**Request for Personal Service Contractor**

**USAID Office of U.S. Foreign Disaster Assistance**

Position Title: Support Relief Group (SRG) – Shelter and Settlements Advisor (Intermittent PSC)

Solicitation Number: SOL-OFDA-14-000014

Salary Level: GS-14 Equivalent Hourly Rate: $40.58 - $52.76

(Equivalent Daily Rate: $324.64-$422.08)

Issuance Date: December 20, 2013

Closing Date: January 21, 2014

Closing Time: 5:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Support Relief Group (SRG) - Shelter and Settlements Advisor under a personal services contract, 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 and 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.

1. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.

**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the QRFs must be mailed, delivered, faxed, or emailed to:

GlobalCorps

529 14th Street, NW, Suite 700

Washington, DC 20045

E-Mail Address: srgshelter@globalcorps.com

Facsímile: (202) 315-3803

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. Any questions on this solicitation may be directed to:

Allison Moses or Natalie Barton

Telephone Number: (202) 661-9366 or (202) 661-9381

E-Mail Address: srgshelter@globalcorps.com

Website: www.globalcorps.com

Facsímile: (202) 315-3803

Sincerely,

Michael Clark

Contracting Officer

Solicitation for U.S. Personal Service Contractor (PSC) Support Relief Group (SRG) – Shelter and Settlements Advisor (Intermittent PSC)

**1. SOLICITATION NO.:** SOL-OFDA-14-000014

**2. ISSUANCE DATE**: December 20, 2013

**3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS**: January 21, 2014, 5:00 pm EST

**4. POSITION TITLE**: Support Relief Group (SRG) – Shelter and Settlements Advisor

**5. MARKET VALUE**: GS-14 Equivalent Hourly Rate: $40.58 - $52.76 (Equivalent Daily Rate: $324.64-$422.08). 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.**

**6. PERIOD OF PERFORMANCE:** One (1) year, with four (4) option years

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 Support Relief Group (SRG). It is the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) / Office of U.S. Foreign Disaster Assistance (OFDA)'s intent to contract for these services for a maximum of 250 days per calendar year.

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

1. Date contractor is needed to report to DCHA/OFDA or assignment in the field

2. Duration of Assignment

3. Place of Performance

The contractor will notify DCHA/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 DCHA/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 DCHA/OFDA 10 days’ notice for release from the assignment.

**7. PLACE OF PERFORMANCE:** Worldwide

**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 three divisions. The Disaster Response and Mitigation Division (DRM) is 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. This division also oversees OFDA's non-response efforts in disaster risk reduction. DRM also coordinates with other organizations for the provision of relief supplies and assistance. DRM devises, coordinates, and implements program strategies for a variety of natural and human-caused disaster situations. It encompasses a group of technical sector specialists who provide expert capability in assessing the quality of disaster response and disaster risk reduction activities. The Program Support Division (PS) provides programmatic and administrative support including budget/financial services, procurement planning and guidance, contracts and grants administration, and communication support for OFDA’s Washington and field offices. 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 the Washington-based Response Management Teams (RMTs) as needed.

The Technical Assistance Group (TAG) within DRM was created in order to provide OFDA with a skilled cadre of technical experts in a variety of fields relevant to its disaster response and risk reduction activities. It is divided into a number of subgroups that include but is not limited to Food Security, Health, Most Vulnerable Populations, and Natural Hazard groups.

INTRODUCTION

The Support Relief Group (SRG) is a program developed by OFDA to satisfy its growing need for surge capacity.  In response to numerous disasters worldwide, it became clear that OFDA could not find, in a timely manner, adequate staff to cover all positions in the field and in Washington, and to backfill for permanent staff deploying to the field.  The SRG program brings on board select candidates who could work on a part-time basis, for no more than 250 days per calendar year, and who can be deployed within hours to facilitate OFDA’s response to disasters, or to backfill staff in Washington and other locations.  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 Overseas Administration Team (OAT) in OFDA/OPS. This team maintains a database for all contracted Support Relief Group staff and provides information to the rest of the office 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 incumbent 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.

Activation of the SRG Shelter and Settlements Advisor will be coordinated with OFDA/TAG. USAID/OFDA activities are intended to minimize the adverse impacts of natural hazards by reducing vulnerability to disasters, increasing regional, national and local capacity to prepare for and respond to disasters, and enhancing the resiliency of vulnerable groups and communities to recover from recurrent natural disasters.

