



Request for Personal Service Contractor

USAID Office of U.S. Foreign Disaster Assistance

Position Title: Disaster Operations Specialist (Multiple Positions)
Solicitation Number: SOL-OFDA-14-000017
Salary Level: GS-11 Equivalent: \$63,091 - \$82,019
GS-12 Equivalent: \$75,621 - \$98,305
Issuance Date: January 23, 2014
Closing Date: February 21, 2014
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 a Disaster Operations 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.

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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: dosafrica@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:

Jaimee Braun or Natalie Barton
Telephone Number: (202) 661-9377 or (202) 661-9381
E-Mail Address: dosafrica@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 315-3803

Sincerely,

Michael Clark
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) Disaster Operations Specialist (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OFDA-14-000017
- 2. ISSUANCE DATE:** January 23, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** February 21, 2014, 5:00 pm EST
- 4. POSITION TITLE:** Disaster Operations Specialist
- 5. MARKET VALUE:** The initial grade level of this position will be the equivalent of a GS-11, with the opportunity for advancement to the GS-12 equivalent after at least one year at the GS-11 level if the individual receives a recommendation from the supervisor for advancement along with an excellent performance evaluation. Advancement to the GS-12 level is not guaranteed. The salary range of the GS-11 is \$63,091 to \$82,019 per annum (includes locality pay). The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience and educational background. **Salaries over and above the top of the pay range will not be entertained 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:** One (1) year, with four (4) option years
- 7. PLACE OF PERFORMANCE:** Washington, D.C.

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 expert capability in assessing the quality of disaster response and disaster risk reduction activities. The Program Support Division (PS) provides

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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 the Washington-based Response Management Teams (RMTs) as needed.

INTRODUCTION

Disaster Operations Specialists (DOSs) play a central role in the U.S. Government's (USG's) disaster response, humanitarian assistance, and disaster risk management programs. They assist in developing response strategies, in managing all aspects of grants for humanitarian donor organizations, and in preparing talking points, information products, and briefing material. They manage portfolios consisting of one or several countries, and are members of regionally focused humanitarian response teams consisting of other DOSs, a Team Leader, Information Officers, and Technical Specialists.

DOSs are part of the Disaster Response Team within DRM. This team consists of six regional groups, each covering the following areas: Europe, the Middle East and Central Asia (EMCA), South Asia (SA), East Asia and the Pacific (EAP), Latin America and the Caribbean (ASIA/LAC), Southern, Western and Northern Africa (SWAN), East and Central Africa (ECA). Each regional group is managed by a Team Leader.

With this solicitation, OFDA intends to hire multiple Disaster Operations Specialists. After an initial time with the Africa Division there may also be opportunities to work with other regional teams within OFDA.

OBJECTIVE

OFDA requires the services of additional Disaster Operations Specialists to enhance its capability to manage its portfolios and effectively respond to international crises and disasters.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

For the GS-11 Equivalent:

Working under the guidance and supervision of the Team Leader for the assigned region of responsibility, the Disaster Operations Specialist will perform the following:

Contextual Specialty:

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- Monitor incipient disasters, international disaster response plans and efforts, and major humanitarian issues and challenges in the area of responsibility through a wide range of USG and international sources;
- Review and monitor national disaster risk reduction efforts and plans in the area of responsibility in collaboration with regional team;
- Maintain regular contact with OFDA field representatives and the OFDA Regional Office to maintain current triangulated understanding of existing and impending humanitarian crises in the area of responsibility;
- Serve as a primary point of contact/specialist in the area of responsibility for OFDA Senior Management Team (SMT).

Portfolio Management:

- Develop and maintain a detailed understanding of OFDA's program strategy and the implementation of the resulting awards;
- Facilitate disaster declaration responses in support of the Team Leader;
- Support regional team efforts to develop appropriate programmatic strategies for disaster responses and disaster risk reduction efforts in the area of responsibility;
- Provide written and oral responses to requests for information on OFDA's activities in the area of responsibility for a wide range of USG and public audiences to include briefing papers, memorandums talking points, formal presentations, and informal briefings;
- Become certified and serve as an Agreement Officer's Representative (AOR) for assistance awards, as assigned;
- Review the conceptual soundness, technical feasibility, and budget for disaster assistance activities and emergency projects;
- Review and process all award documentation according to OFDA's Grant Guidelines, USAID Automated Directives Systems (ADS), and Federal Regulation including coordinating multi-unit participation and ensuring timely award approval;
- Input appropriate award data into Office and Agency administrative and financial tracking systems for transmittal to the Office of Acquisition and Assistance (OAA);
- Track and process all post-award management issues to ensure timely response to partner requests and provide guidance to partners, as necessary;
- Review, track, and file program reports from awardees ensuring reports are received in a timely manner and that program objectives have been achieved;
- Collate input from report for feedback to grantee, and share reports with regional team members, as appropriate;
- Conduct periodic site visits to the assigned region of responsibility to monitor grant activity;
- Upon completion of programs, close out awards according to Agency policies, identifying funds for de-obligation and/or equipment for disposition; and,
- Maintain standardized office files for activities that are assigned as principal responsibilities.

Representation:

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- Represent OFDA in meetings with individual partners discussing programmatic priorities, objectives, progress, results, and challenges;
- Attend bureau-wide coordination meetings as OFDA's primary point of contact (POC) in the area of responsibility and ensure OFDA interests and priorities are clearly articulated; and,
- Participate in other interagency and partner-wide meetings as assigned by the Team Leader.

