



**USAID**  
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## Request for Personal Service Contractor

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

Position Title: Private Sector and Diaspora Advisor  
Solicitation Number: SOL-OFDA-16-000012  
Salary Level: GS-14 Equivalent: \$107,325- \$139,523  
Issuance Date: November 30, 2015  
Closing Date: December 21, 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 Private Sector and Diaspora (PSD) 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.**

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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, supplemental document addressing the QRFs, and USPSC Application form AID 302-3 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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Solicitation for USPSC Private Sector and Diaspora Advisor

- 1. SOLICITATION NO.:** SOL-OFDA-16-000012
- 2. ISSUANCE DATE:** November 30, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 21, 2015 5:00 P.M. Eastern Time
- 4. POSITION TITLE:** Private Sector and Diaspora 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

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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 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

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 development, engagement and institutional relationships with international organizations and

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other donor governments. The HPGE Division 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 DCHA; 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.

The Private Sector and Diaspora (PSD) Advisor serves as an integral part of the HPGE Division and will closely coordinate with other USAID Bureaus and Offices, and the Agency Community of Practice on private sector and diaspora engagement and issues. The PSD Advisor will report directly to the Program Team Leader, but will be expected to be flexible in assignments and work across the Division.

#### OBJECTIVE

OFDA requires the services of a PSD Advisor to lead OFDA's efforts in strengthening relationships with the private sector and diaspora communities in humanitarian response efforts.

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

#### DUTIES AND RESPONSIBILITIES

The PSD Advisor will lead OFDA's efforts to build and strengthen partnerships with the private sector, foundations, and diaspora communities. To accomplish this mission, the PSD Advisor will collaborate with colleagues throughout OFDA, primarily in Washington, but also with field colleagues as needed. The PSD Advisor will build strong relationships within USAID, with a particular focus on engaging with other Bureaus, including the Global Development Lab, which houses a number of initiatives focusing on driving innovation through public-private partnerships. In addition, the PSD Advisor will build relationships across the broader USG interagency, to include the Department of State, Commerce, Treasury, Defense, Health and Human Services, and the Federal Emergency Management Agency. The PSD Advisor will also collaborate regularly with the USAID's Center for International Disaster Information (CIDI), which serves as a critical liaison between OFDA and the diaspora communities whose home countries have been impacted by disasters.

The PSD Advisor will strive to build public-private partnerships with local and international companies, as well as business associations and other private sector entities in the realm of disaster response and disaster risk reduction. He or she will provide critical analysis related to private sector engagement with OFDA's work, and will serve as a key source of information on issues related to interactions with the business community and with issues involving the diaspora.

In addition to the core duties described above, the PSD Advisor will be asked to serve in critical coordination roles on RMTs in Washington, or may be asked to deploy for limited periods overseas to DARTs.

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While serving on DARTs and RMTs, the Private Sector and Diaspora Advisor will report through the DART/RMT chain of command, but will also be expected to coordinate closely with the HPGE Division. While not serving on a DART or RMT, the Private Sector and Diaspora Advisor will report directly to the Humanitarian Policy Team Leader.

The position requires experience with and a thorough understanding of the international humanitarian assistance environment, operations, related policies, regulations, and inter-relationships between the USG, donor, private sector, and other international organizations.

The PSD Advisor's duties and responsibilities will include the following:

- Independently plan, design and carry out programs, projects, studies or other work. Results are considered authoritative and are normally accepted without significant change.
- Provide information to the private sector on partnering with USAID in humanitarian response, and disaster risk reduction efforts. Evaluate innovative and new approaches from all levels of the private sector network (including large corporations, small businesses, trade associates, etc.) with the aim of providing high quality services and products that can contribute to OFDA's humanitarian goals.
- Promote best practices in private sector engagement in the field of humanitarian assistance through compilation and sharing of lessons learned; improve decision-making based on these lessons learned.
- Develop guidance for the private sector seeking business opportunities with USAID in response to crises.
- Develop protocols and standard operating procedures to increase RMT and DART ability to effectively engage with the private sector.
- Establish and maintain strong relationships and formal partnership agreements (where valuable and appropriate) with private sector entities in close coordination with USAID's Global Relationship Manager program, based on a mutual understanding of roles and responsibilities, as well as assessed needs of communities, and core competencies of the sectors involved.
- Initiate and maintain strong working relationships with private sector and diaspora stakeholders in order to promote understanding of humanitarian principles and best practices and coordinate disaster response activities.
- Liaise closely with the USAID's Global Development Lab, Center for Transformational Partnerships to access private sector engagement tools and resources and customize them, when possible, for a humanitarian response context. Coordinate with USAID's Communities of Practice focused on private sector engagement and diaspora engagement pertaining to humanitarian issues, in close coordination with USAID CIDI. Work with other USAID stakeholders to ensure complementarity, including participation in sector or geographic focused partnership communities of practice as is timely and appropriate.
- Provide input into USAID annual and special reporting and lessons learned on Agency private sector and diaspora engagement.
- Develop strong understanding of and facility with USAID's partnership and private sector engagement authorities and approaches, including but not limited to: The Global Development Alliance (GDA), the Development Credit Authority (DCA), Memoranda of

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Understanding (MOUs), Letters of Intent (LOIs), Gift Authority, and Multi-Stakeholder Alliances.