OBJECTIVE

OFDA requires a SRG Shelter and Settlements (S&S) Advisor who will provide OFDA with additional expert technical assistance in all aspects of shelter and settlements sector activities such as assessment, strategic policy and programming development, linkage of shelter and settlements issues, implementation and monitoring, and evaluation.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

DUTIES AND RESPONSIBILITIES

The Support Relief Group (SRG) – Shelter and Settlements Advisor's responsibilities will include the following:

* Conduct initial sector-specific assessments and make expert technical recommendations for appropriate activities, both for the initial disaster response phase and for longer-term disaster risk reduction related to shelter and settlements sector activities.  Assessments may be conducted at the local, regional, sub-regional, or national level, and may be related to disaster response or to comprehensive strategy development.
* Actively represent USAID/OFDA in emergency shelter sector discussions and activities, serve as a USG shelter and settlements sector resource person, and display expert technical and organizational leadership in sectoral activity commensurate with the role as a primary resource person for shelter and settlements.
* Contribute to OFDA thinking on shelter and settlements sector activities, formulate shelter and settlements sector strategies and recommendations, and provide technical support for OFDA field offices, other offices within USAID, and to OFDA’s Technical Assistance Group (TAG).  Exercise independent judgment and decision-making related to shelter and settlements activities, both in the U.S and in the field.
* Facilitate and coordinate actual U.S. Government emergency response activities within the shelter and settlements sector with the USAID Mission, other donor agencies, and the U.S. Embassy.
* Liaise with other humanitarian organizations (UN, NGOs, IOs) and host governments to coordinate OFDA activities within the shelter and settlements sector with those of the wider humanitarian community.
* Provide coordination and managerial oversight of OFDA-funded shelter and settlements technical activities to ensure the proper use of OFDA program funds.
* Provide technical review of submitted proposals and/or concept notes to ensure that proposed activities and programs align with best practice in the shelter and settlements sector.
* Monitor and evaluate OFDA-funded shelter and settlements sector activities in relation to other sectors (e.g., livelihoods, Disaster Risk Reduction, WASH, etc.).  Work requires extensive experience in and understanding of integration with other sectors (e.g., protection, livelihoods, environment, WASH, health, disaster risk reduction, etc.), as well as experience and understanding of transitional, recovery, and reconstruction issues related to shelter and settlements.
* Prepare written and oral reports on shelter sector activities and issues.

* Conduct or support studies to examine market conditions for building materials and non-housing portions of the building stock in affected areas.  Apply new developments in the shelter and settlements sector to OFDA programming.
* Facilitate workshops and lead trainings on shelter and settlements to build capacity of OFDA and its partners.
* Coordinate shelter and settlements sector activities across a wide range of actors (UN, NGOs, governments, etc.) to ensure consistency of programming.
* Provide shelter and settlements assessments following a disaster and decide on sector strategy and programming.
* Serve on Disaster Assistance Response Teams (DARTs) which may require immediate (within 24 hours) deployment overseas for an extended period of time, Response Management Teams (RMTs) which provides services and support to DARTs deployed in response to disasters and assessment teams. Responsible for leading teams or guiding and coordinating the work of other technical staff in the shelter and settlements sector.
* Work entails engagement and representation at local, national, international, and academic fora, and with host country officials and civil society organizations, as well as other related activities, to include training and publication as part of education and outreach.

SUPERVISORY RELATIONSHIP:

The incumbent will take direction from and report to the TAG supervisor or his/her designee. The incumbent will also take administrative direction from and report to the Overseas Administration Team Leader or his/her designee.

SUPERVISORY CONTROLS:

Supervisor provides administrative directions in terms of broadly defined missions or functions. Employee 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 Disaster Assistance Response Teams (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 Disaster Assistance Response Teams (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.

**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 urban and regional planning, architecture, civil engineering, emergency construction, or economic development) plus **nine (9) years** of progressively responsible experience working in humanitarian relief and response, of which at least **three (3) years** were obtained overseas in the shelter and settlements sector.

**OR**

Master’s degree with significant study in or pertinent to the specialized field (including but not limited to urban and regional planning, architecture, civil engineering, emergency construction, or economic development), plus **seven (7) years** of progressively responsible experience working in humanitarian relief and response, of which at least **two (2) years** were obtained overseas in the shelter and settlements sector.

