**SOLICITATION NUMBER: SOL-OTI-12-000017**

 ISSUANCE DATE: December 22, 2011

 CLOSING DATE: January 13, 2012 5:00 p.m. EST

(Deadline Extended)

SUBJECT: Solicitation for U.S. Personal Service Contractor for a Senior Management Advisor, OTI Program Office located in Washington, D.C. (Intermittent PSC)

Ladies/Gentlemen:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications **(Optional Form 612 only)** from qualified U.S. citizens to provide personal services as a Senior Management 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 and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed).

**NOTE**: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

1. Supplemental document specifically addressing:

Each of the Education/Experience requirements shown in the solicitation.

Each of the five (5) Evaluation Factors shown in the solicitation.

**NOTE**: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Incomplete or unsigned applications will not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

 GlobalCorps

 529 14th Street, NW, Suite 700

 Washington, DC 20045

 E-Mail Address: srmgtadvisor@globalcorps.com

 Facsímile: (202) 403-3911 or (202) 403-3941

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:

 Marie Morse or Adrianne Johnson

 Telephone Number: (202) 706-6115 or (202) 706-6108

 E-Mail Address: srmgtadvisor@globalcorps.com

 Website: www.globalcorps.com

 Facsímile: (202) 403-3911 or (202) 403-3941

 Sincerely,

 Cristina Sylvia,

Contracting Officer

Solicitation for U.S. Personal Service Contractor (PSC) Senior Management Advisor, OTI Program Office – Washington, D.C. (Intermittent PSC)

**1. SOLICITATION NO.:** SOL-OTI-12-000017

**2. ISSUANCE DATE**: December 22, 2011

**3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS**: January 13, 2012, 5:00 pm EST (Deadline Extended)

**4. POSITION TITLE**: Senior Management Advisor

**5. MARKET VALUE**: The grade level of this position will be the equivalent of a GS-15, Washington, D.C. locality pay. The salary range of the Washington-based GS-15 equivalent is $123,758 - $155,500 per annum. 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 GS-15 pay range will not be entertained or negotiated.**

**6. PERIOD OF PERFORMANCE:** One (1) year with four (4) one-year option periods.

The Personal Services Contractor(s) hired under this contract will provide up to a maximum of 250 workdays of services on an annual basis, depending on the needs of the Office, and the availability of the USPSC.

The specific projects, as well as dates, number of days and locations to be worked will be determined by mutual agreement between the contractor and his/her OTI supervisor according to the programmatic needs of OTI.

**7. PLACE OF PERFORMANCE:** Washington, D.C.

**8. STATEMENT OF WORK**

POSITION DESCRIPTION

Background

USAID’s Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local, indigenous partners advance peace and democracy in priority conflict-prone countries by providing fast, flexible, short-term assistance targeted at key transition needs.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous local partners such as civil society groups (non-governmental organizations or informal community groups), local governments, private businesses, media groups, and others, through identification of quick-impact community self-help projects to meet urgent economic needs; development of initiatives to promote national reconciliation; re-integration of ex-combatants into civilian society; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public understanding and participation in their country’s political process.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under personal services contracts (PSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office’s programmatic goals and objectives.

For more information about OTI and its country programs please see: <http://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/>

Introduction

The Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Program Office provides OTI with strategic guidance on country-level and office-level budgeting, strategy, and program performance issues, and increases key stakeholder awareness of and support for OTI as a key instrument in carrying out U.S. foreign policy objectives. The Program Office maintains technical oversight of the Support Which Implements Fast Transitions (SWIFT) IQC and the Programming Development Quickly (PDQ) IQC, and manages coordination of programming within the Foreign Assistance (F) framework. The Program Office plays a key role in the initial country assessment process, periodic country program and management reviews, and final evaluations. The Program Office also provides support to ongoing country programs through managing country budgeting decisions and allocation of resources, and setting standards and providing guidance on strategic planning, decision-making, and implementation. In addition, the Program Office provides reports on country activities for DCHA, Office of Management and Budget (OMB), Department of State, and Congress.

