



Request for Personal Service Contractor

USAID Office of U.S. Foreign Disaster Assistance

Position Title: Senior Disaster Operations Specialist (Multiple Positions)
Solicitation Number: SOL-OFDA-14-000051
Salary Level: GS-13 Equivalent: \$89,924 - \$116,901
Issuance Date: July 31, 2014
Closing Date: August 21, 2014 (Extended Deadline)
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 Senior Disaster Operations Specialist for Africa Division 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.

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered.

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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) 661-9334
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

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

- 1. SOLICITATION NO.:** SOL-OFDA-14-000051
- 2. ISSUANCE DATE:** July 31, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** August 21, 2014, 5:00 PM EDT (Extended Deadline)
- 4. POSITION TITLE:** Senior Disaster Operations Specialist
- 5. MARKET VALUE:** GS-13 equivalent \$89,924 - \$116,901- 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:** Two (2) years, with three (3) 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

Senior Disaster Operations Specialists (SDOSs) play a central role in the U.S. Government's (USG's) disaster response, humanitarian assistance, and disaster risk reduction programs. Their core function is to support the regional response teams through providing training support, representing the division in a wide range of office-wide policy, process, and special initiatives, and assisting with representational and response management responsibilities for complex responses. They also assist in developing response strategies and providing coverage or surge support for multiple portfolios to include managing all aspects of assistance awards for humanitarian donor organizations. They are members of regionally focused humanitarian response teams consisting of a Team Lead, Disaster Operations Specialists (DOSs), Program Assistants, Information Officers, and Technical Specialists.

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

SDOSs demonstrate a mastery of a regional area of specialization, extensive knowledge in a wide range of humanitarian concepts, principles, and practices with demonstrated ability to apply this knowledge in to difficult and complex work in environments. The SDOS must also have an expertise in USG assistance award management from the USG perspective, including the ability to apply this expertise to developing recommendations to resolve complex issues.

OBJECTIVE

The Africa Division requires the services of additional SDOSs to enhance its capability to manage its portfolios and effectively respond to international crises and disasters. The SDOSes hired under this solicitation will initially be assigned to the Africa Division but may be reassigned to any regional team as needed.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

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

Contextual Specialty:

- 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;

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- Review and monitor national disaster risk reduction efforts and plans in the area of responsibility in collaboration with regional team;
- Assist in identifying humanitarian issues, priorities, lessons learned, and opportunities in the region of responsibility and applying those to program strategy development and implementation;
- Maintain an in-depth understanding of political, humanitarian, organizational, structural and stakeholder interests specific to the region of responsibility;
- Prepare and/or provide substantive assistance in the preparation of, regular strategic and analytical reports on current or anticipated emergencies, as well as comprehensive preparedness documentation on assigned countries;
- Serve as a resource for program-related planning efforts to include event and scenario based contingency planning.

Portfolio Management:

- Provide on-the-job assistance and training to DOS and Program Assistant staff and/or provide coverage of portfolio management issues to include the following:
 - Work with implementing organizations regarding project proposals submitted for OFDA funding to ensure proposals meet OFDA's program objectives and grant guidelines.
 - Prepare all documentation to obtain timely grant project approval. This will involve properly inputting data into Office and Agency of Acquisition and Assistance (OAA).
 - Track program reports from grantees and ensure reports are received in a timely manner; review program reports to ensure that program objectives have been achieved; collate input from report for feedback to grantee, and share reports with regional team member, as appropriate.
 - Upon completion of programs, close out awards according to Agency policies, identifying funds for de-obligation and/or equipment for disposition.
 - Expedite the flow of programmatic and other documents through the clearance process.
- Provide regional support as needed to OFDA field operations to include monitoring of OFDA programs, assessments, strategy development and general field office coverage.
- Assist the Team Leader and Deputy Leader in managing the strategy development process for the region, monitoring program funding and implementation against established strategies, and actively participating in strategy-related activities for the region.

Representation:

- Provide on-the-job assistance and training to DOS staff and/or provide coverage of representation requirements to include the following:
 - Represent OFDA in meetings with individual partners discussing programmatic priorities, objectives, progress, results, and challenges.
 - Participate in other interagency and partner-wide meetings as assigned by the Team Leader.

