



Organization of  
American States

**System User Manual - Consultant**  
**Results Based Contracting System (RBCS)**  
OAS-DOITS-SUM-Consultant-RBCS

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Version	Status
0.1	Approved

## OAS RBCS Contract Revision and Acceptance

Once your Administrative Officer has completed the draft contract and it is ready for your review and approval, you will receive an e-mail notification from this e-mail address: [rbc@oas.org](mailto:rbc@oas.org)

**Note:** Make sure to add this e-mail address to your contact list to prevent future RBCS notifications going to your Junk folder.

The subject of the e-mail you will receive is: "Relevant documentation for your employment as Consultant". This notification will look like this:



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### Results Based Contracting System

Contracting documentation for **Your Name** has been assigned to you for your review and approval.

Please, review the information in the following order:

- 1. Consultant Profile**  
As part of contracting procedure please complete/confirm your information: [link](#)
- 2. Conflict of Interest**  
As part of contracting procedure please fill out the following form: [link](#)

Please make sure you have accepted the "Consultant Profile" and "Conflict of Interest" forms before you accept or reject the "Draft Contract".

- 3. Draft Contract**  
As part of contracting procedure please review the contract form. This is not a valid contract, this is a draft and it is only intended for your review and may change during the OAS internal approval process. You will be notified if there are any changes before it is finally approved. Your contract will be valid once approval process is finalized and when you receive and returned signed a hard copy of the contract: [link](#)

**Comments:**

Comments from your Administrative Officer

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

**Note:** Please read this e-mail carefully, it contains important contract processing instructions.

Click on each link to complete the following:

- Consultant Profile
- Conflict of Interest form
- (Accept or Reject) Draft contract

## How to complete the consultant profile

Clicking on the link of the Consultant Profile section will open a new internet browser window containing the Consultant Profile form.

All the information entered on this site is stored in the OAS servers. The transmission of the information is encrypted using Secure Sockets Layer (SSL) technology. This means that your personal information is secured from unauthorized parties.

Complete the form with your personal information. All fields or sections marked with a ★ must be completed.



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### CONSULTANT PROFILE

#### General Information

★ Indicates required field

Please note that the information entered in this form will not be saved until you press "Save Draft" option

First Name (as it appears on your passport):	Jane	★	Middle Name:	
Last Name (as it appears on your passport):	Smith	★	Last Name 2:	
Gender:	Female	★	Nationality:	Argentina
Birth Date:	1/3/1995	★	U.S. Resident:	No
			SSN:	Only for US Citizens or Residents
Marital Status:	Married	★	Preferred Language:	Français
Address:	1234	★		
City:		★	State:	
Country:		★	Zip Code:	
Phone 1:		★	Phone 2:	
OAS E-Mail:			Personal E-Mail:	dfsdf@sdssd.d
Education Level:		★	Education Field:	

Languages (It is required to choose at least one of the following languages) 				
	Speaks	Writes	Reads	Understands
English:	N/A 	N/A 	N/A 	N/A 
Español:	N/A 	N/A 	N/A 	N/A 
Português:	N/A 	N/A 	N/A 	N/A 
Français:	N/A 	N/A 	N/A 	N/A 

Emergency Contact Information	
First Name: <input type="text"/>	Middle Name: <input type="text"/>
Last Name: <input type="text"/>	Last Name 2: <input type="text"/>
Address: <input type="text"/>	
City: <input type="text"/>	State: <input type="text"/>
Country: <input type="text"/>	Zip Code: <input type="text"/>
Phone: <input type="text"/>	E-Mail: <input type="text"/>

Documents	
Government Issued ID: <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Educational Background: <input type="text"/> <input type="button" value="Browse..."/> <a href="#">(template)</a>	<input type="button" value="Upload"/>
Employment History: <input type="text"/> <input type="button" value="Browse..."/> <a href="#">(template)</a>	<input type="button" value="Upload"/>
Academic Credentials: Description: <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Other: Description: <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

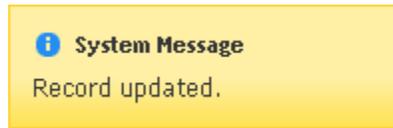
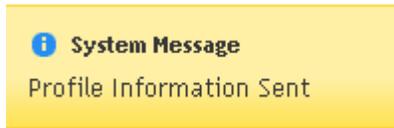
  

Health Insurance Information 	
Do you have health insurance: <input type="text"/>	Proof Document: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Valid From: <input type="text"/> 	Valid To: <input type="text"/> 

I certify that I am the author of the information contained in this form and that all of the above statements by me are true, accurate, complete, and correct. I understand and agree that any misrepresentation or material omission of fact by me in this or any other document required from me by the GS/OAS may be considered as constituting grounds for the immediate termination of the performance contract for which I am applying without any right by me or by my heirs or assigns to further indemnization or payments from GS/OAS. 

