



Embassy of the United States of America
Beirut, Lebanon
Contracting Office

November 10, 2009

Dear Prospective Offeror:

SUBJECT: Solicitation Number S-LE200-10-R-0002

The Embassy of the United States of America in Beirut, Lebanon, invites you to submit a proposal for customized medical and life insurance services for its 480 locally hired employees and their 900 dependents for a period of three years effective February 8, 2010.

Your proposal must be submitted and hand delivered to the Main Gate of the US Embassy in Awkar, Metn. All proposals must be delivered in sealed envelopes marked "Proposal # S-LE200-10-R-0002 Enclosed" and addressed to the attention of Ms. Judy Carter, Contracting Officer of the Embassy on or before 12:00 hours on December 10, 2009. No proposal will be accepted after this time.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33
2. Section B, Pricing Schedule
3. Section B, Retention Amounts in B.3 and B.7
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation in writing only to the following email address on or before close of business on November 20, 2009 to the attention of Mrs. Roula Rizk at:

RizkRM@state.gov

We intend to post all questions received by the above date and our corresponding answers on the Embassy's website as of November 25, 2009:

Please check: <http://lebanon.usembassy.gov>

Please note: proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation will be deemed technically unacceptable.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,

Judy Carter
Contracting Officer
US Embassy
Beirut, Lebanon

SOLICITATION, OFFER AND AWARD				1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE OF PAGES 0 79
2. CONTRACT (Proc. Inst. Ident.) NO.		3. SOLICITATION NO. S-LE200-10-R-0002		4. TYPE OF SOLICITATION [] SEALED BID (IFB) [x] NEGOTIATED (RFP)		5. DATE ISSUED November 10, 2009	
7. ISSUED BY Contracting Office American Embassy Awkar Beirut, Lebanon				8. ADDRESS OFFER TO (If other than item 7)			
NOTE: In sealed bid solicitation "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
9. Sealed offers per Section L.2 for furnishing the services in the Schedule must be hand delivered to the Main Gate of the American Embassy in Awkar by or before 12:00 hours on December 10, 2009.							
(date)							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L. Provision No. 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME Mrs. Roula Rizk / Contracting Office		B. TELEPHONE (NO COLLECT CALLS) 04-544867 AREA CODE NUMBER EXT		C. E-MAIL ADDRESS rizkrm@state.gov	
11. TABLE OF CONTENTS							
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OFFER (Must be fully completed by offeror)							
NOTE: ITEM 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (120 calendar days unless a different period is inserted by the offer) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT SEE 14 (See section I, Clause No 52.232-8)			10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS	
			%	%	%	%	
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the solicitation and related documents) numbered and dated:			AMENDMENT NO.	DATE	AMENDMENT NO.	DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)			
15B. TELEPHONE NO. (Include area code)		15C. CHECK IF REMITTANCE ADDRESS [] IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS		17. SIGNATURE		18. OFFER DATE	
AWARD (To be completed by Government)							
19. ACCEPTED AS TO ITEM NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: [] 10 U.S.C. 2304(c)() [] 41 U.S.C. 253(c)()				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTRATION BY (If other than Item 7) CODE			25. PAYMENT WILL BE MADE BY CODE				

Request For Proposal No. S-LE200-10-R-0002
Contracting Offices
US Embassy, Beirut

Medical and Life Insurance Services
For Locally Employed Staff & Dependents

26. NAME OF CONTRACTING OFFICER (*Type or print*)

27. UNITED STATES OF AMERICA

28. AWARD DATE

(*Signature of Contracting Officer*)

IMPORTANT - Award will be made on this form, or on the Standard Form 26, or by other authorized official written notice.

NSN 7540-01-152-8064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 33 (REV 9-97)
Prescribed by GSA

SECTION B
PART I PRICE - HEALTH INSURANCE

B.1. HEALTH INSURANCE SERVICES

The Contractor shall provide the Health Insurance services to employees of the Government of the United States of America in Beirut, Lebanon as described in Section C and the Exhibits in Section J. The groups of employees who shall be provided this insurance are listed in C.1.3 (medical) and C.2.3 (life). This insurance shall be provided in accordance with Section C and the Exhibits in Section J.

B.1.1. Official Residence Expense (ORE) Staff, Embassy Association Employees (EAE) and Retired Employees are included under this contract only as a rider; the Contractor shall bill the Chief of Mission and Deputy Chief of Mission (for ORE Staff), the Embassy Association (for EAEs) and the Retired Employees separately, at the rates specified below. See Section G for billing procedures.

B.2. PRICES

This is a fixed price requirements type contract under which will be issued firm, fixed-price task orders. The fixed prices/premium rates (in local currency) for the health insurance services as specified in Section C and Exhibit A of Section J are as follows:

(Bidder to fill-in the Bi-Weekly rates and the Total Premium columns in the following tables)

B.2.1. BASE YEAR OF CONTRACT:

00:01 Hours - February 8, 2010 to 24:00 hours February 7, 2011

Bi-Weekly Rates per Category in Lebanese Pounds:

Category	Estimated Number	Bi-Weekly Rate	Total Premium
1-Employees	480		
2- Spouses	309		
3- Children	499		
4-Adult Children	81		
SUBTOTAL			

Total Price for Base Year (Subtotal x 26): _____

B.2.2. FIRST OPTION YEAR OF THE CONTRACT:

00:01 Hours - February 8, 2011 to 24:00 hours February 7, 2012

Bi-Weekly Rates per Category in Lebanese Pounds:

Category	Estimated Number	Bi-Weekly Rate	Total Premium
1-Employees	480		
2- Spouses	309		
3- Children	499		
4-Adult Children	81		
SUBTOTAL			

Total Price for Option Year 1 (Subtotal x 26): _____

B.2.3. SECOND OPTION YEAR OF THE CONTRACT:

00:01 Hours - February 8, 2012 to 24:00 hours February 7, 2013

Bi-Weekly Rates per Category in Lebanese Pounds:

Category	Estimated Number	Bi-Weekly Rate	Total Premium
1-Employees	480		
2- Spouses	309		
3- Children	499		
4-Adult Children	81		
SUBTOTAL			

Total Price for Option Year 2 (Subtotal x 26): _____

TOTAL PRICE FOR BASE PERIOD	
TOTAL PRICE FOR OPTION YEAR ONE	
TOTAL PRICE FOR OPTION YEAR TWO	
GRAND TOTAL FOR THREE YEARS	

B.3 ADMINISTRATIVE RETENTION AMOUNTS

RESERVED

B.4. ECONOMIC PRICE ADJUSTMENT-HEALTH INSURANCE PREMIUMS

RESERVED

PART II PRICE - GROUP LIFE INSURANCE

B.5. GROUP LIFE INSURANCE SERVICES

The Contractor shall provide the Group Life Insurance services described herein to employees of the Government of the United States of America in Beirut, Lebanon. The groups of employees who shall be provided this insurance are listed in C.2.3. This insurance shall be provided in accordance with Section C and the Exhibits in Section J.

B.5.1. Official Residence Expense (ORE) Staff, Embassy Association Employees (EAE) and Retired Employees are included under this contract only as a rider; the Contractor shall bill the Chief of Mission and Deputy Chief of Mission (for ORE Staff), the Embassy Association (for EAEs) and the Retired Employees separately, at the rates specified below. See Section G for billing procedures.

B.6. GROUP LIFE INSURANCE RATES

This is a fixed-price -requirements type contract under which the Government will issue firm-fixed price task orders. The fixed prices/premium rates in Lebanese Pounds per one thousand of salary to provide life insurance, accidental death and dismemberment and partial and total disability coverage are as follows:

(Bidder to fill-in the Bi-Weekly rates and the Total Premium columns in the following tables)

B.6.1. BASE YEAR OF CONTRACT:

00:01 Hours - February 8, 2010 to 24:00 hours February 7, 2011

Bi-Weekly Rates per Employee in Lebanese Pounds:

Type of Insurance	Premium (per 1,000) of last salary	Estimated Payroll (biweekly)	Total
- Basic Life - Accidental Death - Total and Partial Disability		560,624,363	

Total Price for Base Year: _____ x 26 = _____

B.6.2. FIRST OPTION YEAR OF CONTRACT:

00:01 Hours - February 8, 2011 to 24:00 hours February 7, 2012

Bi-Weekly Rates per Employee in Lebanese Pounds:

Type of Insurance	Premium (per 1,000) of last salary	Estimated Payroll (biweekly)	Total
- Basic Life - Accidental Death - Total and Partial Disability		560,624,363	

Total Price for Base Year: _____ x 26 = _____

B.6.3. SECOND OPTION YEAR OF CONTRACT:

00:01 Hours - February 8, 2012 to 24:00 hours February 7, 2013

Bi-Weekly Rates per Employee in Lebanese Pounds:

Type of Insurance	Premium (per 1,000) of last salary	Estimated Payroll (biweekly)	Total
- Basic Life - Accidental Death - Total and Partial Disability		560,624,363	

Total Price for Base Year: _____ x 26 = _____

TOTAL PRICE FOR BASE PERIOD	
TOTAL PRICE FOR OPTION YEAR ONE	
TOTAL PRICE FOR OPTION YEAR TWO	
GRAND TOTAL FOR THREE YEARS	

B.7. HEALTH INSURANCE SERVICES FOR RETIRED EMPLOYEES

The Contractor shall provide the Health Insurance services to retired employees of the Government of the United States of America in Beirut, Lebanon as described in Section C and the Exhibits in Section J. The groups of employees who shall be provided this insurance are listed in C.1.3 (medical) and C.2.3 (life). This insurance shall be provided in accordance with Section C and the Exhibits in Section J.

B.7.1. Retired Employees are included under this contract only as a rider; the Contractor shall bill the Retired Employees separately, at the rates specified below. See Section G for billing procedures.

