



## Request for Personal Service Contractor

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

Position Title: Program Operations Assistant – Finance Unit  
Solicitation Number: SOL-OFDA-15-000038  
Salary Level: GS-11 Equivalent: \$63,722 - \$82,840  
Issuance Date: March 18, 2015  
Closing Date: April 29, 2015 (Deadline Extended)  
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 Program Operations Assistant (POA) 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. 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](mailto:recruiter@ofda.gov)  
Telephone Number: (202) 661-9300  
Website: [www.OFDAjobs.net](http://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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Solicitation for USPSC Program Operations Assistant – Finance Unit

- 1. SOLICITATION NO.:** SOL-OFDA-15-000038
- 2. ISSUANCE DATE:** March 18, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 29, 5:00 P.M.  
Eastern Time (Deadline Extended)
- 4. POSITION TITLE:** Program Operations Assistant – Finance Unit
- 5. MARKET VALUE:** GS-11 equivalent (\$63,722 - \$82,840 - 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 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

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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. The 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. The 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.

## INTRODUCTION

The PS Division facilitates the provision of international humanitarian assistance through innovative and timely solutions in the areas of human resources, finance and budget, communications, administration, procurement, and IT. PS teams assist in staffing and

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recruitment and provide access to specialized resources through the award of contracts and grants; perform office-wide financial management and coordinate budget planning; provide specialized staff training; develop program related information products; and provide end-to-end IT support including for all OFDA staff in headquarters and the field.

The Management and Administration (M&A) Team is part of the PS Division of OFDA. The core functions of the M&A Team include financial management of international disaster assistance funds, IT program management, information management, and other general administration. The Finance Unit falls under the M&A Team. Its core functions are budget planning, justification, execution, and reporting; management of OFDA's operating year budget; processing financial transactions; and financial analysis and reporting. The Finance Unit plays a critical role in communicating with a wide range of stakeholders regarding OFDA's annual appropriations and funding requests. The Program Operations Assistant will help carry out these functions.

#### OBJECTIVE

The PS Division's Finance Unit requires a Program Operations Assistant to strengthen its capability to provide prompt, effective services in the areas of budget execution, budget planning, transaction processing, financial analysis, and reporting.

### **9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

#### DUTIES AND RESPONSIBILITIES

As directed by the Finance Unit Leader, the Program Operations Assistant will assist in carrying out core functions of the Finance Unit in support of DCHA/OFDA's worldwide operations and mandate. The Program Operations Assistant will perform the duties and responsibilities described below with limited guidance from and limited supervision of the Finance Unit Leader.

The duties and responsibilities include:

Routine processing of financial transactions and maintenance of financial data and records

- Develop proficiency in all Agency corporate financial and procurement systems used to manage and program OFDA's disaster assistance funding;
- Assist in processing financial transactions using OFDA's program management and reporting system and the Agency's financial and procurement systems, and reconcile data between the systems to ensure accuracy;
- Assist in monitoring and tracking funds distributions, commitments, and obligations;
- Maintain budget and finance related records for OFDA's disaster assistance program funds, including ensuring that funding memos, fund cite cables, inter-agency agreements, and miscellaneous obligating documents are properly routed, recorded, and stored;
- Develop and update standard operating procedures for maintaining budget and finance related records;
- Provide technical support to OFDA staff on the use of OFDA's program management and reporting system and Agency financial and procurement systems; help develop

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written procedures and guidelines for users; train users to operate and retrieve financial information from the systems according to individual needs;

- Provide technical input for the development and enhancement of OFDA’s information and reporting system to support the performance of routine budget and finance functions;

**Financial Analysis and Reporting**

- Assist in meeting basic and routine financial reporting requirements to OFDA’s financial stakeholders, such as the Office of Management and Budget (OMB), the State Department’s Office of U.S. Foreign Assistance Resources (State/F), USAID’s Budget and Resource Management (BRM) office, DCHA’s Office of Program, Policy, and Management (PPM), and Congress;
- Assist in meeting OFDA’s Operational Plan requirements by entering, updating, and maintaining implementing mechanism data in State/F’s FACTS info system;
- As needed, prepare reports in response to ad-hoc inquiries from OFDA staff and OFDA’s financial stakeholders;
- Manipulate and query financial and program systems to produce standard reports and ad-hoc reports, utilizing Microsoft Excel as necessary;
- Assist the office in inputting and reconciling program and financial data into the Agency’s budgetary system;

