



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: Regional Team Leader
Solicitation Number: SOL-OTI-12-000029
Salary Level: GS-14 Equivalent: \$105,211 - \$136,771
Issuance Date: May 11, 2012
Closing Date: May 29, 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 Regional Team Leader 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 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 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 Regional Team Leader
SOL-OTI-12-000029

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: otirtl@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:

Marie Morse or Caitlyn Shelley
Telephone Number: (202) 706-6115 or (202) 706-6114
E-Mail Address: otirtl@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029**

Solicitation for U.S. Personal Service Contractor (PSC) Regional Team Leader

- 1. SOLICITATION NO.:** SOL-OTI-12-000029
- 2. ISSUANCE DATE:** May 11, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** May 29, 2012, 5:00 P.M. EDT
- 4. POSITION TITLE:** Regional Team Leader
- 5. MARKET VALUE:** GS-14 equivalent (\$105,211 - \$136,771). 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.** Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.
- 6. PERIOD OF PERFORMANCE:** Two years, with three one-year options
- 7. PLACE OF PERFORMANCE:** Washington, D.C. with possible travel as stated in the position description.

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.

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.

Solicitation for a USPSC Regional Team Leader SOL-OTI-12-000029

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 13 of this solicitation.

OTI's Field Programs Division (FPD) develops, oversees, and manages OTI country programs and field staff that includes all programming responsibilities and authorities, and start-up and close out of OTI country programs. FPD staff regularly engage with counterparts in USAID Missions overseas, Regional Bureaus, Department of State, and other offices engaged in country development issues. The FPD provides expertise and technical support for country programs and USAID Missions, and represents OTI in intra/inter-agency sector-specific dialog and debate.

For more information about OTI and its country programs please see: http://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/

INTRODUCTION

The OTI Regional Team Leader manages one of DCHA/OTI's Regional Teams in the Field Programs Division (FPD), reports to the OTI Chief, Field Programs Division or his/her designee, and is based in Washington, D.C. OTI currently has five regional teams as part of its Field Programs Division (FPD): Asia, Middle East, Afghanistan and Pakistan (AF/PAK), Africa (AFR), and Latin America and Caribbean (LAC). OTI's Regional Teams are responsible for all program implementation-related activity in the specific region.

The Regional Team Leader's principal responsibility will be the oversight and management of specific DCHA/OTI country programs in one of OTI's three geographic regions. Under this solicitation, the Regional Team Leader is initially expected to manage the Asia or Middle East teams. This is a program-funded USPSC position, which OTI anticipates will focus the vast majority of time on country program implementation. The objectives for this position are to (1) ensure USAID/DCHA/OTI's regional team is managed effectively in Washington and the field (effectively manage and supervise OTI Program Manager staff in Washington, and OTI Country Representatives in the field), and (2) ensure US government funds are spent wisely, in coordination with other key actors, and in a manner that reflects OTI standard practice, and USG policy.

OBJECTIVE

The purpose of this contract is to fund and employ a Regional Team Leader to support USAID's Office of Transition Initiatives (OTI).

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029

DUTIES AND RESPONSIBILITIES

The work of the Regional Team Leader requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the Regional Team Leader requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The Regional Team Leader 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 Regional Team Leader 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 Regional Team Leader 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 Regional Team Leader is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The incumbent serves as OTI's principal expert on country program issues related to the region of assignment. A majority of the duties listed below are related to management and supervision of program funded personal, and the development, oversight, and management of OTI's country programs. It is important that the Regional Team Leader quickly familiarize her/himself in the key tasks of the country team members in order to ensure that primary tasks are carried out appropriately and efficiently.

The Regional Team Leader's duties will include but not be limited to:

- Lead and manage the Regional Team in Washington headquarters, including the management and supervision of Program Manager staff in Washington and Country Representatives in the field, as well as Implementing Partner grants and agreements at the headquarter level. (Note that OTI Country Representatives in the field directly supervise additional field staff, and responsibility for managing implementing partners at the headquarter level may be delegated to trained Program Manager staff in Washington.);
- Design staffing plans to meet overall program objectives, ensure staff work objectives and tasks are well defined, and ensure recruitment is initiated immediately when staffing needs arise. Ensure staff are highly qualified and trained and mentored in all critical aspects of OTI operations and programming. Ensure employee performance evaluations are completed in a timely manner in accordance with OTI office policy;
- Negotiate, oversee and manage the overall Regional Team country budgets and ensure the Regional Team procurement plan is kept up to date. It is critical to ensure that country programs are appropriately budgeted for. Additional responsibilities include working to secure additional funding from other USG sources if required, and ensuring

Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029

that the team is trained on all the appropriate systems and tools for budgeting, finances and procurement;

