



Request for a U.S. Personal Service Contractor

Position Title: Grants Management Assistant
Duty Office: Food for Peace
Solicitation Number: SOL-OAA-15-000038
Salary Level: GS-11/12 Equivalent: GS11: \$63,772 -\$82,840 GS12: \$76,378-\$99,296
Issuance Date: February 12, 2015
Closing Date: March 5, 2015
Closing Time: 12:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Grants Management Assistant under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete resume. In order to fully evaluate your application, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. **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 sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

- 2. Responses to the Quality Ranking Factors:** Each applicant's supplemental documentation must specifically address the Quality Ranking Factors (QRFs) shown in the solicitation

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the QRFs must be emailed to: Kamisha Kellam at kkellam@usaid.gov

Any questions on this solicitation should be directed to the Kamisha Kellam at the email address notice above. 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.

Sincerely,

/s/

Artaveya Carter
Contracting Officer

- 1. SOLICITATION NO.:** SOL-OAA-15-000038
- 2. ISSUANCE DATE:** February 10, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** March 5 2015, 12:00 pm EST
- 4. POSITION TITLE:** Grants Management Assistant
- 5. MARKET VALUE:** GS-11/12 equivalent: GS11: \$63,772 -\$82,840 GS12: \$76,378-\$99,296/ includes locality pay). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.
- 6. PERIOD OF PERFORMANCE:** Two (2) years with three (3) option years
- 7. PLACE OF PERFORMANCE:** Washington, D.C. with possible domestic and overseas travel
- 8. APPLICATION PROCESS:** Applicants must apply for each level for which they want to be considered.
- 9. ADVANCEMENT:** Those selected for the GS-11 grants management assistant position will advance automatically to the GS-12 grants management specialist position with
 - an annual evaluation rating of "commendable" or "outstanding" and, either
 - a minimum of two full years in the grants management assistant position with a bachelor's degree, or
 - a minimum of one full year in the grants management assistant position with a master's degree.

If any condition above to advance automatically is not met, the GS-11 grants management assistant incumbent(s) meeting the minimum standards would have to apply for the GS-12 grants management specialist position to be considered, if so inclined, with no guarantee of advancement.

10. STATEMENT OF WORK

BACKGROUND

The Office of Food for Peace (FFP) in the U.S. Agency for International Development's Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. FFP annually provides close to \$2 billion of food assistance, including approximately 1.5 million metric tons of in-kind Title II food assistance valued at more than \$1.6 billion and reaching

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46 million beneficiaries in 48 countries. Since 2010, FFP has complemented its provision of Title II in-kind food aid with a \$300 million Emergency Food Security Program (EFSP), which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market-based approaches such as cash transfer or food voucher programs that facilitate access to food.

In addition to emergency response, FFP provides support for development food aid programs that aim to address the underlying causes of food insecurity. Taken together, the in-kind food aid and cash-based programs provide an impressive array of tools to combat hunger and malnutrition overseas. Programming is facilitated by state of the art early warning systems, a changing in-kind food aid basket that includes more nutritious products, and a modern supply chain management system that allows for rapid movement of commodities. Programming approaches are evolving to focus increasingly on building the resilience of chronically vulnerable populations, especially those in arid lands who face increasing cycles of drought, and improving nutrition with a special focus on women and children under two.

FFP works closely with many other parts of USAID, especially the Bureau for Food Security, which plays a key role in implementing the President's Feed the Future initiative, and the Office of U.S. Foreign Disaster Assistance, which leads on disaster response around the world. FFP employs a staff of over 60 in Washington and also has FFP Officers posted overseas.

More Information on FFP is available at: <http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance>.

Grants management involves planning for, implementing, and managing Federal grants, cooperative agreements, and awards with nonprofit organizations, nongovernmental organizations (NGO), public international organizations (PIO), and others, and providing grants-related assistance and services.

United States Government (USG) and Agency procurement reforms and improvements to standard operating procedures have required various revisions to FFP procedures and policies to better support FFP staff globally along with FFP awardees. Staff dedicated to providing in-house expertise, guidance, and quality control for FFP – capturing and developing procedures and policies, along with best practices and innovations – would allow staff from the four FFP divisions to better collaborate as an office and work smarter as a result. The four FFP divisions include: Policy and Technical Division (PTD) in support of policy formulation, program guidance, and technical capacity; Program Operations Division (POD) in support of commodity procurement, budget and finance, and commodity prepositioning; and two geographic divisions in support of the program activities implemented by awardees, i.e., Central, East, and Southern Africa Division and Global Division, which cover Asia, Near East, Middle East, West Africa, Latin America, and the Caribbean.

