



Request for Personal Service Contractor

USAID Office of U.S. Foreign Disaster Assistance

Position Title: Deputy Manager for Planning for Syria RMT (Correction on Period of Performance)
Solicitation Number: SOL-OFDA-14-000049
Salary Level: GS-14 Equivalent: \$106,263 - \$138,136
Issuance Date: August 14, 2014
Closing Date: September 4, 2014 (Deadline Extended)
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 from qualified U.S. citizens to provide personal services as a Deputy Manager for Planning for Syria RMT 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. **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/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.

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. Your complete resume and the supplemental document addressing the QRFs must be mailed, delivered or emailed to:

OFDA Recruiting
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: recruiter@ofda.gov
Telephone Number: (202) 661-9300
Website: www.OFDAjobs.net

Any questions on this solicitation may be directed to OFDA Recruiting via the information provided above.

Sincerely,

Renee Reed
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) Deputy Manager for Planning for Syria RMT

- 1. SOLICITATION NO.:** SOL-OFDA-14-000049
- 2. ISSUANCE DATE:** August 14, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** September 4, 2014, 5:00 pm EDT (Deadline Extended)
- 4. POSITION TITLE:** Deputy Manager for Planning for Syria RMT
- 5. MARKET VALUE:** GS-14 equivalent \$106,263 - \$138,136- includes locality pay. 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.** 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 six divisions.

The Disaster Response Division (DRD) Africa and the DRD Asia, Latin America, Europe (ALE) are 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. These Divisions also oversee OFDA's non-response efforts in disaster risk reduction and resilience. DRD Africa and DRD ALE also coordinate with other organizations for the provision of relief supplies and assistance. They devise, coordinate and implement program strategies for a variety of natural and human caused disaster situations. Both Divisions encompass groups of technical sector specialists who provide technical expert capability in assessing the quality of disaster response and risk reduction activities.

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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), to ensure OFDA's capacity to execute and coordinate U.S. Government (USG) humanitarian assistance and response to natural disasters and complex emergencies. OPS performs these functions through three teams, namely, the Operations Support Team, Overseas Administration Team, and the Military Liaison Team (MLT). OPS provides technical guidance and expertise in Disaster Logistics, Search and Rescue, Operations Center Management, Military Liaison, and Consequence Management. It also provides overseas support to OFDA offices and personnel and to other sectors necessary to ensure OFDA's capacity to execute and coordinate USG humanitarian assistance and response to natural disasters and complex emergencies.

The Program Support (PS) Division provides operational management support, including general administration, budget and financial services, procurement planning, information technology (IT), human resources management including staff care, and contract and grant administration support to OFDA. PS Division supports OFDA's mandate by providing innovative solutions for IT, staffing, funds control, budgeting, information and human resource management, and procurement to facilitate timely disaster responses.

The Preparation, Strategic Planning and Mitigation (PSPM) Division is responsible for the technical oversight of all OFDA response and mitigation programs, as well as preparation and strategic planning for response, mitigation, and disaster risk reduction activities. The PSPM Division houses technical experts in all sectors potentially affected by disasters, and leads the Agency in developing and promoting best practices for programming in these specific sectors. In addition, PSPM will be the focal point for technological innovations for humanitarian assistance in areas such as monitoring and evaluation, assessment, and information management.

The Humanitarian Policy and Global Engagement (HPGE) Division assists the DCHA front office, the OFDA Director and OFDA Deputy Director with tracking trends and policy developments in the humanitarian assistance field. It engages in policy dialogue with other parts of USAID, the USG interagency, other donors, multilateral agencies, and NGO partners; recommends strategies for action to DCHA; initiates development of policy and internal guidance for OFDA; maintains global relationships with implementing partners, other donors, and the broader humanitarian architecture; engages with the U.N. to advance USG humanitarian policy objectives and to promote humanitarian principles within the USG and internationally. HPGE Division leads OFDA's communications and social media outreach to effectively communicate OFDA's story to a variety of strategic audiences; and serves as the office's primary interlocutor on strategic issues with other federal partners to provide guidance to OFDA on policy issues pertaining to the interagency, and to improve USG humanitarian coordination and response during large-scale crises. The HPGE Division has staff focused on program development, policy and outreach, strategic communications, and interagency engagement. The HPGE Team is also supported by Humanitarian Advisors located in Rome, Geneva, and United States Mission to the UN in New York.

