



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Program Advisor
Solicitation Number: SOL-OTI-13-000007
Salary Level: GS-12 Equivalent: \$60,274 to \$78,355
Issuance Date: November 21, 2012
Closing Date: December 6, 2012
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 Advisor 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.

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

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: programadvisor@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:

Adrienne Johnson or Caitlyn Shelley
Telephone Number: (202) 706-6108 or (202) 706-6114
E-Mail Address: programadvisor@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

Solicitation for U.S. Personal Service Contractor (PSC) Program Advisor – Worldwide
(Intermittent)

- 1. SOLICITATION NO.:** SOL-OTI-13-000007
- 2. ISSUANCE DATE:** November 21, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 6, 2012 5:00 P.M. EST
- 4. POSITION TITLE:** OTI Program Advisor
- 5. MARKET VALUE:** The grade level of this position will be the equivalent of a **GS-12**, non-locality pay. The salary range of the non-locality **GS-12** is **\$60,274 to \$78,355** per annum. The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience, and educational background. **Salaries over and above the top of the pay range will not be entertained nor negotiated.** As this is a Worldwide, non-locality position, incumbents who do not live in the DC metropolitan area will be provided with travel and/or per diem if they are required to work in Washington, DC. (Incumbents will be provided with travel and/or per diem for all other USAID/OTI travel assignments as well.)
- 6. PERIOD OF PERFORMANCE:** One year, with four one-year option periods. The Personal Services Contractor hired under this contract will provide up to a maximum of 250 workdays of services on an annual basis.

The specific projects, as well as dates, number of days and locations to be worked will be determined by mutual agreement between the contractor and his/her OTI supervisor according to the programmatic needs of OTI. There is no obligation by OTI to provide assignments for a minimum number of days, and the contractor will be free to provide “blackout” dates during which he/she will not be available to accept assignments.

- 7. PLACE OF PERFORMANCE:** Worldwide
- 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.

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

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.

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://transition.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/

INTRODUCTION

With this solicitation, OTI intends to hire a Program Advisor for its Haiti team, initially serving temporary duty on the Haiti Recovery Initiative. After a time with the Haiti team, at the discretion of the supervisor, there may be additional opportunities to work with other Regional Teams within OTI.

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. Some of these USPSCs serve on intermittent contracts and are referred to in OTI as "bullpenners," providing support in a surge capacity when needed by OTI. Those serving in the bullpen must be prepared to work both in the field and in Washington, often with little time for preparations.

The OTI Program Advisor worldwide is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent 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 or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID, including implementing partners in the field. The incumbent is both a team player and independent, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor track and respond to

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team.

The Program Advisor worldwide position utilizes the experience and skills gained from working with political transition programs and operations management in headquarters and the field to provide ad hoc support for program implementation support (e.g. assessments, country start up and close-out, budgeting, support for program funded staff), as well as training and mentoring of staff both in the field and in Washington. The majority of the workload of this position will be in direct support of political transition program implementation.

OBJECTIVE

To hire qualified personnel to provide expertise in transition programming.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Program Advisor requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent 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 building positive relationships with his or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. The incumbent is a team player, able to prioritize and follow up on his or her own actions without prompting, while also assisting a busy supervisor to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The incumbent is highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to constructive criticism in a professional manner. The Program Advisor is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based Chief, Field Programs Division (FPD) or his/her designee, the Program Advisor will:

- Fill critical program implementation staffing needs in Washington, DC and the field, which, if required, includes travel to difficult posts overseas for extended periods of time;
- Provide support to new OTI country program start-ups, including providing training and mentoring on OTI program implementation for OTI staff both in Washington and the field as required;
- Support, if required, closeout activities related to OTI programs, and provide technical assistance to ongoing evaluations of OTI programs in the field;

