



Request for Personal Service Contractor

United States Agency for International Development Office of U.S. Foreign Disaster Assistance

Position Title: Senior Program Operations Specialist
Solicitation Number: SOL-OFDA-15-000012
Salary Level: GS-13 Equivalent: \$89,924 - \$116,901
Issuance Date: December 4, 2014
Closing Date: December 29, 2014 (Extended Deadline)
Closing Time: 5:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Office of U.S. Foreign Disaster Assistance (OFDA), is seeking applications from qualified U.S. citizens to provide personal services as a Senior Program Operations Specialist (SPOS) under a United States Personal Services Contract (USPSC), 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. OFDA reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

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 Recruitment Team
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 Recruitment Team via the information provided above.

Sincerely,

Renee Reed
Contracting Officer

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- 1. SOLICITATION NO.:** SOL-OFDA-15-000012
- 2. ISSUANCE DATE:** December 4, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 29, 2014, 5:00 P.M. Eastern Time (Deadline Extended)
- 4. POSITION TITLE:** Senior Program 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 Africa and the Asia, Latin America, Europe (ALE) Divisions 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. Africa and 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.

The Operations Division (OPS) develops and manages logistical and operational support for disaster responses and administrative support to all offices and operations. OPS maintains

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

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INTRODUCTION

The Senior Program Operations Specialist position is part of the Resources Team within the Program Support Division. The core functions of the Resources Team are management of contracts for program-funded personnel, including processing of personnel security clearance, procurement and procurement planning, general administrative services, and policy review and guidance. The Resources Team supports OFDA's humanitarian assistance mandate by ensuring OFDA is appropriately staffed in a timely manner and that its processes, systems and policies for resource management are streamlined and efficient. The Resources Team focuses on management of personal services contract (PSCs) and institutional contracts, facilitating completion of personnel and administrative actions, and liaising with various offices within USAID, including, but not limited to, DCHA's Administrative and Management Services (AMS), the Office of Acquisition and Assistance (OAA), and Office of Security (SEC).

OBJECTIVE

The Resources Team under the Program Support Division requires the services of a Senior Program Operations Specialist to strategically manage OFDA's growing procurement needs and engage in coordinating efforts to advance the Agency's procurement reforms.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The Senior Program Operations Specialist (POS) will be responsible for providing support for various operational aspects of the Program Support Division within the Office of U.S. Foreign Disaster Assistance. The Senior POS will provide services in support of various functions related to procurement, management of contracts for program-funded personnel, program planning, budget/finance, office administration, and security.

- The Senior POS provides expert advice on acquisition and assistance practices and policies, a range of workforce, organizational and human resource functions, contract management and procurement planning. He/she provides procurement advisory services on matters such as interpretation of contracting policy and procedures, and as appropriate, prepares written communication to advise of current and updated policy and procedural changes.
- The Senior POS analyzes and applies complex policy to make recommendations for senior management consideration. Demonstrates comprehensive understanding of FAR, AIDAR, and relevant USAID policy as it pertains to acquisition and assistance mechanisms.
- Demonstrates comprehensive understanding of USAID policy and guidance on assistance. Participates in Award Change Control Group (ACCG) and provides recommendations as it pertains to streamlining assistance awards.

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- In conjunction with the Team Leader, the Senior POS coordinates and guides the work of other team members. Serves as the primary point of contact for review of actions for the Team Leader's clearance and/or approval.
- Advises and guides team members in the use of and application of federal laws, regulations and policy resources. Incumbent will guide the work of other staff in this area to ensure applicable regulations and/or policy is invoked and that the authority selected is appropriately interpreted especially in cases of deviation or exception from standard procedure.
- Provides expert advice and guidance to assist OFDA regional and technical teams in the development of statements of work for requirements for personal services contracts, purchase orders or buy-ins to indefinite quantity contracts, including contracts requiring subcontracting. Manages the procurement planning process for PSC contracts and works with technical officials and teams so that sufficient procurement planning is conducted and is in compliance with Agency requirements. Reviews professional services contracts SOWs, Independent Government Cost Estimates and provides guidance as it pertains to humanitarian assistance programming.
- Assists in providing guidance in managing contracts which may include but not limited to Blanket Purchase Agreements (BPA), Indefinite Quantity Contracts (IQC) and other acquisitions mechanisms.
- Ensures that reports created and used to track the flow of work related to (but not limited to) recruitment, contract actions and security clearances are developed and maintained. Reviews reports for accuracy and that all necessary updated information and/or other required collected data is included especially as the data impacts other major processes and compliance requirements.
- Performs analysis on reports, operating procedures, manuals and other related data to determine effectiveness and make recommendations for improvement of current procedures and processes.
- Conducts various ad hoc analyses, prepares reports and compiles information from a variety of sources for management review in response to requests from Congress, Agency Senior Management, DCHA Bureau leadership, etc.
- Serves as liaison with the Bureau for Management, Office of Acquisition and Assistance (M/OAA) as well as the M/OAA Policy Division, the Office of the General Counsel, managers and technical experts.
- Independently reviews, prepares budgets and oversees acquisition documentation especially for cases involving technical positions needed for high priority humanitarian assistance activities and which require in-depth research and documentation associated with deploying staff to overseas locations experiencing complex emergencies.

