



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: Disaster Operations Advisor (Multiple Positions)

Solicitation Number: SOL-OFDA-16-000006

Salary Level: GS-14 Equivalent: \$107,325 - \$139,523

Issuance Date: November 9, 2015

Closing Date: December 7, 2015

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 Disaster Operations Advisor (DOA) 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. Form AID 302-3. Applicants are required to complete and sign the form.

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

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 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 Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

Solicitation for USPSC Disaster Operations Advisor (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OFDA-16-000006
- 2. ISSUANCE DATE:** November 9, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 7, 2015 at 5:00 P.M. Eastern Time
- 4. POSITION TITLE:** Disaster Operations Advisor
- 5. MARKET VALUE:** GS-14 equivalent (\$107,325 - \$139,523 - 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 Teams (DARTs), and Washington-based Response Management Teams (RMTs), to ensure

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

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, 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 staff that 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.

INTRODUCTION

Disaster Operations Advisors (DOAs) play a central role in the U.S. Government's (USG's) disaster response, humanitarian assistance, and disaster risk reduction programs. Their core function is to lead, manage, or support OFDA portfolios which require significant USG policy

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

engagement and humanitarian program management. They are members of regionally focused humanitarian response teams consisting of a Senior Regional Advisors, Senior Humanitarian Advisors, Program Officers, Field Monitors, Team Leaders, Deputy Team Leaders, Disaster Operations Advisors and Specialists, and /or Program Assistants

DOAs are part of Africa Division and will be assigned to one of two regional teams covering the following areas: Southern, Western and Northern Africa (SWAN), East and Central Africa (ECA) and Sudan. Each regional team is managed by the Division Director or Team Leader.

OBJECTIVE

OFDA requires the services of a DOA in order to enhance its capability to manage its portfolios and effectively respond to international crises and disasters.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

Working under the guidance and supervision of the Africa Division Director and Team Leaders, the DOA will assist the Africa Division in managing complex and high profile responses, building and retaining staff capacity, and filling critical leadership requirements within the office. The DOA will lead, manage, or support OFDA portfolios which require significant USG policy engagement and humanitarian program management. DOA's can expect to move between portfolios depending on the changing nature of OFDA's humanitarian engagement in specific crises. The DOA will work in close collaboration with a program team that may include Senior Regional Advisors, Senior Humanitarian Advisors, Program Officers, Field Monitors, Disaster Operation Specialists, and /or Program Assistants, depending on the portfolio assigned. A significant amount of travel will be required as outlined below. The DOA will perform the following functions:

Leadership:

- Serve in leadership positions such as a Team Leader or Deputy Team Leader on field-based response teams for up to 90 days
- Serve in leadership positions such as a Team Leader or Deputy Team Leader on headquarters-based response teams for extended periods of time up to one year.
- Provide training and mentoring to Disaster Operations Specialist and Program Assistants on the portfolio management, representation, and contextual specialty functional areas outlined below.
- Participate, as assigned, in a wide range of office wide policy, process, and strategic initiatives to ensure Africa division priorities and operating realities are reflected in outcomes. Actively solicit and consolidate feedback from the division on these initiatives and work with the Africa Division Director, Team Leaders, and Deputy Team Leaders to identify the divisions strategic interests and creative ways to create solutions that are beneficial to the division as well as the office. Ensure the division is regularly updated on the progress of these initiatives.

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

Representation:

- Represent OFDA at senior levels within the USG and humanitarian stakeholders to humanitarian concerns and priorities from the OFDA perspective through oral and written briefings, as well as coordination and policy development meeting to include the following:
 - Meetings with individual and groups of implementing partners discussing programmatic priorities, objectives, progress, results, and challenges;
 - Discussions, meetings, and papers informing USG foreign policy in areas with humanitarian concerns or impacts;
 - USG Interagency forums;
 - Coordination mechanisms with the DCHA bureau and USAID.
- Provide representation support outlined above when assigned in a leadership role on a response team, as well as to provide ad-hoc representational support to the division as needed.

Portfolio Management:

- Directly manage complex humanitarian award portfolios, oversee staff managing award portfolios, and/or provide guidance on portfolio management, as needed, to include:
 - Maintain AOR certification and current understanding of OFDA's implementation of federal, agency, and office-level acquisition and assistance regulations and policies;
 - Work with implementing organizations regarding project proposals submitted for OFDA funding to ensure proposals meet OFDA's program objectives and grant guidelines;
 - Prepare all documentation to obtain timely grant project approval. This will involve properly inputting data various information management systems;
 - Ensure AOR functions are properly carried out;
 - Track program reports from grantees and ensure reports are received in a timely manner; review program reports to ensure that program objectives have been achieved; collate input from report for feedback to grantee, and share reports with regional team member, as appropriate;
 - Upon completion of programs, close out awards according to Agency policies, identifying funds for de-obligation and/or equipment for disposition;
 - Expedite the flow of programmatic and other documents through the clearance process
- Provide regional support as needed to OFDA field operations to include monitoring of OFDA programs, assessments, strategy development and general field office coverage.
- Assist the Team Leader and Deputy Leader in managing the strategy development process for the region, monitoring program funding and implementation against established strategies, and actively participating in strategy-related activities for the region.
- Serve as a resource for program-related planning efforts such as event and scenario- based contingency planning; budget development and planning, and ad-hoc program strategy development.

