



## Request for Personal Services Contractor

### USAID Office of Transition Initiatives

Position Title: OTI Country Representative – Armenia  
Solicitation Number: 72D0T119R00023  
Salary Level: GS-14 Equivalent: \$90, 621 - \$117,810  
Issuance Date: April 9, 2019  
Closing Date: April 24, 2019  
Closing Time: 1:00 P.M. Eastern Time

Dear Prospective Offerors:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified U.S. citizens to provide personal services as a Country Representative 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. Offerors interested in applying for this position **MUST** submit the following materials:

1. Complete resume. In order to fully evaluate your offer 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 overseas 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).
  - (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.

**Note:** Your resume should contain explicit 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 explicit information to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing:  
Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

## Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023

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

- 3. USPSC Offeror Information for Personal Services Contracts form AID 309-2.** Offerors are required to complete and sign the form. This form must be physically signed. Electronic signatures will not be accepted.

**Additional documents submitted will not be accepted.** Incomplete or late offers will not be considered. Your complete resume and the supplemental document addressing the EFs must be mailed or emailed to:

Office of Transition Initiatives  
529 14th Street, NW, Suite 300  
Washington, DC 20045  
E-Mail Address: OTIjobs@usaid.gov

Offerors can expect to receive a confirmation email when offer materials have been received. Offerors should retain for their records copies of all enclosures which accompany their offers. Offeror resources are available at [www.otijobs.net/#!/guidance-for-applying/c1ggg](http://www.otijobs.net/#!/guidance-for-applying/c1ggg). Any questions on this solicitation may be directed to:

OTI Recruitment Team  
Telephone Number: (202) 836-7487  
E-Mail Address: OTIjobs@usaid.gov  
Website: [www.OTIjobs.net](http://www.OTIjobs.net)

Sincerely,

Cristina Sylvia  
Contracting Officer

# Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023

## ATTACHMENT 1

Solicitation for U.S. Personal Services Contractor (PSC) Country Representative – Armenia

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72D0T119R00023
- 2. ISSUANCE DATE:** April 9, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 24, 2019, 1:00 pm Eastern Time
- 4. POSITION TITLE:** Country Representative
- 5. MARKET VALUE:** This position has been designated at the GS-14 equivalent level, non-locality pay (\$90, 621 - \$117,810 per annum). Final compensation will be negotiated within the GS-14 equivalent level based upon the selected offeror's salary history, qualifications, previous relevant experience and work history, and educational background as reported on AID-309-2. For selected offeror's whose salary has been established on a Federal pay scale (i.e. General Schedule) or its equivalent, the base salary (not including locality pay) of their grade/step will be the basis of the salary negotiation. Salaries over and above the pay range will not be entertained or negotiated.
- 6. PERIOD OF PERFORMANCE:** One year, with four one-year option periods.  
  
START DATE: Within 45 days of receiving notification that required security and medical clearances have been obtained.
- 7. PLACE OF PERFORMANCE:** Armenia
- 8. SECURITY LEVEL REQUIRED:** Secret
- 9. STATEMENT OF DUTIES**

### 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 partners advance peace and democracy in politically-transitioning countries. In support of U.S. foreign policy, OTI seizes emerging windows of opportunity in the political landscape to promote stability, peace, and democracy by catalyzing local initiatives through adaptive and agile programming.

## **Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023**

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, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI workforce and are at its forefront implementing and achieving the office's programmatic goals and objectives. There are several benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see Section VI of this solicitation.

For more information about OTI and its country programs please see:  
<http://www.usaid.gov/political-transition-initiatives>

### **INTRODUCTION**

The Country Representative is a member of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA)/Office of Transition Initiatives (OTI) Europe Regional Team, reports to the OTI Regional Team Lead or designee, and is based in Armenia. The Country Representative's principal responsibility will be leadership, development, oversight, and management of DCHA/OTI's Armenia country program. The incumbent will be called upon to represent OTI's mission and programs to U.S. Embassy colleagues, Armenian government officials, in-country visitors, senior officials from other international organizations, bilateral donors, and local government officials.