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- Serves as the approving official/program manager for the processing of contract actions in USAID's procurement and financial systems. Provides budget and financial analysis, prepares financial documentation and provides advice and guidance regarding appropriate use of funding mechanisms and commitment/obligation/de-obligation of funds.
- Oversees all actions associated with recruitment and security, which are administered by other team members, for timeliness and appropriate approvals. Ensures security requests submitted by team members meet Agency standards, regulations and that all required documentation is included. Ensures contracting colleagues as well as OFDA personnel are advised of the status of security actions in a timely manner.
- Provides guidance to team members in preparing market value determinations for proposed new positions so that relevant work at appropriate grade level is captured in the analysis. Reviews final documents prior to forwarding to the Contracting Officer.
- Recognizes and resolves problems which may impede the delivery of humanitarian assistance. The Resources Team Leader is kept apprised at all times of the status of responses, and any potential problems which may arise and require higher level intervention.
- Signs-up for and serves as needed, on Washington-based Response Management Teams (RMTs), which provides services and support to DARTs deployed in response to disasters. The duties on RMTs will be varied.
- Serves as the OFDA after-hours duty officer on a rotational basis, for approximately one week every six months.
- As needed, serves on Disaster Assistance Response Teams (DARTs) which may require immediate (within 24 hours) deployment overseas for an extended period of time.

SUPERVISORY RELATIONSHIP:

The incumbent will take direction from and will report to the Resources Team Leader 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 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).

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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.)

A Master's Degree and at least five (5) years of office experience in providing administrative or program support, and two (2) years must be specifically in the areas of personnel recruitment or contracting, procurement of goods or services, database management, or budget review and analysis.

OR

A Bachelor's Degree and at least seven (7) years of office experience in providing administrative or program support, and two (2) years must be specifically in the areas of personnel recruitment or contracting, procurement of goods or services, database management, or budget review and analysis.

OR

A High School Diploma and at least eleven (11) years of office experience in providing administrative or program support, and four (4) years must specifically be in the areas of personnel recruitment or contracting, procurement of goods or services, database management, or budget review and analysis.

SELECTION FACTORS

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain and maintain a Secret up to Top Secret level security clearance as provided by USAID; and
- 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 Can you describe your experience and knowledge of rules, regulations and procedures governing contracting operations in Federal Procurement particularly in administering professional services contracts and personal services contracts?

QRF #2 Can you describe your ability to analyze and research policies or regulations to resolve problems, issues or concerns that are critical to the award of a contract?
Can you elaborate on your experience drafting critical contracting documents

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which includes, but is not limited to Justification and Approval (J&A) and Determination and Findings (D&F) in accordance with Federal Acquisition Regulations (FAR)?

- QRF #3 Can you describe your experience providing (a) pre-award support in drafting a SOW, Independent Government Cost Estimate (IGCE), issuing an Request for Information (RFI) and Request for Proposal (RFP) and (b) post award support of complex incremental funding modifications?
- QRF #4 Can you describe your experience performing Contracting Officer Representative responsibilities? Please provide examples of the type of contracts, cost type, period of performance and dollar value.
- QRF #5 Can you describe your experience perform a variety of tasks and functions concurrently, perform in high stress environments, and complete tasks with limited lead-time? Please provide an example of conflict resolution when dealing in a situation when one or more parties have unreal expectations.

BASIS OF RATING: Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the 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, and/or education they have received as it pertains 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 factors and/or Quality Ranking Factors may result in not receiving credit for all pertinent experience, education, and/or training.

The Applicant Rating System is as Follows:

QRFs have been assigned the following points:

- QRF #1 – 15 points
- QRF #2 – 12 points
- QRF #3 – 10 points
- QRF #4 – 8 points
- QRF #5 – 5 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

Total Possible Points: 100

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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 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 is

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

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.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

BENEFITS/ALLOWANCES:

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

BENEFITS:

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

ALLOWANCES (if Applicable).*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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ATTACHMENT 1

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16
FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/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 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

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