



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
Solicitation Number: SOL-OTI-12-000036
Salary Level: GS-14 Equivalent: \$84,697 - \$110,104
Issuance Date: June 19, 2012
Closing Date: July 5, 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 Senior Technology 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 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 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 Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

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: srtechadvisor@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 Marie Morse
Telephone Number: (202) 706-6108 or (202) 706-6115
E-Mail Address: srtechadvisor@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036**

Solicitation for U.S. Personal Service Contractor (PSC) OTI Senior Technology Advisor – Worldwide (Intermittent PSC)

- 1. SOLICITATION NO.:** SOL-OTI-12-000036
- 2. ISSUANCE DATE:** June 19, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** July 5, 2012, 5:00 pm EDT
- 4. POSITION TITLE:** OTI Senior Technology Advisor
- 5. MARKET VALUE:** GS-14 with no locality pay (\$84,697 - \$110,104). The position is the equivalent of a GS-14 based on the duties and responsibilities and selective factors (minimum qualifications). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. Salaries over and above the top of the GS-14 pay range will not be entertained or negotiated.
- 6. PERIOD OF PERFORMANCE:** One year, with four one-year option periods.

The Personal Services Contractor(s) 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.

- 7. PLACE OF PERFORMANCE:** Worldwide (with field 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

Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC) SOL-OTI-12-000036

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/

INTRODUCTION

The Senior Technology Advisor is responsible for a range of special technology-related projects and provides advice, analysis, guidance and training as a subject matter expert on all aspects of information, communications and technology (ICT) programming for OTI Staff, Implementing Partners, and other key partners both within and outside of USAID. The Senior Technology Advisor will advise on the ICT components of OTI country program strategies in the field, and encourage the development of ICT tools for OTI programs and related knowledge-sharing across country programs.

This is a key position in an exciting and busy office which responds rapidly to crisis situations overseas. For the Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI to implement its rapid response strategy, it is essential that DCHA/OTI personnel receive prompt support. The Senior Technology Advisor will provide ad hoc intermittent support and advice on technology matters and has the ability to maintain flexibility in a fast-paced dynamic environment while managing competing priorities and meeting aggressive deadlines. Providing knowledgeable, rapid response using standard operating procedures and making recommendations for improvements or innovations to increase effectiveness and efficiency is critical to successful implementation of OTI's programs and fulfillment of OTI's mandate.

OBJECTIVE

The purpose of this contract is to hire a Senior Technology Advisor to support the Office of Transition Initiatives office and programs.

Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

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

The Senior Technology Advisor is an intermittent position, which will provide a maximum of 250 days of work per year. There is no minimum number of days, and work is not guaranteed. Under the direct supervision of the Washington-based DCHA/OTI Chief of Field Programs Division or his or her designee, the Worldwide-based Senior Technology Advisor will perform the following duties:

- Design and support field programs' operational systems and program technology initiatives, such as: assisting teams through process evaluation of activity development, management and monitoring, capturing best practices, improving and automating systems where appropriate, and adapting/creating systems to support activity development, management and monitoring; conceptualizing and designing appropriate technology components and strategies for new country programs, and for informing the future development of innovative technology tools and platforms to support OTI field programs worldwide.
- Share OTI's lessons learned regarding technology across country programs and capture best-practices for technology-related activities.
- In support of the OTI country programs provide onsite training and mentoring on technology for new OTI or contractor staff both in Washington and the field as required with coordination of the OTI Country Team.

Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

- Perform other duties as required to ensure the successful implementation of OTI Country Programs. For example, in order to identify opportunities for expansion of OTI's involvement in ICT-related activities in support of overall transition goals and objectives, the Senior Technology Advisor may be required to participate, for short periods of time, in program activities that are not directly and immediately ICT-related, to include filling critical staffing needs in Washington and the field, including the provision of support to new country start-ups and on-call technical assistance.
- Conduct, in collaboration with the relevant OTI regional or country team, assessments of the ICT environment, including assessments of local groups in the open source/IT arena, assessments of local IT infrastructure, and the capacity of local partners to use social media, mobile technology, and new media solutions to support the goals of the OTI program; extend the reach of traditional local partners through leveraging the capacity of local IT organizations (formal and informal) as a part of the civil society mix.
- Coordinate with other USG, academia, and other relevant international organizations or groups on the use of information systems/GIS/technology in political transition and stability programs. Promote best practices and forge new strategic partnerships. Represent OTI in ongoing Knowledge Management and Knowledge Sharing efforts within USAID and the Interagency, in close coordination with OTI country teams. Maintain good working relationships with key entities, such as (but not limited to): other USAID offices, other USG agencies, other donors, NGOs (e.g. Google Foundation, UN Foundation, USIP, etc), Academia (Berkeley Human Rights Center, NDU, Berkman Center for Internet and Society, etc.), and other organizations.
- Provide ongoing and ad hoc technical support to OTI country programs in integrating technology solutions into programming, and in implementing those technology programming solutions; facilitate implementing partners' use of technology in programming such as: assisting partners in the use of the Internet, mobile technology, social media, new media, web 2.0 technology, Internet privacy, managing Internet censorship issues, telecommunications, data management, and collaboration tools.
- Provide training and mentoring on program development, management and monitoring processes and systems for OTI staff both in Washington and the field as required.

