



USAID
FROM THE AMERICAN PEOPLE

Document Type:	Request for Information (RFI)
Number:	7200AA23R00004
Issuance Date:	October 27, 2022
Closing Date:	November 18, 2022
Closing Time:	4:00 pm ET
Activity Title:	Market Research for Health and Life Insurance Benefits for U.S. Personal Services Contractors (USPSC)

USAID's Bureau for Management is issuing this Request for Information (RFI) for the purpose of providing potential partners an opportunity to review, comment, suggest, and enhance areas in the attached draft document for *Market Research for Health and Life Insurance Benefits for U.S. PSCs*. USAID is seeking market research and supporting data gathering services for purposes of informing the Agency's USPSC health and life insurance benefit policy. USAID may significantly revise its planned solicitation based on comments received to this RFI.

This RFI is issued solely to gather information for planning purposes. Therefore, respondents are advised that any information submitted may be used to inform the development of a potential future procurement. Responses to this notice are not considered offers and cannot be accepted by the Government to form a binding contract. This is not a Request for Proposal (RFP), a Request for Quotation (RFQ) or an indication that USAID will issue a solicitation related to the information contained in this RFI. This RFI is not to be construed as a commitment by the USG to issue any solicitation or ultimately award of a contract on the basis of this RFI, or to pay for any information submitted as a result of this request.

Responses to this RFI are strictly voluntary. Responders are solely responsible for all expenses associated with responding to this RFI. Submissions in response to this RFI will not be returned and respondents will not be notified of the results of the review. Respondents may however receive a confirmation of receipt of the response. This RFI does not restrict the Government's acquisition approach on a potential future solicitation.

By responding to or providing comment on this RFI will not give any advantage to any organization in any subsequent procurement. USAID will not provide answers to any question submitted in response to this request.

USAID strongly encourages U.S. Small Businesses, Small Disadvantaged Businesses (SDB), Woman Owned Small Businesses WOSB), Service Disabled Veteran Owned Small Businesses (SDVOSB), and Historically Underutilized Business Zone Small Businesses (HUBZone) to participate by responding. Please provide no more than four (4) pages of comments no later than

4:00 pm on November 18, 2022 via email to Karen Turner at kturner@usaid.gov with a copy to Linda Martin at lmartin@usaid.gov

USAID seeks information and industry input for a potential request for proposals for market research services to inform USAID's health and life insurance benefit policies for USPSCs as follows:

- 1) Does the description of the technical scope provide potential vendors with sufficient information and guidance about USAID's objectives and expectations?
- 2) Is information missing that would be needed for Offerors to develop their best proposals? If so, what additional information is needed?
- 3) Please specify what clarifications are needed and why.
- 4) Please propose the number of labor categories (and descriptions) and recommended level of effort that should be included.

Sincerely,

Ousmane Faye
(affiliate)

Digitally signed by Ousmane
Faye (affiliate)
Date: 2022.10.27 09:10:46
-04'00'

Ousmane Faye
Contracting Officer

Health and Life Insurance Market Research

DRAFT STATEMENT OF WORK

1. Background

The U.S. Agency for International Development (USAID) has U.S. personal services contractors (USPSCs) that enter into an individual contract with the Agency for services that generally establishes an employer-employee relationship with USAID. *See* Federal Acquisition Regulations 37.104. The Foreign Assistance Act of 1961, as amended, (FAA) prohibits the participation of these USPSCs in any program administered by the Office of Personnel Management (OPM), including the Federal Employee Health Benefits Program (FEHB) and the Federal Employee Group Life Insurance Program (FEGLI). However, as discussed below, by policy as reflected in the USAID Acquisition Regulations (AIDAR) provisions, USAID provides USPSCs benefits similar to those under the OPM programs, including reimbursement for health and life insurance premiums.