B.8. PRICES

This is a fixed price requirements type contract under which will be issued firm, fixed-price task orders. The fixed prices/premium rates (in local currency) for the health insurance services as specified in Section C and Exhibit D of Section J are as follows:

(Bidder to fill-in the Bi-Weekly rates and the Total Premium columns in the following tables)

B.8.1. BASE YEAR OF CONTRACT:

00:01 Hours - February 8, 2010 to 24:00 hours February 7, 2011

Bi-Weekly Rates per Category in Lebanese Pounds:

Category	Estimated Number	Bi-Weekly Rate	Total Premium
1-Retired Employees	9		
2- Retired Employee Spouses	6		
3- Retired Employee Children	0		
4- Retired Employee Adult Children	0		
SUBTOTAL			

Total Price for Base Year (Subtotal x 26): _____

B.8.2. FIRST OPTION YEAR OF THE CONTRACT:

00:01 Hours - February 8, 2011 to 24:00 hours February 7, 2012

Bi-Weekly Rates per Category in Lebanese Pounds:

Category	Estimated Number	Bi-Weekly Rate	Total Premium
1-Retired Employees	10		
2- Retired Employee Spouses	6		
3- Retired Employee Children	0		
4- Retired Employee Adult Children	0		
SUBTOTAL			

Total Price for Base Year (Subtotal x 26): _____

B.8.3. SECOND OPTION YEAR OF THE CONTRACT:

00:01 Hours - February 8, 2012 to 24:00 hours February 7, 2013

Bi-Weekly Rates per Category in Lebanese Pounds:

Category	Estimated Number	Bi-Weekly Rate	Total Premium
1-Retired Employees	12		
2- Retired Employee Spouses	8		
3- Retired Employee Children	0		
4- Retired Employee Adult Children	0		
SUBTOTAL			

Total Price for Base Year (Subtotal x 26): _____

TOTAL PRICE FOR BASE PERIOD	
TOTAL PRICE FOR OPTION YEAR ONE	
TOTAL PRICE FOR OPTION YEAR TWO	
GRAND TOTAL FOR THREE YEARS	

PART II PRICE - GROUP LIFE INSURANCE RATES FOR RETIRED EMPLOYEES

B.9. GROUP LIFE INSURANCE SERVICES

The Contractor shall provide the Group Life Insurance services described herein to Retired Employees of the Government of the United States of America in Beirut, Lebanon. The groups of retired employees who shall be provided this insurance are listed in C.2.3. This insurance shall be provided in accordance with Section C and the Exhibits in Section J.

B.5.1. Retired Employees are included under this contract only as a rider; the Contractor shall bill the Retired Employees separately, at the rates specified below. See Section G for billing procedures.

B.10. GROUP LIFE INSURANCE RATES

This is a fixed-price -requirements type contract under which the Government will issue firm-fixed price task orders. The fixed prices/premium rates in Lebanese Pounds per one thousand of salary to provide life insurance, accidental death and dismemberment and partial and total disability coverage are as follows:

(Bidder to fill-in the Bi-Weekly rates and the Total Premium columns in the following tables)

B.10.1. BASE YEAR OF CONTRACT:

00:01 Hours - February 8, 2010 to 24:00 hours February 7, 2011

Bi-Weekly Rates per Employee in Lebanese Pounds:

Type of Insurance	Premium (per 1,000) of last salary	Estimated Payroll (biweekly)	Total
- Basic Life - Accidental Death		0	

Total Price for Base Year: _____ x 26 = _____

B.10.2. FIRST OPTION YEAR OF CONTRACT:

00:01 Hours - February 8, 2011 to 24:00 hours February 7, 2012

Bi-Weekly Rates per Employee in Lebanese Pounds:

Type of Insurance	Premium (per 1,000) of last salary	Estimated Payroll (biweekly)	Total
- Basic Life - Accidental Death		0	

Total Price for Base Year: _____ x 26 = _____

B.10.3. SECOND OPTION YEAR OF CONTRACT:

00:01 Hours - February 8, 2012 to 24:00 hours February 7, 2013

Bi-Weekly Rates per Employee in Lebanese Pounds:

Type of Insurance	Premium (per 1,000) of last salary	Estimated Payroll (biweekly)	Total
- Basic Life - Accidental Death		0	

Total Price for Base Year: _____ x 26 = _____

TOTAL PRICE FOR BASE PERIOD	
TOTAL PRICE FOR OPTION YEAR ONE	
TOTAL PRICE FOR OPTION YEAR TWO	
GRAND TOTAL FOR THREE YEARS	

SECTION C
DESCRIPTION/SPECIFICATION/WORK STATEMENT
PART I - HEALTH INSURANCE

C.1. HEALTH INSURANCE SERVICES

The Government of the United States of America requires Health Insurance coverage for its employees as further described in C.1.3 in Lebanon. The Government has determined that the prevailing practice by employers in Lebanon is to provide for their employees health insurance protection and that the cost of such insurance protection is borne by both the employee and the employer on a 17% and 83% respectively. Health insurance protection will be representative of locally prevailing compensation practice as further described in C.1.1. The specific health benefit coverage under this contract is set forth in Section C and the Exhibits in Section J.

C.1.1 Employee and Dependent Health Services Benefits

Reimbursements apply when services are rendered at a network provider unless otherwise pre-approved.

C.1.1.1. Hospitalization:

- ❖ 100% reimbursement of First Class local service category without the participation of the National Social Security.
- ❖ 100% reimbursement for room and board including all regular daily services and supplies in a licensed hospital, all other hospital services and supplies for medical care in the hospital; anesthetics and their administration; physicians services for surgery and other medical care; and emergency benefits.
- ❖ 100% reimbursement of hospital medical expenses including laboratory tests and x-rays, nursing care, operating room costs, intensive care, prescription medicines, and physical therapy.

C.1.1.2 Professional services and treatment:

- ❖ 100% reimbursement for examination, diagnostic and treatment services by general practitioners of clinics and health centers, out-patient surgeries, specialists and or consultant specialist doctors when not hospitalized at authorized healthcare service providers.
- ❖ 100% reimbursement for diagnostic test services carried out in an authorized facility. Diagnostic tests include but are not limited to any tests needed for the fetus of a pregnant woman.
- ❖ 100% reimbursement for out-patient physical therapy. Clinically diagnosed pathology and prior approval is required.
- ❖ 100% reimbursement for radiotherapy treatments.

C.1.1.3. Out patient Prescription drugs and medicines:

- ❖ 85% reimbursement for out-patient prescribed drugs.

C.1.1.4 Obstetrical care:

- ❖ 100% reimbursement when hospitalized.
- ❖ 100% reimbursement per physician consultation for obstetrical medical care including prenatal and postnatal care.
- ❖ 100% Coverage for delivery including normal or cesarean delivery, ectopic or extra-uterine pregnancy, and miscarriage as per any other hospital expense.

- ❖ 100% reimbursement for any treatment needed for the fetus from the day of conception and until its delivery, as any other expense outlined.



C.1.1.5 Optical Care:

- ❖ 100% reimbursement for eye examination by a general practitioner of clinics and health centers, specialists and or consultant specialist doctors when not hospitalized at authorized healthcare service providers.
- ❖ 100% reimbursement for one pair of eye glass lenses or medical lenses for sight. Frames are not covered.
- ❖ 100% reimbursement for eye surgery or treatment as a result of injury or for pathological reason.

C.1.1.6 HIV/AIDS:

- ❖ 100% reimbursement for medications to suppress opportunistic infections, such as Tuberculosis and toxoplasmosis for employees who have HIV/AIDS. For employee and employee's covered spouse/partner 100% reimbursement for the brief courses of anti-retroviral drugs during childbirth to prevent the transmission of HIV to the employee's child. This expanded coverage generally excludes medications for the long term suppression of AIDS through the combination of anti-retroviral drugs.

C.1.1.7 Medical expenses incurred out of country:

- ❖ Medical expenses incurred out of country for employees and dependents will be reimbursed according to the American University of Beirut Medical Center tariff.

C.1.1.8 Annual Maximum Limit:

- ❖ The maximum annual reimbursement per contract year is:
 - 100% reimbursement up to LL 180,000,000 (one hundred eighty million Lebanese Pounds) per case per insured for hospitalization coverage.
 - 100% reimbursement up to LL 60,000 per doctor's visit with a maximum of 10 visits per contract year for an employee with no enrolled dependents; 15 visits per family per contract year for an employee with one enrolled dependent; 25 visits per family per contract year for an employee with two enrolled dependents; and 30 visits per family per contract year for an employee with three or more enrolled dependents.
 - 100% for diagnostics test services up to LL. 750,000 per insured person per contract year.
 - 100% reimbursement up to LL. 300,000 per physical therapy case per insured.
 - 100% reimbursement up to LL. 7,500,000 per insured person per case for radiotherapy coverage.
 - 85% reimbursement up to LL. 1,500,000 per insured person for out-patient prescribed drugs.
 - 100% reimbursement for eye examination up to LL 60,000 per doctor's visit. Every insured is entitled for a maximum amount of two eye examination visits per contract year to be deducted from the maximum number of total visits allowed for each category of insured according to the number of enrolled dependents. 100% reimbursement of one pair of eyeglass lenses up to LL. 75,000 per insured.
 - 100% reimbursement up to LL. 1,500,000 for medications to suppress opportunistic infections.

C.1.2 Health Benefits Conditions and Limitations:

No reimbursement will be made for elective cosmetic surgery or treatment unless necessitated by an accidental bodily injury occurring while the insured person is covered by the contractor; spa cures; rejuvenation cures; massage; non-medical hospital charges such as telephones or television; home help, family help, or similar household assistance; fees of persons who are not licensed physicians or nurses; or services or supplies which have not been prescribed or approved by a physician or nurse.

No reimbursement will be made for expenses that will be reimbursed or paid directly by the U.S. workers' compensation program (on the job related accident), or any insurance plan or payment plan.(see definition).

No reimbursement will be made for expenses related to a self inflicted injury whilst sane or insane, or a condition resulting from ionizing, radiation or contamination by radioactivity., or a treatment of any condition as a result of mental disorder or alcohol or narcotic drug abuse.

No reimbursement will be made for expenses resulting from any violation of the law or attempted violation of the law or resistance to arrest.

No reimbursement will be made for a treatment of any condition resulting from mental disorder that is treated by a psychiatrist or a mental health practitioner..

No reimbursement will be made for expenses resulting for general health examinations and check-ups done on an outpatient basis.

No reimbursement will be made for expenses related to Lasik (PRK) surgeries for myopia, and for the cost of eyeglass frames, color contact lenses and the products used for the cleaning and upkeep of all kinds of lenses including the cleaning and upkeep of lenses for sight.