The Program Office serves as a central processing point for budgetary and programmatic information, and also provides guidance and standardization of OTI and Agency-wide policies and regulations. The Program Office has regular interaction with country program teams, and reports directly to the Senior Leadership Team (SLT). The Program Office supports country program operations through improved strategic thinking, planning, and decision-making; instituting strategic budgeting; facilitating the design and procurement of new implementation mechanisms; and strengthening reporting, communications and outreach.

The Senior Management Advisor is an expert in the multitude of functions that comprise program procurement and operations for USAID’s Office of Transition Initiatives programs in the field, and also in the U.S. The Senior Management Advisor provides services which require the highest level of professionalism, knowledge, diplomacy, and expertise. This individual must be readily available to provide the required services on an intermittent basis, often on short notice with little time for preparation. OTI field offices are located in countries with complex problems, often in difficult and harsh environments, with some offices located in countries with no other USAID presence. The Senior Management Advisor reports to the Program Office Team Leader or his or her designee, and spends the majority of his or her time supporting OTI country program implementation teams in the Field and in Washington. All of the field activities supported and the majority of the headquarters activities supported are transition program implementation-focused.

OBJECTIVE

The objective of this solicitation is to provide a Senior Management Advisor to the Office of Transition Initiatives.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

DUTIES AND RESPONSIBILITIES

The work of the Senior Management Advisor requires teamwork, the exercise of discretion, judgment, and personal responsibility.  As a member of a highly visible and rapid response office, the Senior Management Advisor requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success.  The Senior Management Advisor is highly flexible and the working conditions are subject to ongoing change(s), while maintaining a professional and respectful conduct towards colleagues and authority in a diverse workforce.  S/he places a premium on the building positive relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The Senior Management Advisor is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team.  The Senior Management Advisor has a strong sense of responsibility, service-oriented, highly organized, pays close attention to detail, is able to complete administrative tasks with minimal guidance, and is able to receive and respond to constructive criticism in a professional manner.  The Senior Management Advisor is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The position requires services both in the many countries in which OTI has field offices implementing country programs, and in OTI/Washington. Specifically, the Senior Management Advisor will perform the following duties:

* Analyze procurement policy options often in situations that have no precedence. Necessary analytical skills will require highly specialized experience and thorough understanding of relevant regulations. Remain updated on latest changes to regulations;
* Provide advice on ongoing contract and procurement issues for OTI country program staff, such as suggesting and reviewing proposed formats that provide more flexible contractual review and approvals in the field, while remaining in full compliance with procurement regulations;
* Be readily available on an intermittent basis to provide OTI with advice and assistance on OTI and government management policies and systems at all levels of the organization;
* Have in-depth knowledge of assistance and acquisition as it relates to field programming to ensure maximum impact of programs while containing costs to the Agency;
* Serve as a procurement analyst for OTI transition programs in the field and in Washington;
* Perform all other duties as assigned by supervisor;
* When required, step into a range of roles, including procurement technical evaluation committees, strategic planning, and oversight roles, as well as the highest of leadership and management positions in OTI, helping to fill program and procurement implementation and management gaps to ensure that OTI programs continue to run smoothly;
* Determine and/or identify procurement and program service providers for OTI Field Teams;
* Determine appropriate actions and solutions to procurement and contractual management issues and challenges for both OTI Field and Washington Teams;
* Assess the procurement policies and procedures of OTI Washington and field offices and provide guidance and solutions to problems as appropriate;
* At times, be available as a resource for other USAID offices or USG agencies when the work corresponds with the incumbent’s experience, the scope of work, and with the clearance of the Supervisor and Office Director;
* Review all OTI current and planned procurement processes supporting country program activities, including Indefinite Quantity Contracts (IQC), Purchase Orders, Cooperative Agreements, and Small Business IQCs to determine current capabilities and to recommend changes and modifications that will improve effectiveness of procurement planning for country programs;
* Coordinate with the Office of Acquisition and Assistance (OAA) and, when necessary, with USAID field Missions to ensure that adequate analysis of procurement issues has been conducted and that appropriate solutions are supported by Agency and U.S. government contracting regulations;