The Grants Management Service Team will be located within the Policy and Technical Division, led by the Grants Manager who will serve as the Team Leader. The team will standardize, document, and disseminate FFP procedures and policies, providing consistency, quality control, guidance, and best practices on grants management services with support from all divisions.

11. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

Duties and Responsibilities

The Grant Management Service Team's functions will be primarily operational in nature, covering standard procedures and policies for procurement, award planning, and administration, including knowledge management and incorporation of internal innovations and best practices. The team will be responsible for the following illustrative, but not exhaustive, areas pertaining to all awards [Title II, Emergency Food Security Program (EFSP), and International Food Relief Partnership (IFRP)] along with coordination within and outside of the Agency [e.g., with the U.S. Department of Agriculture (USDA)].

Grants Management Assistant, GS-11

1. Grants Procurement and Awards

- Draft, review, and/or disseminate Agency procurement procedures and policies for such items as restricted goods, Justification for Exceptions to Competition, etc.; serve as a resource for new and seasoned staff on standard procurement, award procedures, and policies.
- Draft standard forms and templates associated with the awarding of grants and cooperative agreements to include, but not limited to, pre-approval documents, memos, and letters; transfer authorizations; modifications; award documents; waivers; and close-out documentation.
- Review, document, and make recommendations for improving the adequacy and efficiency of grants/assistance procedures and policies linked to FFP and Agency guidance.
- Review the process and preparation for grant/assistance application submissions and related materials, including required reporting; coordinate with PTD staff and other subject matter experts.
- Prepare announcements for the solicitation for applications and/or proposals for funding under assistance awards.

2. Grants Monitoring

- Update, standardize, and disseminate common guidance and procedures – for example, the FFP Process and Procedures Manual (P&PM) and FFP Information Bulletins (FFPIB); guidance on commodity claims, losses, and disposition in conjunction with FFP's Program Operations Division (POD); and other formal guidance.
- Support the development of training materials tied to technical assistance, program oversight, audits, and more in consultation with program officials, awardees, review panels, and applicants.
- Assemble documentation for, and participate in post-award reviews and analyses to identify management, financial, and administrative issues that impact grants management.

3. Policy

- Monitor and report on intra-Agency and inter-Agency policy trends and changes and ensure their consideration and/or integration into FFP procedures and policies.
- Review award and program guidance for consistency and compliance with all regulatory and legal requirements, including those related to the environment.
- Backstop and liaise with all FFP divisions and other USAID offices.

4. Reporting and Knowledge Management

- Draft and disseminate for input and review various compliance materials, audit reports, and key lessons learned; monitoring and evaluation tools; mandatory and ad hoc reporting processes; and other grants management aides and materials.
- Investigate and document new/forthcoming Agency developments applicable to internal operations, for example, USAID Forward, etc.
- Share information, experiences, and problem resolutions among FFP divisions concerning standard operating procedures, best practices, and policy developments, for example, lessons learned from audit findings that affect all staff.
- Highlight and share innovations and best practices common to FFP grants management, for example, options available on commodity or programmatic issues in conjunction with FFP divisions.

Grants Management Specialist, GS-12

1. Grants Procurement and Awards

- Develop and disseminate Agency procurement procedures and policies for such items as restricted goods, Justification for Exceptions to Competition, etc.
- Develop and/or revise and disseminate standard forms and templates associated with the awarding of grants and cooperative agreements to include, but not limited to, pre-approval documents, memos, and letters; transfer authorizations; modifications; award documents; waivers; and close-out documentation.
- Review and make recommendations for improving the adequacy and efficiency of grants/assistance procedures and policies.
- Serve as a resource and knowledge person for new and seasoned staff on award procedures, policies, and reference materials, i.e., ADS, procurement reform, FFP Act, etc.
- Document and provide recommendations on award-related issues.
- Review, analyze, and evaluate grants/assistance application materials along with comments from the public, and work toward finalization of materials.
- Review grants/assistance award materials for compliance with Agency requirements and standard language, when feasible.
- Prepare announcements for the solicitation for applications under assistance awards.
- Provide clearance on select documents, if asked by senior managers.