No reimbursement will be made for any drug that is purchased without a prescription and for all cosmetic drugs unless necessitated by an accident occurring while the insured person is covered by the Contractor.

No reimbursement will be made for gum surgery and treatment surgery that is related to dental. Any kind of disease of the jaw or gum that entails treatment or surgery that is not related to dental shall be covered.

No reimbursement will be made for maternity related costs for insured employees who have not been covered by this contract for at least 90 consecutive days or a preceding health insurance contract through employment at the US Embassy.

C.1.3 Eligible Participants

C.1.3.1 Eligible Employees

The employees eligible for the health insurance services include the following:

C.1.3.1.1 All current active employees of the United States Government, employed within the geographic boundaries of Lebanon paid under the Local Compensation Plan, and certified by the Contracting Officer.

Covered employees include:

C.1.3.1.2. Foreign Service Nationals (FSNs) employed under direct hire appointments, Personal Services Agreements (PSAs) and Personal Services Contracts (PSCs)

C.1.3.1.3. Locally hired U.S. citizens employed under direct hire appointments, PSAs and PSCs.

C.1.3.1.4. Third Country National (TCNs) employed under direct hire appointments and PSAs.

C.1.3.2 Location of Employment

The individuals covered by C.1.3.1 must be employed within the geographic boundaries of Lebanon and under Chief of Mission authority.

C.1.3.3 Participants Covered Under a Rider:

C.1.3.3.1 All current active employees of the Chief of Mission, Deputy Chief of Mission and the Principal Officer assigned to their respective official Government residences and paid under an ORE account (see separate rider, Exhibit B). All costs for ORE employees are the responsibility of the employing officer, not the U.S. Government.

C.1.3.3.2 All current active employees of the Employee Association at Embassy in Lebanon (see separate rider, Exhibit C). All costs for American Embassy Employees Association (BRASS) are the responsibility of the Employee Association, not the U.S. Government United States Government, employed within the geographic boundaries of Lebanon.

C.1.3.3.3 All retired employees of the United States Government who were employed within the geographic boundaries of Lebanon. Upon retirement, each employee and his/her remaining dependents are eligible for health benefits under this contract upon award and thereafter during the performance period of this contract. Each new retiree and his/her remaining dependents are eligible for coverage upon retiring from duty and having completed at least 10 years of service with the United States Government. Election of coverage after retirement will be a one-time option for each eligible employee. All health benefits and limitations outlined apply to the retired employee and his/her remaining dependents except the maternity benefit (C.1.1.4) and limitation (C.1.2.) that are not applicable. All costs for retired employees are the responsibility of the retiree himself, the cost of such insurance protection is borne entirely at 100% by the retiree.

C.1.4 Individuals Not Eligible for Coverage:

Individuals not eligible for coverage under this contract are non-personal services contract personnel; Peace Corps Personal Services Contractors as required by MS 743; employees working on a temporary basis; employees with an intermittent, seasonal, or WAE (when actually employed) schedule; and any other individual not falling within one of the categories of employees described in this clause.

C.1.5. Other Eligible Participants:

The following additional categories of persons are covered by this insurance:

- Spouses of eligible employees
- Children of eligible employee
- Adult Children of eligible employee
- Retirees
- Spouses of eligible retirees
- Children of eligible retirees
- Adult Children of eligible retirees

C.1.6. Eligibility

C.1.6.1. Term of Eligibility and Effective Date

Each current active eligible employee and his/her dependents are enrolled for health benefits under this contract upon award and thereafter during the performance period of this contract. Each new eligible employee will be enrolled upon entering on duty with the United States Government. An employee is considered active ("on the rolls") whenever such employee is on approved leave, whether paid or unpaid. Each current eligible retiree is enrolled for health benefits under this contract upon award and thereafter during the performance period of this contract. Each new eligible retiree will be enrolled upon retiring from duty with the United States Government.

During a period of Leave Without Pay of more than 2 weeks, or unpaid leave that is one pay period or less, coverage under the insurance contract will continue. The USG will pay the total premium cost to the contractor. The employee's share of the premium will be collected through payroll deduction in that or subsequent pay period.

Dependents will be defined as a covered employee's spouse (limit 1) and all children. An eligible child is defined as the employee's natural child, adopted child, stepchild, or foster child. The child must be unmarried, economically dependent upon the employee, and reside with the employee unless away at school. An eligible child will be covered until the end of the contract year in which he/she reaches age 18, or age 25 if a full time student. There is no age limit for a child who is physically or mentally handicapped. A newborn eligible child will be deemed eligible for insurance coverage on the date of birth.

C.1.6.2. Period of Ineligibility.

Employees and their dependents are not entitled for health benefits during any period of employment for which premiums are not paid.

Additionally, employee's dependents are not entitled to health benefits during any period of employment during which the employee was not eligible to participate.

During a period of extended (beyond one pay period) of Leave Without Pay or unpaid leave, the employee is responsible for the full cost of the insurance premiums for self and dependents. The Mission will pay the premiums directly to the contractor and will collect the full cost from the employee on a quarterly basis. Alternatively, the employee may elect to have coverage cease if that employee prefers not to pay the premium.

C.1.7. BROCHURE REQUIREMENT.

C.1.7.1. The contractor shall provide a document (brochure/pamphlet/other written document) in English and Arabic that sets forth a complete listing of the health insurance benefits and terms and conditions to be provided under this contract. This brochure shall be provided in sufficient quantities so that each covered employee receives a copy. The contractor shall furnish all copies of the brochures to the COR, who will ensure that appropriate distribution is made.

C.1.7.2. The contractor shall provide the document described in C.1.7.1 to the COR not later than 15 calendar days after date of contract award. The Contractor shall provide additional brochures for new employees within ten (10) days of the COR's request.

C.1.7.3. The contractor assumes full responsibility for ensuring that the document described in C.1.7.1 accurately reflects the requirements of the contract, as implemented by the contractor's technical proposal. In all cases, the contract shall take precedence. Should the COR discover that the brochure contains inaccuracies, the contractor will be notified in writing; however, failure on the part of the Government to notice any inaccuracies shall in no way limit, revise or otherwise affect the requirement under this contract for the contractor to fully comply with all contract terms.

PART II GROUP LIFE INSURANCE COVERAGE

C.2.0 The Government of the United States of America requires Group Life Insurance coverage for its employees as further described in C.2.2, in Lebanon. The Government has determined that the prevailing practice by employers in Lebanon is to provide for their employees life insurance protection and that the cost of such insurance protection is usually borne by both the employee and the employer on a 17% and 83% respectively. Therefore, the Government desires to adopt such locally prevailing practice as part of its compensation plan for its employees as further described in C.2.2. The specific group insurance coverage under this contract is set forth in this part of Section C and the Attachments in Section J.

C.2.1. Group Life Insurance Coverage.

The amount of group life insurance coverage is as follows:

C.2.1.1. Amount of Employee Life Insurance:

In case of death, whether natural or accidental or due to war, the Contractor shall pay to the employee's designated beneficiary or beneficiaries a "Life Benefit" lump sum payment equal to three times the amount of annual basic salary.. The life insurance policy shall cover natural or accidental death for insured employees whether death occurs within Lebanon or abroad. Death which occurs as a direct result of the employee's active participation in war outside official duties with the Embassy as determined by the Contracting Officer is not covered.

C.2.1.2. Amount of Accidental Death and Dismemberment Coverage:

In case of accidental death the Contractor shall pay to the employee's designated beneficiary or beneficiaries a "Life Benefit" equal to three times the amount of annual basic salary as outlined in C.2.1.1.

C.2.1.3. Partial and Total Disability Coverage:

C.2.1.3.1 Permanent Total Disability Coverage: When as the result of injury whether by accident, due to sickness, or due to a war situation, and commencing within 180 days of the date of the accident/sickness an insured employee is totally and permanently disabled or prevented from engaging in each and every occupation or employment for compensation or profit for which he is qualified by reason of his or her education, training and experience, the Contractor shall pay (provided such disability has continued for a period of twelve consecutive months and is total, continuous and permanent at the end of this period) the insured employee a lump sum equal to the "Life Benefit", which is three times the amount of annual basic salary, less any other amount paid or payable from the "Life Benefit" under this contract as the result of the same injury. Disability which occurs as a direct result of the employee's active participation in war outside official duties with the Embassy as determined by the Contracting Officer is not covered.

C.2.1.3.2. Permanent Partial Disability Coverage: When as a result of injury, whether by accident or due to war situation, and commencing within 180 days of the date of the accident an employee is partially and permanently disabled, the Contractor shall pay the employee a lump sum payment equal to a percentage of the “Life Benefit”. The percentage shall be calculated according to the Scale of Disabilities (Exhibit A of Section - to be provided by the Contractor). Disability which occurs as a direct result of the employee’s active participation in war outside official duties with the Embassy as determined by the Contracting Officer is not covered.

C.2.2. Life Insurance Benefits Conditions and Limitations.

Conditions and limitations on the entitlement to life insurance benefits under this contract are as follows:

No entitlement for life insurance benefit will be made if death occurs as a direct result of employee’s active participation in war outside official duties with the Embassy as determined by the Contracting officer.

No entitlement will be made for permanent total or partial disability benefit which occurs as a direct result of the employee’s active participation in war outside official duties with the Embassy as determined by the Contracting Officer.

C.2.3 Eligible Participants

C.2.3.1 Eligible Employees

The employees eligible for the health insurance services include the following:

C.2.3.1.1 All current active employees of the United States Government, employed within the geographic boundaries of Lebanon paid under the Local Compensation Plan, and certified by the Contracting Officer. Covered employees include:

C.2.3.1.2. Foreign Service Nationals (FSNs) employed under direct hire appointments, Personal Services Agreements (PSAs) and Personal Services Contracts (PSCs)

C.2.3.1.3. Locally hired U.S. citizens employed under direct hire appointments, PSAs and PSCs.

C.2.3.1.4. Third Country National (TCNs) employed under direct hire appointments and PSAs.

C2.3.2 Location of Employment

The individuals covered by C.1.3.1 must be employed within the geographic boundaries of Lebanon and under Chief of Mission authority.

