### **F. POST ENTRY TRAINING:**

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations. Organized/formal training (both internal & external) may be provided if it is determined to be in direct support of USAID/RDMA activities.

#### **G. LANGUAGE PROFICIENCY:**

Fluent, Native English (both written and oral) required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately. The incumbent is required to be able to prepare briefing documents (when required). The incumbent must also be able to prepare public information documents in English in a professional and competent manner requiring little or no editorial changes. Language proficiency in Thai is a plus.

#### **H. PHYSICAL CONDITION:**

The successful candidate will be required to pass a medical certification exam, paid for by the U.S. Government. USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

#### **I. EXERCISE OF JUDGMENT:**

The incumbent will often be expected to use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion, and patience is expected from the incumbent in dealing with USAID/RDMA office personnel as well as representatives from other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will also be required to follow and adhere to USAID's Code of Ethics and Conduct.

#### **J. AUTHORITY TO MAKE COMMITMENTS:**

The incumbent will have no independent authority to commit U.S. Government (USAID/RDMA) funds on behalf of the U.S. Government.

**K. SUPERVISION/OVERSIGHT OVER OTHERS:**

The incumbent will not have supervisory responsibilities.

**L. ADDITIONAL POSITION GUIDELINES**

The incumbent will be required to be proactive in keeping abreast of development news and trends which affect activities within the region and familiarity with USAID Branding and Marking regulations under the Agency’s Automated Directives System (ADS), especially ADS320 and AAPD 05-11, and General Notices/Mission Orders/Mission Notices.

**M. OTHER REQUIREMENTS:**

The incumbent must be:

- A U.S. Citizen;
- Available and willing to work outside the regular 40-hour workweek when required/necessary;
- Willing to travel to work sites and other offices as/when requested; and
- Able to obtain a security clearance at the level of “Facility Access” within a reasonable period of time.
- Must already have required visa or permit to work in Thailand.

**N. SELECTION CRITERIA:**

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. Following is the evaluation criteria for this position:

***Education/Experience: (50 points)***

A bachelor’s degree in journalism, public relations, communications, or a related liberal arts field is required.

At least five years of experience in communications, public relations or journalism required. Proven experience in disseminating information to a variety of target audiences is required. Proven experience in writing and editing required. Previous work with the U.S. government or another international development organization is highly desirable. Public relations experience an asset.

***Knowledge: (25 points)***

Strong editing skills and attention to detail required. Must be able to craft information messages in various media formats (e.g., news releases, website stories, talking points/speeches) targeting a wide variety of audiences. Highly Desirable: An eye for story-telling through photographs, and experience with photography, photo editing, and video editing. Knowledge of standard principles, methods and practices of communication and information management to design and implement public affairs events and outreach materials is preferred. Solid understanding of websites required. Excellent knowledge of English grammar and American word usage and spelling required. Familiarity with graphic design, printing and publishing processes desired. A broad understanding of issues related to international development is desired.

***Skills and Abilities: (25 points)***

Fluent or Native English (both written and oral) required.  
Thai language advantageous.

Excellent oral and written communications skills, including news and technical writing, editing and research skills required. Strong organizational and project management skills within a multi-cultural work environment are a must.

Must be comfortable working independently, taking the initiative once guidance is provided, managing several activities at once and working under pressure to meet deadlines. Must have strong interpersonal skills and an ability to establish and maintain collegial relations with Embassy and implementing counterparts, and exercise sound judgment.

Excellent computer skills, including working use of MS Word, PowerPoint, and Excel are required. Content management systems, basic web design, Acrobat, Publisher, Photoshop, Lightroom, and other page making software are highly desired. Skills in creating content on social media platforms, such as Twitter, Facebook, YouTube, and Flickr, are highly desirable.

*Note: A writing test may be administered. Writing samples are required. Please see Section O for more information.*

#### **O. APPLICATION SUBMISSION INSTRUCTIONS:**

Applicants must submit the following in order to be considered for this position:

1. Optional Form 612 <http://www.usaid.gov/sites/default/files/OF612.pdf>
2. Resume (do not include a photo)
3. 2-3 writing samples of news articles, success stories, press releases, fact sheets or related public information. Other submissions written for other public audiences will also be accepted. 500 word limit per sample.
4. Name and contact information (email and phone number) for 3 professional references.

Applications should be submitted to Acquisition Specialist Tricia Siaso at [tsiaso@usaid.gov](mailto:tsiaso@usaid.gov) or delivered to:

Mailing Address:

USAID Box 47  
APO AP 96546, USA

or

USAID/RDMA  
Regional Office of Procurement (ROP)  
Athenee Tower  
63 Wireless Road, 25th Floor  
Bangkok 10330, Thailand

by the closing date listed on the cover letter.

## **BENEFITS, TAXES, REQUIRED FORMS, REFERENCES**

### **1. BENEFITS (As allowable under applicable regulations)**

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
  - 72% of Health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
  - 50% of Life Insurance Annual Premium (not to exceed \$500)
- (3) Eligibility for Worker's Compensation
- (4) Annual & Sick Leave

**2. FEDERAL TAXES:** USPSCs are not exempt from payment of Federal Income taxes.

### **3. LIST OF REQUIRED FORMS FOR USPSCs**

- a. Optional Form 612.

Forms (b) through (e) shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

- b. Medical History and Examination (DS-1843).
- c. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- d. Questionnaire for Non-Sensitive Positions (SF-85).
- e. Finger Print Card (FD-258). (NOTE: Form is available from the requirements office.)

### **4. REFERENCES: CONTRACT INFORMATION BULLETINS (CIBs.) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

#### **AAPD 06-10 (October 2006) – PSC MEDICAL PAYMENT RESPONSIBILITY**

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

#### **FAR 52.222-50 (February 2009) – COMBATING TRAFFICKING IN PERSONS**

FAR Clause 52.222-50 is hereby incorporated as Attachment 2 to the solicitation.



## ATTACHMENT 1

### ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10 PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY  
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>.

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 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 General Provision 10, 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).

## ATTACHMENT 2

### FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons.

Contractors and contractor employees shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
  - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; and
  - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or

subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.