Once you have completed the profile form, click on  to send the information to your Administrative Officer, or click on  to save the changes and continue later. If you decide to continue later, in order to access to your draft profile form, go to the e-mail notification and click on the link of the Consultant Profile section.

In both cases, a system confirmation message will be displayed:



**Notes:**

- The “Preferred Language” selected by the Administrative Officer will determine the language of future RBCS notifications. You can always change the language of the site.
- If a region does not have a zip code assigned, fill the field with “N/A”.

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## Documents, what to upload?

**Government Issued ID:** If you are requesting a G4 visa, you must attach a digital copy of your passport. Otherwise you may upload a digital copy of any official issued ID.

**Educational Background and Employment History:** For this section you must download first the templates related to each type of document. (To download the files click on “[templates](#)”).

Then, complete each template with your academic and work history and upload those files.

**Academic Credentials:** Include any document (certificate, diploma, etc.) that supports the information registered in the Educational Background template.

**Notes:** Maximum file size is 5MB. Microsoft Office documents and pictures are allowed. That includes the following file extensions: .jpg, .gif, .jpeg, .pdf, .doc, .docx, .ppt, .pptx, .xlsx, .xls, .txt, .rtf

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## Visa Information

This section will only appear if your contract will be fully or partially performed at OAS Headquarters or if you require a G4 Visa.

One of the following sections will appear depending on your immigration status:

**Foreign National (No G4 Visa required):** Complete the “Visa type for US entry” by providing information about the visa that you hold in order to enter the United States.

Visa Information <span style="float: right;">★</span>	
Current Immigration Status:	Foreign National
Visa type for US entry:	<input type="text"/>

**Foreign national (G4 visa required):** Complete this section if you require a G4 Visa in order to perform as a CPR for the OAS.

Selecting this option will require the consultant to provide information about when and where the consultant will process his/her G4 visa.

Visa Information 		
Current Immigration Status:	<input type="text" value="Foreign National"/>	Phone: <input type="text"/>
Local Address:	<input type="text"/>	Local City: <input type="text"/>
<b>Consulate where visa is being requested:</b>		
Country:	<input type="text" value="▼"/>	City: <input type="text"/>
Date upon which you will request your G-4 visa in the Consulate:	<input type="text"/> 	

**Local Address, Local City and Phone:** Insert here information about the location where the visa is being requested

**Country, City:** Enter the county and city of the consulate where you will be processing your G4 visa is located.

**Date upon which you will request your G4 visa in the Consulate:** If you don't have the exact date, please put an estimate date.

## Conflict of Interest form

From the email notification, by clicking on the link of the Conflict of Interest section a new internet browser window will open containing the Conflict of Interest form:



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### CONTROLS FOR CONFLICTS OF INTEREST

**Name:**

Herminia Beatriz Parra De

**Area of the GS/OAS for which the CPR will be performed:**

Information Technology Section-57051

NOTE: If you wish to provide clarification for any of your answers, please do so in item 16, marked "Additional Information".

★ **Indicates required field**

1. Are you a staff member of the General Secretariat of the Organization of American States ("GS/OAS")? ★

Yes  No

2. Have you ever held the post of Secretary General or of Assistant Secretary General of the Organization of American States ("OAS")? ★

Yes  No

3. Have you ever held a position of trust with the GS/OAS? ★

Yes  No

4. Are you a delegate, diplomatic representative, or other government employee of an OAS Member State? ★

Yes  No

5. Are you an elected official of an OAS Organ? ★

Yes  No

6. Are you a relative<sup>4</sup> of a GS/OAS staff member above the P-3 grade level? ★

Yes  No

7. Are you a relative of any GS/OAS staff member who has authority to issue this contract? ★

Yes  No

8. Are you a relative of a representative or delegate of a Member State to the OAS? ★

Yes  No

9. Have you ever entered into a performance contract which has been terminated by GS/OAS?  
 Yes  No ★

10. Have you ever defaulted on and/or failed to perform satisfactorily an existing or previous performance contract or procurement contract with GS/OAS?  
 Yes  No ★

11. Are you employed by an institution that is receiving funds from the GS/OAS as part of a GS/OAS project?  
 Yes  No ★

12. Have you ever been judicially declared to be legally incompetent?  
 Yes  No ★

13. Are you currently on trial or scheduled for trial in a criminal court of any OAS Member State?  
 Yes  No ★

14. Have you ever been convicted of a serious criminal offense (felony) in any OAS Member State?  
 Yes  No ★

15. Are you a citizen or legal resident in the country where this performance contract is to be performed?  
 Yes  No ★

16. ADDITIONAL INFORMATION: (If you have any additional information, please include it in the space below, along with the number of the question to which you are making reference.)