SUPERVISORY RELATIONSHIP:

The Senior Technology Advisor will take direction from and will report to OTI's Chief of 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.

Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

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 Senior Technology Advisor must be an established “expert” in the information, communication, and technology (ICT) field and as such must possess an in-depth understanding of current interrelationships between ICT, information access and OTI programming. The Senior Technology advisor must to be able to analyze future trends and potential opportunities for leveraging ICT to improve the efficiency, effectiveness and impact of OTI programs and to design (as necessary), advise, lead, and achieve incorporation of those technologies into successful transition and development assistance OTI programs.

The Senior Technology Advisor position calls for a seasoned ICT development professional able to provide the comprehensive expertise and other related services that OTI ICT related projects and programs uniquely require. In addition to the requisite technical experience and related skills so vital to OTI’s ICT related projects, the incumbent must possess the program, project management and budgetary skills to help ensure successful OTI country programs. The worldwide nature of OTI programs require that its Senior Technology Advisor be available for worldwide assignments and be able to adjust to, and effectively perform in, foreign and unstable environments as well as the highly complex and demanding Washington environment. In addition, the candidate must be able to represent and articulate OTI’s policies, objectives and mission in various forums, meetings and seminars. The Senior Technology Advisor will play a key role in the development and creation of successful OTI strategies and programs.

Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

At a minimum, the applicant must have:

- (1) A Bachelor's degree in a related field with a minimum of nine (9) years of professional experience in information, communications, and technology in any of the following: USG foreign affairs agencies, large international organizations or international communications or technology organizations;

OR

- (2) A Master's degree in a related field such as, but not limited to, International Relations, International Development, Information and Communications Technology (ICT), with a minimum of seven (7) years of professional experience in information, communications, and technology in any of the following: USG foreign affairs agencies, large international organizations or international communications or technology organizations;
- (3) Proven experience in the analysis and application of Information, Communications and Technology activities in political transition and/or post-conflict programs;
- (4) Prior experience in countries in crisis or countries undergoing political transition.

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.

A USAID Secret level security clearance is required prior to issuance of the contract for this position.

The incumbent must obtain Department of State medical clearance within six months after the contract is issued. If a medical clearance is not obtained within this period, USAID may terminate the contract at the convenience of the government.

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 | Experience analyzing democratic transition programming in complex, high pressure, fast paced transitional environments overseas. Demonstrated ability to draft complete, accurate, and timely reports for a variety of audiences on that |
|-----------|--|

Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

analysis to identify strategies, components, and/or activities that can be made more efficient and/or more effective using ICT techniques and tools. Demonstrated ability assessing, evaluating and designing appropriate and effective uses of technology in democratic transition programming in complex, high pressure, fast paced transitional environments;

- Factor #2 Experience performing process evaluations of activity design, management and monitoring processes and support systems. Demonstrated ability to capture best practices, propose process improvements, and to adapt and create systems for automating processes. Demonstrated ability conducting quick workshops and formal training sessions for staff in the US and in transitional environments overseas on activity design, management and monitoring processes and support systems;
- Factor #3 Experience working and communicating with US Government agencies overseas, leaders and experts in the field, relevant large International non-government organizations (INGOs), International Organizations (IOs) and/or private sector on issues relevant to ICT in transitional assistance programming in order to share and gather information of interest and value to OTI in an effort to achieve critical, high profile and far reaching objectives;
- Factor #4 Ability to consistently and independently perform efficiently in a high visibility environment and work successfully on a team as well as providing strong and effective leadership/management in complex political or emergency situations in pre/post-conflict countries or countries undergoing political transitions; and
- Factor #5 Excellent communication, writing, analytical, innovation, resourcefulness and social/interpersonal skills, with the proven ability to communicate and represent an organization's mission, core values and ethos to key partners, stakeholders and beneficiaries as well as local municipality and business leaders.

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 Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

The Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

- Factor #1 – 20
- Factor #2 – 15
- Factor #3 – 15
- Factor #4 – 10
- Factor #5 – 10
- 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.

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

**Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036**

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.

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: srtechadvisor@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

LIST OF REQUIRED FORMS FOR PSCs

Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

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://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).

Solicitation for a USPSC OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

- (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 OTI Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

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 Senior Technology Advisor – Worldwide (Intermittent PSC)
SOL-OTI-12-000036

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).