



## Request for Personal Service Contractor

### USAID Office of Transition Initiatives

Position Title: Program Manager (Multiple Positions)  
Solicitation Number: SOL-OTI-12-000026  
Salary Level: GS-11 Equivalent: \$62,467 - \$81,204  
GS-12 Equivalent: \$74,872 - \$97,333  
Issuance Date: April 12, 2012  
Closing Date: April 26, 2012  
Closing Time: 5:00 P.M. EDT

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 Manager 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](http://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 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 five (5) 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 on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

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: [otipm@globalcorps.com](mailto:otipm@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:

Jaimee Braun or Amanda Kitch  
Telephone Number: (202) 661-9377 or (202) 661-9349  
E-Mail Address: [otipm@globalcorps.com](mailto:otipm@globalcorps.com)  
Website: [www.globalcorps.com](http://www.globalcorps.com)  
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia  
Contracting Officer

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

Solicitation for U.S. Personal Service Contractor (PSC) OTI Program Manager (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-12-000026
- 2. ISSUANCE DATE:** April 12, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 26, 2012, 5:00 pm EDT
- 4. POSITION TITLE:** Program Manager
- 5. MARKET VALUE:** This position has been designated as a “ladder” position. The highest level of this position is a GS-12; however, USAID intends to fill this position at the GS-11 equivalent level. The entry level for this position has been established at the GS-11 equivalent level (Salary range: \$62,467 - \$81,204 per year). The actual salary of the successful candidate will be negotiated within the pay range of the GS-11 level depending on qualifications, previous relevant experience and work history, salary and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.

The title of the position at the GS-11 level will be “Program Manager.” Following at least one (1) year at the GS-11 equivalent grade the candidate will have the opportunity for advancement to a GS-12 equivalent grade. To be eligible for promotion to the GS-12 level, the incumbent must meet the minimum qualifications for the GS-12 grade, and receive a “Fully Successful” performance rating in the annual performance evaluation. The evaluation must include a statement by the supervisor that the employee is performing successfully at the current grade and is considered ready to perform at the higher grade level. Neither advancement nor extension of the contract is guaranteed.

- 6. PERIOD OF PERFORMANCE:** Two years, with three one-year options
- 7. PLACE OF PERFORMANCE:** Washington, D.C.

**8. STATEMENT OF WORK**

**POSITION DESCRIPTION**

**BACKGROUND**

USAID’s Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local, indigenous partners advance peace and democracy in priority conflict-prone countries by providing fast, flexible, short-term assistance targeted at key transition needs.

## **Solicitation for a USPSC OTI Program Manager (Multiple Positions)**

### **SOL-OTI-12-000026**

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 local partners such as civil society groups (non-governmental organizations or informal community groups), local governments, private businesses, media groups, and others, through identification of quick-impact community self-help projects to meet urgent economic needs; development of initiatives to promote national reconciliation; re-integration of ex-combatants into civilian society; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public understanding and participation in their country's political process.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office's programmatic goals and 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://www.usaid.gov/our\\_work/cross-cutting\\_programs/transition\\_initiatives/](http://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/)

## **INTRODUCTION**

The OTI Program Manager is a member of one of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA)/OTI's Regional Teams in the Field Programs Division (FPD), reports to the OTI Regional Team Leader or his/her designee, and is based in Washington, DC. OTI currently has five regional teams as part of its Field Programs Division (FPD): Asia, Africa (AFR), Afghanistan/Pakistan (Af/Pak), Latin America and Caribbean (LAC), and Middle East (ME). OTI's Regional Teams are responsible for all program implementation-related activity in the specific region.

The Program Manager's principal responsibility is to assist one of OTI's regional teams in the administration and management of existing country programs and participates in new country program assessments as the need arises. This is a program-funded USPSC position, which OTI anticipates will focus approximately 80% of time on country program implementation, and approximately 20% of time on strategic planning and program development.

## **OBJECTIVE**

The objective of this solicitation is to hire qualified personnel needed to assist and support OTI's regional teams with program implementation-related activities.

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

## **9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the Program Manager requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the Program Manager is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The Program Manager is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or 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 Manager 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 Manager 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 Manager is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The work of the OTI Program Manager requires teamwork, the exercise of discretion, judgment, and personal responsibility. Under the direct supervision of the Washington-based Regional Team Leader or his/her designee (e.g. the Sr. Program Manager), the Program Manager will:

#### ***At the GS-11 equivalent level:***

- Perform complex country analysis and program design to develop existing and future programs and strategies in high priority countries;
- Implement and manage assigned country program(s), including contractors and grantees working under country programs and provide support, when needed, as an auxiliary team member in the field, being prepared to travel to difficult posts in overseas conflict or post-conflict areas for up to one month or more if required;
- Provide backstopping and troubleshooting support to field-based staff through frequent communication;
- Prepare documentation for any required program contracts, grants or cooperative agreements;
- Mentor/train other OTI Program Assistants/Program Managers as required;
- Ensure completion of OTI project administration, budgeting and contracting action needs;