C.2.3.3 Participants Covered Under a Rider:

C.2.3.3.1 All current active employees of the Chief of Mission, Deputy Chief of Mission and the Principal Officer assigned to their respective official Government residences and paid under an ORE account (see separate rider, Exhibit B). All costs for ORE employees are the responsibility of the employing officer, not the U.S. Government.

C.2.3.3.2 All current active employees of the Employee Association at Embassy in Lebanon (see separate rider, Exhibit C). All costs for American Embassy Employees Association (BRASS) are the responsibility of the Employee Association, not the United States Government, employed within the geographic boundaries of Lebanon.

C.2.3.3.3 All retired employees of the United States Government who were employed within the geographic boundaries of Lebanon. Upon retirement, each employee is eligible for life benefit only under this contract upon award and thereafter during the performance period of this contract. Each new retiree is eligible for coverage upon retiring from duty and having completed at least 10 years of service with the United States Government. Election of life insurance coverage after retirement will be a onetime option for each eligible employee. Retirees are only eligible for life insurance as outlined in C.2.1 & C.2.1.2 and its related limitation. Retirees will not be entitled for permanent total and partial disability as outlined in C.2.1.3.1 & C.2.1.3.2. All costs for retired employees are the responsibility of the retiree himself, the cost of life insurance protection is borne entirely at 100% by the retiree.

C.2.4. Individuals Not Eligible for Coverage:

Individuals not eligible for coverage under this contract are non-personal services contract personnel; Peace Corps Personal Services Contractors as required by MS 743; employees working on a temporary basis; employees with an intermittent, seasonal, or WAE (when actually employed) schedule; and any other individual not falling within one of the categories of employees described in this clause.

C.2.5. RESERVED

C.2.6. Eligibility

C.2.6.1. Term of Eligibility and Effective Date

Each current active eligible employee is enrolled for “life insurance and disability benefits” and each retiree is enrolled for “life insurance benefit” under this contract upon award and thereafter during the performance period of this contract. Each new eligible employee will be enrolled upon entering on duty with the United States Government. An employee is considered active (“on the rolls”) whenever such employee is on approved leave, whether paid or unpaid. During a period of Leave Without Pay of more than 2 weeks, or unpaid leave that is one pay period or less, coverage under the insurance contract will continue. The USG will pay the total premium cost to the contractor. The employee’s share of the premium will be collected through payroll deduction in that or subsequent pay period. . Each new eligible retiree will be eligible for “Life Benefit” upon retirement from duty with the United States Government.

C.2.6.2. Period of Ineligibility.

Employees are not entitled for “life disability benefit” during any period of employment for which premiums are not paid.

During a period of extended (beyond one pay period) of Leave Without Pay or unpaid leave, the employee is responsible for the full cost of the insurance premiums. The Mission will pay the premiums directly to the contractor and will collect the full cost from the employee on a quarterly basis. Alternatively, the employee may elect to have coverage cease if that employee prefers not to pay the premium.

C.2.7. BROCHURE REQUIREMENT.

C.2.7.1. The contractor shall provide a document (brochure/pamphlet/other written document) in English that sets forth a complete listing of the life insurance benefits and terms and conditions to be provided under this contract. This brochure shall be provided in sufficient quantities so that each covered employee receives a copy. The contractor shall furnish all copies of the brochures to the COR, who will ensure that appropriate distribution is made.

C.2.7.2. The contractor shall provide the document described in C.1.7.1 to the COR not later than 15 calendar days after date of contract award. The Contractor shall provide additional brochures for new employees within ten (10) days of the COR's request.

C.2.7.3. The contractor assumes full responsibility for ensuring that the document described in C.2.7.1 accurately reflects the requirements of the contract, as implemented by the contractor's technical proposal. In all cases, the contract shall take precedence. Should the COR discover that the brochure contains inaccuracies, the contractor will be notified in writing; however, failure on the part of the Government to notice any inaccuracies shall in no way limit, revise or otherwise affect the requirement under this contract for the contractor to fully comply with all contract terms.

C.3.0 DEFINITIONS

Accidental Death As used in this contract means the death of an insured employee or the death of an insured retiree caused by accident resulting from outside, sudden and unforeseen causes and independent of the will of the insured employee/retiree.

Adult Child or Children As used in this contract means adults from 18 years of age through 25 years who are documented as full-time students, still living with their parents and not married. This definition also includes those children who have reached the age of 25 and who are proven to be incapable of self support because of mental or physical incapacity by a doctor's medical report.

Bodily Injury As used in this contract means accidental bodily injury resulting from outside, sudden and unforeseen causes independent of the will of insured person.

Case As used in this contract means each authorized in-hospital admission of an insured person.

Child or Children As used in this contract means dependents from birth and until 18 years of age.

Claim Form The accepted claim form as approved by the Contractor and the Government to initiate payment of benefits allowed under this contract.

Claim A written demand by one of the parties seeking, as a matter of right, the payment of money, in a certain sum.

Contracting Officer The Contracting Officer (CO) is the State Department's official representative with delegated authority to enter into and administer contracts.

FMO	The Financial Management Officer or the paying office for all U.S. Government Agencies.
COR	Contracting Officer's Representative, shall act on behalf of the US Government on technical matters during the management of this contract. The Embassy Human Resources Specialist shall serve as the COR.
Contributory	Insurance for which the employee contributes toward the premium.
Contractor	The Company chosen to provide insurance coverage.
Customary and Reasonable Treatment	A diagnostic test or medical treatment which is usually performed in the community where the individual is being treated.
Dependent	Covered dependents for health insurance. Dependents are defined as the employee's spouse and unmarried children. A limit of spouse per employee will be covered, unless prevailing practice supports otherwise. An eligible child is defined as the employee's natural child, adopted child, stepchild or foster child. The child must be unmarried, economically dependent upon the employee, and reside with the employee unless away at school. An eligible child will be covered until the end of the contract year (insurance) or calendar year (direct reimbursement plan) in which he/she reaches age 18, or age 25 if a full time student. There is no age limit for a child who is physically or mentally handicapped. There is no limit on the number of children covered per employee.
Disability, Total and Permanent	A physical or mental impairment which precludes the individual from performing ordinary motor or bodily functions and which requires separation from employment. If the impairment is the result of a previous impairment, it shall be considered a continuation of the prior impairment. Retirees will no be entitled for permanent and total disability.
DOSAR	Department of State Acquisition Regulations.
EAE Employee	All current active employees of the Employee Association of the US Embassy in Beirut.
Effective Date	The awarded contract will state the actual effective date of the contract.
Embassy	The Embassy of the United States of America and its agencies.
Employee	An individual employed by the U.S. Government, under a direct-hire appointment and personal services agreement, as further defined in Section C.1.3 for health insurance and C.2.3 for life insurance.. ORE Staff, AEEA may also be included if this category of individual is an eligible participant, as defined in C.1.3 for health insurance and C.2.3 for life insurance.
Employer	The United States Government or in the case of ORE and AEEA, the Chief of Mission/Deputy Chief of Mission, American Embassy Employee Association respectively.
EA	Employee Association of the US Embassy in Lebanon.
FAR	The Federal Acquisition Regulation, the laws and guidelines governing US Government contracts.

Government The Government of the United States of America and its agencies.

GSO General Services Officer in charge of the General Services Office at post. This officer is usually the Contracting Officer for this contract.

Human Resources Office The Embassy Personnel Office.

Hospital An institution established and operated for the care and treatment of sick and injured persons. It provides 24-hour nursing care and has diagnostic, laboratory, treatment, and surgical facilities. Any institution which does not meet this definition is not considered a hospital.

Hospital Patient An individual who has been admitted to a hospital, is assigned a bed, and is given diagnostic tests or receives treatment for a disease or an injury.

Insured Employee Insured employees are all active current LES employees, Third Country National Employees, and locally hired U.S. citizen employees of the United States Mission to Lebanon who have opted for coverage under this contract and are certified by the Administrative Officer or Contracting Officer to be (1) between the ages of 18 and 64; (2) employed under direct hire appointments, personal services contracts, and personal services agreements; (3) regularly scheduled to work 30 or more hours per week, and (4) paid under the terms of the local compensation plan. Not covered are non personal services contractors and their employees supplied by an independent contractor licensed to do business in Lebanon who provides services to other local organizations as well as to the U.S. Mission. Official Residence Employees (ORE) and Employee Association Employees (EAE) are covered under this contract only as a rider.

Insured Retirees Insured retirees are LES employees who have reached the age of 60 or 64 and were terminated from their work with the U.S. Government because they have reached their official retirement age. The official retirement age at the Embassy is 64. Security Section Staff retire at the age of 60. A retiree is an individual who has opted to remain covered under this contract and is certified by the Administrative Officer or the Contracting Officer to (1) have completed 10 years of service as a Foreign National and (2) have reached the official retirement age at the Embassy. Election of coverage after retirement will be a one-time option for each eligible employee which must be made before retirement.

Insured or Insured Person As used in this contract means Insured Employee, Insured Retiree and/or Eligible Dependent.

LES Locally Employed Staff

Life Benefit An amount equal to three times the amount of an employee's last annual basic salary as reported by the Human resources Office.

Life Benefit for Retired Employee An amount equal to three times the amount of a retirees' last annual basic salary upon retirement as reported by the Human Resources Office. This basic salary will remain the same throughout the period of the contract.

ORE Employees All current active employees of the Ambassador and the Deputy Chief of Mission assigned to their respective official Government residences and paid under an ORE account.

Maximum Benefit The total amount that will be paid to any one covered individual for covered medical expenses or life insurance/disability benefit.

Natural Death As used in this Contract means the death of an insured employee and or/retiree.

Physician or Doctor An individual who has graduated from an accredited medical school and is licensed to practice medicine. If the individual is a medical specialist, then he or she is Board Certified in that specialty.

Premium The amount of money charged by the Contractor per year for insurance coverage.

Reinsurance Treaty The reinsurance treaty signed by the Contractor and the Reinsurer for a period of 12 months.

Reinsurer A second-party Contract which the Contractor contracts for that second party to bear all or part of the health insurance, natural death, accidental death, passive war risk, and total disability risks in protection of the Contractor.

Sickness As used in this Contract means bodily disorder which causes In-Patient confinement of an insured person in a licensed hospital and incurs daily room and board charges or out-patient expenses.