2. Grants Monitoring

- Update, standardize, and disseminate common guidance and procedures such as the FFP Process and Procedures Manual (P&PM) and FFP Information Bulletins

(FFPIBs), guidance on commodity claims/losses and disposition, and other formal guidance.

- Support the development of training materials tied to technical assistance, program oversight, and more in consultation with program officials, awardees, review panels, applicants, recipients, and sub-recipients.
- Field questions from FFP staff on awardee compliance with terms and conditions of award.
- Participate in post-award reviews and analysis to identify management, financial, and administrative issues.

3. Policy

- Monitor and report on intra-Agency and inter-Agency policy trends and changes and ensure their reflection and integration into FFP policies and procedures.
- Participate in and support surveys and studies to recommend changes to procedures, policies, legislation, and regulations.
- Review award guidance for compliance with all regulatory and legal requirements, including those related to the environment, gender, and more.
- Support other Federal agencies, organizations, and academic institutions in developing, reviewing, and evaluating the impact of new statutory regulations.
- Recommend or support appropriate action to protect USG interests.
- Backstop and liaise with all FFP divisions, as required, as well as with other USAID offices as appropriate.

4. Reporting and Knowledge Management

- Develop and disseminate tools to support a variety of subject matters such as audits, monitoring, evaluation, reporting, and more.
- Investigate and document new/forthcoming Agency developments applicable to internal operations, for example, USAID Forward, etc.
- Share information, experiences, and problem resolutions among divisions concerning standard procedures, policies, and best practices. For example, lessons learned from audit findings that affect all staff and solutions to audit recommendations from the field or awardees.
- Highlight and share innovations and best practices common to FFP grants management, for example, options available on commodity or programmatic issues in conjunction with FFP divisions and other Agency staff.

12. GUIDELINES

- At the GS-11 level, guidelines are available, but are subject to interpretation in light of policies and precedents. There will be limited leeway for development of new methods or policies for responding to grants management questions, and the responses will be subject to supervisor approval.
- At the GS-12 level, administrative policies and precedents are available, but are stated in general terms. The incumbent will be expected to use initiative and resourcefulness

in interpreting and developing new methods, criteria, applications, guidelines, and policies related to grants management issues.

- Pertinent sources of information consist of the Food for Peace Act, Foreign Assistance Act, 22 C.F.R. 211, 22 C.F.R. 226, other regulations, FFP-issued guidance and information bulletins, USAID's Automated Directives System (ADS), and more.

13. Supervisory Controls:

At the GS-11 level, the incumbent will take direction from and report to the Grants Manager and PTD Division Chief. The incumbent's supervisor will set the overall work objectives and the incumbent will consult with the supervisor to develop deadlines, project scopes, and priorities for work to be performed. At the GS-11 level, in consultation with the supervisor, the incumbent will update standard operating procedures to capture best practices and lessons learned and to streamline processes and eliminate redundancies. Independent work and teamwork are required, along with a consultative process involving FFP staff. Work is evaluated for technical soundness and effectiveness in meeting work objectives.

At the GS-12 level, the incumbent will take direction from and report to the Grants Manager and PTD Division Chief. The incumbent's supervisor will set the overall work objectives and the incumbent will consult with the supervisor to develop deadlines, project scopes, and priorities for work to be performed. The incumbent will respond to grant procedures and policy issues, and may determine the approach to be taken and the methodology to be used, keeping the supervisor informed of progress along the way. Independent work and teamwork are required, along with a consultative process involving FFP staff. Completed work will be reviewed by the supervisor and PTD Division Chief from an overall standpoint in terms of feasibility, compatibility with the work, or effectiveness in meeting requirements and competing demands. In rare instances, the incumbent may serve as acting team leader.

14. WORK ENVIRONMENT

Work is primarily performed in an office setting. The possibility of field trip assignments to consult with mission staff and grant awardees may expose the successful candidate to difficult working surroundings and security risks during the course of travel.

15. START DATE: Immediately, once necessary clearances are obtained.

16. POINT OF CONTACT: See Cover Letter.

MINIMUM REQUIREMENTS FOR THE POSITION

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Applicants who do not meet all of the minimum education and experience requirements will not be considered for the position.)

A. Education/Experience: Applicants must possess the minimum requirements for the position. Applicants who do not meet all of the education and experience factors are considered NOT qualified for the position.

GS-11

- At the GS-11 level the incumbent will have a Bachelor’s degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to, public health administration, business, finance, public policy, public management, food and agricultural economics, international development, international studies, or other related field.
- The incumbent will have a total of at least three (3) years of progressively responsible experience in managing USG grants and/or contracts.