* Advise on the initiation of new procurement mechanisms, including indefinite quantity contracts, cooperative agreements, purchase orders, or other procurement formats that will support OTI country program work, and will ensure that the U.S. government may utilize the most cost-effective procurement mechanisms that are appropriate for individualized situations and country program needs;
* Advise on, and if necessary coordinate, procurement activities and issues between OTI and OAA and Missions in the field, implementing partners, as well as DCHA, USAID geographic bureaus, the Bureau for Policy, Planning and Learning, and Management Bureau on occasion;
* Coordinate with the OTI Regional Team, Country Team, OAA, Mission or other USG entity to ensure that OTI field programs are able to execute country program objectives through procurement structures that are flexible and responsive to evolving needs of the country program;
* Communicate with senior USAID and Department of State officials as appropriate to affect procurement decisions directly impacting OTI programming;
* Develop relationships with USAID Mission senior management to ensure that OTI acquisition and assistance strategic planning and new initiatives related to OTI country programming are in sync with existing and new procurement policy;
* Develop and provide training modules and products for headquarters and field staff (both U.S. and foreign national as well as implementing partner staff) as needed to ensure that OTI staff have a full understanding of all Agency procurement procedures and regulations affecting their work;
* Determine or define mechanisms and levels of procurement and program support for OTI Field Teams;
* As needed, advise OTI managers on OTI and Agency procurement policies and issues and advise OTI country program staff on agency policies and regulations relating to procurement in a multitude of contexts;
* Take initiative, act independently, and manage tasks with minimal supervision. Work with supervisor to develop deadlines, projects and work to be accomplished. Supervisor will set overall objectives.

SUPERVISORY RELATIONSHIP:

The Sr. Management Advisor will take direction from and will report to the Program Office Team Lead or his/her designee.

SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

**10. PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands. During deployment on assessment teams, Country Start-Ups, 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 Assessments, Country Start-ups, 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 education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

This position calls for experience in U.S. federal government acquisition and assistance, with experience in applying this knowledge and experience toward the successful implementation of political transition programming overseas. The Senior Management Advisor must work or collaborate with OTI staff, implementing partner staff, acquisition and assistance staff, and others in order to effectively implement the OTI program.

The worldwide nature of the Office of Transition Initiatives (OTI) program requires a Senior Management Advisor who can immediately respond to the challenging and complex demands of OTI projects. The proper execution of OTI programs requires individuals with a high level of managerial and operational skills who are readily available to report for duty in either Washington or field assignments or a combination of both.

At a minimum applicants must have:

* A Bachelor’s degree in a related field with a minimum of **fifteen (15) years** procurement experience, of which **nine (9) years** must consist of experience in progressively complex operations management or administrative management positions that have included contracts and procurement, other related functions, of which **five (5) of these years** must have been overseas, working in a development context, and in a supervisory management capacity.

**OR**

* A Master's degree with significant study in or pertinent to the specialized field, including, but not limited to, international relations, business administration, and social sciences; with a minimum of **thirteen (13) years** procurement experience, of which **nine (9) years** must consist of experience in progressively complex operations management or administrative management positions that have included contracts and procurement, and other related functions, of which **five (5) of these years** must have been overseas, working in a development context, and in a supervisory management capacity.

**AND**

* Demonstrated knowledge of U.S. government acquisition and assistance regulations, especially as applied in overseas settings in developing or crisis countries.

**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 and hand-signed federal form OF-612 submitted **(see detailed instructions under "Applying")**;
* Supplemental document specifically addressing how the candidate meets each of the Education/Experience requirements, AND each of the Evaluation Factors submitted;
* Ability to obtain a SECRET level security clearance **(NOTE: Dual citizens may be asked to renounce second-country citizenship)**;
* Satisfactory verification of academic credentials.