Spouse As used in this contract means legal spouse not otherwise entitled to medical care under his/her own employment contract. For the purpose of this contract no more than one legal spouse is eligible per insured person.

Surgical procedure Any invasive medical procedure by manual or instrument operation undertaken for diagnosis or treatment of a patient.

War As used in this contract includes, but is not limited to invasion, act of foreign enemy, hostilities, mutiny, riots, civil commotion, civil war, terrorism, rebellion, revolution, insurrection, conspiracy, military or usurped power, martial law or state of siege or any of the events or causes which determine the proclamation or martial law or state of siege, whether or not war or warlike conditions have been declared.

U.S. Workers Compensation Program The Office of Workers, Compensation Program provides health coverage for Employees of the United States Government for injuries and/or disabilities sustained while in the performance of duty or to employment-related disease/illness. The Office of Workers' Compensation Program does not cover ORE, EAE employees and retirees as described in C.1.3.3.1, C.1.3.3.2 & C1.3.3.3.

SECTION D
PACKAGING AND MARKING

RESERVED

**SECTION E
 INSPECTION AND ACCEPTANCE**

E.1. 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://acquisition.gov/far/index.html> or, <http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR. You may also use a network “search engine” (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.246-4 Inspection of Services - Fixed Price (AUG 1996)

E.2. QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP)

This plan is designed to provide an effective surveillance method to promote effective contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor contractor performance, advise the contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to conduct quality assurance to ensure that contract standards are achieved.

Performance Objective	PWS Para	Performance Threshold
<u>Services.</u> Performs all the insurance services set forth in the performance work statement (PWS)	C.1.0 thru C.3.0	All required services are performed and no more than one (1) customer complaint is received per month

E.2.1 Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

E.2.2 Standard. The performance standard is that the Government receives no more than one customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.246-4, Inspection of Services – Fixed Price (AUG 1996) or the appropriate Inspection of Services clause), if any of the services exceed the standard.

E.2.3 Procedures

- (a) If any Government personnel observe unacceptable services, either incomplete work or required services not being performed, they should immediately contact the COR.
- (b) The COR will complete appropriate documentation to record the complaint.
- (c) If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.
- (d) If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.
- (e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.
- (f) If the Contractor disagrees with the complaint and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.
- (g) The COR will consider complaints as resolved unless notified otherwise by the complaint.
- (h) Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

SECTION F DELIVERIES OR PERFORMANCE

F.1. 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://acquisition.gov/far/index.html> or, <http://farsite.hill.af.mil/search.htm>

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FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.242-15 Stop Work Order (AUG 1989)

52.242-17 Government Delay of Work (APR 1984)

F.2 PERIOD OF PERFORMANCE. The performance period of this contract is one year beginning on 00:01 hours on February 8, 2010 with two one-year options to renew.

F.3 OPTIONS

(a) The Government may extend this contract in accordance with the option clause at Section I, clause I.2, FAR Clauses Incorporated by Full Text (FAR 52.217-9, Option to Extend the Term of the Contract), which also specifies the total potential duration of the contract.

(b) The Government may exercise the option set forth at Section I, "FAR 52.217-8, Option to Extend Services".

F.4 REPORTS AND OTHER DELIVERABLES

All reports and other deliverables required under this contract shall be delivered to the following address:

Contracting Office
US Embassy
Awkar
Beirut, Lebanon

SECTION G

CONTRACT ADMINISTRATION DATA

G.1. 652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one Government employee, by name or position title, to take action for the Contracting Officer under this contract. This designee shall be identified as a Contracting Officer's Representative (COR). Such designation shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is the Human Resources Officer.

G.2 COR DUTIES

G.2.1 The COR is responsible for inspection and acceptance of services. These duties include review of Contractor invoices, including the supporting documentation required by the contract. The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the contract.

G.2.2 In addition, the COR shall maintain updated list of employees and dependents insured, which will supersede the initial list provided under this contract and as reported to the insurer without prejudice to the ineligibility clause.

G.2.3. The COR has the additional responsibility of maintaining the eligible listing of employees and dependents for insurance coverage.

G.2.4 The COR may not change the terms and conditions of the contract. While the COR is authorized to provide the Contractor with updated listings of eligible employees and dependents, only the Contracting Officer may modify existing task orders or issue new task orders, reflecting these changes, since only the Contracting Officer can obligate funding and commit the Government.

G.3. Payment shall be made in Lebanese Pounds.

G.4 SUBMISSION OF INVOICES AND PAYMENT

G.4.1. Invoices shall be submitted in an original and three (3) copies to the following address (designated billing office only for the purpose of submitting invoices):

Financial Management Office
US Embassy
Awkar
Beirut, Lebanon

G.4.2. Frequency of Payments. All funds under this contract will be obligated by issuance of task orders, as described in H.3. Each task order will fund a specific period of time and number of employees, and the task orders will be issued at the frequency described in H.3. Contractor may submit invoices monthly for payment to be made at the beginning of the month for which insurance coverage is provided in accordance with FAR 32.404.

G.4.3. U.S. Government Employees. The Government shall make payments directly to the contractor for all Government employees, whether or not the employee is contributing to the premium amount.

G.4.4 ORE Staff. The Chief of Mission and/or Deputy Chief of Mission will make payment directly to the contractor for the entire premium amount of the ORE staff, whether or not the ORE employee is contributing to the premium amount.

G.4.5. EAE Staff. The Employee Association will make payment directly to the contractor for the entire premium amount of the EA employee, whether or not the EA employee is contributing to the premium amount.

G.4.6. Retired Employees. Retired Employees will make payment directly to the contractor for the entire premium amount of the employee.

G.5 REFUNDS TO THE GOVERNMENT

If at any time during performance of the contract the Government finds that the contractor has been overpaid because the number of employees and/or dependents covered has decreased, the Contracting Officer may either allow that overpayment to be credited to the Government's account or require that the contractor refund the overpayment. If the Contracting Officer requests a refund, the contractor shall make that refund to the Government within ten calendar days of receipt of the request.

G.6 The contractor shall show Value Added Tax (VAT) as a separate item on invoices submitted for payment.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 SECURITY. On occasion, a Contractor employee may require entry into U.S. Government-owned or -operated facilities. If so, the Contractor should be prepared to provide the necessary identification to permit escorted access within that facility.

H.2 STANDARDS OF CONDUCT. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee is to adhere to standards that reflect credit on themselves, their employer, and the United States Government.

H.3 ORDERING PROCEDURES. The Government will issue a task order as soon as possible after contract award to identify all employees to be covered by the insurance described in this contract and the coverage selected by each employee, including dependents to be covered. The COR will make subsequent additions or deletions to this list in writing and provide the revised list to the Contractor. All such revisions shall be consolidated, and a new or modified task order will be issued by the Contracting Officer. If any changes have been made to the coverage listing, the Government anticipates issuance of a new task order on a [X] monthly, [] quarterly basis. This new task order will include all changes made since the previous task order was issued and will include any increase or decrease in necessary funding. The changes to the list of eligible individuals will supersede the initial list provided under prior task orders without prejudice to the ineligibility clause. Task orders will indicate the effective date of employment, for purposes of calculating the premium due.

H.3.1. The ORE staff, EA employees and Retired Employees under separate riders are not included under the task orders issued by the Contracting Officer. Because their coverage is under a rider, their employer and themselves are responsible for directly interacting with the contractor to order any coverage for their employees and themselves. When contacted by the employer or themselves, the contractor shall advise the time of the paperwork and payment that will be necessary to order coverage for the identified individuals. Because more than one employer may have ORE staff, the contractor may be contacted by more than one employer (typically the Chief of Mission and Deputy Chief of Mission).

H.4. CONTRACTOR RESPONSIBILITY IN CLAIMS AND REIMBURSEMENT TO CLAIMANTS

General. The Contractor shall be responsible for all planning, estimating, programming, project management, scheduling, dispatching, supervision, and inspection of work. The Contractor shall maintain his own reference library of technical reference works and local laws and regulations, including current tariffs and registries. The Contractor shall treat the information provided by the Embassy concerning employee' personal data, medical information, and salaries as highly sensitive and not divulge any employee information to unauthorized persons. The Contractor shall establish procedures for handling medical insurance claims as follows:

(a) **Administrative Records.**

(1) The Contractor shall maintain medical insurance files for each covered employee and each covered dependent including receipts and proof of paid claims, requests for claim reimbursements, and accounting of paid benefits with balances of amounts remaining in the annual per person reimbursement ceiling.

(2) The Contractor shall provide the COR with the necessary claim forms for each type of benefit that can be claimed under the contract. These forms shall specify a list of documents required to be appended to each claim and otherwise provide instructions for claim filing.

(3) The Contractor shall use the English spelling of the employees' names in all transactions, including reimbursement checks.

(4) The Contractor shall send employee claim reimbursement checks to employees not later than two weeks after a claim is submitted.

(b) Medical Insurance Claims. Settlement of medical insurance shall be completed as follows:

(1) All medical claims shall be submitted directly to the Contractor by employees, through a drop box in the COR's office. The claims shall be picked up from the COR each Tuesday.

(2) The Contractor shall date stamp and screen all claims submitted on the day of receipt. If there are any missing documents or information thereby disallowing said claim to be payable, the Contractor shall notify the employee within two days, with a copy to the COR (if notification is written).

(3) The contractor shall settle the claims no later than two weeks from the date the claim is submitted to the Contractor.

(4) Settlement shall be by issuance of checks in the name of the employee for each claim submitted. Each check shall be accompanied by a form providing details of the amount reimbursed with an explanation of deductions, if any.

(5) The Contractor shall accept the employee's or dependent's choice to go for surgery to hospitals designated by the Contractor in order that the Contractor will pay the expenses directly to the hospitals.

(c) Payment of Life Insurance Benefits to Beneficiaries. The Contractor shall settle life insurance claims as follows:

(1) The Contractor shall provide forms for the designation of beneficiaries for the life insurance benefits to the COR. The COR shall have all enrolled eligible employees complete designation of beneficiary forms and keep them in their personnel folders, ORE staff folders, or EAE folders. Upon the death of an enrolled employee, the COR shall provide this form to the Contractor.

(2) The Contractor shall pay the employee's named beneficiary, legal heir, or estate the total amount of the claim within 60 days from the date the Contractor receives a completed dismemberment or death claim. Payment shall be computed on the basis of the coverage as defined in Section C.2.0 and its subparagraphs.