Or

- Master’s degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to, public health administration, business, finance, public policy, public management, food and agricultural economics, international development, international studies, or other related field.
- The incumbent will have a total of at least two (2) years of professional experience managing USG grants and/or contracts.

GS-12

- At the GS-12 level the incumbent will have a Bachelor’s degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to, public health administration, business, finance, public policy, public management, food and agricultural economics, international development, international studies, or other related field.
- The incumbent will have a total of at least five (5) years of progressively responsible experience in managing USG grants and/or contracts.

Or

- Master’s degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to, public health administration, business, finance,

public policy, public management, food and agricultural economics, international development, international studies, or other related field.

- The incumbent will have a total of at least three (3) years of professional experience managing USG grants and/or contracts.

B. Selection Factors

- U.S. Citizen;
- Intermediate level computer skills, including knowledge of MS Office Suite software, email, Google docs, GMAIL, and the internet; experience with grants.gov is desirable;
- Submission of a current resume, with complete contact information;
- Ability to obtain a SECRET level security clearance; and
- Supplemental documentation specifically addressing the Quality Ranking Factors

QUALITY RANKING FACTORS (QRFs)

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

At the GS-11 level, the QRFs for the position are:

- Knowledge of the key laws, policies, and regulations applicable to the administration of grants, cooperative agreements, and/or contracts in the U.S. Government (40 points);
- Knowledge of the functioning of nongovernmental organizations, United Nations agencies, or U.S. Government agencies involved in humanitarian aid, and a demonstrated ability to work effectively with personnel from these organizations on sensitive issues (30 points).
- Ability to research complex technical issues, find solutions that advance the agenda of the Agency’s specific goals, and communicate effectively key findings and solutions to non-specialists both orally and in writing (30 points).

Total possible points: 100

At the GS-12 level, the QRFs for the position are:

- Knowledge of the key laws, policies, and regulations applicable to the administration of grants, cooperative agreements, and/or contracts with the U.S. Government, with familiarity of emergency and/or development grants and cooperative agreements from either domestic or international volunteer activities or professional experience (40 points).
- Knowledge of the functioning of nongovernmental organizations, United Nations agencies, or U.S. Government agencies involved in humanitarian aid, and a demonstrated ability to work effectively with personnel from these organizations on sensitive issues (30 points).
- Ability to research complex technical issues, find solutions that advance the agenda of the Agency’s specific goals, and communicate effectively key findings and solutions to non-specialists both orally and in writing (20 points).
- Ability to develop training and communication materials for adult audiences for active learning from research and key findings tied to procedures and policies (10 points).

Total possible points: 100

BASIS OF RATING: Applications that meet the minimum requirements will be further evaluated based upon the information provided in the QRF documentation submitted at the time of application. Those applicants determined as competitively ranked may also be evaluated on their interview performance and satisfactory professional reference checks.

The most qualified candidates **may be interviewed** and required to provide a **writing sample**. USAID will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection. USAID reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

APPLYING:

Applications must be **received** by the closing date and time at the address specified in the cover letter. Qualified individuals are **required** to submit:

1. Complete resume. In order to fully evaluate your application, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. **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 sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

2. Responses to the Quality Ranking Factors: Each applicant's supplemental documentation must specifically address the Quality Ranking Factors (QRFs) shown in the solicitation.

Additional documents submitted will not be accepted.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information

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on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

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

DOCUMENT SUBMITTALS

Via email: kkellam@usaid.gov

NOTE: If the full security application package is not submitted within 30 days after the Office of Security determines eligibility, the offer may be rescinded. If a Secret security clearance is not obtained within nine months after offer acceptance, the offer may be rescinded.

NOTE: If the full medical clearance package is not submitted within two months after offer acceptance, the offer may be rescinded. If a Department of State medical clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)
https://www.acquisition.gov/far/current/html/52_200_206.html

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.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).

Forms 1 through 5 shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which CIBs and AAPDs apply to this contract.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS

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

BENEFITS/ALLOWANCES:

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

BENEFITS:

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

ALLOWANCES (if Applicable).*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

* Standardized Regulations (Government Civilians Foreign Areas).

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

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

ATTACHMENT 1

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

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

ATTACHMENT 2

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

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

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

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

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

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

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

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

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

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

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

- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

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

- (1) Notify its employees of—
 - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; and
 - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

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

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

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

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

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

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