



Request for Personal Service Contractor

USAID Office of U.S. Foreign Disaster Assistance

Position Title: Syria Response Information Officer
Solicitation Number: SOL-OFDA-14-000063
Salary Level: GS-11 Equivalent: \$50,790 - \$66,027
Issuance Date: September 17, 2014
Closing Date: October 3, 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 Syria Response Information Officer 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/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.

Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063

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

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

Solicitation for U.S. Personal Service Contractor (PSC) Syria Response Information Officer

- 1. SOLICITATION NO.:** SOL-OFDA-14-000063
- 2. ISSUANCE DATE:** September 17, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** October 3, 2014 5:00 P.M. EDT (Deadline Extended)
- 4. POSITION TITLE:** Syria Response Information Officer
- 5. MARKET VALUE:** GS-11 equivalent (\$50,790 - \$66,027 - not eligible for 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.**
- 6. PERIOD OF PERFORMANCE:** One (1) year, with four (4) option years
- 7. PLACE OF PERFORMANCE:** Adana, Turkey

There may be an initial training program in Washington, D.C. for three months, which will include formal classroom training and on-the-job training; and may include security training. After completion of Washington training, the Syria Response Information Officer will be assigned to the place of performance.

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.

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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 four teams, namely, the Disaster Assistance Support Team (DASP), Operations Support Team (OST), Overseas Administration Team (OAT), 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 that manage global programs, policy and outreach, strategic communications, and interagency engagement. The HPGE

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

Division also includes Humanitarian Advisors located in Rome, Geneva, and United States Mission to the UN in New York.

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 billion in humanitarian assistance to support humanitarian programs. These programs are currently being managed by a DART, located in Turkey and Jordan, and an RMT in Washington, DC. USAID anticipates significant additional humanitarian programming for FY2014 and beyond, 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 Washington are responsible for coordinating the USG's humanitarian response to Syria, establishing programs to meet clearly defined humanitarian needs, and overseeing OFDA's current and future humanitarian assistance programming (which is expected to approach one-half billion dollars in 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 Information Officer to be located in Adana, Turkey. The Information Officer compiles and disseminates information about USG humanitarian activities to internal USG audiences and external partners. This position reports to the Team Leader for Turkey.

OBJECTIVE

OFDA requires the services of a Syria Response Information Officer based in Adana, Turkey in order to meet its objectives of programming, monitoring, coordinating, and evaluating USG humanitarian programs in Syria.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

This position requires an individual who is able to reside in Adana, Turkey, as determined in consultation with the Embassy and the Mission and subject to security and programmatic considerations. The selectee must be prepared to function effectively in a challenging and restrictive work environment and be willing to strictly adhere to U.S. Embassy security guidelines.

The Syria Response Information Officer for Turkey compiles and disseminates information about humanitarian conditions and USG humanitarian response activities to internal USG audiences and external partners. Qualified candidates should possess excellent writing, editing, and verbal communications skills and have exceptional attention to detail. Candidates must be flexible and adaptable to changing circumstances and have the ability work under tight deadlines in an extremely fast-paced and collaborative environment.

Working directly under the guidance and supervision of the Team Leader, the incumbent shall:

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

- Engage in substantial coordination with the RMT, USAID Mission and other offices, TAG members, the US Embassy as well as representatives from other USG agencies, the U.S. military, State Department, Department of Defense, other donor governments, and UN/PVOs/NGOs/IOs to develop an inclusive US response. Therefore requiring a highly collaborative work style.
- Attend humanitarian coordination and other meetings and collaborate closely with information counterparts from humanitarian organizations, including UN agencies and NGOs, to ensure that all relevant humanitarian information is obtained and incorporated into OFDA field products and is provided to Washington, D.C.-based Information Officers in a timely manner.
- Produce minutes, trip reports, meeting notes, updates, reporting cables, public reports, and other information products as needed.
- Work with USG colleagues in Turkey by contributing to field-produced information products, data-collection sites, and press materials related to Syria.
- Participate in humanitarian assessments (when possible), meetings with USAID/OFDA partners, and site visits in order to obtain information that will be included in field reports.
- Capture information shared during meetings, assessments, and conference calls to help facilitate and record team communication.
- Manage data and produce a wide range of public and internal information products such as maps, photos, tables, charts, images, and other visual aids created by the team and shared by partners.
- Maintain regular contact with the humanitarian community and represent OFDA on humanitarian reporting issues, as directed by the Team Leader. This will include but is not limited to UN agencies, IOs, NGOs, USG personnel, donors, other government authorities.
- Assist in the preparation of agendas and briefings for official USG visitors.
- Obtain appropriate clearances for all information products produced.
- Work closely with the Jordan-based Information Officer on joint field products.
- Travel in and outside of Turkey on short notice for possibly extended periods of time.
- Travel to Washington, D.C. as needed for training or consultations with / rotations in OFDA's Information Support Unit (ISU) or RMT.

SUPERVISORY RELATIONSHIP:

The Syria Response Information Officer reports to the Team Leader in Turkey or his/her designee. The Information Officer will maintain close coordination with the Information Officers on the RMT. The Information Support Unit will provide appropriate training and quality control feedback to maintain a consistent standard for OFDA information products.

SUPERVISORY CONTROLS:

Supervisor sets overall objectives and resource available and works with employee to develop deadlines, work to be done and methodology. The Information Officer is responsible for carrying out assignments, and consults with the supervisor for policy interpretations. The Information Officer will communicate directly with the RMT Information Officers and is expected to meet Washington, DC information requirements.

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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.

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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, economics, public health, disaster management or a related field). Working knowledge of, and interest in, humanitarian issues. Four (4) years of years of progressively demonstrated experience producing written products under tight deadlines in a challenging, fast-paced environment. Demonstrated familiarity with the USG and some overseas experience.

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). Working knowledge of, and interest in, humanitarian issues. Two (2) years of years of progressively demonstrated experience producing written products under tight deadlines in a challenging, fast-paced environment. Demonstrated familiarity with the USG and some overseas experience.

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 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 your experience with drafting succinct humanitarian and/or USG reports.

QRF #2 Describe your field or field-related experience in detail. Based on the job description provided in the solicitation, how will your experience help you to succeed as an Information Officer?

QRF #3 In 350 words or less, compose a brief providing the background and recent humanitarian trends in Syria for a senior USG official traveling to the region. (Please include a word count at the end of the memo.)

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

QRF #4 Detail your demonstrated experience coordinating information management needs within the U.S. government and with foreign governments, UN and other IOs, and NGOs.

QRF #5 USAID teams in Turkey are multicultural, with representatives from multiple offices, and often work under tight deadlines with competing pressures. Describe your experience working in a similar environment. What challenges did you face? How did you overcome them?

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 – 7 points
- QRF #2 – 7 points
- QRF #3 – 6 points
- QRF #4 – 6 points
- QRF #5 – 4 points

Interview Performance – 30 points

Timed Writing Test – 30 points

Satisfactory Professional Reference Checks – 10 points

Total Possible Points: 100

The most qualified candidates may be interviewed and required to provide a writing sample. OFDA will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection. OFDA reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

APPLYING:

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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

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

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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 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.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.

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.

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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)

**Solicitation for a USPSC Syria Response Information Officer
SOL-OFDA-14-000063**

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