H.5. REPORT REQUIREMENTS. The Contractor shall provide the following reports monthly. All reports must be received by the COR no later than the 10th day of each month. These reports shall report on the previous month's activities.

(a) **Employee Claims Report.** The report will list all claims paid by the Contractor to a claimant, including the name of the claimant, date claim is received by the Contractor, and the amount claimed. This report shall also include all outstanding claims and a brief description of why claim has not been paid.

H.6. MISCELLANEOUS CONTRACTOR REQUIREMENTS

H.6.1. **General.** The Contractor shall take all such steps as are necessary, and obtain and pay for all permits, taxes and fees as are required by the Lebanese government to establish and/or operate a commercial venture locally. A contract with the U.S. Government conveys no special privileges or immunities to the Contractor. The Contractor is an independent commercial concern and not a part of the U.S. mission. The Contractor's employees are not U.S. Government employees. Registration of this contract with the Lebanese government, if required by law, will be the sole responsibility of the Contractor, and any fees, taxes, or other duties shall be payable by the Contractor without recourse to the Government of the amounts thereof.

H.6.2. **Licenses and Local Laws.** The Contractor shall possess all permits, licenses, and any other appointments required for the prosecution of work under this contract, all at no additional cost to the Government. The Contractor shall perform this contract in accordance with local laws.

H.7 **Erroneous Payments.** If the Government becomes eligible for a refund of payment because of erroneous overpayment or other cause, the Contractor shall refund the amounts or use them to offset future payments owed by the Government, whichever the Government prefers. The Contractor shall refund any refunds not complete or discovered after the completion date of this contract.

H.8 **Requiring Activity.** The requiring activity under this contract is the U.S. Embassy/Consulate.

SECTION I CONTRACT CLAUSES

I.1. 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://acquisition.gov/far/index.html> or, <http://farsite.hill.af.mil/search.htm>

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FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.202-1	DEFINITIONS (JUL 2004)
52.203-3	GRATUITIES (APR 1984)
52.203-5	COVENANT AGAINST CONTINGENT FEES (APR 1984)
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEP 2006)
52.203-7	ANTI-KICKBACK PROCEDURES (JUL 1995)
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEPT 2007)
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER (AUG 2000)
52.204-9	PERSONAL VERIFICATION OF CONTRACTOR PERSONNEL (SEPT 2007)
52.209-6	PROTECTING THE GOVERNMENT’S INTEREST WHEN SUBCONTRACTING WITH CONTRACTOR’S DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (SEP 2006)
52.215-2	AUDIT AND RECORDS - NEGOTIATION (MAR 2009)
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT (OCT 1997)
52.215-21	REQUIREMENTS FOR COST OR PRICING DATA OR OTHER THAN COST OR PRICING DATA--MODIFICATIONS (OCT 1997)
52.222-19	CHILD LABOR – COOPERATION WITH AUTHORITIES AND REMEDIES (AUG 2009)
52.222-50	COMBATTING TRAFFICKING IN PERSONS (FEB 2009)
52.224-1	PRIVACY ACT NOTIFICATION (APR 1984)
52.224-2	PRIVACY ACT (APR 1984)
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (FEB 2006)

52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT (FEB 2000)
52.228-4	WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS (APR 1984)
52.228-5	INSURANCE-WORK ON A GOVERNMENT INSTALLATION (JAN 1997)
52.229-6	TAXES - FOREIGN FIXED PRICE CONTRACTS (JUN 2003)
52.232-1	PAYMENTS (APR 1984)
52.232-8	DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)
52.232-11	EXTRAS (APR 1984)
52.232-17	INTEREST (OCT 2008)
52.232-18	AVAILABILITY OF FUNDS (APR 1984)
52.232-24	PROHIBITION OF ASSIGNMENT OF CLAIMS (JAN 1986)
52.232-25	PROMPT PAYMENT (OCT 2008)
52.232-34	PAYMENT BY ELECTRONIC FUNDS TRANSFER – OTHER THAN CENTRAL CONTRACTOR REGISTRATION (MAY 1999)
52.233-1	DISPUTES (JUL 2002) ALTERNATE I (DEC 1991)
52.233-3	PROTEST AFTER AWARD (AUG 1996)
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)
52.242-13	BANKRUPTCY (JUL 1995)
52.243-1	CHANGES (AUG 1997) - ALTERNATE I (APR 1984)
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS (AUG 2009)
52.246-25	LIMITATION OF LIABILITY - SERVICES (FEB 1997)
52.248-1	VALUE ENGINEERING (FEB 2000)
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED PRICE) (MAY 2004)
52.249-8	DEFAULT - FIXED PRICE SUPPLY AND SERVICE (APR 1984)

I.2. FAR CLAUSES INCORPORATED IN FULL TEXT

52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the first day of the ongoing performance period through the last day of that performance period. See F.2.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than one insured person, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of six hundred insured persons

(2) Any order for a combination of items in excess of one thousand insured persons *or*

(3) A series of orders from the same ordering office within thirty days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (such as, includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within five days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after 24:00 hours on August 7, 2013.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years and 6 months.

52.222-39 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES (DEC 2004) (only if over \$100,000)

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

United States means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) Except as provided in paragraph (e) of this clause, during the term of this contract, the Contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151– 188)).

Notice to Employees

Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.

If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:

National Labor Relations Board
Division of Information
1099 14th Street, N.W.
Washington, DC 20570
1- 866- 667- 6572
1- 866- 316- 6572 (TTY)

To locate the nearest NLRB office, see NLRB's website at <http://www.nlr.gov>.

- (c) The Contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR part 470, and orders of the Secretary of Labor.
- (d) In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the Contractor ineligible for further Government contracts in accordance with procedures at 29 CFR part 470, Subpart B— Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR part 470, which implements Executive Order 13201, or as are otherwise provided by law.
- (e) The requirement to post the employee notice in paragraph (b) does not apply to—
 - (1) Contractors and subcontractors that employ fewer than 15 persons;
 - (2) Contractor establishments or construction work sites where no union has been formally recognized by the Contractor or certified as the exclusive bargaining representative of the Contractor's employees;
 - (3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements;
 - (4) Contractor facilities where upon the written request of the Contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the Contractor's facilities if the Deputy Assistant Secretary finds that the Contractor has demonstrated that—

- (i) The facility is in all respects separate and distinct from activities of the Contractor related to the performance of a contract; and
- (ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or
- (5) Work outside the United States that does not involve the recruitment or employment of workers within the United States.
- (f) The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The Contractor shall—
 - (1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N- 5605, Washington, DC 20210, or from any field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;
 - (2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or
 - (3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.
- (g) The Contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c). For indefinite quantity subcontracts, the Contractor shall include the substance of this clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR part 470, Subpart B— Compliance Evaluations, Complaint Investigations and Enforcement Procedures, the Secretary of Labor may direct the Contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond 30 September of each Government Fiscal Year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 30 September of each Government Fiscal Year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

52.237-3 CONTINUITY OF SERVICES (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the government and must be continued without interruption and that, upon contract expiration, a successor, either the government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the contracting officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the contracting officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on site interviews with these employees. If selected employees are agreeable to the change, the contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

52.237-7 INDEMNIFICATION AND MEDICAL LIABILITY INSURANCE (JAN 1997)

RESERVED

I.3 DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR) CLAUSES, 48 CFR CH. 6 Included in Full Text:

652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (AUG 2007)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at

<http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

CONTRACTOR IDENTIFICATION (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

- 1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");
- 2) Clearly identify themselves and their contractor affiliation in meetings;
- 3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
- 4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

652.216-70 ORDERING - INDEFINITE-DELIVERY CONTRACT (APR 2004)

The Government shall use one of the following forms to issue orders under this contract:

- (a) The Optional Form 347, Order for Supplies or Services, and Optional Form 348, Order for Supplies or Services Schedule - Continuation; or,
- (b) The DS-2076, Purchase Order, Receiving Report and Voucher, and DS-2077, Continuation Sheet.

652.225-71 SECTION 8(A) OF THE EXPORT ADMINISTRATION ACT OF 1979, AS AMENDED (AUG 1999)

RESERVED

652.229-71 PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD (AUG 1999)

Regulations at 22 CFR Part 136 require that U.S. Government employees and their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes. Should the contractor experience importation or tax privileges in a foreign country because of its contractual relationship to the United States Government, the contractor shall observe the requirements of 22 CFR Part 136 and all policies, rules, and procedures issued by the chief of mission in that foreign country.

652.237-72 OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE (APR 2004)

All work shall be performed during except for the holidays identified below. Other hours may be approved by the Contracting Officer's Representative. Notice must be given 24 hours in advance to COR who will consider any deviation from the hours identified above.

- (a) The Department of State observes the following days as holidays:

United States Government offices in Beirut will observe the following official

holidays during the year 2010:

(US/LEB)	New Year's Day	Friday	January 1
(LEB)	Armenian Christmas	Wednesday	January 6
(US)	Martin Luther King Day	Monday	January 18
(LEB)	Mar Maroun	Tuesday	February 9
(US)	Presidents' Day	Monday	February 15
* (LEB)	Prophet's Birthday	Friday	February 26
(LEB)	Good Friday (Western/Eastern)	Friday	April 2
(LEB)	Eastern Monday (Western/Eastern)	Monday	April 5
(US)	Memorial Day	Monday	May 31
(US)	Independence Day	Monday	July 5
(US)	Labor Day	Monday	September 6
* (LEB)	Feast of Ramadan (Al-Fitr)	Friday	September 10
(US)	Columbus Day	Monday	October 11
(US)	Veterans' Day	Thursday	November 11
* (LEB)	Feast of Al-Adha	Tuesday	November 16
(LEB)	Lebanese Independence Day	Monday	November 22
(US)	Thanksgiving	Thursday	November 25
* (LEB)	Moslem New Year (Al-Hejra)	Tuesday	December 7
(US/LEB)	Christmas Day	Friday	December 24
(US/LEB)	New Year's Day	Friday	December 31

According to U.S. Government regulations, whenever a Federal holiday falls on Saturday or Sunday, the preceding Friday or following Monday shall be considered a holiday.

