



Request for Personal Service Contractor

USAID Office of U.S. Foreign Disaster Assistance

Position Title: Support Relief Group (SRG) – Administrative Specialist (Intermittent PSC, Multiple Positions)
Solicitation Number: SOL-OFDA-14-000005
Salary Level: GS-14 Equivalent Hourly Rate: \$40.58 - \$52.76
(Equivalent Daily Rate: \$324.64-\$422.08)
Issuance Date: November 7, 2013
Closing Date: December 11, 2013
Closing Time: 5:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as Support Relief Group (SRG) Administrative Specialist 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 resume. In order to fully evaluate your application, your resume must include:
 - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
 - (b) Specific duties performed that fully detail the level and complexity of the work.
 - (c) Names and contact information (phone and email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
 - (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
 - (e) U.S. Citizenship.

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the QRFs must be mailed, delivered, faxed, or emailed to:

GlobalCorps
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: srgadmin@globalcorps.com
Facsimile: (202) 315-3803

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:

Allison Moses or Natalie Barton
Telephone Number: (202) 661-9366 or (202) 661-9381
E-Mail Address: srgadmin@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 315-3803

Sincerely,

Michael Clark
Contracting Officer

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

Solicitation for U.S. Personal Service Contractor (PSC) Support Relief Group (SRG) –
Administrative Specialist (Intermittent PSC, Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OFDA-14-000005
- 2. ISSUANCE DATE:** November 7, 2013
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 11, 2013 at 5:00 pm EST
- 4. POSITION TITLE:** Support Relief Group – Administrative Specialist
- 5. MARKET VALUE:** GS-14 Equivalent Hourly Rate: \$40.58 - \$52.76 (Equivalent Daily Rate: \$324.64-\$422.08). 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 pay range will not be entertained or negotiated.**
- 6. PERIOD OF PERFORMANCE:** One (1) year, with four (4) option years

STATEMENT OF LIMITATIONS ON PERIOD AND PLACE OF PERFORMANCE:

The purpose of this contract is to establish an employee/employer relationship with the contractor to perform services on a temporary, on-call, basis as part of the Support Relief Group (SRG). It is the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) / Office of U.S. Foreign Disaster Assistance (OFDA)'s intent to contract for these services for a maximum of 250 days per calendar year.

The level of effort anticipated under this contract will be provided within the terms of this contract at times mutually agreed to by DCHA/OFDA and the contractor. Upon identification of a temporary need within the scope of work, DCHA/OFDA will contact the contractor and provide the following information:

1. Date contractor is needed to report to DCHA/OFDA or assignment in the field
2. Duration of Assignment
3. Place of Performance

The contractor will notify DCHA/OFDA within 24 hours of availability. At the time the contractor accepts the assignment, he/she is expected to commit for the duration of the assignment. While the contractor will be required to commit to a certain time period, it is understood that the exigencies of a disaster may require the assignment to be extended (not to exceed 250 days). The contractor shall notify OFDA at the time of commitment if their existing schedule would preclude an extension. Notification of schedule conflicts shall not necessarily disqualify the contractor from the assignment but will simply assist DCHA/OFDA in recruiting a replacement. Subsequently, if the contractor agrees to an extension of the duration of a particular assignment, thereafter, the contractor will be required to give DCHA/OFDA 10 days' notice for release from the assignment.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

7. PLACE OF PERFORMANCE: Worldwide

8. STATEMENT OF WORK

POSITION DESCRIPTION

BACKGROUND

The Office of U.S. Foreign Disaster Assistance (OFDA) is the office within USAID that is responsible for providing emergency non-food humanitarian assistance in response to international crises and disasters. OFDA is part of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) and is organized into three divisions. The Disaster Response and Mitigation Division (DRM) is responsible for the provision of emergency humanitarian assistance through a grants mechanism to non-governmental organizations (NGOs), international organizations (IOs) including the United Nations (UN) agencies and to other partners to ensure the implementation and delivery of this assistance. This Division also oversees OFDA's non-response efforts in disaster risk reduction. DRM also coordinates with other organizations for the provision of relief supplies and assistance. DRM devises, coordinates and implements program strategies for a variety of natural and human caused disaster situations. It encompasses a group of technical sector specialists who provide technical expert capability in assessing the quality of disaster response and risk reduction activities. The Program Support Division (PS) provides programmatic and administrative support including budget/financial services, procurement planning and guidance, contracts and grants administration, and communication support for OFDA's Washington and field offices. The Operations Division (OPS) develops and manages logistical and operational support for disaster responses and administrative support to all offices and operations. OPS maintains readiness to respond to emergencies through several mechanisms, including managing Search and Rescue Teams (SAR), coordinating and supporting Disaster Assistance Response Teams (DARTs), and Washington-based Response Management Teams (RMTs), as needed.