There are approximately 1,300 USPSCs at USAID. These individuals work in the United States and in the more than 100 countries in which USAID partners to achieve development objectives and respond to humanitarian disasters. Roughly half of the USPSCs worldwide work principally on humanitarian disasters, conflict and crisis stabilization that may involve performing services in countries in conflict or in the midst of humanitarian disasters. USPSCs who perform services abroad are provided with U.S. government housing, security and other services similar to U.S. direct-hire employees working in the same country.

With regard to health risks, USPSCs that travel overseas for fewer than thirty (30) days must have a physician's statement of physical fitness. USPSCs whose duties involve travel and performance of services abroad for 30 consecutive days or more in a calendar year are required to have a medical clearance from the Department of State, Office of Medical Services, Medical Clearance Division (M/MED/MC). USPSCs are also provided health and MEDEVAC services by the Department of State Medical Unit similar to USAID's direct-hire employees in a Mission.

Because of the restriction that prohibits the participation of USPSCs in OPM-managed benefit programs and in order to facilitate access to health and life insurance for USPSCs, USAID established, as a matter of Agency policy as reflected in the AIDAR (see AAPD 10-01), that it will make a contribution towards the premiums paid by a USPSC for health and life insurance. Note that USAID has no direct contractual or other relationship with any insurance provider that provides life or health insurance to the Agency's USPSCs.

USAID recognized that the premium for a USPSC to obtain health or life insurance in the private marketplace may be higher than the costs of its Federally employed staff that participate in the group-based FEHB. Thus, the Agency established the premium reimbursement cap for health

and life insurance for its USPSCs at an amount that should enable the USPSCs to obtain health and life insurance plans roughly comparable to the health insurance plans of a typical U.S. Government employee participating in the FEHB. The current health insurance premium reimbursement cap for an individual USPSC is 15.7 percent above the premium cap for Self only under the FEHB and, for a USPSC plus family, the cap is 32.2 percent above the Self plus Family cap under the FEHB.

USPSCs that are retired U.S. Government employees are not entitled to receive additional contributions for health or life insurance premiums under their contracts. The Government will normally have already paid its contribution for the retiree's health and life insurance unless the USPSC can prove to the satisfaction of the Contracting Officer that his/her health and life insurance does not provide or specifically excludes coverage overseas. In such a case, the USPSC would be eligible for contributions for health and/or life insurance premiums, as appropriate.

When the period of performance is less than one year, costs for health and life insurance premiums are prorated and the reimbursement amount is determined accordingly. A USPSC who is a spouse of a current or retired Civil Service, Foreign Service, or Military Service member and who is covered by their spouse's U.S. Government-sponsored health or life insurance policy is ineligible for the contribution toward health and/or life insurance premiums.

In the case of health and life insurance, USPSCs, regardless of salary level, are entitled to the following paid by USAID per the AIDAR:

1. HEALTH INSURANCE PREMIUM REIMBURSEMENT

The contractor shall be provided a maximum contribution of up to 72 percent against the actual costs of the contractor's annual health insurance cost, provided that such cost may not exceed the maximum U.S. Government contribution as announced periodically by USAID's Office of Acquisition and Assistance. Per Assistance and Acquisition Policy Directive (AAPD) 10-01, entitled Personal Services Contracts -- Changes in USG Reimbursement Amounts for Health Insurance and Physical Examination Costs, dated January 8, 2010, USAID's maximum annual contribution amounts for health insurance premiums are:

- For Contractor Only--not to exceed \$7,266.00
- For Contractor with Family--not to exceed \$20,339.00

See AIDAR, Appendix D, section 12, General Provision 9, paragraph (b)(1) under the deviation in AAPD 10-01.

AAPD 10-01 also states that the Agency will review the amount for the Agency's maximum annual contribution periodically but no more frequently than annually.

2. LIFE INSURANCE PREMIUM REIMBURSEMENT

The contractor shall be provided a contribution of up to 50 percent against the actual costs of annual life insurance not to exceed \$500.00 per year.