In the case of Lebanese holidays which fall on Saturday or Sunday, Lebanese Government regulations prohibit the granting of an alternate day except for the Labor Day.

*Based on Lunar Calendar. Exact date to be confirmed.

Any other day designated by Federal law, Executive Order or Presidential Proclamation.

(b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract.

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The contractor warrants the following:

(1) That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;

(2) That it has obtained all necessary licenses and permits required to perform this contract;
and,

(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

652.243-70 NOTICES (AUG 1999)

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the contracting officer.

SECTION J
LIST OF EXHIBITS/ATTACHMENTS

J.1. LIST OF EXHIBITS TO BE PROVIDED BY THE CONTRACTOR:

EXHIBIT A - SCALE OF DISABILITIES.

EXHIBIT B - CONTRACTOR'S SAMPLE CLAIM FORM.

EXHIBIT C: REQUEST FOR LIFE INSURANCE COVERAGE AND DESIGNATION OF LIFE INSURANCE BENEFICIARY.

EXHIBIT D: LIST OF DOCUMENTS REQUIRED BY OFFEROR TO PROCESS A CLAIM FOR THE DEATH OF AN EMPLOYEE.

J.2. LIST OF EXHIBITS PROVIDED BY THE EMBASSY:

EXHIBIT A – STATISTICS ON POTENTIAL INSURED BY CATEGORY, AGE AND BI-WEEKLY SALARY (LUMP SUM)

EXHIBIT B – CLAIMS HISTORY OF THE INSURED POPULATION FOR THE YEARS 2006-2009

EXHIBIT C – DETAILED LIST OF EMPLOYEES WITH THEIR CORRESPONDING DATE OF BIRTH, SEX AND SALARY INFORMATION.

NOTE: BECAUSE OF THE PROPRIATORY NATURE OF THE INFORMATION IN EXCHIBIT C, IT WILL BE ONLY PROVIDED TO OFFERORS WHO REQUEST IT IN WRITING FROM THE FOLLOWING EMAIL ADDRESS:

RIZKRM@STATE.GOV

EXHIBIT C.1 RETIRED EMPLOYEES COVERED UNDER A RIDER

EXHIBIT C.2 ORE PARTICIPANTS COVERED UNDER A RIDER

EXHIBIT C.3 EAE PARTICIPANTS COVERED UNDER A RIDER

SECTION K
REPRESENTATIONS, CERTIFICATIONS,
AND OTHER STATEMENTS OF OFFERORS

K.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered:

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

(insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(iii) as an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) if the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.2. 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEP 2007)

(a) Definitions. As used in this provision – “Lobbying contact” has the meaning provided at 2 USC 1602(8). The terms “agency”, “influencing or attempting to influence”, “officer or employee of an agency”, “person”, “reasonable compensation”, and “regularly employed” are defined in the FAR clause of this solicitation entitled Limitation on Payments to Influence Certain Federal Transactions (52.203-12).

(b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12) are hereby incorporated by reference in this provision.

(c) Certification. The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress on its behalf in connection with the awarding of this contract.

(d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contract on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its officer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 USC 1352. Any persons who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each failure.

K.3. 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent", as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d)through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the Government (31 USC 7701(c)(3)). If the resulting contract is subject to

the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN: _____

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of Organization.

___ Sole Proprietorship;

___ Partnership;

___ Corporate Entity (not tax exempt);

___ Corporate Entity (tax exempt);

___ Government entity (Federal, State, or local);

___ Foreign government;

___ International organization per 26 CFR 1.6049-4;

___ Other _____

(f) Common Parent.

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

___ Name and TIN of common parent;

Name _____

TIN _____

K.4 52.225-20 Prohibition on Conducting Restricted Business Operations in Sudan—Certification (AUG 2009)

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

“Business operations” means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

“Marginalized populations of Sudan” means—

- (1) Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) ([50 U.S.C. 1701 note](#)); and
- (2) Marginalized areas in Northern Sudan described in section 4(9) of such Act.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

(b) *Certification.* By submission of its offer, the offeror certifies that it does not conduct any restricted business operations in Sudan.

K.5 52.204-8 Annual Representations and Certifications. (FEB 2009)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 524113 and 524114.

(2) The small business size standard is \$5.0 million

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) (1) If the clause at [52.204-7](#), Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at [52.204-7](#) is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (d) applies.

(ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) (1) The following representations or certifications in ORCA are applicable to this solicitation as indicated:

(i) [52.203-2](#), Certificate of Independent Price Determination Reserved

(ii) [52.203-11](#), Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$100,000.

- (iii) [52.204-3](#), Taxpayer Identification. This provision applies to solicitations that do not include the clause at [52.204-7](#), Central Contractor Registration
- (iv) [52.204-5](#), Women-Owned Business (Other Than Small Business). Reserved
- (v) [52.209-5](#), Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
- (vi) [52.214-14](#), Place of Performance—Sealed Bidding Reserved.
- (vii) [52.215-6](#), Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
- (viii) – (xii). Reserved
- (xiii) [52.223-1](#), Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at [52.223-2](#), Affirmative Procurement of Biobased Products Under Service and Construction Contracts.
- (xiv) [52.223-4](#), Recovered Material Certification This provision applies to solicitations that are for, or specify the use of, EPA–designated items.
- (xv) [52.225-2](#), Buy American Act Certificate. This provision applies to solicitations containing the clause at [52.225-1](#).
- (xvi) [52.225-4](#), Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternate I, and Alternate II) This provision applies to solicitations containing the clause at [52.225-3](#).

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$67,826, the provision with its Alternate II applies.

(xvii) [52.225-6](#), Trade Agreements Certificate. This provision applies to solicitations containing the clause at [52.225-5](#).

(xviii) [52.225-20](#), Prohibition on Conducting Restricted Business Operations in Sudan—Certification.

(xix) Reserved

(d) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR [4.1201](#)); except for the changes identified below [*Offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer. Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of Clause)

K.6 [52.209-5](#) CERTIFICATION REGARDING RESPONSIBILITY MATTERS (MAY 2008)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) Are ___ are not ___ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ___ have not ___, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(C) Are ___ are not ___ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have ___, have not ___, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has ___ has not ___, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.7 AUTHORIZED CONTRACT ADMINISTRATOR

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for Contract Administration, which includes all matters pertaining to payments.

Name:

Address:

Telephone Number:

K.8 RESERVED

K.9 652.228-70 DEFENSE BASE ACT – COVERED CONTRACTOR EMPLOYEES (JUN 2006)

(a) Bidders/offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

Category	Yes/No	Number
(1) United States citizens or residents		

(2) Individuals hired in the United States, regardless of citizenship		
(3) Local nationals or third country nationals where contract performance takes place in a country <i>where there are no local workers' compensation laws</i>		Local nationals: _____ Third Country Nationals: _____
(4) Local nationals or third country nationals where contract performance takes place in a country where there <i>are</i> local workers' compensation laws		Local nationals: _____ Third Country Nationals: _____

(b) The contracting officer has determined that for performance in the country of Lebanon

Workers' compensation laws exist that will cover local nationals and third country nationals.

- ✓ Workers' compensation laws do not exist that will cover local nationals and third country nationals.

(c) If the bidder/offeror has indicated "yes" in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(d) If the bidder/offeror has indicated "yes" in blocks (a)(1), (2), or (3) of this provision, the bidder/offeror shall compute Defense Base Act insurance costs covering those employees pursuant to the terms of the contract between the Department of State and the Department's Defense Base Act insurance carrier at the rates specified in DOSAR 652.228-74, Defense Base Act Insurance Rates – Limitation. If DOSAR provision 652.228-74 is not included in this solicitation, the bidder/offeror shall notify the contracting officer before the closing date so that the solicitation can be amended accordingly.

K.10. 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations – Representations (July 2009)

(a) Definition. Inverted domestic corporation means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 USC 395 (b), i.e. a corporation that used to be a partnership in the United States but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country that meets the criteria specified in 6 USC 395 (b), applied in accordance with rules and definitions of criteria 6 USC 395 (c).

(b)Relation to Internal Revenue Code. A foreign entity that is treated as an inverted foreign entity that is treated as an inverted domestic corporation for purposes of the Internal Revenue Code at 26 USC 7874 (or would be except that the inversion transactions were completed on or before March 4, 2003), is also an inverted domestic corporation for purposes of 6 USC 395 and for this solicitation provision (see FAR 9.108)

(c)Representation. By submission of its offer, the offer represents that it is not an inverted domestic corporation and is not a subsidiary of one.

SECTION L INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1. SUBMISSION OF OFFERS

This solicitation is for the provision of insurance and services described in Sections C and J, under the terms and conditions set forth herein. Offerors may submit proposals for both health and life insurance services or may submit proposals on only one insurance plan, Part I-Health Insurance or Part II-Group Life Insurance.

L.2. SUMMARY OF INSTRUCTIONS. Each proposal must consist of the following separate volumes:

Volume	Title	No. of Copies
1	Executed Standard Form 33, Solicitation Offer and Award, and completed Section K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS.	2
2	Price Proposal and complete Section B Supplies or Services and Price/Costs	2
3	Technical Proposal containing all technical factors and subfactors	5

L.3. DELIVERY OF PROPOSALS AND EXCEPTIONS TO SOLICITATION. The offeror shall submit the complete offer to the address indicated at Block 7, if mailed, or Block 9, if hand delivered, of Standard Form 33, Solicitation, Offer and Award. Any deviation, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this solicitation shall be identified and explained/justified in the appropriate volume of the offer.

L.4. CONTENTS OF PROPOSALS. The proposals shall contain documents filled out in strict conformance with the detailed instructions set forth as follows:

L.4.1. Volume 1 -- Standard Form 33: Complete Blocks 12 through 18, as appropriate and fill in all the blanks in Section K of this solicitation.

L.4.2. Volume 2 -- Price Proposal and fill in Section B.

(a) Price proposal for the base year of both insurance programs or for only one program;

(b) Price proposal for the option years of both insurance programs or for any one program; however, a price proposal for an option year with no proposal for the base year will not be considered, nor will a proposal for a base period which does not include a proposal for all optional periods for that same type of insurance.

L.4.3. Volume 3 -- Technical Proposal

L.4.3.1 Management Approach

(a) Understanding of the Requirement.