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I certify that I am the author of the information contained in this form and that all of the above statements by me are true, accurate, complete, and correct. I understand and agree that any misrepresentation or material omission of fact by me in this or any other document required from me by the GS/OAS may be considered as constituting grounds for the immediate termination of the performance contract for which I am applying without any right by me or by my heirs or assigns to further indemnization or payments from GS/OAS. ★

Answer the Conflict of Interest questions and click on  to send the information to your Administrative Officer. A system confirmation message will be displayed:

**i System Message**

Conflicts of interest form submitted

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## **Draft Contract**

From the email notification, by clicking on the link of the draft contract section a new internet browser window will open containing the draft contract:



OAS » Human Resources » RBCS »

Contract

GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES  
PERFORMANCE CONTRACT

**The Parties**, the General Secretariat of the Organization of American States ("GS/OAS") and the Independent Contractor ("the Contractor"), identified as:

- a. Name: Parra De, Herminia Beatriz
- b. Address: werwer, werwerwer, ewrwer, ALB

HEREBY AGREE AS FOLLOWS:

1. **Product or Service:** The Contractor shall furnish GS/OAS with the product or service ("the Work") described in the Terms of Reference attached as Annex I, which is an integral part of this Contract.
  - a. The Project for which the Work is provided is: Information Technology Section-57051
  - b. The Place for delivery and/or performance of the Work is: United States
  - c. The Dates for delivery and/or performance of the Work are: From: 3/22/2012 To: 4/21/2012
2. **Gross Compensation and Payments:** GS/OAS shall pay the Contractor the total sum of US \$90.00 as the entire compensation ("Gross Compensation") for the Work, payable in (type of currency) USD
  - a. The Gross Compensation paid to a Natural Person who provides services to GS/OAS for more than one month in any calendar year under a Performance Contract or series of such Contracts shall be itemized into two categories, "net compensation" and "overhead," as set out in Annex III. (Annex III is inapplicable to and unnecessary for all other types of Performance Contracts.)
  - b. Payment of Gross Compensation shall be made in amounts, upon the approximate dates, and upon completion of the following benchmarks, unless otherwise stated in the Terms of Reference.

• • •

Any such provision must comply with the requirements of CFR Rule 5.13.1 in Executive Order No. 05-04, Corr. No. 1 at <http://www.oas.org/legal/english/cansec/EV060504CORR1.doc>

This is an amount intended to reimburse the Contractor for the amount he is required by law to contribute to social security (including retirement, unemployment insurance, and worker compensation insurance) with respect to the Net Fee for Services in the duty station. If no such amount can be easily established, the amount used shall be 15% of the net fee.

This is an amount intended to reimburse the Contractor for the amount he is required by law to contribute for state provided health insurance, if any. If no such amount can easily be established, the amount used shall be 3% of the Net Fee.

This is an amount intended to reimburse the Contractor for the value of annual vacation leave which he might earn when he is an employee of an enterprise, equal to 3% of the Net Fee.

Any other elements of overhead that the parties deem appropriate.

In those cases where the Parties bargain for a Gross Compensation and the amount of the elements of overhead are not easily calculated, the amounts for Overhead and Net Compensation can be easily established in accordance with the following example. Contractor and GS/OAS agree on Gross Compensation of \$100,000. Determine Net Salary "x" by way of simple algebra:  $x + .21x = \$100,000$ . (We use .21x as the amount of overhead because .21 is the sum of the percentage elements of overhead -- 15% for social security, 3% for health insurance, and 3% for vacation). Thus Net Salary (or "x") is \$82,645. Overhead (or ".21x") is \$17,355. You can go on to compute the individual amounts for social security, health insurance, and vacation by simple multiplication as follows: social security = 15% of \$82,645 = \$12,397; health insurance = 3% of \$82,645 = \$2,479; vacation similarly = 3% of \$82,645 = \$2,479.

**This is not a valid contract, this is a draft and it is only intended for your review and may change during the OAS internal approval process. You will be notified if there are any changes before it is finally approved. Your contract will be valid once approval process is finalized and when you receive and returned signed a hard copy of the contract.**

Reject Accept

Read carefully all sections of the contract.

You may  or  the draft contract.