**Other Financial Management Duties**

- Assist in monitoring use of OFDA program funds by overseas USAID offices to ensure that resources are fully accounted for and utilized in accordance with the OFDA disaster assistance mandate and consistent with the accounts/appropriations provided to OFDA;
- Support the Finance Unit in coordinating and monitoring the accruals process on a quarterly basis and provide information and guidance as necessary to OFDA staff;
- Support the annual review of unliquidated balances, including researching and initiating de-obligations of unliquidated funds as appropriate;
- Support elements of OFDA’s internal control processes, especially as they relate to routine financial management aspects of OFDA’s disaster assistance program funds, and support the preparation of OFDA’s submission for the annual Federal Managers Financial Integrity Act (FMFIA) exercise;

**External Budgeting**

- As needed, support senior members of the Finance Unit with the formulation of annual and supplemental budget requests, narratives, and associated materials for international disaster assistance (IDA) contingency funding, including responding to ad-hoc inquiries and requests from OFDA’s financial stakeholders, and tracking the appropriations process and the outcome;

**Internal Budgeting**

- As needed, support senior members of the Finance Unit with the planning, formulation, and execution of a complex office budget that consists of reserves for unforeseeable disasters and emergencies, programs to address ongoing emergencies, as well as program support and operational expenses;

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**Other OFDA Duties**

- Serve, as needed, as Program Support representative on technical evaluation panels for OFDA solicitations including USPSCs, Cooperative Agreements (CAs), Grants, and Contracts;
- As needed, serve on Disaster Assistance Response Teams (DARTs) which may require immediate (within 24 hours) deployment overseas for an extended period of time;
- Sign-up for and serve 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; and
- Serve as the OFDA after-hours duty officer on a rotational basis, for approximately one week every six months.

**SUPERVISORY RELATIONSHIP:**

The USPSC will take direction from and report to the Finance Unit Leader or his/her designee.

**SUPERVISORY CONTROLS:**

The Finance Unit Leader sets overall objectives and resources available; the Program Operations Assistant consults with supervisor to develop deadlines, projects and work to be done. The Program Operations Assistant is responsible for planning and carrying out assignments. The Program Operations Assistant 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 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 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 and at least three (3) years of relevant work experience in a combination of finance, accounting, business administration, international relations, humanitarian assistance and/or a related field (preferably with the Federal Government)

**OR**

Master's degree and at least two (2) years of relevant work experience in a combination of finance, accounting, business administration, international relations, humanitarian assistance and/or a related field (preferably with the Federal Government)

**OR**

At least five (5) years of relevant work experience in combination of finance, accounting, business administration, internal relations, humanitarian assistance and/or related field (preferably with the Federal Government)

**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 a Secret level clearance as provided by USAID.
- Satisfactory verification of academic credentials.
- Knowledge of U.S. Government budgeting processes and financial systems, or processes and systems of a similar nature.

**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      Discuss your experience supporting the management of an organization's budget, including any knowledge or experience with coordinating detailed financial and/or budgetary tasks and record-keeping across multiple systems. Please highlight specific experience with federal budgeting or financial procedures;

QRF #2      Describe a specific situation in which you provided outstanding customer service in the workplace and resolved a work-related problem;



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- QRF #3 Describe your experience with handling work-related projects or tasks from inception to completion with limited oversight from supervisors. Provide examples of specific projects you have completed, and describe your role in the project and the steps you undertook to ensure the project's success;
- QRF #4 Describe your general experience working with data in complex systems, software, databases, and Microsoft Excel. Explain how you have analyzed information, including descriptions of the types of reports you have produced and the analysis you conducted to produce them; and
- QRF #5 Discuss how you generally approach working as a part of a team in a fast-paced dynamic environment in which you maintain flexibility, multi-task, manage competing priorities, and meet aggressive deadlines. Also, please give specific examples of experience working with a team in this type of setting, focusing on your role.

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

Interview Performance – 35 points

OFDA will not pay for any expenses associated with the interviews.

Satisfactory Professional Reference Checks – 30 points

**Total Possible Points: 100**

**APPLYING:**

Applications must be **received** by the closing date and time at the address specified in the cover letter.

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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](mailto: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 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.

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**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](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](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

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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).