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- Represent the Africa regional team and OFDA in public and private for a of USG interagency, partners, IOs, and other stakeholders.
- Coordinate with regional team and PSPM members, USAID regional bureaus, other DCHA offices, the Department of Defense, other donor governments, UN agencies, Private Voluntary Organizations (PVOs)/NGOs, and other IOs to develop an inclusive US response to the declared disaster.
- Provide representational surge support to the regional team, as needed, by independently representing humanitarian interests in a wide range of mid to senior level fora at the bureau level across USAID, as well as at a management level with in USG interagency.

Leadership:

- Provide training and mentoring to DOSs and Program Assistants on grants management and portfolio management, to include OFDA's business process, portfolio-specific budget and workload management, and post-award monitoring and management.
- Train and mentor DOSs on program-related strategic planning, internal and external relationships, and OFDA-specific best practices in disaster response and disaster risk reduction.
- Participate, as assigned, in a wide range of office wide policy, process, and strategic initiatives to ensure Africa division priorities and operating realities are reflected in outcomes.
- Actively solicit and consolidate feedback from the division on these initiatives and work with the Africa Division Director, Team Leaders, and Deputy Team Leaders to identify the divisions strategic interests and creative ways to create solutions that are beneficial to the division as well as the office.
- Ensure the division is regularly updated on the progress of these initiatives.

General Duties:

- Provide training and mentoring to DOSs on grant management and disaster response and mitigation issues.
- Deploy on short notice to serve on DARTs or serve on the Washington-based RMTs, to including leadership positions that require staff management for operational and planning functions, as required.
- Serve as DCHA/OFDA Duty Officer on a rotational basis.

SUPERVISORY RELATIONSHIP:

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

SUPERVISORY CONTROLS:

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

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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

(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, political science, and disaster management) and at least **seven (7) years** of relevant work experience with the USG, PVO/NGO, IO or UN Agency. Such experience must have a humanitarian focus and include progressive responsibility in determining budget levels, selecting programs for funding, and managing and evaluating funded programs in a results type framework. Experience must include at least **two (2) years** of working within the USG on directly managing assistance awards. Experience must include at least **one (1) year** of 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 at least **five (5) years** of relevant work experience with the USG, PVO/NGO, IO or UN Agency. Such experience must have a humanitarian focus and include progressive responsibility in determining budget levels, selecting programs for funding, and managing and evaluating funded programs in a results type framework. Experience must include at least **two (2) years** of working within the USG on directly managing assistance awards. Experience must include at least **one (1) year** of 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;
- Must obtain a SECRET up to a 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 Describe in detail your field or field-related experience in humanitarian, relief or emergency activities. Include your experience in monitoring threatening and

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incipient disasters and reviewing, administrating, and implementing emergency relief and rehabilitation programs.

- QRF #2 Describe your direct USG grant-related experience in detail. Please detail your knowledge of USG regulation.
- QRF #3 Please provide a specific example of your experience in program-related event or scenario-based forward contingency planning. Please include your role in the planning exercise and any lessons learned.
- QRF #4 In 350 words or less, compose a briefing memorandum for senior level officials that describes a humanitarian situation resulting from a natural disaster and your recommended response options on the part of OFDA. Note – this must be an original composition. (Please include a word count at the end of the memo.)
- QRF #5 You have been asked to participate in a team reacting to a major natural disaster in the region for which you are responsible. What key skills and traits should team members have in order to provide effective assistance?
- QRF #6 Please outline your unique qualifications for the SDOS position.

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 – 10 points
- QRF #2 – 10 points
- QRF #3 – 10 points
- QRF #4 – 10 points
- QRF #5 – 5 points
- QRF #6 – 5 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

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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. 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.

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DOCUMENT SUBMITTALS

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

Via email: recruiter@ofdajobs.net

NOTE: 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. If Secret Compartmentalized Information access is not obtained within nine months after Top Secret clearance is granted, 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 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)
http://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). **

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** Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://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

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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/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).