



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: Program Officer – Kenya
Solicitation Number: SOL-OTI-13-000017
Salary Level: GS-14 Equivalent: \$84,697 - \$110,104
Issuance Date: January 14, 2013
Closing Date: January 29, 2013
Closing Time: 5:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services as a Program Officer – Kenya under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified.

Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete and hand-signed federal form OF-612, including OF-612 continuation sheets as needed (downloadable forms are available at <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

2. Supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) Evaluation Factors shown in the solicitation.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

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Incomplete or unsigned applications will not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

GlobalCorps
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: poken@globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

Josh Litwin or Travis Axton
Telephone Number: (202) 706-6105 or (202) 706-6115
E-Mail Address: poken@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) OTI Program Officer – Kenya

- 1. SOLICITATION NO.:** SOL-OTI-13-000017
- 2. ISSUANCE DATE:** January 14, 2013
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** January 29, 5:00 pm EST
- 4. POSITION TITLE:** Program Officer – Kenya
- 5. MARKET VALUE:** GS-14 equivalent (\$84,697 - \$110,104). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS-14 pay range will not be entertained or negotiated.**
- 6. PERIOD OF PERFORMANCE:** One year, with four one-year options
- 7. PLACE OF PERFORMANCE:** Kenya
- 8. STATEMENT OF WORK**

POSITION DESCRIPTION

BACKGROUND

The Office of Transition Initiatives (OTI) was created in 1994 as a distinct operating unit within USAID to help local partners advance peace and democracy in priority conflict-prone countries. Seizing critical windows of opportunity, OTI works on the ground to provide fast, flexible, short-term assistance targeted at key transition needs.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate, OTI retains a group of high-level professionals and experts under personal services contracts (PSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the organization's programmatic goals and

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objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see page 12 of this solicitation.

For more information about OTI and its country programs please see: <http://usaid.gov/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

INTRODUCTION

The Program Officer is a member of the Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Africa Regional Team, reports to the OTI Country Representative (CR) or his/her designee, which may include the OTI Deputy Country Representative (DCR), and is based in Kenya. This post is a family-accompanied post and does allow minor or adult dependents.

The Program Officer will be based in Nairobi, Kenya. The position will transition to USAID/Kenya/Education & Youth Office upon OTI's planned exit in mid-2013.

The OTI Program Officer's principal responsibility is to support the OTI country team in the development, oversight, and management of the OTI country program. The majority of the incumbent's time will be based in Nairobi, working in the U.S. Embassy. The OTI Program Officer is expected to be in daily communication and collaboration with a variety of U.S. Embassy staff, implementing partners, and OTI counterparts.

The OTI/Kenya program is part of the U.S. Government's support of the February 28, 2008 peace accord between competing political parties in the wake of inter-ethnic violence following flawed national elections in December 2007. This program furthers the U.S. high-priority policy objective of helping restore stability in Kenya. The program supports activities mitigating conflict by: 1) Enabling public institutions to undertake fundamental reforms and to manage instability and uncertainty; 2) Mobilizing the public, especially youth & key change agents, to demand accountability and reform, and 3) Fostering identity and self-confidence in at-risk youth in order to enable them to reject extremism. The program contributes to the U.S. objective of supporting peace and stability in the Greater Horn of Africa.

OBJECTIVE

The objective of this position is to ensure that OTI has a highly-qualified Program Officer in the field that will represent OTI and fulfill the duties and responsibilities of the position.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

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The work of the Program Officer requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the Program Officer requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The Program Officer is highly flexible and the working conditions are subject to ongoing change(s), while maintaining a professional and respectful conduct towards colleagues and authority in a diverse workforce. S/he places a premium on the building positive relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The Program Officer is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The Program Officer has a strong sense of responsibility, service-oriented, highly organized, pays close attention to detail, is able to complete administrative tasks with minimal guidance, and is able to receive and respond to constructive criticism in a professional manner. The Program Officer is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The Program Officer's priorities are expected to change and evolve in accordance with the requirements of OTI and will be determined in consultation with supervisor. The Program Officer will perform the following duties:

- Represent program interests with USAID Mission personnel, U.S. Embassy staff, Department of State, and Department of Defense personnel. Explore opportunities for synergy with these entities. Provide lessons learned from the program to these stakeholders given the unique, sensitive and complex programming.
- Work with host-country government officials, international organizations, indigenous and international NGOS, international donors, and others interested in the SWIFT III Kenya activities.
- Serve as Contracting Officer's Representative (COR) for the SWIFT III Task Order Kenya. Tasks include, but are not limited to, monitoring performance; receiving & reviewing deliverables; initiating incremental funding and other contract modifications; approving vouchers for payment; and assessing contractor performance.
- Provide continued guidance on USG policy to the implementing partners regarding the identification, development, and implementation of projects under the SWIFT III Task Order.
- Serve as the key liaison for the Sensemaker Qualitative Analysis Evaluation system, representing USAID interests, and reporting back to the Bureau of Policy, Planning, and Learning (PPL) on the successes and challenges of the innovative tool.
- Meet local partners and evaluate their proposals to advance USAID/Forward objectives for local organizations—many of which have not previously had international funding.

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- Manage Foreign Service National Staff as assigned.
- Travel extensively to monitor and assess political conditions, meet with potential grantees, and develop activity ideas.
- Maintain overall knowledge of the OTI program and implementing partner (IP) issues, and attend meetings to maintain productive relationships. Liaise with the OTI implementing partner staff at the local/regional level, and ensure team goals and objectives are being met and are understood by all.
- Complete USAID/Kenya reporting requirements as assigned.
- Perform all other duties as assigned by supervisor to ensure successful program implementation.

SUPERVISORY RELATIONSHIP:

The Program Officer will take direction from and will report to the OTI Country Representative until OTI's planned exit in mid-2013. Thereafter, the Program Officer will take direction from and will report to designated Mission leadership for USAID/Kenya.

SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, the carrying of moderately heavy items, or exposure to extreme weather conditions.

11. WORK ENVIRONMENT

Work is primarily performed in an office setting. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, the carrying of moderately heavy items, or exposure to extreme weather conditions.

12. START DATE: Immediately, once necessary clearances are obtained.

13. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

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The USAID Office of Transition Initiatives Program Officer position requires excellent communication skills and experience in political analysis and program reporting. Prior coordination experience with various USG offices is required. Solid interpersonal skills, and the ability to serve as an effective liaison with a wide array of individuals and institutions, are extremely important.

A prerequisite for success in this position is familiarity with contract/grant management, mediation/arbitration, democracy and governance and/or human rights activities. A demonstrated strength in policy analysis and formulation is strongly preferred. Since work may require continued changes in program direction and implementation, including frequent coordination, the individual will be someone who is highly flexible and willing to work under conditions of ongoing change. A solid understanding of community development is a plus.

This position requires excellent managerial and communication skills, an ability to perform in a complex and highly sensitive political environment, experience in policy formulation and negotiation at the highest levels (government and non-government organizations), and a strong interest in assisting countries in transition. The candidate must be mature, self-reliant, a team player, a problem-solver, and able to manage a diverse portfolio of grants. S/he should have extensive management experience (both project and personnel) and understand the basics of grantee and contractor/USAID relationships. S/he should be able to communicate effectively with grassroots organizations and their constituencies, national and local government officials, USG agencies, and clerics or other religious leaders. Since work may require continued changes in program direction and implementation, including frequent coordination, the individual will be someone who is highly flexible and willing to work under conditions of ongoing change.

The successful candidate must also be willing and able to perform a wide range of administrative functions (budget preparation, financial management, records management, travel assistance, etc.) and reporting functions to help ensure programmatic success.