See AIDAR, Appendix D, section 12, General Provision 9, paragraph (b)(2).

2. Market Research Objectives

A. Health Insurance

1. Research the open health insurance marketplace and assess USAID's current health insurance premium reimbursement caps as noted in paragraph 1 above to determine if these caps are sufficient to enable USPSCs to get comparable health insurance plans as that of a typical U.S. Government employee participating in the FEHB¹.

2. Currently, Agency policy does not differentiate in terms of the premium reimbursement cap when a USPSC is working in the United States vs. overseas. Research and assess whether, in determining the premium reimbursement cap, the Agency should have a different cap based on the location/country in which services are to be performed or other factors that might affect the risk profile of a USPSC and in turn the cost of their insurance. In determining if a different cap is appropriate, the objective would be the same, which is to assess the cost for USPSCs to be able to get a health insurance plan on the open market comparable to that of a typical U.S. Government employee participating in the FEHB.

3. If the cap is determined to be inappropriate based on the open marketplace, recommend by how much the Agency should adjust the cap for Contractor Only, Contractor plus one, and Contractor with Family, so that the maximum reimbursable cap will be sufficient for USPSCs to obtain health insurance plans that are comparable to that of U.S. Government employee participating in the FEHB.

4. Per USAID policy, as stated in AAPD 10-01, the Agency will review the amount for the maximum annual contribution toward its USPSC's health insurance premium periodically but no more frequently than annually. To support this policy requirement, the vendor is asked to recommend a methodology for the Agency to determine how, on an ongoing basis, to assess and, if appropriate, adjust the Agency's health insurance premium reimbursement cap to enable USPSCs to be able to get a health insurance plan comparable to that of a typical U.S. Government employee participating in the FEHB.

¹ [FEHB Fast Facts](#); [OPM Health Insurance Premiums - 2022](#)

B. Life Insurance

1. Research the life insurance marketplace and assess USAID's current life insurance premium reimbursement cap for USPSCs to determine if this cap is appropriate to enable the USPSCs to obtain a life insurance plan comparable to that of a typical U.S. Government employee participating in the FEGLI. If the cap is determined to not be appropriate for the open market, recommend how the Agency should adjust the cap so that the maximum reimbursable amount for life insurance premium costs for USPSCs would allow them to get a life insurance plan that is comparable to that of a typical U.S. Government employee participating in the FEGLI.

2. Some USPSCs have been unable to obtain life insurance at any cost due to the nature of their work for USAID in hazardous environments; and, once denied for life insurance, obtaining insurance later becomes more challenging as previous denials can be seen by life insurance providers. Research the open life insurance marketplace and identify options and make recommendations for USAID's USPSC life insurance premium reimbursement policy to identify an approach that may facilitate the ability of USAID's USPSCs, regardless of where they may work on behalf of the Agency, to obtain life insurance coverage. Include in this research and assessment a review of employers that may compete for the same talent pool as USAID to determine whether or not USAID should provide USPSCs a guaranteed death benefit and, if so, how such benefit should be provided. Note that USAID USPSCs are provided housing and security similar to U.S. direct-hire employees overseas.

3. Recommend a methodology for the Agency to determine how, on an ongoing basis, to assess and, if appropriate, adjust the Agency's life insurance premium reimbursement cap to enable the USPSCs to get a life insurance plan that is comparable to that of a typical U.S. Government employee participating in the FEGLI.

C. Competitiveness of Health and Life Insurance Benefits for USPSCs

1. USAID wants to continue to be a highly competitive U.S. Government agency attracting highly qualified USPSCs to support the Agency's ability to accomplish its mission and objectives.

2. Benchmark USAID's health and life insurance premium reimbursement benefits of 72 percent and 50 percent, as well as the maximum reimbursable caps, with the marketplace for the amounts provided for health and life insurance provided by employers that may compete for the same talent pool and make recommendations for any changes to enable the Agency to remain competitive for the high-quality personnel it seeks.