The OTI Armenia program supports the U.S. government's larger objective of helping Armenia succeed as a secure, prosperous, and democratic country. In close coordination with U.S. Embassy colleagues and other United States government (USG) actors, the OTI Armenia program will seek to support Armenia's ongoing democratic transition. OTI's rapid and targeted programing addresses emerging issues and empowers local partners to leverage timely and locally driven activities that enhance engagement between government and citizens and promote democratic processes.

## **CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the Country Representative requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of an operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change and remains professional and respectful of colleagues and authority in a diverse workforce. He or she places a premium on the building of positive relationships with his or her respective team both in the field and in Washington, D.C. and with key stakeholders both in and outside of USAID. The incumbent is able to prioritize and complete tasks without follow-up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. The Country Representative is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA)/OTI Europe Regional Team Leader or his/her designee, the Country Representative – Armenia will perform the following duties:

- Manage a high-profile program in a dynamic environment and provide programmatic, operational, and strategic guidance to OTI's implementing partners (contractors and/or grantees) ensuring that activities are contributing to OTI's program objectives and are within the partner's scope;
- Conceptualize and design program strategies and objectives in close coordination with OTI staff, U.S. Embassy, host country government, and local civil society officials based on political analysis and U.S. government policy.
- Communicate and coordinate OTI's in-country activities between OTI and its implementing partners, USAID, the U.S. Embassy and other donor organizations;
- Design and review staffing plans to meet overall program objectives as well as recruit, train, supervise, and evaluate the performance of in-country OTI staff;
- Monitor local and regional political developments and regularly brief OTI and partner staff on their potential programmatic impact;
- Analyze and report on current political developments, security concerns, and other pertinent information required to achieve OTI's program objectives;
- Provide recommendations to the Washington, D.C. -based Contracting Officer Representative (COR) and/or the Regional Team Leader on implementing partner

## **Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023**

performance, the appropriateness of the partner's scope to OTI's country objectives, partner's budgets, and modifications thereto;

- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract, in accordance with the USAID's Automated Directives System (ADS);
- Ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, as well as monitoring and evaluation;
- Ensure that OTI's programs and activities are monitored and evaluated and that lessons learned are applied to ongoing or future activities;
- Prepare and maintain OTI program budgets for field operations;
- Serve as OTI's primary liaison with USAID Mission personnel, U.S. Embassy staff, host-country government Officials, United Nations (UN) Organizations, Indigenous and International Non-Governmental Organizations (NGOs), and other pertinent organizations. Develop and maintain collaborative relationships to ensure close coordination at the field level, identify the widest range of potential local partners and opportunities, and achieve maximum synergy with other programs;
- Prepare operational plans in collaboration with the U.S. Embassy, including logistics and property use guidelines, closeout and hand-over, security procedures, and contingency and evacuation plans;
- Ensure that all OTI and partner field staff adhere to in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the UN or host government;
- Articulate program strategy, as well as communicate and coordinate OTI's in-country activities between OTI and its implementing partners, USAID, and other donor organizations; prepare and disseminate programmatic, financial and periodic reports to the USAID Mission, OTI/Washington and other organizations as appropriate.

### **SUPERVISORY RELATIONSHIP:**

The Country Representative will be supervised by the Washington, D.C.-based DCHA/OTI Regional Team Leader for Europe or his/her designee as part of OTI's Field Programs Division (FPD). The Country Representative will also report to the USAID/Armenia's Mission Director or his/her designee. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision. Though this is a senior field-based position, the incumbent is expected to actively and proactively collaborate with OTI/Washington leadership, and to fully utilize, embrace, and become an expert on OTI systems and processes. Failure to adequately perform the scope of work above and/or failure to take direction from the supervisor may result in corrective actions, including denial of step or grade increases, extension of contract probationary periods, performance improvement plans, and/or termination for the convenience of USAID/OTI.

## Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023

### SUPERVISORY CONTROLS:

The supervisor will provide administrative directions in terms of broadly defined missions or functions. The employee will independently plan, design and carry out programs, projects, studies or other work assignments. The employee's work will be considered technically authoritative and normally accepted without significant change, and will be reviewed in terms of fulfillment of program objectives, influence on the overall program, or contribution to the advancement of the objective.

### 10. AREA OF CONSIDERATION: U.S. Citizenship

### 11. PHYSICAL DEMANDS

#### PHYSICAL DEMANDS:

While in Armenia, the work is generally sedentary and does not pose undue physical demands. However, the position may require travel throughout the country of assignment, which may involve some additional physical exertion, including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

#### WORK ENVIRONMENT:

The work is primarily performed in an office setting. The position will require regular travel to Host Country government and partner offices in Yerevan and may occasionally require travel elsewhere in Armenia or internationally.

### 12. POINT OF CONTACT:

OTI Recruitment Team  
529 14th Street, NW, Suite 300  
Washington, DC 20045  
Telephone Number: (202) 836-7487  
E-Mail Address: OTIjobs@usaid.gov

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

(Determines basic eligibility for the position. Offerors who do not meet all of the education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

The USAID/OTI Country Representative - Armenia is a senior-level position requiring supervisory management experience, the ability to work effectively with a wide array of individuals and institutions, and an in-depth knowledge of international relations in general and of the sub-region in particular. Familiarity with a wide range of issues is necessary, including,

## Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023

but not limited to, democracy/governance, economic development, conflict resolution, and media development are required. Excellent inter-personal, presentation, and negotiation skills are necessary. Experience in contract/grant management is required. Prior work experience with U.S. government agencies or within a U.S. Embassy is preferred. Prior work and/or program management experience in support of host country governments in countries undergoing reform processes and/or with media actors is also strongly preferred.

The successful offeror will possess excellent political analysis and reporting skills and the ability to operate with a high degree of autonomy, responsibility and authority in a high stress and politically charged environment. Strong team-building skills are essential.

At a **minimum**, the offeror must have:

(1) A Master's Degree with **seven (7) years** of work experience;

**OR**

A Bachelor's Degree with **nine (9) years** of work experience;

**AND**

(2) Minimum of **six (6) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization, in community development, stabilization programming, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;

(3) **Two (2) years** of overseas field experience working in one or more developing countries;

(4) **Three (3) years** of supervisory experience (including mentoring, guiding, and/or training staff).

### **SELECTION FACTORS:**

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

- Offeror 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 how the offeror meets 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**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance are required prior to issuance of the contract for this position.

## **Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023**

**NOTE:** If a full security investigation package is not submitted by the selected within 30 days after it is requested, the offer may be rescinded. If a security clearance is not able to be obtained within four months after the selected submits the initial security clearance documentation, the offer may be rescinded.

**NOTE:** The selected must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, the offer may be rescinded.

Due to anticipated program needs, individuals should be able to travel to post within 60 days after a contract is awarded.

### **III. EVALUATION FACTORS**

#### **EVALUATION FACTORS:**

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

Offerors should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

- Factor #1      Demonstrated experience in the management of political transition, political reform, or similar programs in high-visibility, high-pressure environments.
- Factor #2      Demonstrated experience leading a team to design, implement, monitor and evaluate political transition or reform activities, especially small grant activities.
- Factor #3      Demonstrated experience interacting with, and representing organizations to U.S. government agencies, host governments, international organizations, and local counterparts.

**BASIS OF RATING:** Offerors who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Offerors are required to address each of the Evaluation Factors 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 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 Offeror Rating System is as Follows:**

Evaluation Factors have been assigned the following points:

Factor #1 – 25

Factor #2 – 25

Factor #3 – 20

## Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023

Total Possible – 70 points

Interview Performance – 30 points

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

### **Total Possible Points: 100**

The most qualified offeror may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office offers. OTI will not pay for any expenses associated with the interviews. In addition, offers (written materials and interviews) will be evaluated based on content as well as on the offerors writing, presentation, and communication skills. In the event that an offeror has fully demonstrated his/her qualifications and there are no other competitive offerors OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for offerors being considered for selection. OTI reserves the right to contact previous employers to verify employment history.

