

Solicitation for U.S. Personal Services Contractor (USPSC)

**MEDICAL ADVISOR
GH/OHA/SCMS**

1. **SOLICITATION NO.:** M/OAA/GH/OHA-09-0008
2. **ISSUANCE DATE:** March 31, 2009
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** May 4, 12:00 pm EST
4. **POSITION TITLE:** Medical Advisor
5. **MARKET VALUE:** The initial grade level of this position will be the equivalent of a GS-15. The salary range of the GS-15 is \$120,830 - \$153,200 per annum. The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience and educational background. Salaries over and above the top of the pay range will not be considered or negotiated.
6. **PERIOD OF PERFORMANCE:** 2 years, with 3 one-year option periods (five years maximum)
7. **PLACE OF PERFORMANCE:** Washington, DC
8. **STATEMENT OF WORK**

A.1 STATEMENT OF DUTIES

(a) Major Duties and Responsibilities

The Medical Advisor will assist OGAC, USAID, other USG agencies, partners, host country governments and international organizations in the design and implementation of HIV/AIDS supply chain management activities and their effective integration in HIV/AIDS care and treatment programs. The Medical Advisor will analyze data, reports and other information about HIV/AIDS care and treatment internationally and review relevant policies to recommend appropriate OGAC and USAID policy and programs with a specific focus on supply chain management issues.

(a) Agency Technical Resource on Supply Chain Management Component of HIV/AIDS Programs (50%)

- (1) Serves as an agency expert and coordinator in providing intellectual leadership and focus on supply chain management activities and their integration into HIV/AIDS care and treatment programs. Analyzes, synthesizes and disseminates key research findings, cutting edge methodologies and best practices in the supply chain management area. Explores and evaluates intellectual, academic, and other resources, to identify solutions to supply chain problems. Seeks the latest substantive thinking from sources within and outside the U.S., relating such findings and knowledge to PEPFAR and USAID policies and programs.

- (2) Provides expert technical leadership, policy, and program guidance on supply chain management concerns, issues and best practices. Develops and/or reviews Bureau, Regional Bureau, and Mission policies, strategies, or programs on the supply chain management aspects of HIV/AIDS care and treatment. Performs backstopping duties within the Bureau for project managers whose activities are in related fields.
- (b) HIV/AIDS Supply Chain Management Strategy and Policy Coordination (25%)
- (1) Provides guidance and direction on USAID's strategic approach to the supply chain management component HIV/AIDS care and treatment programs. Participates in the review and evaluation of existing policies on HIV/AIDS supply chain management and other relevant policies, providing recommendations and modifications to existing policies or the creation of new policies to support and/or enhance PEPFAR and USAID HIV/AIDS global activities.
 - (2) Responsible for the recognition of HIV/AIDS supply chain management program needs, policy development, and implementation designed to meet these needs, and the assessment of existing program capacity to meet the goals, objectives, and standards of the program on a national scale. Develops and designs supply chain management strategies for the appropriate identification and assessment of these programs.
 - (3) Provides authoritative advice to the HIV/AIDS program on all program content and evaluation matters relating to the HIV/AIDS programs. Points out policy issues and problems that require attention. Presents the need for new or changes program content and direction. Recommends and helps arrange joint endeavors with programs and agencies.
- (c) HIV/AIDS Supply Chain Management Technical Assistance and Oversight (25%)
- (1) Provides on-going technical assistance, training, and consultation on the development and implementation of supply chain management components of HIV/AIDS programs. Assists in the management of grants and contracts designed to implement HIV/AIDS supply chain management activities. Coordinates HIV/AIDS supply chain management programs with Missions, regional bureaus, GH, U.S. Government agencies, international agencies, donors, banks and implementation partners. Serves as an expert level liaison officer for HIV/AIDS supply chain management activities with other Federal agencies, professional medical organizations, State or local governments, international organizations, or private groups. Works closely and intensively to enlist their support of the HIV/AIDS supply chain management programs of PEPFAR and USAID.

A.2 POSITION LOCATION AND SUPERVISORY CONTROLS

The incumbent of the USPSC positions will be located in the Bureau for Global Health, Office of HIV/AIDS/Supply Chain Management System. S/he will report on a day-to-day basis to the Supervisory Public Health Advisor in OHA/SCMS. The Medical Advisor is expected to consult with the Supervisory Public Health Advisor on program efforts. The Medical Advisor is expected to manage relationships and assignments with minimal supervisor, but with regular consultation and coordination with the primary Supervisory Public Health Advisor.

A.3 PERIOD OF SERVICE

Within 1 day after written notice from the Contracting Officer that all clearances required under the General Provisions, have been received or unless another date is specified by the Contracting Officer in writing, the contractor shall proceed to USAID/Washington where s/he shall promptly commence performance of the duties specified above. The contractor's period of service shall be approximately 24 months. There are three one-year option periods available to the government if there is a continued need for the services and the money is available.