- Initiate and maintain strong working relationships with the UN and other donor countries in order to coordinate disaster response activities in the area of private sector and diaspora engagement. In close coordination with other teams within the HPGE Division, work with counterparts in other donor organizations to exchange information, establish meetings on specific issues, contribute to publications, collaborate to jointly advance the humanitarian sector's effectiveness in engaging private sector and diaspora stakeholders and collect information on training opportunities; coordinate these activities with relevant USAID officers.
- In collaboration with USAID CIDI, advise OFDA staff on issues regarding in-kind donations and requests for USG support and information sharing from private and public interest groups, including those formed on an ad hoc basis during disaster assistance operations.
- Develop and maintain cooperative working relationships with relevant USG interagency offices and serve as an expert point of contact for these groups in the area of public-private partnerships related to humanitarian response, and outreach to diaspora communities.
- Anticipate the needs of the organization regarding developments in the areas of humanitarian private sector engagement or engagement with diaspora communities, and prepare analyses, briefings, documents and meetings as required.
- Organize and/or attend various meetings with private sector stakeholders, NGO, UN, other donors, and members of various diaspora communities, to provide authoritative information and views related to public-private partnership opportunities, and strategic planning for disaster response and risk reduction.
- Liaise closely with the USAID-State Department International Diaspora Engagement Alliance (IDEA), which works with diaspora communities around the globe to promote sustainable development. In line with the USAID's Resilience efforts, work with these development partners to enhance the outreach of these programs and improve disaster risk reduction and response efforts through the engagement of diaspora communities.
- Represent USAID at meetings with the private sector, UN, international organizations, and other donors and other conferences sponsored by members of the international community, and provide guidance and advice on USG positions related to the private sector and diaspora community. Make recommendations to the appropriate officials in USAID.
- Work closely with USAID CIDI on issues related to diaspora and outreach, particularly related to ongoing emergencies.
- In collaboration with other parts of USAID and as part of a senior team working in the HPGE Division, interact with State Department colleagues on developing strategies related to private sector and diaspora communities on humanitarian assistance issues. Provide senior leadership with analysis and guidance on these issues as required.
- Serve, as needed, on 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.
- Serve, as needed, on DARTs which may require immediate (within 24 hours) deployment overseas.

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**SUPERVISORY RELATIONSHIP:**

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

**SUPERVISORY CONTROLS:**

Supervisor provides administrative directions in terms of broadly defined missions or functions. 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**

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 study in, or pertinent to, the specialized field of, but not limited to, international relations, economics, business management, and nine (9) years of professional experience, of which five (5) have been in the private sector, including, but not limited to, two (2) years with emergency relief, disaster risk reduction, disaster preparedness or international development. Experience working with an international organization strongly preferred.

OR

Master's degree with study in, or pertinent to, the specialized field of, but not limited to, international relations, economics, business management, and seven (7) years of professional experience, of which five (5) have been in the private sector, including, but not limited to, two (2) years emergency relief, disaster risk reduction, disaster preparedness or international development. Experience working with an international organization 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/Sensitive Compartmented Information level clearance as provided by USAID.
- 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 experience in the private sector. Demonstrated knowledge of the private sector and diaspora communities' engagement in humanitarian response efforts. Additional experience working with diaspora communities is preferred.

QRF #2 Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with senior representatives from private sector, diaspora community, other donors, USG interagency, and/or USAID.

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- QRF #3      Excellent written communication skills as demonstrated through the preparation of concise, clear, compelling and grammatically sound documents describing a position or situation.
- QRF #4      Demonstrated ability to consistently and independently perform in a high-pressure environment; strong work ethic and ability to initiate, develop and manage multiple projects simultaneously; excellent personal organization, facilitation, meeting planning, and team skills.
- QRF #5      Demonstrated understanding of humanitarian principles and international humanitarian system concepts and 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 – 40 points

    QRF #1 – 15 points

    QRF #2 – 10 points

    QRF #3 – 5 points

    QRF #4 – 5 points

    QRF #5 – 5 points

Interview Performance Round 1 – 10 points

Interview Performance Round 2 – 30 points

Satisfactory Professional Reference Checks – 20 points

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**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 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. 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](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**

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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.

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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