#### **IV. APPLYING**

Offerors must be **received** by the closing date and time at the address specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

Qualified offerors are **required** to submit:

1. Complete resume. In order to fully evaluate your offer, 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 overseas 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).
  - (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 **explicit information to make a valid determination that you fully meet the minimum qualification requirements** as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

## Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023

2. Supplemental document specifically addressing:  
Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

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

3. **USPSC Offeror Information for Personal Services Contracts AID 309-2.** Offerors are required to complete and sign the form. This form must be physically signed. **Electronic signatures will not be accepted.**

Additional documents submitted will not be accepted.

To ensure consideration of offers for the intended position, offerors must prominently reference the solicitation number in the offer submission.

Offerors resources are available at [www.otijobs.net/#!guidance-for-applying/c1ggu](http://www.otijobs.net/#!guidance-for-applying/c1ggu).

### DOCUMENT SUBMITTALS

**Via mail:** Office of Transition Initiatives, 529 14th Street, NW, Suite 300, Washington, D.C. 20045

**Via email:** [OTIjobs@usaid.gov](mailto:OTIjobs@usaid.gov)

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

### 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 offer.

### NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS AND THE SYSTEM FOR AWARD MANAGEMENT

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number.

For general information about DUNS Numbers and SAM, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number and FAR 52.204-7, System for Award Management.

[https://acquisition.gov/far/current/html/52\\_200\\_206.html](https://acquisition.gov/far/current/html/52_200_206.html) or [www.sam.gov](http://www.sam.gov).

## **Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023**

ALL QUALIFIED OFFERORS 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.

### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the following forms. Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Declaration for Federal Employment (OF-306).
2. Medical History and Examination Form (DS-6561).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
4. Finger Print Card (FD-258).

### **VI. BENEFITS/ALLOWANCES**

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

#### **1. BENEFITS:**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual & Sick Leave

#### **2. ALLOWANCES:**

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

- |                                    |  |
|------------------------------------|--|
| (a) Post Differential              | Chapter 500 and Tables in Chapter 900. |
| (b) Living Quarters Allowance      | Section 130.                           |
| (c) Temporary Lodging Allowance    | Section 120.                           |
| (d) Post Allowance                 | Section 220.                           |
| (e) Supplemental Post Allowance    | Section 230.                           |
| (f) Payments During Evacuation     | Section 600.                           |
| (g) Education Allowance            | Section 270.                           |
| (h) Separate Maintenance Allowance | Section 260.                           |
| (i) Danger Pay Allowance           | Section 650.                           |
| (j) Education Travel               | Section 280.                           |

**VII. TAXES**

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

**VIII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND  
CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

AAPDs and CIBs 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 AAPDs and CIBs apply to this contract.

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

General Provision 28, 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) MEDICAL EVACUATION (MEDEVAC) SERVICES – Please see Attachment 2 to this solicitation for information on AAPD No. 18-02.

(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

## **Solicitation for a USPSC OTI Country Representative – Armenia - 72D0T119R00023**

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

**Title 48 of the Code of Federal Regulations (CFR) Chapter 7.  
USAID Acquisition Regulation (AIDAR)**

**APPENDIX D – DIRECT USAID CONTRACTS WITH A U.S. CITIZEN OR A U.S.  
RESIDENT ALIEN FOR PERSONAL SERVICES ABROAD**

**GP 25. MEDICAL EVACUATION (MEDEVAC) SERVICES (MAY 2018) (Pursuant  
to class deviation #M/OAA-DEV-AIDAR-18-3c)**

USAID will provide Medevac services to the contractor and authorized dependents, through the Department of State's Bureau for Medical Services (MED), similar to those provided to U.S. Government employees in accordance with 16 FAM 300 Medical Travel. Medevac costs include travel and per diem, but do not include medical care costs. To be covered by the Medevac program, the contractor and authorized dependents must obtain and maintain international health insurance coverage that includes overseas hospitalization, and must provide proof of such insurance to the contracting officer prior to relocation abroad.

[END OF PROVISION]