



## Request for Personal Service Contractor

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

Position Title: Support Relief Group Humanitarian Advisor (Multiple Positions)  
Solicitation Number: SOL-OFDA-15-000083  
Salary Level: GS-13 Equivalent: \$73,115 - \$95,048  
(Hourly Rate: \$35.03 - \$45.54) (Daily Rate: \$280.24 - \$364.32)  
Issuance Date: September 16, 2015  
Closing Date: October 14, 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 Support Relief Group Humanitarian Advisor 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.
3. USPSC Application form AID 302-3. Applicants are required to complete and sign the form.

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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 emailed to:

**OFDA Recruitment Team**

E-Mail Address: [recruiter@ofda.gov](mailto:recruiter@ofda.gov)

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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- 1. SOLICITATION NO.:** SOL-OFDA-15-000083
- 2. ISSUANCE DATE:** September 16, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** October 14, 2015, 5:00 P.M. Eastern Time (Deadline Extended)
- 4. POSITION TITLE:** Support Relief Group Humanitarian Advisor (Multiple Positions)
- 5. MARKET VALUE:** GS-13 equivalent \$73,115 - \$95,048 (Hourly Rate: \$35.03 - \$45.54) (Daily Rate: \$280.24 - \$364.32) - not eligible for locality pay). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** 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:** One (1) year with four (4) one-year options

**STATEMENT OF LIMITATIONS ON PERIOD AND PLACE OF PERFORMANCE:**

The purpose of this contract is to establish an employee/employer relationship with the contractor to perform services on a temporary, on-call, basis as part of the SRG. OFDA intends to contract for these services for a maximum of 250 days per calendar year. Activation days vary but will not exceed 250 days during each contract year.

The level of effort anticipated under this contract will be provided within the terms of this contract at times mutually agreed to by OFDA and the contractor. Upon identification of a temporary need within the scope of work, OFDA will contact the contractor and provide the following information:

1. Date contractor is needed to report to OFDA or assignment in the field
2. Duration of Assignment
3. Place of Performance

The contractor will notify OFDA within 24 hours of availability. At the time the contractor accepts the assignment, he/she is expected to commit for the duration of the assignment. While the contractor will be required to commit to a certain time period, it is understood that the exigencies of a disaster may require the assignment to be extended (not to exceed 250 days). The contractor shall notify OFDA at the time of commitment if their existing schedule would preclude an extension. Notification of schedule conflicts shall not necessarily disqualify the contractor from the assignment but will simply assist OFDA in recruiting a replacement. Subsequently, if the contractor agrees to an extension of the duration of a particular assignment, thereafter, the contractor will be required to give OFDA 10 days' notice for release from the assignment.

- 7. PLACE OF PERFORMANCE:** Worldwide

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**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. OPS maintains readiness to respond to emergencies through several mechanisms, including managing Search and Rescue Teams (SAR), coordinating and supporting Disaster Assistance Response Teams (DARTs), and Washington-based Response Management Teams (RMTs), to ensure OFDA's capacity to execute and coordinate U.S. Government (USG) humanitarian assistance and response to natural disasters and complex emergencies. OPS performs these functions through four teams, namely, the Disaster Assistance Support Team (DASP), Operations Support Team (OST), Overseas Administration Team (OAT), and the Military Liaison Team (MLT). OPS provides technical guidance and expertise in Disaster Logistics, Search and Rescue, Operations Center Management, Military Liaison, and Consequence Management. It also provides overseas support to OFDA offices and personnel and to other sectors necessary to ensure OFDA's capacity to execute and coordinate USG humanitarian assistance and response to natural disasters and complex emergencies.

The Program Support (PS) Division provides operational management support, including general administration, budget and financial services, procurement planning, information technology (IT), human resources management including staff care, and contract and grant administration support to OFDA. 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

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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**

Support Relief Group (SRG) is a program developed by OFDA to satisfy its growing need for surge capacity. The primary roles of SRG contactors include intermittent backfill for permanent staff overseas, cover vacancies domestically, and to respond to numerous disasters worldwide in a timely manner. Currently, about half of all SRG activations are domestic and half overseas in various capacities.

The SRG program brings on board select candidates who work for discrete periods, on an intermittent basis for no more than 250 days per calendar year, and can be deployed within hours to facilitate OFDA's response to disasters, or to backfill staff in Washington and other locations. SRG staff can be used for as little as a day or up to several months at a time. SRG positions are contracted for an initial period of one year with the option to extend up to five years.

The SRG program is managed by the OAT in OFDA's OPS Division. This team maintains information for all SRG personnel, providing information to the rest of OFDA on their availability, skills and previous OFDA experience. OAT assists the program offices within OFDA in choosing the best qualified SRG for any specific task, and provides administrative and personnel support to existing SRG. Each SRG position will provide enhancement to the OFDA team according to his/her skills. They will be considered part of OFDA/Washington resources that can be deployed worldwide. At times they may also be a resource for the DCHA Bureau. Foreign language ability in one or more major world languages is preferred.