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

Contextual Specialty:

- Develop and maintain knowledge of the key humanitarian and disaster risk reduction issues associated with the assigned responses.
- Maintain an in-depth understanding of political, humanitarian, organizational, and stakeholder interests specific to the region of responsibility.
- Monitor incipient disasters, international disaster response plans and efforts, and major humanitarian issues and challenges in the area of responsibility through a wide range of USG and international sources.
- Assist in identifying humanitarian issues, priorities, lessons learned, and opportunities in the region of responsibility and applying those to program strategy development and implementation.
- Prepare and/or provide substantive assistance in the preparation of, regular strategic and analytical reports on current or anticipated emergencies, as well as comprehensive preparedness documentation on assigned countries.

General Duties:

- In leadership, planning, or program positions on response teams, assessment teams, or to provide coverage for field offices with field travel required at approximately 50% time and individual deployments of 90 days;
- 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.
- Serve as the OFDA after-hours duty officer on a rotational basis, for approximately one week every six months; and
- As needed, serve on Disaster Assistance Response Teams (DARTs) which may require immediate (within 24 hours) deployment overseas for an extended period of time.

SUPERVISORY RELATIONSHIP:

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

SUPERVISORY CONTROLS:

Supervisor provides administrative directions in terms of broadly defined missions or functions. The USPSC independently plans, designs and carries out programs, projects, studies or other work. Results are considered authoritative and are normally accepted without significant change.

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

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

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.

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

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, political science, and disaster management) and at least nine (9) years of relevant work experience with the USG, Private Voluntary Organization (PVO/NGO, IO or UN Agency. Such experience must have a humanitarian focus and include responsibility in determining budget levels, selecting programs for funding, and/or managing and evaluating funded programs in a results type framework. Experience must include five (5) years of cumulative field work (foreign or domestic) in international humanitarian assistance and/or disaster response needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

OR

Master's Degree with significant study in or pertinent to the specialized field (including but not limited to international relations, political science, and disaster management) and at least seven (7) years of relevant with the USG, Private Voluntary Organization (PVO/NGO, IO or UN Agency, such experience must have a humanitarian focus and include responsibility in determining budget levels, selecting programs for funding, and/or managing and evaluating funded programs in a results type framework. Experience must include five (5) years of cumulative field work (foreign or domestic) in international humanitarian assistance and/or disaster response needs assessment, analysis, emergency relief program operations, or post-emergency rehabilitation.

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. Completed and signed.
- Ability to obtain and maintain a Secret up to Top Secret/Sensitive Compartmented Information level clearance.
- Ability to obtain a Department of State medical clearance.
- Satisfactory verification of academic credentials.

APPLICANT RATING SYSTEM

The applicant rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

Professional Experience (10 points):

- Experience managing humanitarian interventions in an international disaster context across the entire disaster management cycle to include emergency response, early recovery and transition, disaster risk reduction, and resilience.
- Specific experience managing humanitarian interventions including needs assessment, strategy development, budget management, resource prioritization, program development, and program management.

Skills and Abilities (10 points)

- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with host governments at senior levels in the midst of humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with other donors and diplomatic missions at senior levels in the midst of international humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with international and national non-governmental humanitarian partners at senior levels in the midst of humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to effectively achieve humanitarian objectives within the USG at senior levels, including with DOD, Embassies, Members of Congress, and senior executive branch staff the midst of international humanitarian crisis situations.

Leading Teams Experience (10 points)

- Demonstrated experience leading teams of varied nationalities and cultural backgrounds working in a constant state of complex, international humanitarian crisis.
- Experience leading a diverse team of program, technical, and administrative staff, including senior U.S. professionals, working in a constant state of in complex, international humanitarian crisis.

Interview Performance (50 points)

Satisfactory Professional Reference Checks (20 points)

Total Possible Points: 100

BASIS OF RATING: Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated in accordance with the Applicant Rating System. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

Applicants are required to address each factor of the Applicant Rating System in their resume, describing specifically and accurately what experience, training, education and/or awards 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 Applicant Rating System factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

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.

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. 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

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

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. If Sensitive Compartmented Information (SCI) access is not obtained within nine months after Top Secret clearance is granted, 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

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). **

Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

** 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.

5. Finger Print Card (FD-258). **

6. Employment Eligibility Verification (I-9 Form). **

** Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

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

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

BENEFITS/ALLOWANCES:

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).

**Solicitation for a USPSC Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006**

* 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 Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

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 Disaster Operations Advisor (Multiple Positions)
SOL-OFDA-16-000006

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