**SELECTION FACTORS**

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

* Applicant is a U.S. Citizen;
* Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
* Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
* Ability to obtain and maintain a SECRET up to a TOP SECRET level security 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 Describe your relevant work experience within the shelter and settlements sector, including any livelihood and disaster response/preparedness/ mitigation activities related to shelter and settlements;

QRF #2 Discuss your previous shelter and settlements sector experiences serving with the USG, an NGO, or other entity while working in a disaster or humanitarian relief situation overseas;

QRF #3 Discuss your experiences with program development, assessment, strategic planning**,** training, and/or administrative coordination in shelter and settlements sector activities;

QRF #4 Discuss your ability to work with a diverse array of individuals and organizations involved in shelter and settlements sector activities, including U.S. Government agencies (e.g., USAID, State Department, Department of Defense, CDC, NOAA, USGS), international organizations, non-governmental organizations, and UN agencies, and include any relevant experience.

**BASIS OF RATING:** Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the Quality Ranking Factor (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, education and/or awards they have received that are relevant 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 and/or Quality Ranking Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

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

QRFs have been assigned the following points:

QRF #1 – 15 points

QRF #2 – 15 points

QRF #3 – 12 points

QRF #4 – 8 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

**Total Possible Points: 100**

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 phases 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 and 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.

1. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.

Additional documents submitted will not be accepted.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any email.

**DOCUMENT SUBMITTALS**

**Via mail**: GlobalCorps, 529 14th Street, NW, Suite 700, Washington, DC 20045

**Via facsímile**: (202) 315-3803

**Via email**: srgshelter@globalcorps.com

**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.

**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 found at:

<http://www.usaid.gov/forms/> or at <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml>

1. Optional Form 612.

2. Medical History and Examination Form (DS-6561).

3. Questionnaire for Sensitive Positions (for National Security)

(SF-86), or

4. Questionnaire for Non-Sensitive Positions (SF-85).

5. Finger Print Card (FD-258).

Forms 1 through 5 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://www.usaid.gov/work-usaid/aapds-cibs#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.

**FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS**

FAR Clause 52.222-50 is hereby incorporated as Attachment 2 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.

**ATTACHMENT 1**

**Acquisition & Assistance Policy Directive (AAPD) No. 06-10**

**PSC Medical Expense Payment Responsibility**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY

(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>.

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. “MEDICAL EVACUATION (MEDEVAC) SERVICES.”

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer’s liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled “Emergency and Irregular Travel and Transportation.” In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor’s invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual’s behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

**ATTACHMENT 2**

**FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).**

(a) *Definitions*. As used in this clause—

“Coercion” means—

(1) Threats of serious harm to or physical restraint against any person;

(2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an

act would result in serious harm to or physical restraint against any person; or

(3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or

received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of

his or her personal services or of those of a person under his or her control as a security for debt, if

the value of those services as reasonably assessed is not applied toward the liquidation of the debt

or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work

under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

(1) By threats of serious harm to, or physical restraint against, that person or another person;

(2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the

person did not perform such labor or services, that person or another person would suffer

serious harm or physical restraint; or

(3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

(1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not

enter into or continue in such conditions, that person or another person would suffer serious

harm or physical restraint; or

(2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

(1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in

which the person induced to perform such act has not attained 18 years of age; or

(2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or

services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary

servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a

person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

(1) Engage in severe forms of trafficking in persons during the period of performance of the contract;

(2) Procure commercial sex acts during the period of performance of the contract; or

(3) Use forced labor in the performance of the contract.

(c) *Contractor requirements*. The Contractor shall—

(1) Notify its employees of—

(i) The United States Government’s zero tolerance policy described in paragraph (b) of this

clause; and

(ii) The actions that will be taken against employees for violations of this policy. Such

actions may include, but are not limited to, removal from the contract, reduction in benefits,  
or termination of employment; and

(2) Take appropriate action, up to and including termination, against employees or

subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

(1) Any information it receives from any source (including host country law enforcement) that

alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in

conduct that violates this policy; and

(2) Any actions taken against Contractor employees, subcontractors, or subcontractor

employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor’s failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

(1) Requiring the Contractor to remove a Contractor employee or employees from the

performance of the contract;

(2) Requiring the Contractor to terminate a subcontract;

(3) Suspension of contract payments;

(4) Loss of award fee, consistent with the award fee plan, for the performance period in which

the Government determined Contractor non-compliance;

(5) Termination of the contract for default or cause, in accordance with the termination clause of

this contract; or

(6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor*. The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State’s Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.