OFDA provides non-food humanitarian assistance in response to international crises and disasters. The HPGE Division serves as the principal focal point for humanitarian policy

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development, engagement and institutional relationships with international organizations and other donor governments. HPGE tracks trends and policy developments in the humanitarian assistance field; engages in policy discussion with other donors and multilateral agencies; recommends strategies for action to the DCHA Bureau; initiates policy and internal guidance for the organization; maintains global relationships with implementing partners; leads OFDA's communications and social media outreach; and serves as the primary interlocutor on strategic issues with OFDA's other federal partners on global issues and interagency training. The SRG Humanitarian Advisor position will be part of the division, serving as an integral part of the team, closely coordinates with other parts of the USG community on humanitarian issues. The position assists in planning DCHA strategies and responses to humanitarian crises; advocates and educates on humanitarian issues; provides guidance on policy issues; prepares key briefings and guidance; and manages the policy team.

**OBJECTIVE**

OFDA needs to maintain a roster of SRG personnel to meet its surge capacity objectives, including individuals with expertise in humanitarian policy and engagement with the international humanitarian architecture to provide expert level support to OFDA in Washington, DC, as well as overseas operations at USAID Missions and Embassies worldwide.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

**DUTIES AND RESPONSIBILITIES**

The requirement can be based either in Washington or overseas, but will be most likely utilized to backstop within the U.S. The position is required in order to provide additional staff resources during times of heavy workloads within the HPGE Division.

The HPGE SRG Humanitarian Advisor may perform the following tasks as needed by OFDA:

- Research, analyze and develop policy recommendations on specific issues and matters relating to humanitarian affairs, in partnership with HPGE.
- Represent OFDA in international and USG interagency forums on disaster response and humanitarian issues.
- Represent OFDA at donor meetings covering a broad range of humanitarian issues; provide DCHA with analysis related to specific relations with the UN system.
- Assist in conducting specialized humanitarian training on the international humanitarian architecture.
- Attend various international humanitarian meetings, including meetings with UN agencies, NGOs, donors, and other country representatives and provide authoritative information and views to formulate humanitarian policies and coordinate strategies on policy issues.
- Work cooperatively with relevant USG offices and serve as an expert point of contact for these groups in the area of humanitarian affairs.
- Represent USAID on specific humanitarian issues of concern with IOs and NGOs.
- Work with counterparts in other donor organizations at senior levels to exchange information.

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- Coordinate with other federal agencies on international disaster responses and plan and organize regular meetings on disaster response and disaster risk reduction with the USG interagency.
- Provide expert level support to HPGE humanitarian policy, training and interagency teams and serve as a backup staff resource to OFDA's domestic and internationally-based staff.
- Engage in appropriate training either as a participant and/or trainer.
- May serve in the Coordination Section on RMTs, which comprises the strategic engagement functions of the RMT in support of USAID's disaster response strategy, or in other capacities as appropriate.
- May serve on DARTs which may require immediate (within 24 hours) deployment overseas for an extended period of time.

**SUPERVISORY RELATIONSHIP:**

During activation, day to day work is under the general supervision of the Deputy Division Director or designee within the HPGE Division. The contractor will also take administrative direction from and report to the OAT Leader or his/her designee and the person designated as his/her supervisor in the Staffing Authorization.

**SUPERVISORY CONTROLS:**

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.

**13. POINT OF CONTACT:** See Cover Letter.

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**EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION**

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

Bachelor's degree with significant study in or pertinent to the specialized field (including but not limited to international relations, human rights, economics, public health, disaster management, public policy or a related field) plus seven (7) years of progressively responsible experience working in emergency relief, humanitarian assistance, and on humanitarian policy issues. Two (2) years of which should include working directly on response issues. Experience working for the USG or with an international organization is strongly preferred.

**OR**

Master's degree with significant study in or pertinent to the specialized field (including but not limited to international relations, human rights, economics, public health, disaster management, public policy or a related field) plus five (5) years of progressively responsible experience working in emergency relief, humanitarian assistance, and on humanitarian policy issues. Two (2) years of which should include working directly on response issues. Experience working for the USG or with an international organization is strongly preferred.

**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.
- 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.
- Ability to obtain a Department of State medical clearance.
- Satisfactory verification of academic credentials.

**QUALITY RANKING FACTORS (QRFs)**

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

QRF #1 Proven ability in providing guidance in the area of humanitarian policy. Demonstrated ability to influence a member or members of the international humanitarian community related to a policy or a related issue;

QRF #2 Demonstrated knowledge of and experience in working within the international humanitarian architecture;

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- QRF #3 Proven knowledge and experience with USG policy and regulations for responses to natural disasters and complex emergencies overseas, as well as experience with USG systems and structure;
- QRF #4 Proven experience working with and/or coordinating with a diverse array of individuals and organizations within the international community;
- QRF #5 Proven ability to work in a high-visibility, high-pressure, and dynamic environment, where attention to detail is critical. Ability to maintain flexibility, multi-task, manage competing priorities, and meet aggressive deadlines; and
- QRF #6 Proven ability to represent your organization/employer. Proven oral and written communications skills, including negotiating agreements on humanitarian issues.

**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.

**The Applicant Rating System is as Follows:**

QRFs have been assigned the following points:

- QRF #1 – 9 points
- QRF #2 – 9 points
- QRF #3 – 8 points
- QRF #4 – 8 points
- QRF #5 – 6 points
- QRF #6 – 5 points

Interview Performance – 35 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.

**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 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](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

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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:** If the full medical clearance package is not submitted within two months after offer acceptance, the offer may be rescinded. If a Department of State medical clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

**NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION**

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS**

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)  
[https://www.acquisition.gov/far/current/html/52\\_200\\_206.html](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**

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.

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**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.

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**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

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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