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INTRODUCTION

OFDA has been responding to humanitarian needs resulting from the conflict in Syria since February 2012. The US Government (USG) has allocated over \$1.7 billion in humanitarian assistance to support humanitarian programs, of which \$900 million is programmed by USAID. These humanitarian programs are currently being managed by a DART, located in Turkey and Jordan, and an RMT based in Arlington, Virginia. USAID anticipates significant additional humanitarian programming for FY2014 and FY 2015, managed either by the DART and RMT or by OFDA's Europe, Middle East, and Central Asia (EMCA) Team.

The OFDA Response Teams in Turkey, Jordan, and Arlington are responsible for coordinating the USG's humanitarian response to Syria, establishing programs to meet clearly defined humanitarian needs, and for overseeing OFDA's current and future humanitarian assistance programming (which is expected to approach two billion dollars by the end of FY14). OFDA has Team Leaders in both Turkey and Jordan, each managing staff, programs, and operations in those respective countries. This solicitation is for the Deputy Manager for Planning (DMP) on the Syria RMT—currently located in Arlington, VA—who manages the Planning Section of the RMT.

The RMT reports to the USAID/OFDA Director. The RMT is led by a Response Manager (RM), and has three major functional areas: Management, Planning and Operations. Under the leadership of the Response Manager, the RMT Management Team, consisting of RM, DMP, and Deputy Manager of Operations (DMO), collaborates with the DART Leader and OFDA Director to lead and develop the overall strategy for the response; manages overall RMT activities, including support of the DART and coordination within USAID and with partners; serves as a representative for relevant USAID stakeholders to other federal officials, the media, and Congress. The RMT Planning Section coordinates the response strategy and planning process; prepares information products; coordinates programs and award funding; and coordinates with other USG agencies and implementing partners. The RMT Operations Section supports field-based operations, including safety and security, logistics, administration, and communications.

The RMT provides operational support to the DART, and serves as the focal point for Washington-based coordination among USAID, the Interagency, Congress, implementing partners and other key stakeholders. Activating an RMT enables USAID/OFDA/Washington to provide full-time, focused attention to a disaster response. The RMT is the Washington-based hub of information and coordination concerning a specific disaster response. It gathers and analyzes information from a variety of sources, and its headquarters location offers the RMT unique visibility that enhances its ability to evaluate the impact of strategic, political, resource-availability, budgetary and other issues on the response. The RMT coordinates with the USG interagency and partners to determine the best method to activate and coordinate resources. The RMT also ensures that the DART's needs for staff, funding, commodities and supplies are met. The RMT works closely with the DART to program funds based on the DART's recommendations, and tracks USAID/OFDA obligations in support of the disaster response.

The RMT develops timely and accurate information products about the disaster situation and USG response for distribution to various audiences.

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OBJECTIVE

OFDA requires the services of a Deputy Manager for Planning (DMP) for the Syria RMT in order to meet its objectives of planning, programming, monitoring, coordinating, and evaluating USG humanitarian programs in Syria.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

Working under the guidance and supervision of the Response Manager, the Deputy Manager for Planning will perform the following:

- Manage the Planning Section of the RMT.
- Delegate, monitor, and assure completion of tasks assigned to the Planning section.
- Monitor RMT follow-up to DART requests relevant to the Planning Section, ensuring filed needs are being met.
- Support and coordinate the communications of the OFDA Director, Response Manager (RM), the DART Team Leader and the Country Team Leaders aimed at developing informed strategic plans that meet OFDA's disaster response objectives.
- Support and coordinate communications among key OFDA leaders in this response to assist in developing strategic plans and ensure that response activities meet OFDA's objectives.
- Advise and support the strategic planning functional coordinators in collecting, analyzing, reporting, and disseminating disaster data information.
- Oversee development and clearance of RMT products.
- Oversee the grant-making process, ensuring that all procedures are followed and that the grants support the overall strategic vision established by the OFDA Director.
- Ensure that grant-related activities are recorded in internal systems appropriately.
- Communicate with participating USG agencies and external organizations to coordinate response activities.
- In consultation with the Response Manager and DART Leader, develop the strategic and programmatic transition strategy for the response.
- Regularly liaise with high-ranking officials outside of USAID in both structured and unstructured settings, in order to negotiate serious and complex issues of considerable consequences related to humanitarian principles, access, and program objectives in Syria.

SUPERVISORY RELATIONSHIP:

The Deputy Manager for Planning will take direction from and will report to the Response Manager or his/her designee.

SUPERVISORY CONTROLS:

Supervisor sets overall objectives and resource available; employee consults with supervisor to develop deadlines, projects and work to be done. Employee is responsible for planning and

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carrying out assignments. Employee is responsible for planning approach or methodology to be used in carrying out assignments.

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.

12. START DATE: Immediately, once necessary clearances are obtained.

13. POINT OF CONTACT: See Cover Letter.

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EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

Bachelor's degree with significant study in or pertinent to the specialized field (including but not limited to international relations, economics, public health, disaster management or a related field), plus nine (9) years of progressively demonstrated experience in emergency relief, disaster risk reduction and/or disaster preparedness programming and management, including, but not limited to, overseas field experience as demonstrated by short-term deployments or assignments in emergency situations. One (1) year of this experience must have been obtained overseas.

OR

Master's degree with significant study in or pertinent to the specialized field (including but not limited to international relations, economics, public health, disaster management or a related field), plus seven (7) years of progressively demonstrated experience in emergency relief, disaster risk reduction and/or disaster preparedness programming and management, including, but not limited to, overseas field experience as demonstrated by short-term deployments or assignments in emergency situations. One (1) year of this experience must have been 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.
- Must obtain and maintain a Secret up to Top Secret/Sensitive Compartmented Information level clearance.
- Ability to obtain a Department of State medical clearance.
- 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.)

- QRF #1 The Deputy Manager for Planning (DMP) is responsible for supervising up to seven (7) people with a wide variety of responsibilities. Please demonstrate your ability to manage a large and diverse staff in a headquarters setting, including your experience in motivating, empowering, mentoring, and fostering staff development in an intensely busy environment. (Limit response to 500 words.)
- QRF #2 The DMP closely supports the Response Manager (RM) and will at times be asked to act as the RM when the RM is absent or assigned elsewhere. The RM is responsible for leading the overall team (currently a staff of approximately 15 including DMP and three other direct reports) and represents the RMT to

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stakeholders including the OFDA director, senior Agency officials, other US Government agencies, and representatives from the humanitarian community. Please describe your experience with leadership roles including representing and coordinating with senior officials. (Limit response to 500 words.)

QRF #3 Please describe your demonstrated program development and management experience in the field of humanitarian assistance and disaster relief, including your experience developing strategic and operational plans.

QRF #4 Please describe your experience that demonstrates a strong knowledge of the international humanitarian assistance system and the US Government's role in that. (Limit response to 500 words.)

QRF #5 Please describe your oral and written communication skills as demonstrated through reports, briefings, and other communications. (Limit response to 500 words.)

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 – 15 points
- QRF #3 – 10 points
- QRF #4 – 5 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. 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/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.

DOCUMENT SUBMITTALS

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

Via email: recruiter@ofda.gov

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. If Top Secret clearance is not obtained within nine months after award, USAID may terminate the contract at the convenience of the government.

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 award, 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 USPSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and USPSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)
https://www.acquisition.gov/far/current/html/52_200_206.html

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

1. Resume.
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.

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

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which CIBs and AAPDs apply to this contract.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase (pending a satisfactory performance evaluation)
Eligibility for Worker's Compensation
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-

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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/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

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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 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)

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and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).