INTRODUCTION

Support Relief Group (SRG) is a program developed by OFDA to satisfy its growing need for surge capacity. The primary roles of SRG contactors include intermittent backfill for permanent staff deploying to overseas, cover vacancies domestically or in overseas offices, and to respond to numerous disasters worldwide in a timely manner. Currently, about half of all SRG activations are domestic and half overseas in various capacities.

The SRG program brings on board select candidates who work on full-time for discrete periods of time, but on an intermittent basis for no more than 250 days per calendar year, and can be deployed within hours to facilitate OFDA's response to disasters, or to backfill staff in Washington and other locations. SRG staff can be used for as little as a day or up to several months at a time. SRG positions are contracted for an initial period of one year with the option to extend up to five years.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

The SRG program is managed by the Overseas Administration Team (OAT) in OFDA's Operations Division. This team maintains a database for all contracted SRG personnel, providing information to the rest of OFDA on their availability, skills and previous OFDA experience. OAT assists the program offices within OFDA in choosing the best qualified SRG for any specific task, and provides administrative and personnel support to existing SRG. Each SRG incumbent will provide enhancement to the OFDA team according to his/her skills. They will be considered part of OFDA/Washington resources that can be deployed worldwide. At times they may also be a resource for the DCHA Bureau. Foreign language ability in one or more major world languages is preferred.

OBJECTIVE

OFDA needs to maintain a roster of SRG personnel to meet its surge capacity objectives, including individuals with administrative expertise to provide expert level administrative support to OFDA in Washington, DC, as well as overseas operations at USAID Missions and Embassies worldwide. The incumbent will interact with USAID domestic offices in the support of those offices and staff, and provide as-needed support to Response Management Teams (RMTs) and Disaster Assistance Response Teams (DARTs).

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The requirement can be either based in the U.S. or overseas:

To backfill for permanent staff or permanent staff vacancies either in Washington, DC or overseas, perform disaster assessments, and/or respond to humanitarian emergencies - natural, technological and conflict-related disasters, as required. As needed, the contractor will be required to travel on short notice as a critical component of a U.S. Government disaster and humanitarian response.

The Admin SRG may perform the following tasks as needed by OFDA:

- Provide expert level administrative support to OFDA operations and serve as a backfill to OFDA domestic and field staff.
- Provide administrative management and/or oversight for field PSCs or SRG staff.
- Advise the contracting staff regarding entitlements and conditions of employment in various countries.
- Inform field staff of entitlements and conditions of employment in various countries prior to departure to post and assist with administrative and logistical actions for transfer to post.
- Work with the contracting and financial management staff in providing appropriate domestic and field-based budgets, provide fund cite data for the transfer of administrative funds, assist with country clearance cables and brief staff on deployment.
- Perform various financial tasks using USAID and OFDA financial and planning systems (Abacus, GLAAS and Phoenix) such as completing PSC procurement actions, sending funding cables, reviewing and approving budgets.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

- Provide expert advice on acquisition and assistance practices and policies, a range of workforce, organizational and human resource functions, contract management and procurement planning.
- Ensure that reports created and used to track the flow of work related to (but not limited to) recruitment, contract actions and security clearances are developed and maintained.
- Conduct various ad hoc analyses, prepares reports and compiles information from a variety of sources for management review in response to requests from Congress, Agency Senior Management, DCHA Bureau leadership, etc.
- Provide budget and financial analysis, prepares financial documentation and provides advice and guidance regarding appropriate use of funding mechanisms and commitment/obligation/de-obligation of funds.
- Provide expert advice on Human Resources (HR) policies (USAID and OPM) and best practices in the industry. Implements ad hoc projects including but not limited to the following subject areas: reorganizations, staffing issues, disaster surge authority, and premium pay.
- Demonstrate understanding of USAID policy and guidance on PSCs, and develops proficiency in all Agency corporate financial and procurement management systems used to manage and program OFDA's disaster assistance funding.
- Coordinate with the training staff to define training requirements and assist in the preparation of training materials of SRG and OFDA field staff.
- Engage in appropriate training either as a participant and/or trainer.
- May serve as needed, on Washington-based Response Management Teams (RMTs), which provides services and support to DARTs deployed in response to disasters. The duties on RMTs will be varied.
- May serve on Disaster Assistance Response Teams (DARTs) which may require immediate (within 24 hours) deployment overseas for an extended period of time.

SUPERVISORY RELATIONSHIP:

In general, incumbents will take direction from and report to the Overseas Administration Team (OAT) Leader or his/her designee. When activated, the incumbent will take direction from the person designated as his/her supervisor in the Staffing Authorization.