At a minimum, the applicant must have:

- (1) Bachelor's degree AND a minimum of **nine (9) years** of progressively responsible experience of which a minimum of **six (6) years** is recent project management experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization, in at least two of the following general areas: political transition programming, stabilization initiatives, community development, democracy and governance, and/or humanitarian assistance;

OR

- (2) Master's degree with significant study in or pertinent to the specialized field, including, but not limited to, international development, and social sciences, AND a minimum of **seven (7) years** of progressively responsible experience of which a minimum of **six (6) years** is recent project management experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization in at

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least two of the following general areas: political transition programming, stabilization initiatives, community development, democracy and governance, and/or humanitarian assistance;

AND

- (3) Minimum of **four (4) years** of overseas field experience working in humanitarian assistance, political transition, stabilization or democracy building programs, of which a minimum of **two (2) years** is field experience in one or more countries undergoing a political transition. Experience in East Africa is desired, but not required;

AND

- (4) Experience with counter-extremism programming.

SELECTION FACTORS

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete and hand-signed federal form OF-612 submitted (**see detailed instructions under "Applying"**);
- Supplemental document specifically addressing how the candidate meets each of the Education/Experience requirements, AND each of the Evaluation Factors submitted;
- Ability to obtain a TOP SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Top Secret level security clearance and Department of State medical clearance are required prior to issuance of the contract for this position.

EVALUATION FACTORS

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

- Factor #1 Demonstrated experience interacting and coordinating with various U.S. Government, foreign government, International organizations, contractor and non-governmental organizations frequently involved in political transitions/stabilization initiatives and humanitarian interventions to achieve United States foreign policy objectives;
- Factor #2 Demonstrated competency and experience working in complex political transition, stabilization and post-conflict environments, where implementing programming in support of U.S. government foreign objectives are complicated by interconnected issues and conflicts;

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- Factor #3 Experience conceptualizing, designing, implementing, monitoring and evaluating political transition and/or stabilization activities, especially small grant activities;
- Factor #4 Demonstrated communication, writing, analytical, cross-cultural and social/interpersonal skills; demonstrated ability to communicate and represent the organization, its core values and ethos to key partners, stakeholders and beneficiaries both within and outside the USG, and from all walks of life;
- Factor #5 Demonstrated ability to consistently and independently perform in a complex, high visibility, and high-pressure environment;
- Factor #6 Active or recent U.S. government security clearance.

BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process.

Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

- Factor #1 – 20
- Factor #2 – 15
- Factor #3 – 10
- Factor #4 – 10
- Factor #5 – 10
- Factor #6 – 05
- Total Possible – 70 Points

Interview Performance – 30 points

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

Total Possible Points: 100

The Evaluation Factors are worth 70 out of 100 points. Be sure to fully respond to each of the Evaluation Factors and include all relevant experience, training, and/or education in your

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responses. Sample Evaluation Factors are provided on the GlobalCorps website at www.globalcorps.com.

The most qualified candidates may be interviewed and required to provide a writing sample. OTI will not pay for any expenses associated with the interviews. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

APPLYING:

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals are **required** to submit:

1. A complete U.S. Government Optional Form 612 with hand-written signature, including OF-612 continuation sheets as needed (downloadable forms are available on the USAID website, <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 or on supplemental OF-612 continuation sheets to allow for adequate evaluation of your direct and related experience. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.

Dates (months/years) and locations for all field experience must also be detailed.

2. A supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) Evaluation Factors shown in the solicitation.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

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DOCUMENT SUBMITTALS

Via mail: GlobalCorps, 529 14th Street, NW, Suite 700, Washington, D.C. 20045

Via facsimile: (202) 403-3911 or (202) 403-3941

Via email: poken@globalcorps.com

Please note in your document submittal where you heard about this position.

NOTE: If a temporary or full top secret security clearance is not obtained within four months after offer acceptance, the offer may be rescinded.

NOTE: The incumbent must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, the offer may be rescinded.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

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 application.

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)

https://www.acquisition.gov/far/current/html/52_200_206.html

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

1. Optional Form 612.
2. Medical History and Examination Form (DS-6561). **
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). **
6. Employment Eligibility Verification (I-9 Form). **

** Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & 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://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which CIBs and AAPDs apply to this contract.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

BENEFITS/ALLOWANCES:

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

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase (pending a satisfactory performance evaluation)
Eligibility for Worker's Compensation
Annual & Sick Leave

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).

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

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ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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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/c23002.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

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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).