



USAID
FROM THE AMERICAN PEOPLE

Request for Personal Service Contractor

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

Position Title: Monitoring and Evaluation Specialist (Multiple Positions)
Solicitation Number: SOL-OFDA-15-000064
Salary Level: GS-13 Equivalent: \$ 90,823- \$ 118,069
Issuance Date: September 25, 2015
Closing Date: November 13, 2015 (Deadline Extended)
Closing Time: 5:00 P.M. Eastern Time

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 Monitoring and Evaluation Specialist (M&E Specialist) 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. 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.

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

3. USPSC Application form AID 302-3. Applicants are required to complete and sign the form.

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 emailed to:

OFDA Recruitment Team

E-Mail Address: recruiter@ofda.gov

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

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

Solicitation for USPSC Monitoring and Evaluation Specialist (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OFDA-15-000064
- 2. ISSUANCE DATE:** September 25, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** November 13, 2015 at 5:00 P.M. Eastern Time (Deadline Extended)
- 4. POSITION TITLE:** Monitoring and Evaluation Specialist
- 5. MARKET VALUE:** GS-13 equivalent (\$ 90,823- \$ 118,069 - 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, and Middle East (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. The OPS Division maintains readiness to respond to emergencies through several mechanisms, including managing Search and Rescue Teams (SAR), coordinating and supporting Disaster Assistance Response

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

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. The OPS Division 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). The OPS Division 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, the PSPM Division 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 staff manages 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.

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

INTRODUCTION

As part of OFDA's PSPM Division, the Monitoring and Evaluation (M&E) Team supports office-wide efforts to conduct quality program monitoring of OFDA-funded humanitarian assistance projects and serves as the primary team coordinating performance and impact evaluations of OFDA-funded assistance. The team aims to improve program learning and accountability by increasing the use of evidence derived from rigorous monitoring and evaluation in program strategy decisions. The team works toward this goal by designing and managing a range of monitoring, evaluation, and learning projects across OFDA's portfolio. The M&E Team comprises an Evaluation & Reporting Coordinator (Team Leader) and Support Relief Group staff.

The M&E Specialist will be a full-time permanent staff member dedicated to M&E based in Washington, D.C. The M&E Specialist will be responsible for four main areas of work. First, the Specialist will provide M&E technical assistance to teams throughout OFDA to develop and manage appropriate and useful M&E practices tailored to each portfolio's context and M&E needs. Second, the Specialist will facilitate the design, procurement, and implementation of a variety of external performance and impact evaluations, third party monitoring projects, and M&E capacity building projects across OFDA's worldwide portfolio. Third, the Specialist will manage grants and contracts within the M&E portfolio, as assigned. Fourth, the Specialist will support OFDA reporting requirements on an as-needed basis.

The M&E team seeks highly qualified professionals with significant experience implementing humanitarian, transition, or development programs in the field. The team seeks individuals with substantial professional M&E experience who have been part of teams responding to humanitarian crises in the field. The ideal candidates will be highly effective team members; will be motivated, organized, and diplomatic; and will be able to manage stress well. The M&E team seeks candidates who are motivated to support OFDA's mission and who are committed to enhancing OFDA's use of high quality monitoring and evaluation in its responses to humanitarian crises around the globe.

OBJECTIVE

OFDA requires the services of an M&E Specialist to enhance its capability to design and manage high quality monitoring and evaluation activities that support OFDA's use of evidence in program strategy, design and implementation.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

This position will require significant travel of up to 40 percent of the time.

M&E Technical Assistance:

- Work with regional teams to develop and implement appropriate and useful M&E practices tailored to their regional context and M&E needs.

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

- Provide M&E technical advice for country portfolios, regional portfolios, global initiatives, or for specific awards.
- Advise regional teams and OFDA partners on appropriate and useful strategies and activities to monitor and evaluate emergency response, early recovery, and disaster risk reduction programming.
- Review and encourage inclusion of M&E in response strategies, project designs, and implementation plans, and other OFDA documents.
- Respond to queries from OFDA staff, other USAID offices, and partners on M&E.
- Provide feedback on M&E plans as a component of proposals submitted by partners.
- Assist in the design and facilitation of M&E training sessions for OFDA staff and partners.
- Assist in the design, clearance, introduction, and implementation of OFDA M&E policy guidance.
- Review and edit a wide variety of M&E products, including evaluation reports, scopes of work, training materials, and memos.

Project Design: External Evaluations and Monitoring Projects

- Facilitate the design, procurement, and implementation of a variety of external performance and impact evaluations, third party monitoring projects, and M&E capacity building projects across OFDA's worldwide portfolio.
- Liaise with regional teams to identify priority M&E projects for their respective regions.
- Lead inclusive, efficient, and effective design processes for external evaluations, third party monitoring processes, and M&E capacity building projects.
- Liaise with USAID's Office of Acquisition and Assistance (M/OAA) to ensure planned procurements proceed on schedule.
- Actively participate in procurement processes for M&E projects.
- Serve as the focal point between OFDA teams and contractors implementing OFDA M&E projects.
- Review and provide expert feedback on M&E contract deliverables.
- Assist regional teams in using results from M&E projects to inform program strategy and decision making.
- Serve as the team lead or evaluation specialist on internal performance evaluations; design methods and logistics, conduct interviews, train enumerators, analyze data, generate reports, present results to regional teams.
- Conduct secondary research relevant to evaluation designs.
- Coordinate logistics and administration of OFDA internal evaluations.
- Conduct qualitative data collection and analysis, as part of an evaluation team.