A.4 MINIMUM REQUIREMENTS FOR THE POSITION

1. Education/Experience

- a) Medical degree for an accredited institution.
- b) Minimum of 10 years of relevant professional experience in public health program design and management, especially experience working within HIV/AIDS settings in a developmental country context.
- c) Knowledge of USG policies and procedures related to public health programs and implementation of supply chain management.
- d) Knowledge of HIV/AIDS programming in developing country context.
- e) Demonstrate strong interpersonal communication and writing skills to collaborate effectively with multiple partners and prepare precise and accurate reports. Ability to give presentations and briefings with diplomacy at various levels.
- f) Demonstrate strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- g) Demonstrate ability to exercise a high degree of judgment, maturity, ingenuity and leadership skills to oversee the performance of cooperating agency technical advisors and institutional contractors.
- h) Demonstrate tact and diplomacy to establish and develop sustainable working relationships at the highest level and a high level of trust with public/private organizations.
- i) Willingness to travel.

2. Selection Factors

- a) Applicant is a U.S. Citizen.
- b) The Contractor must possess a high degree of fluency in both written and spoken English.
- c) Complete and hand-signed federal form OF-612 and OF-612 continuation sheets submitted (**Note:** All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 to allow for adequate evaluation of your related and direct experience, experience that cannot be quantified will not be counted towards meeting the experience requirements).
- d) Supplemental documentation specifically addressing the Quality Ranking Factors (QRFs).
- e) Ability to obtain a SECRET level clearance as provided by USAID
- f) Ability to obtain a Department of State medical clearance

- g) Verification of academic credentials.

A.5 QUALITY RANKING FACTORS

The following quality ranking factors and required skills are listed below and will be the basis for the evaluation of all applications. All applications will be evaluated and scored based on the documentation submitted with the application, the following factors, and the performance in the interview.

1. Relevant Experience – 50 Points

The incumbent must demonstrate at a minimum the following:

- a. At least ten (10) years of responsible, relevant professional experience in public health program design and management. The job requirements value expertise and experience working within an HIV/AIDS setting in a developmental country context.
- b. Experience in international health care delivery, preferably board certified in one or more specialty.
- c. Experience providing medical treatment to HIV/AIDS patients
- d. Experience in strategic planning and program management and implementation especially within a developing country.

2. Technical Knowledge – 20 Points.

The incumbent must demonstrate at a minimum the following:

- a. Knowledge of PEPFAR programs, policies, and regulations
- b. Knowledge and demonstrated expertise in the technical areas of HIV/AIDS/infectious diseases.
- c. Experience in supply chain management.
- d. Knowledge of the latest developments in relation to HIV/AIDS/infections diseases reported in medical literature and be able to apply an authoritative, critical judgment to developments reported.

3. Skills and Abilities – 30 Points

The incumbent must demonstrate at a minimum the following:

- a. Demonstrated ability to work within a team framework and interpersonal skills as well as an ability to work independently with minimal supervision.
- b. Demonstrate superior leadership skills.
- c. Demonstrate ability in dealing effectively and diplomatically with customers from a variety of organizations, e.g. local employees (FSNs), Government employees, Embassy staff, other US Government organizations, and the public and private sectors.
- d. Demonstrate capacity to communicate effectively both orally and in writing to make clear, accurate oral presentations on complex technical and administrative topics.
- e. Strong management and analytical skills to strategize, develop and implement effective HIV/AIDS programs.

APPLYING

Qualified individuals are requested to submit: Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov> or at Federal Offices)

Applications should be submitted electronically or by mail to:

Sandra R. Harrell
Contract Specialist
U.S. Agency for International Development
Office Acquisition and Assistance
RRB, Room 7.09-062
1300 Pennsylvania Avenue, NW
Washington, DC 20523
Email: sharrell@usaid.gov

To ensure consideration of applications for the intended position, please reference the Solicitation number on your application, and as the subject line in the cover letter. The highest ranking applicants shall be selected for an interview.

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 FAR Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)
http://acquisition.gov/comp/far/current/html/52_200_206.html#wp1137568

LIST OF REQUIRED FORMS FOR PSCs

The forms outlined below can be found at:

<http://www.usaid.gov/forms> or <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form 612
2. Medical History and Examination Form (DS-1843)**
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or**
4. Questionnaire for Non-Sensitive Positions (SF-85)**
5. Finger Print Card (FD-258)**
6. Employment Eligibility Verification (I-9)**

**Forms 2 through 6 shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website:

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to determine which CIBs apply to this contract.

BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate and/or as applicable, 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 satisfactory performance evaluation)
Eligibility for Worker's Compensation
Annual and Sick Leave

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

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

Points of Contact:

Sandra Harrell, Contract Specialist, Phone (202) 712- 4522, Fax (202) 216-3072,
Email: sharrell@usaid.gov

Place of Performance:

Washington, DC 20523
United States

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.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0>.

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).