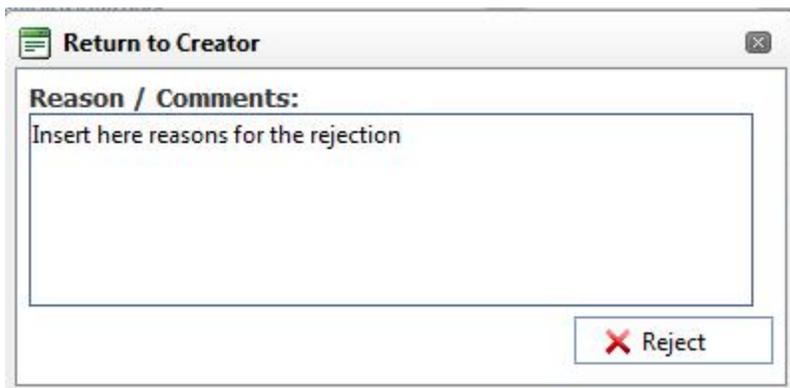
Once you have accepted the draft contract or contract amendment, a system confirmation message will be displayed.



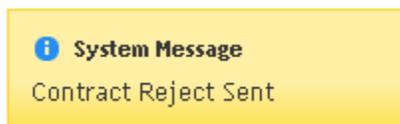
You will also receive an e-mail confirmation:



If you decide to reject the draft of the contract, a new window will open.



Enter here the reasons why you are rejecting the draft contract. These reasons will be sent to your Administrative Officer. Click on "Reject", a system confirmation message will be displayed.



You will receive an e-mail notification confirming the rejection of the draft contract or contract amendment.



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### Results Based Contracting System

Dear **Your Name**,

Your personal information, your COI (Conflicts of Interest), and rejection of the draft contract, have been sent successfully.

If you have any questions please contact the Administrative Officer of you area [Administrative Officer's e-mail](#).

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

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## Approved Contract

Once your contract or contract amendment has been approved, you will receive an e-mail notification:



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### Results Based Contracting System

Dear **Your Name**, your contract has been approved and you will receive a signed hard copy, that you will have to sign and return to your Administrative Officer, Name of Administrative Officer.

#### Contract Details

- The Project for which the Work is provided is: Name of the Organization (Unit)
- The Place for delivery and/or performance of the Work is: Name of Country
- The Dates for delivery and/or performance of the Work are: From: 3/28/2012 To: 6/5/2012

If you have any question, please contact your Administrative Officer and provide your contract number 0000013859.

Keep this email for your records.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

**Note:** A similar e-mail notification will be sent to you when your contract amendment has been approved.

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## The link you tried to access is not valid

If you try to access one of the links and the following message is displayed:

The screenshot shows the top of the Organization of American States website. The header includes the OAS logo, the text "Organization of American States", and the tagline "Democracy for peace, security, and development". There are language selection options for English, Español, Português, and Français. A search bar and social media icons (Twitter, Facebook, Google+) are also present. Below the header is a navigation menu with links for "About the OAS", "Strategic Partners", "Member States", "Media Center", "Documents", and "Calendar". The main content area features a banner image of the OAS building with the text "OAS Human Resources" and a breadcrumb trail "OAS » Human Resources » RBCS ». Below this is a blue "Home" button. The central part of the page displays a 404 error message: "The link you tried to access is not valid." At the bottom, there is a footer with copyright information and various utility links like "Employment and Internships", "Scholarships", "Procurement Protocol", "Terms & Conditions", "Contact Us", "Staff Directory", "Americas Magazine", and "RSS".

It means you have already completed and sent the information to your Administrative Officer and no action is required at this point.

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## Changing web page language

You may change the language of the profile form, Conflict of Interest form or draft contract at any time by selecting one of the OAS official languages available at the right-top section of each form:

This image is a close-up of the top right corner of the OAS website. It highlights the language selection menu, which includes the text "English", "Español", "Português", and "Français". The entire menu area is circled in orange. Below the language options are social media icons and a search bar.

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## Contract amendment:

Once your Administrative Officer has completed the contract amendment and it is ready for your review and approval, you will receive an e-mail notification from this e-mail address: [rbc@oas.org](mailto:rbc@oas.org)



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### Results Based Contracting System

Contracting documentation for **Your Name** has been assigned to you for your review and approval.

#### Contract Amendment

As part of contract procedure please review the Contract Amendment (Draft) due that a change in either the terms of reference or the end date of the contract has been made.

Please remember that this is not a valid contract, this is a draft and it is only intended for your review and may change during the OAS internal approval process. You will be notified if there are any changes before it is finally approved. Your contract will be valid once approval process is finalized and when you receive and returned signed a hard copy of the contract: [link](#)

#### Comments:

Comments by the Administrative Officer

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

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## Contract cancellation

If your contract has been cancelled, an e-mail notification will be sent to you:



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### **Results Based Contracting System**

Dear **Your Name**, your contract 0000013864 has been canceled.

If you have any questions please contact the Administrative Officer of your area, Name of Administrative Officer.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

**Note:** No contract will be cancelled without previous notice.