Portfolio Management:

- Independently manage all aspects of award management throughout the award cycle.
- Serve as the Contracting Officer's Representative, as assigned, for M&E awards and contracts.
- Participate actively in the development of M&E policies, information products, and strategy documents.
- Participate in budgeting and planning processes for M&E actions.

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

Reporting:

- Provide guidance to staff members that manage all aspects of performance reporting, including reporting on OFDA indicators and performance to OFDA Senior Management Team, DCHA, USAID, Department of State, and Congress.
- When needed, coordinate OFDA responses related to performance reporting, indicator tracking, and achievements.
- Assist, on an as-needed basis, with the development of a systematized approach to reporting OFDA information, including development of Performance Indicator Reference Sheets (PIRS) and utilization of OFDA's reporting database and software.

General Duties:

- Deploy, on short notice, to serve on DARTs or serve on the Washington-based RMTs, as required, with increasing levels of responsibility to include serving independently as a planning coordinator, program officer, or field officer on a DART or as a planning coordinator on an RMT.
- Backstop other M&E staff as needed.
- Serve as the OFDA after-hours duty officer on a rotational basis, for approximately one week every six months.

SUPERVISORY RELATIONSHIP:

The M&E Specialist will take direction from and report to the Evaluation & Reporting Coordinator or his/her designee.

SUPERVISORY CONTROLS:

The supervisor sets overall objectives and resource available. The USPSC consults with supervisor to develop deadlines, projects and work to be done. The USPSC is responsible for planning and carrying out assignments. The USPSC 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.

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

13. POINT OF CONTACT: See Cover Letter.

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, monitoring and evaluation, social science, international relations, political science, and disaster management) and minimum of seven (7) years of relevant work experience with the USG, NGOs, IOs, UN Agencies, or firms. Such experience must have a humanitarian, development, or transition focus. Experience in the field on a humanitarian response is highly desirable.

Experience must include at least two (2) years of professional field experience on humanitarian, development, or transition programs. Professional experience should also include working on M&E as an internal M&E manager, working as part of an external monitoring team, working as part of an external evaluation team, or other experience directly relevant to M&E. Experience developing or implementing a range of field research methods in a variety of contexts is desirable. Experience designing evaluations is desirable.

Experience working effectively on teams is highly desirable. Experience working with program teams in developing M&E strategies and approaches that fit unique contexts is desirable.

OR

Master's degree with significant study in or pertinent to the specialized field (including, but not limited to, monitoring and evaluation, social science, international relations, political science, and disaster management) and minimum of five (5) years of relevant work experience with the USG, NGOs, IOs, UN Agencies, or firms. Such experience must have a humanitarian, development, or transition focus. Experience in the field on a humanitarian response is highly desirable.

Experience must include at least two (2) years of professional field experience on humanitarian, development, or transition programs. Professional experience should also include working on M&E as an internal M&E manager, working as part of an external monitoring team, working as part of an external evaluation team, or other experience directly relevant to M&E. Experience developing or implementing a range of field research methods in a variety of contexts is desirable. Experience designing evaluations is desirable.

Experience working effectively on teams is highly desirable. Experience working with program teams in developing M&E strategies and approaches that fit unique contexts is desirable.

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.

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- USPSC Application form AID 302-3. Applicants are required to complete and sign the form.
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted.
- Ability to obtain and maintain a Secret up to Top Secret level clearance as provided by USAID.
- 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 In 750 words or less, please describe your experience in monitoring and evaluating humanitarian programs. Explain how your background in this field would make you an asset to OFDA’s M&E team.

QRF #2 In 750 words or less, please prepare a short memo for senior decision-makers at OFDA describing how integrating M&E into OFDA’s work supports OFDA’s mandate of saving lives, alleviating human suffering, and reducing the social and economic impacts of disasters. The memo should answer the question, “Why should OFDA spend money and time on M&E?”

QRF #3 In 750 words or less, please explain how specifically the monitoring and evaluation of humanitarian programming differs from that of development programming.

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 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. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant. OFDA reserves the right to select additional candidates if vacancies become available during future phase of the selection process.

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

The Applicant Rating System is as Follows:

QRFs – 30 points

 QRF #1 – 10 points

 QRF #2 – 10 points

 QRF #3 – 10 points

Interview Performance Round 1 – 10 points

Interview Performance Round 2 – 50 points

Satisfactory Professional Reference Checks – 10 points

Total Possible Points: 100

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.
3. USPSC Application form AID 302-3. Applicants are required to complete and sign the form.

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

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

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 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 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 be found at:

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

1. Resume.
2. USPSC Application Form, (AID 302-3)
3. Medical History and Examination Form (DS-6561). **
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
5. Questionnaire for Non-Sensitive Positions (SF-85). **
6. Finger Print Card (FD-258). **
7. Employment Eligibility Verification (I-9 Form). **

** Forms 3 through 7 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

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

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

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

BENEFITS/ALLOWANCES:

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

BENEFITS:

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

ALLOWANCES (if Applicable):*

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

* Standardized Regulations (Government Civilians Foreign Areas).

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

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

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

ATTACHMENT 1 – USPSC PROVISION “MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006)”

MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 (available at <http://www.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0>). 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 AAPD 06-10 PSC Medical Expense Payment Responsibility 6 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

Solicitation for a USPSC Monitoring and Evaluation Specialist (Multiple Positions)
SOL-OFDA-15-000064

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 AAPD 06-10 PSC Medical Expense Payment Responsibility 7 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).

End of Provision