



## Request for Personal Services Contractor

### USAID Office of Transition Initiatives

Position Title: OTI Senior Transition Advisor - Worldwide (Intermittent, Multiple Positions)  
Solicitation Number: 72D0T119R00020  
Salary Level: GS-15 Equivalent: \$105,123 - 136,659  
Issuance Date: March 27, 2019  
Closing Date: April 11, 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 Senior Transition 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. 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:

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent, Multiple Positions) - 72D0T119R00020**

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 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 Senior Transition Advisor – Worldwide (Intermittent,  
Multiple Positions) - 72D0T119R00020**

**ATTACHMENT 1**

Solicitation for U.S. Personal Services Contractor (USPSC) Senior Transition Advisor  
(Intermittent, Multiple Positions)

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72D0T119R00020
- 2. ISSUANCE DATE:** March 27, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 11, 2019, 1:00 pm Eastern Time
- 4. POSITION TITLE:** Senior Transition Advisor
- 5. MARKET VALUE:** This position has been designated at the GS-15 equivalent level, non-locality pay (\$105,123 - 136,659 per annum). Final compensation will be negotiated within the listed market value based upon qualifications, previous relevant experience and work history, salary and educational background. Salaries over and above the pay range will not be entertained or negotiated. As this is a Worldwide, non-locality position, incumbents who do not live in the DC metropolitan area will be provided with travel and/or per diem if they are required to work in Washington, DC. Incumbents will be provided with travel and/or per diem for all other USAID/OTI travel assignments as well.
- 6. PERIOD OF PERFORMANCE:** One year, with four one-year option periods.

**START DATE:** Within 45 days of receiving notification that required security clearance has been obtained.

The Personal Services Contractor hired under this contract will provide up to a maximum of 250 workdays of services on an annual basis. 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. There is no obligation by OTI to provide assignments for a minimum number of days, and the contractor is free to provide “blackout” dates during which he or she will not be available to accept assignments.

- 7. PLACE OF PERFORMANCE:** Worldwide
- 8. SECURITY LEVEL REQUIRED:** Secret
- 9. STATEMENT OF DUTIES**

POSITION DESCRIPTION

## **Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent, Multiple Positions) - 72D0T119R00020**

### **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.

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 work force and are at its forefront implementing and achieving the office's programmatic goals and objectives. Some of these USPSCs serve on intermittent contracts and are referred to in OTI as "bullpenners," providing support in a surge capacity. Those serving in the bullpen must be prepared to work both in Washington and the field, often with little time for preparations. 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 Senior Transition Advisor is a member of USAID's Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Field Programs Division (FPD), and is considered an expert in the field of political transition programming overseas with strong program management, budgetary and operational skills. The Senior Transition Advisor is an intermittent and senior-level position in support of OTI's numerous field programs, including ad hoc support for assessments, country start-ups, program implementation and close-outs. The Senior Transition Advisor is involved in the strategic design of OTI country programs, the development of management products based on lessons learned, and will support the training and mentoring of field and DC-based staff. The complex demands of this position requires overseas travel with

## **Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent, Multiple Positions) - 72D0T119R00020**

short notice, and the ability to respond to immediate and challenging managerial, operational, and security issues. The Senior Transition Advisor must be prepared to work and collaborate with senior officials from other international organizations, bilateral donors, and non-governmental organizations (NGO's) important to OTI's programs and objectives, with an in-depth knowledge of international relations.

### **CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

#### **DUTIES AND RESPONSIBILITIES**

The work of the Senior Transition Advisor 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 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, 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 Senior Transition Advisor 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 (DCHA)/OTI FPD Chief or his/her designee, the Senior Transition Advisor will perform the following duties:

- Conceptualize and design country program strategies and objectives in close coordination with OTI staff, USAID and U.S. Department of State personnel, and other governmental and non-governmental actors, based on political objectives and advocate on behalf of new programmatic approaches;
- Manage OTI programs broadly within the framework of USG policy in order to both problem solve and develop new ideas, theories or techniques which optimize the impact and effectiveness of transition programs;
- Conduct, in collaboration with relevant OTI regional team, assessments for possible new country programs, and visits to field sites in areas where OTI has projects;
- Fill critical program implementation staffing needs in the field and in Washington, D.C. including the provision of ad hoc support to new OTI Country Program start-ups and on-call technical assistance;

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent, Multiple Positions) - 72D0T119R00020**