SUPERVISORY CONTROLS:

Supervisor provides administrative directions in terms of broadly defined missions or functions. Employee independently plans, designs and carries out programs, projects, studies or other work. Results are considered authoritative and are normally accepted without significant change.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During deployment on 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

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

Work is primarily performed in an office setting. During deployment on 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 the education and experience factors are considered NOT qualified for the position.)

Bachelor's degree with significant study in or pertinent to the specialized field (including but not limited to international relations, human rights, economics, food policy, public health, gender studies, disaster management or a related field) plus nine (9) years of progressively responsible experience working in emergency relief and humanitarian assistance, three (3) years of which were obtained overseas.

OR

Master's degree with significant study in or pertinent to the specialized field (including but not limited to international relations, law, human rights, economics, food policy, public health, gender studies, disaster management or a related field) plus seven (7) years of progressively responsible experience working in emergency relief and humanitarian assistance, two (2) years of which were obtained overseas.

OR

At least twelve (12) years of progressively responsible experience working in emergency relief and humanitarian assistance, three (3) years of which were obtained overseas.

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 resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain and maintain a SECRET up to a TOP SECRET level security clearance as provided by USAID; and
- Ability to obtain a Department of State medical clearance
- Satisfactory verification of academic credentials.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

QUALITY RANKING FACTORS (QRFs)

(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.)

- QRF #1 Discuss your relevant work experience related to administrative operations for overseas offices. Demonstrate knowledge of administrative concepts and practices, development and use of Standard Operating Procedures, and your ability to apply and adapt that knowledge to a specific office setting. Applicants are encouraged to cite relevant examples of problem-solving in their application;
- QRF #2 Discuss your experience in each of the following areas: rules, regulations and procedures governing contracting operations in Federal procurement, particularly in administering professional services contracts and personal services contracts; interpreting U.S. Government (USG) policies and regulations; negotiating Memoranda of Understanding (MOUs) with government agencies or offices; facilitating purchases overseas; training of field staff; and working with field offices;
- QRF #3 Describe your ability to conduct sound financial analysis and your experience working in complex financial accounting systems, software, databases, and Microsoft Excel to process transactions and analyze financial information. Applicants are encouraged to provide brief examples of past work and to describe unique approaches to analyses;
- QRF #4 Describe how you manage both up and down and provide examples;
- QRF #5 Discuss your approach to and experience with working as a part of a team in a fast-paced dynamic environment in which you have been required to maintain flexibility, multi-task, manage competing priorities, and meet aggressive deadlines. Please provide an example of conflict resolution when dealing with a situation when one or more parties have unreal expectations; and
- QRF #6 Provide specific examples of your experience working and/or coordinating with a diverse array of individuals and organizations involved in disaster response/preparedness and humanitarian assistance, including U.S Government agencies, international organizations, non-governmental organizations, foreign governments and other donors.

BASIS OF RATING: Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the Quality Ranking Factor (QRF) responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

Applicants are required to address each of the QRFs 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 address the selection and/or Quality Ranking 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:

QRFs have been assigned the following points:

QRF #1 – 10 points

QRF #2 – 10 points

QRF #3 – 8 points

QRF #4 – 8 points

QRF #5 – 7 points

QRF #6 – 7 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

Total Possible Points: 100

The most qualified candidates may be interviewed and required to provide a writing sample. OFDA will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant. OFDA reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

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. Complete resume. In order to fully evaluate your application, your resume must include:
 - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
 - (b) Specific duties performed that fully detail the level and complexity of the work.
 - (c) Names and contact information (phone and email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

(d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

(e) U.S. Citizenship.

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.

Additional documents submitted will not be accepted.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

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

DOCUMENT SUBMITTALS

Via mail: GlobalCorps, 529 14th Street, NW, Suite 700, Washington, DC 20045

Via facsimile: (202) 315-3803

Via email: srgadmin@globalcorps.com

NOTE: If the full security application package is not submitted within 30 days after the Office of Security determines eligibility, the offer may be rescinded. If a Secret security clearance is not obtained within nine months after offer acceptance, the offer may be rescinded.

NOTE: If the full medical clearance package is not submitted within two months after offer acceptance, the offer may be rescinded. If a Department of State medical clearance is not obtained within six 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.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

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.usa.gov/Topics/Reference-Shelf/forms.shtml>

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).

Forms 1 through 5 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/work-usaid/aapds-cibs#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.

FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS

FAR Clause 52.222-50 is hereby incorporated as Attachment 2 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

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

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 DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

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/16fam/index.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

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

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).

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

ATTACHMENT 2

FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

**Solicitation for a USPSC Support Relief Group (SRG) - Administrative Specialist
(Intermittent PSC, Multiple Positions)
SOL-OFDA-14-000005**

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
 - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; and
 - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor’s failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State’s Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.