General Duties:

- Attend team, office, and other meetings as assigned by the Team Leader and, when necessary, prepare summaries of these meetings;
- Expedite the flow of programmatic and other documents through the clearance process;
- Deploy on short notice to serve on DARTs or serve on the Washington-based RMTs, as a program officer supporting an experienced program staff;
- Serve as DCHA/OFDA Duty Officer on a rotational basis; and,
- Serve on DCHA/OFDA assessment teams and DARTs to disaster sites when deemed necessary, and follow up with appropriate reports and/or cables.

For GS-12 Equivalent (if the PSC is promoted during contract performance):

At this grade level, the Disaster Operations Specialist has demonstrated satisfactory competence in the duties and responsibilities described above. He/She will perform these duties and responsibilities with limited guidance from and limited supervision of the Team Leader for the assigned region of responsibility.

Additionally, he/she will take on an increased level of responsibility for management and coordination of disaster response, disaster risk management activities and planning in his/her area of geographic responsibility. He/she will also take on increased level of responsibility for contributing to policy decisions and representing the office and its interests to other parties. At this grade level, he/she will:

Contextual Specialty:

- Serve as a primary point of contact/specialist in the area of responsibility for DCHA and OFDA Senior Management.

Portfolio Management:

- Participate actively in the development of programmatic strategies for disaster responses and disaster risk reduction activities in the area of responsibility to include providing analysis and recommendations for needs prioritization and award mechanism options to achieve OFDA objectives;
- Ensure implications of policy decisions at OFDA, DCHA, USAID, and interagency levels on the portfolio are understood by OFDA SMT;
- Independently manage all aspects of award management throughout the award cycle;
- Recommend approaches to, write and deliver integrated priority messages in written and oral responses to requests for information on OFDA's activities in the area of

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responsibility for a wide range of USG and public audiences to include: briefing papers, memorandums, talking points, fact sheets, formal presentations, and informal briefings;

- Recommend to the Team Leader policy and program options consistent with USG foreign policy objectives and provide effective and appropriate response to meet the needs of the disaster victims (or potential victims);
- Assure a timely and appropriate response to the Ambassador's disaster declaration, including reviewing Mission/Embassy recommendations for assistance, and prepare/clear appropriate guidance to the U.S. Mission/Embassy on resources and strategies to respond to the disaster situation; and,
- Serve as an Agreement Officer's Representative (AOR) for assistance awards, as assigned.

Representation:

- Represent OFDA in public and private forum of USG interagency, partners, International Organizations (IOs), and other stakeholders—to include mid- and senior-level managers and decision makers;
- With guidance from the Team Leader, lead bureau-wide humanitarian coordination meetings; and,
- Independently serve as OFDA's representative in bureau and agency meetings.

General Duties:

- Deploy on short notice to serve on DARTs or serve on the Washington-based RMTs as required with increasing levels of responsibility to include serving independently as a program officer or field office on a DART or as a planning coordinator on an RMT.

SUPERVISORY RELATIONSHIP:

The DOS will take direction from and report to the Team Leader for the assigned region of responsibility or his/her designee.

SUPERVISORY CONTROLS:

The DOS is expected to take initiative, act independently, and perform with minimal direction in responding to humanitarian emergencies as part of a fast-paced office environment.

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

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.

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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 and political science, and disaster management) and **three (3) years** of relevant work experience with the USG, Private Voluntary Organization (PVO)/NGO, IO or UN Agency, such experience must have a humanitarian focus and include responsibility in determining budget levels, selecting programs for funding, and managing and evaluating funded programs in a results type framework. Experience must include work in international humanitarian assistance and/or disaster response and on-the-ground field experience in needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

OR

Master's Degree with significant study in or pertinent to the specialized field (including but not limited to international relations, political science, and disaster management) and **two (2) years** of relevant work experience with the USG, PVO/NGO, IO or UN Agency, such experience must have a humanitarian focus and include responsibility in determining budget levels, selecting programs for funding, and managing and evaluating funded programs in a results type framework. Experience must include work in international humanitarian assistance and/or disaster response and on-the-ground field experience in needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

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;
- Satisfactory verification of academic credentials.

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.)

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- QRF #1 Describe in detail your field or field-related experience in humanitarian, relief or emergency activities. Include your experience in monitoring threatening and incipient disasters and reviewing, administrating, and implementing emergency relief and rehabilitation programs.
- QRF #2 Describe your direct or indirect USG grant-related experience in detail.
- QRF #3 You have been assigned oversight of a humanitarian assistance program. Describe what methods and measurements you would use to judge if the program is meeting its goals.
- QRF #4 In 350 words or less, compose an original briefing memorandum for senior level officials that describes a humanitarian situation resulting from a natural disaster and your recommended response options. (Please include a word count at the end of the memo.)
- QRF #5 As a DOS, you have been asked to participate in a team reacting to a major natural disaster in the world region that you are responsible for. What key skills and traits should team members have in order to provide effective assistance?

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.

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 – 15 points
- QRF #2 – 10 points
- QRF #3 – 10 points
- QRF #4 – 10 points
- QRF #5 – 5 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

Total Possible Points: 100

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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.
- (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.

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DOCUMENT SUBMITTALS

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

Via facsimile: (202) 315-3803

Via email: dosafrica@globalcorps.com

NOTE: If the full security application package is not submitted within 30 days after it is requested, 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 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.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.

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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
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.

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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 DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible

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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).

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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—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;

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- (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>.