- Discuss and assist OTI Regional Teams in determining program and project agreements with governmental and non-governmental counterparts;
- Ensure that plans and activities of OTI Implementing Partners are well coordinated with USAID Mission, the U.S. Embassy, and international organizations and that roles and objectives are clearly defined;
- Lead, manage, and implement an assigned country program, including assessing project sites and selecting a contractor/and or grantees to execute OTI's country program;
- Conduct field visits to areas where OTI has projects and advise and guide OTI Country Representatives on political transition and strategy issues. Analyze and propose specific improvements/actions at both the program and project levels and report on all coordination activities and command structures, detailing the effectiveness of each site's operations as well as identifying problems/issues and making recommendations;
- Lead or participate on Technical Evaluation Committees (TECs) for the selection of OTI implementing partners and USPSC's;
- Provide support for the design and execution of programs that follow OTI's quick-impact programming model. Support to Embassies and USAID Missions may also include attendance and/or facilitation of program management processes for follow-on programming including but not limited to rolling assessments, strategy review sessions, program performance reviews and management reviews;
- Provide technical assistance for OTI program staff and implementing partner staff on a variety of issues (e.g. budget, OTI activity database reporting and use, activity cycles, general implementation systems setup, etc.) to enable them to manage OTI country programs throughout the activity life cycle;
- Serve as OTI's liaison official with other DCHA offices, other USAID divisions and State Department officials, articulate OTI's position on program and policy direction;
- Identify NGOs, international donors, USG agencies and other appropriate organizations interested in OTI programs and activities and establish, develop, and maintain sound professional relationships with them;
- Represent and articulate OTI's mission and global programs to U.S. Ambassadors, Mission Directors, high level visitors, senior officials from international organizations, bilateral donors, national and foreign government officials;

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent, Multiple Positions) - 72D0T119R00020**

- Participate in conferences, meetings, or presentations involving issues of strategic relevance to political transition programming in order to provide sustained knowledge to the OTI Senior Leadership Team or current events and programs;
- Identify issues and potential problems with appropriate recommendations that affect program implementation and policy direction and present them to USAID, U.S. Embassy officials, and the OTI grantee;
- Monitor and evaluate the country program, individual projects, and contractor and grantee performance;
- Supervise staff as delegated by the supervisor (e.g. Country Representatives, Regional Team Leaders, Program Managers, etc.). Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel, and program operations requests;
- When required, act as OTI Director, Deputy Director, Regional Team Leader, or Country Representative.

**SUPERVISORY RELATIONSHIP:**

The Senior Transition Advisor will be supervised by the OTI FPD Chief or his/her designee, and also work under the general guidance and direction of the OTI Country Representative in the field.

**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**

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent,  
Multiple Positions) - 72D0T119R00020**

**PHYSICAL DEMANDS:**

While in Washington, the work is generally sedentary and does not pose undue physical demands. While traveling overseas, 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).

**WORK ENVIRONMENT:**

While in Washington, D.C., the work is generally performed in an office environment. While traveling overseas, the work may involve additional special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**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"**)

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

- (1) A Master's Degree with **nine (9) years** of work experience;

**OR**

A Bachelor's Degree with **eleven (11) years** of work experience;

**AND**

- (2) **Nine (9) years** of project management experience with a U.S. Government foreign affairs agency, domestic or international assistance organization, or non-governmental organization in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities;

**AND**

- (3) **Six (6) years** of overseas field experience working in one or more developing countries;

**Solicitation for a USpsc OTI Senior Transition Advisor – Worldwide (Intermittent, Multiple Positions) - 72D0T119R00020**

**AND**

(4) **Six (6) years** of supervisory experience.

**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**);
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance is required prior to issuance of the contract for this position.

**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.

**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 operating independently in complex political or emergency situations in countries undergoing political transitions.                |
| Factor #2 | Demonstrated experience designing, implementing, monitoring and evaluating development/political transition activities, especially small grant activities. |
| Factor #3 | Demonstrated experience leading, supervising, and training diverse professional staff, contractors or grantees in challenging operating environments.      |

**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

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent,  
Multiple Positions) - 72D0T119R00020**

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

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.

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent, Multiple Positions) - 72D0T119R00020**

- (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.

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

*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 USPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent,  
Multiple Positions) - 72D0T119R00020**

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

All individuals contracted as USPSCs 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).

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:

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent,  
Multiple Positions) - 72D0T119R00020**

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:

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent,  
Multiple Positions) - 72D0T119R00020**

- (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

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent,  
Multiple Positions) - 72D0T119R00020**

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).

**Solicitation for a USPSC OTI Senior Transition Advisor – Worldwide (Intermittent,  
Multiple Positions) - 72D0T119R00020**

**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]