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

- Perform other duties and activities as required for the successful completion of country programs;
- Manage and/or participate in the selection of program implementers, such as grantees, contractors, and personal services contractors;
- Serve as COR (Contracting Officer Representative) for Task Orders with a contractor for Program Office services, ensuring OTI's requirements are met (serving as COR requires the successful completion of a USAID training course within the first 6-12 months of employment);
- In limited circumstances, the incumbent may be required to provide assistance to organizations outside of OTI but within the current scope of work, where such assistance would enhance both OTI's goals and objectives as well as the incumbent's job skills;
- Participate in design and implementation of new country program operations to include management, logistical, budget, administrative, personnel and contractual issues;
- Respond to requests for information and taskers regarding OTI programs from within and outside the Agency in collaboration with OTI's Program Office;
- When required, participate on inter-office, inter-bureau, or inter-agency committees where issues relate to OTI's program goals;
- Develop and maintain collaborative relationships with other DCHA offices, other USAID divisions, the Department of State, other USG agencies and departments, NGOs, international donors, and others interested in particular OTI country programs;
- Initiate and manage the preparation of documentation for any required program contracts, grants or cooperative agreements;
- Develop, monitor, evaluate and recommend performance measures for country programs and individual projects, including the work of contractors and grantees;
- When required, assume higher representational responsibilities, potentially serving as acting team leader or country or deputy country representative in his/her absence, for example.

***At the GS-12 equivalent level:***

- Perform the same duties as the GS-11 equivalent level but with less supervision, greater decision-making authority, and greater independence of action.

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

**SUPERVISORY RELATIONSHIP:**

The Program Manager will take direction from and will report to their respective OTI Regional Team Leader within the Field Programs Division or his/her designee.

**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 deployment on assessment teams, Country Start-Ups, Disaster Assistance Response Teams (DARTs) (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

**11. WORK ENVIRONMENT**

Work is primarily performed in an office setting. During deployment on Assessments, Country Start-ups, Disaster Assistance Response Teams (DARTs) (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe 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"**)

The Program Manager must have a strong interest in assisting countries in transition and be able to accomplish a wide range of assignments on short notice. The successful candidate must also be willing and able to perform a wide range of administrative functions (budget and financial preparation and management, records management, travel assistance, etc.) to help ensure programmatic success.

At a **minimum**, the applicant must have:

**At the GS-11 Equivalent Level:**

(1) A Bachelor's Degree with a minimum of **four (4) years** of progressively responsible work experience;

**OR**

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

A Master's Degree (with significant study in or pertinent to the specialized field, including but not limited to international development and social sciences) with a minimum of **three (3) years** of progressively responsible work experience;

- (2) A minimum of **two (2) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-government organization, in community development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) A minimum of **three (3) months** of overseas experience in a developing country.

**At the GS-12 Equivalent Level:**

- (1) A Bachelor's Degree with a minimum of **five (5) years** of progressively responsible work experience;

**OR**

A Master's Degree (with significant study in or pertinent to the specialized field, including but not limited to international development and social sciences) with a minimum of **four (4) years** of progressively responsible work experience;

- (2) A minimum of **three (3) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-government organization, in community development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) A minimum of **three (3) months** of overseas experience in a developing country, of which **one (1) month** must include experience working in one or more countries undergoing political instability.

**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 SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Satisfactory verification of academic credentials.

**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.)



**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

- Factor #1      Demonstrated professional experience in the conceptualization, design, management, or evaluation of project activities relevant to political transition and/or post-conflict programs.
- Factor #2      Demonstrated ability to initiate, develop and manage multiple projects simultaneously in a high visibility, high-pressure environment, including crisis situations.
- Factor #3      Demonstrated social and interpersonal skills illustrated by the ability to interact in a team setting, or with counterparts, on both the lowest and highest political, social, and economic levels.
- Factor #4      Demonstrated oral and written communication and analytical skills illustrated through the research, preparation and presentation of status reports, briefing papers, and other official documents.
- Factor #5      Demonstrated experience in office administration (such as records management, budget and finance, personnel support, for example), contract and/or grant management with demonstrated ability to motivate, guide and manage contractors or grantees in difficult, complex circumstances.

**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 on a separate sheet 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 – 20
- Factor #3 – 10
- Factor #4 – 10
- Factor #5 – 10
- Total Possible – 70 Points

Interview Performance – 30 points

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

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 responses. Sample Evaluation Factors are provided on the GlobalCorps website at [www.globalcorps.com](http://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](http://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 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 five (5) Evaluation Factors shown in the solicitation.

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

**NOTE:** The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors on a separate sheet 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.

**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:** otipm@globalcorps.com

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

**NOTE:** If a temporary or full secret security clearance is not obtained within four months after offer acceptance, 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](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). \*\*

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

\*\* 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.

**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://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.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).

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

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

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

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

**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

**Solicitation for a USPSC OTI Program Manager (Multiple Positions)**  
**SOL-OTI-12-000026**

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).