**EVALUATION FACTORS**

(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.)

Factor #1 Demonstrated experience with Federal acquisition and assistance policies, practices and procedures in contracts and grants relating to implementation of foreign assistance activities;

Factor #2 Experience with developing or managing Indefinite Quantity Contracts (IQCs), particularly those incorporating grants under contract, in support of crisis or political transition programs overseas;

Factor #3 Demonstrated experience in providing expert guidance and training tools for grants under contract;

Factor #4 Demonstrated communications, writing, and analytical skills; and

Factor #5 Demonstrated ability to consistently and independently perform in a complex and high-pressure environment.

**BASIS OF RATING:** Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process.

Applicants are required to address each of the Evaluation Factors on a separate sheet 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 specifically address the Selection and/or Evaluation 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:**

Evaluation Factors have been assigned the following points:

Factor #1 – 20

Factor #2 – 20

Factor #3 – 15

Factor #4 – 10

Factor #5 – 05

Total Possible – 70 Points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

**Total Possible Points: 100**

The Evaluation Factors are worth 70 out of 100 points. Be sure to fully respond to each of the Evaluation Factors and include all relevant experience, training, and/or education in your responses. Sample Evaluation Factors are provided on the GlobalCorps website at [www.globalcorps.com](http://www.globalcorps.com).

The most qualified candidates may be interviewed and required to provide a writing sample. OTI will not pay for any expenses associated with the interviews. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

**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. A complete U.S. Government Optional Form 612 with hand-written signature (including OF-612 continuation sheets as needed) (downloadable forms are available on the USAID website, <http://www.usaid.gov/forms>, or at [www.globalcorps.com](file:///%5C%5Causnapnaswash01%5CDCHA.PUB%5CDCHA.OTI.PUB%5CIC%20Access%5CRecruiting%5COTI%20Templates%5CSolicitation%20Templates%5Cwww.globalcorps.com)).

**NOTE**: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

**All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 or on supplemental OF-612 continuation sheets to allow for adequate evaluation of your direct and related experience. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.**

**Dates (months/years) and locations for all field experience must also be detailed.**

1. A supplemental document specifically addressing:

 Each of the Education/Experience requirements shown in the solicitation.

 Each of the five (5) Evaluation Factors shown in the solicitation.

**NOTE**: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

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

**DOCUMENT SUBMITTALS**

**Via mail**: GlobalCorps, 529 14th Street, NW, Suite 700, Washington, D.C. 20045

**Via facsímile**: (202) 403-3911 or (202) 403-3941

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

*Please note in your document submittal where you heard about this position.*

**NOTE**: If a temporary or full secret security clearance is not obtained within four 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.forms.gov/bgfPortal/main.do>

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). \*\*

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://www.usaid.gov/business/business_opportunities/cib/subject.html#psc>

to determine which CIBs and AAPDs apply to this contract.

**AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY**

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

**BENEFITS/ALLOWANCES:**

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

BENEFITS:

Employer's FICA Contribution

Contribution toward Health & Life Insurance

Pay Comparability Adjustment

Annual Increase (pending a satisfactory performance evaluation)

Eligibility for Worker's Compensation

Annual & Sick Leave

ALLOWANCES (if Applicable).\*

(A) Temporary Lodging Allowance (Section 120).

(B) Living Quarters Allowance (Section 130).

(C) Post Allowance (Section 220).

(D) Supplemental Post Allowance (Section 230).

(E) Separate Maintenance Allowance (Section 260).

(F) Education Allowance (Section 270).

(G) Education Travel (Section 280).

(H) Post Differential (Chapter 500).

(I) Payments during Evacuation/Authorized Departure (Section 600), and

(J) Danger Pay (Section 650).

\* Standardized Regulations (Government Civilians Foreign Areas).

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

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, 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/c23002.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).