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

- Support country programs, when needed, as an auxiliary team member in the field or in Washington, being prepared to travel to difficult posts overseas for extended periods of time if required;
- Prepare documentation for any required program contracts, grants or cooperative agreements. Ensure completion of OTI project budgeting and contracting action needs;
- When assisting a country program in the field, the incumbent will support the effective implementation of the country program at the local level by ensuring activities are coordinated and integrated with the broader program goals and other USAID and relevant international donor programs;
- Support implementation and management of assigned country program(s), including contractors and grantees working under country programs;
- Participate in the design and implementation of new country program operations, including but not limited to management, logistical, budget, administrative, personnel and contractual issues;
- Assist in the drafting of internal and external reports, and special write-ups or information packets as needed;
- Participate in country analysis, program design and/or assessments to develop existing and future programs and strategies;
- Manage and/or participate in the selection of program implementers, such as grantees, contractors, and personal services contractors;
- Analyze and report on current political developments and security concerns as well as other pertinent information required for OTI's program objectives;
- Help ensure that OTI's programs and their activities are monitored and evaluated and that lessons learned from the activities feed into ongoing or future activities;
- Assist in responding to requests for information and taskers regarding OTI programs from within and outside the Agency;
- When required by the OTI Country team, represent OTI's mission and global programs to visitors, senior officials from international organizations, bilateral donors and national and local foreign government officials;

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

- When required, serve as a liaison or provide support for other Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA) offices, other USAID divisions, the U.S. Department of State, or other US Agencies on program and policy direction;
- Assist with the development of information management products and improved business practices for OTI based on research and personal field experience lessons learned;
- Perform other duties as determined by the supervisor and/or designee to help ensure successful OTI program implementation.

SUPERVISORY RELATIONSHIP:

The OTI Program Advisor will be supervised by the OTI Chief, Field Programs Division or his/her designee, and will also work under the general guidance and direction of the OTI Country Representative or his/her designee when in the field.

SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. Work plans, timesheets, regional travel, and funding associated with support costs will be approved through OTI Washington. 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 or 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

While in Washington, the work is generally performed in an office environment. However, the position also requires overseas travel, which 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"**)

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

This position calls for an experienced professional with the presence, knowledge, skills necessary to perform the assigned duties. The incumbent must possess the program, project management, and budgetary skills to help ensure successful start-ups, management, and close-outs of OTI country programs. The complex demands of the position require that the incumbent be able to travel overseas or to Washington, DC with short notice, and be able to immediately respond to the challenging demands often faced by OTI programs. The proper execution of OTI programs requires a Program Advisor with a high level of program and operational skills. The Program Advisor must be prepared to work and/or collaborate with counterparts in USAID, as well as officials from other international organizations, bilateral donors, and non-governmental organizations who may be important to OTI's programs and objectives, and must have an in-depth knowledge of international relations.

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

- (1) Bachelor's degree AND a minimum of **five (5) years** of progressively responsible experience;

OR

Master's degree with significant study in or pertinent to the specialized field, including, but not limited to, international development, and social sciences;

AND

- (2) **Four (4) years** of recent project management experience with a USG foreign affairs agency, large international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) A minimum of **three (3) months** overseas experience working 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**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

A USAID 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 in contract and grant management and the conceptualization, design and management of post-conflict, political transition, and/or emergency operation programs; |
| Factor #2 | Demonstrated ability to operate independently in high visibility, high-pressure environments overseas in complex emergency or political crisis situations with minimal home office support; |
| Factor #3 | Excellent communication, interpersonal, cross-cultural, negotiating and team building skills evidenced by the ability to maintain team morale and unity in a challenging security environment with the lack of usual infrastructure and amenities; |
| Factor #4 | Demonstrated experience in using political analysis to inform programming strategies and objectives, especially in conflict-prone environments in the assigned country and/or region; |
| Factor #5 | Demonstrated experience interacting with U.S. government agencies, donor and international organizations, and local counterparts on both the lowest and highest political, social, and economic levels; and |
| Factor #6 | Demonstrated experience working on humanitarian assistance activities, transition programs or democracy-building programs in the field. |

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.

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

The Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

Factor #1 – 15
Factor #2 – 15
Factor #3 – 15
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 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.

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

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.

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: programadvisor@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: The incumbent must obtain Department of State medical clearance within six 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.

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

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.

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

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

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

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.

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

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

**Solicitation for a USPSC OTI Program Advisor –
Worldwide (Intermittent)
SOL-OTI-13-000007**

Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

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

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

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

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