- Conceptualize and design, in close coordination with lower and higher-ranking USAID and other U.S. Government officials, OTI country program strategies and determine appropriate USAID funding levels and requirements;
- Oversee the design and implementation of new country program operations to include complex country analysis and program design to develop existing and future programs and strategies in high priority countries, including the effective oversight of management, logistical, budget, administrative, human resources, and contractual issues;
- Supervise the implementation of OTI-financed activities designed to achieve OTI strategic objectives, including overseeing and/or managing the selection of program implementers, such as grantees, contractors, and Personal Service Contract employees;
- Oversee and ensure the development of documentation for any required program contracts, grants or cooperative agreements;
- Develop and maintain collaborative relationships with NGOs, international donors, Department of State and other USG agencies and others interested in particular OTI country programs;
- Coordinate and communicate with other DCHA, USAID, State Department, Department of Defense and other U.S. Government agency personnel in Washington and the field; cooperating country Government officials; United Nations organizations; the World Bank; and host country and international NGOs;
- Monitor and evaluate OTI country programs through regular communication with the OTI program staff and implementing partner headquarter staff, the regular review of reports from the field and Washington, liaising with the OTI Program Office team, and regular field site visits;
- Ensure that field programs are provided support, when needed, as an auxiliary team member in the field;
- Oversee, develop and/or manage, in conjunction with the OTI Washington staff and OTI country representative in the field, an OTI close-out strategy that will, wherever appropriate and possible, ensure reasonable and effective hand-over to follow-on USAID and/or other donor programs;
- Serve as a central participant on inter- and intra-agency policy and crisis task forces when required;
- Disseminate regular DCHA/OTI reports to U.S. Government and non-U.S. Government agencies and organizations as deemed appropriate;

Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029

- When required, assume higher representational responsibilities, potentially serving as acting Chief of Field Programs Division, or Country Representative in the field in his/her absence, for example;
- Mentor other OTI Team Leaders, and mentor and train Country Representatives and Program Managers as required; and,
- Perform other duties and activities as required for the successful completion of country programs.

SUPERVISORY RELATIONSHIP:

The Regional Team Leader will take direction from and will report to the Chief, 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 Regional Team Leader must be an individual with sound judgment, excellent communication, interpersonal and analytical skills and possess a well-developed understanding of US policy interests. The successful candidate must have a strong interest in assisting countries in transition and be able to accomplish a wide range of assignments on short notice. Since work

Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029

may require continual 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. Further, it is important for the Regional Team Leader to be experienced in managing all aspects of transition program operations in order to mentor program staff, and ensure that all processes and procedures are being followed so that program implementation is undertaken efficiently and effectively.

The incumbent must demonstrate creativity, excellent communications, leadership and analytical skills, and the ability to operate with high levels of autonomy, responsibility, and authority, while exercising sound judgment in politically charged situations. The candidate must be mature, self-reliant, a team player as well as a leader, and a problem-solver. S/he will have management experience, and understand budgeting and financial management. The successful candidate will be able to communicate effectively with grassroots organizations and their constituencies, national and local government officials, USG agencies, other donor and international governments, the United Nations, and other international organizations, and experience working for, or closely with, USAID or another USG office in the field. S/he must also be able to work efficiently and effectively in a bureaucracy where frequent changes may occur.

In order to be considered for the position a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of the Required Skills and Selection Factors. Additionally, interviews and writing samples may be requested. Applicants must write a brief appendix to an OF-612 to demonstrate how prior experience and/or training addresses each of the Minimum Qualifications and each of the Evaluative factors listed below.

Applicants who do not meet the minimum requirements for the GS-14 equivalent position will not be considered for award.

At a **minimum**, the applicant must have, at the GS-14 level:

- (1) Bachelor's degree, and a minimum of **nine (9) years** of progressively responsible work experience, of which a minimum of **seven (7) years** must consist of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, humanitarian assistance, and/or human rights activities;

OR

- (2) Master's degree with significant study in or pertinent to the specialized field, including International Relations, International Development, Conflict Resolution or a related field; and a minimum of **seven (7) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, humanitarian assistance, and/or human rights activities;

**Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029**

AND

- (3) A minimum of **two (2) years** of overseas field experience in conflict-prone countries working in humanitarian assistance, transition programs or democracy building; and
- (4) A minimum of **five (5) years** prior supervisory experience, of which **two (2) years** must consist of supervising at a management level (defined as supervising supervisors).

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.

Applicants who meet the minimum education/experience requirements will be further evaluated based on scoring of the evaluation factors described below. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

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.)

The following evaluation factors are listed in their descending order of importance and will be the basis for the evaluation of all applications. All applications will be evaluated and scored based on the documentation submitted with the application and the following factors. Consideration and selection will be based on panel evaluation of the applications in accordance with the Evaluation Criteria:

- | | |
|-----------|--|
| Factor #1 | Demonstrated team building skills, with an ability to lead, supervise, motivate, guide, and train diverse professional staff, contractors and/or grantees in challenging operating environments; |
| Factor #2 | Demonstrated experience in contract and/or grant management with demonstrated ability to motivate, guide and manage contractors and grantees in difficult, complex circumstances; |
| Factor #3 | Demonstrated professional experience in the conceptualization, design, management, and evaluation of project activities relevant to political transition and/or post-conflict programs; |

**Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029**

- Factor #4 Demonstrated interpersonal, cross-cultural, negotiating, and program representation 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 #5 Demonstrated ability to consistently and independently perform in a complex, high visibility, and high-pressure environment; and
- Factor #6 Demonstrated oral and written communication, and analytical skills illustrated through the preparation and presentation of narrative reports, briefing papers, and other official documents.

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

Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029

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 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 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

**Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029**

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

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

Via email: otirtl@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, USAID will terminate the contract at the convenience of the government.

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.

CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

**Solicitation for a USPSC Regional Team Leader
SOL-OTI-12-000029**

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

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

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 Regional Team Leader
SOL-OTI-12-000029**

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 Regional Team Leader
SOL-OTI-12-000029

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).