(i) The offeror must demonstrate that it understands the requirement set forth in Sections C, Parts I and/or II through Section J of the solicitation. The offeror must demonstrate a knowledge and familiarity in providing the insurance and services required in the aforementioned sections of the solicitation. For health insurance, if the proposal is for a health maintenance organization (HMO) or clinic type, describe the facilities and medical personnel that will be available. The offeror must also describe the pool of coverage in which the covered employees will be contained, and, a description of how the experience rating would be determined in regards to Section B.4.

(ii) Proposals shall contain only the benefit levels stated in Section C. Proposals offering benefit levels greater or less than those levels required in Section C may be rejected as unacceptable.

(b) Plan Administration.

The offeror must demonstrate how it plans to perform the contract, especially as it relates to:

- Providing the insurance
- Maintaining adequate reserves to pay claims, including accounting procedures
- Administering and prompt payment of insured claims for reimbursement
- Procedures for reviewing claims (including where and how claims will be processed and settled)
- Description of the system for tracking utilization of services by claimants by diagnostic or other actuarial categories/profiles and comparing them against regional or national norms
- Availability of central point of contact and phone number for employees to call regarding claims or information
- Providing periodic reporting and accounting of financial results of the plan, including reporting formats
- Procedures and rates for converting from group insurance to individual insurance policies
- The overall management of the contract.

L.4.3.2.1. Experience and Past Performance.

List all contracts and subcontracts your company has held over the past three years for the same or similar work. Provide the following information for each contract and subcontract:

- (a) Customer's name, address, and the telephone numbers of previous contractors for whom similar insurance and services were provided;
- (b) Contract number and type of contract;
- (c) Date and place of performance of the contract and delivery dates and period of performance;
- (d) Scope of the contract, i.e., types of insurance provided and range of population covered, as well as total dollar amount;
- (e) Brief description of the performance requirements;
- (f) Comparability to the work required under this solicitation;
- (g) Brief discussion of any major technical problems and their resolutions.

L.4.3.2.2 Licensing Information

The offeror shall include a notarized copy of the most current license/certificate/-accreditation, which demonstrates that the offeror is licensed/certified/accredited or otherwise authorized by the Government of Lebanon or its agent (e.g., insurance commission, board) to provide health insurance coverage to persons (to include organizations, companies, groups) within the host country. If the offeror is not licensed/certified/accredited or otherwise authorized by the government of Lebanon it must demonstrate that it is licensed/certified/accredited by a government other than Lebanon to provide health insurance for persons in Lebanon and must demonstrate its capacity to provide health benefits in Lebanon to meet the minimum requirements and other conditions set forth in this solicitation.

This section shall demonstrate that the offeror is licensed/certified/accredited through no less than the final day of the base performance period and that the offeror is eligible for renewal for the option periods. This section shall also summarize and describe any probationary, disciplinary or actions taken upon the offeror, which are in force or are about to be imposed upon the offeror by the government of Lebanon or its agents.

Failure to demonstrate that the offeror is an authorized insurance company permitted to write and administer health insurance policies in Lebanon shall be grounds for rejection of the proposal.

L.4.3.3. Profit Sharing Credit

The offeror shall indicate whether any insurance plan offered will be subject to participation in any profit sharing credit program, pooling agreement (including multinational agreements) or any other premium credit procedure. If this is applicable, please describe. This is for evaluation only to distinguish between otherwise equally priced, technically acceptable proposals and will not be considered in determining the lowest-priced offeror.

L.4.3.4 Employee Pool

The offeror shall describe the pool that will apply to the employees under this contract. The offeror will describe the size of the pool, whether it is a mixture of commercial and government (if applicable), alternative pools that are available in the event the economic price adjustment clause becomes effective.

L.5 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following provisions by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://acquisition.gov/far/index.html> or, <http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use of a network “search engine” (e.g., Yahoo, Infoseek, Alta Vista, etc.) is suggested to obtain the latest location of the most current FAR.

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

- 52.204-6 CONTRACTOR IDENTIFICATION NUMBER – (APR 2008)
DATA UNIVERSAL NUMBERING SYSTEM (DUNS)
NUMBER
- 52.214-34 SUBMISSION OF OFFERS IN ENGLISH LANGUAGE (APR 1991)
- 52.215-1 INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITIONS
(JAN 2004)

L.6 SOLICITATION PROVISIONS INCLUDED IN FULL TEXT

L.6.1 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a requirements type contract that contains fixed prices, resulting from this solicitation. The quantities shown in Section B are estimates only and the Government is not obligated to order the estimated quantities shown in this section.

L.6.2 ECONOMIC PRICE ADJUSTMENT

RESERVED

L.6.3 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Management Office
US Embassy
Awkar
Beirut, Lebanon

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.7. 652.206-70 COMPETITION ADVOCATE/OMBUDSMAN (AUG 1999) (DEVIATION)

- (a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation. If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1693, by fax at (703) 875-6155, or write to: U.S. Department of State, Competition Advocate, Office of the Procurement Executive (A/OPE), Suite 900, SA-27, Washington, DC 20522-2712.
- (b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the contracting officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, Christian Charette, Tel: 04-542600 Ext:4257, Fax: 04-544867. For an American Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1693, by fax at (703) 875-6155, or write to: Department of State, Acquisition Ombudsman, Office of the Procurement Executive (A/OPE), Suite 900, SA-27, Washington, DC 20522-2712.

(End of Clause)

L.8. PRE-PROPOSAL CONFERENCE

RESERVED

L.8.1. Offerors must submit written questions by 12:00 hours on November 20, 2009 by email only to the attention of

Roula Rizk
Contracting Office
Tel: 04-542600, 543600, Ext: 4267

RIZKRM@STATE.GOV

L.8.2. Questions and answers will be posted on the Embassy's website as of 16:30 hours on November 25, 2009 at which the basic solicitation resides

L.9 FINANCIAL STATEMENT

If asked by the Contracting Officer, the offeror shall provide a current statement of its financial condition, certified by a third party. This current statement shall include:

Income (profit-loss) Statement that shows profitability for the past 3 years;

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes for the last 3 years; and

Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.

The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for this information may cause the Government to determine the offeror to be nonresponsible.

SECTION M EVALUATION FACTORS FOR AWARD

M.1. EVALUATION OF PROPOSALS

M.1.1. General. To be acceptable and eligible for evaluation, proposals must be prepared in accordance with Section L -INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS, and must meet all the requirements set forth in the other sections of this solicitation. Acceptable proposals will be evaluated pursuant to this section, and award shall be made as set forth in M.3 below.

M.2. OVERALL EVALUATION.

Proposals will be evaluated in two phases: a technical evaluation to determine the acceptability of the offer to the solicitation technical requirements; and a price evaluation to determine the total evaluated price proposed by each offeror. The "total evaluated price" is the cumulative total of the base year insurance plus all option years for the total estimated quantity of employees specified in Section B.

The Government will make a responsibility determination by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- adequate financial resources or the ability to obtain them;
- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- otherwise qualified and eligible to receive an award under applicable laws and regulations.

M.3. AWARD SELECTION

M.3.1. General. The award selection will go to the lowest priced, technically acceptable, responsible offeror. As described in FAR 52.215-1, "Instructions to Offerors - Competitive Acquisition", which is incorporated by reference in Section L, award may be made based upon initial offers, without discussions. The offeror must also be licensed/certified/accredited as described in Section M.5.2 below.

M.3.2. Profit Sharing Credit Plan

In the event of equal proposals and in the event that one offeror presents an acceptable Profit Sharing Credit plan, the offeror proposing the most generous plan, in terms of benefit to the Government will receive the award. This profit sharing credit plan will be part of the resultant contract.

M.4. FIXED PRICES

Offerors must propose fixed prices for the coverage identified in Section B - SERVICES AND PRICES. Proposals that do not include fixed prices cannot be evaluated for the total requirement and will be rejected.

M.5. TECHNICAL EVALUATION. Offers will be evaluated on:

(i) meeting each of the individual mandatory requirements/minimums for health insurance coverage specified in Section C through H and the Exhibit(s). The Government may reject, as technically, unacceptable proposals that:

(a) fail to provide the minimum benefits required by the solicitation; or

(b) offer additional benefits not required by the solicitation (even though there is no increase in the price).

(ii) the demonstration that the offeror is licensed/certified/accredited or otherwise authorized by the government of Lebanon or its agent (e.g., insurance commission, board) to provide health insurance coverage to persons (to include organizations, companies, groups) within the host country. If the offeror is not licensed/certified/accredited or otherwise authorized by the government of Lebanon, it must demonstrate that it is licensed/certified/accredited by a government other than that of the host country to provide health insurance for persons in Lebanon and must demonstrate its capacity to provide health benefits in Lebanon to meet the minimum requirements and other conditions set forth in this solicitation; and,

(iii) meet all other terms and conditions set forth in this solicitation.

M.6. 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

M.7. QUANTITIES FOR EVALUATION

For the purpose of evaluation, and for no other purpose, evaluation of prices submitted will be made on the basis that the Government will order the estimated quantities shown in Section B – SERVICES AND PRICES, of this solicitation.

M.8. SEPARATE CHARGES

Separate charges, in any form, are not solicited. For example, proposals containing any charges for failure of the Government to exercise any options will be rejected. The Government shall not be obligated to pay any charges other than the contract price, including any exercised options.

M.9 AWARD WITHOUT DISCUSSIONS

In accordance with FAR provision 52.215-1 (included in Section L of this RFP), offerors are reminded that the Government may award this contract based on initial proposals and without holding discussions, pursuant to FAR 15.610(a).

M.10 52.225-17 EVALUATION OF FOREIGN CURRENCY OFFERS (FEB 2000):

RSERVED

J.2 EXHIBIT A
STATISTICS ON POTENTIAL INSURED BY CATEGORY AND AGE

AGE GROUPS	EMPLOYEE SPOUSE	CHILDREN	ADULT CHILDREN
0-18 YEARS		499	
19-30 YEARS	86	83	81
31-35 YEARS	111	46	
36-40 YEARS	60	53	
41-45 YEARS	83	65	
46-50 YEARS	87	45	
51-55 YEARS	30	12	
56-60 YEARS	17	3	
61-64 YEARS	6	2	
65-71 YEARS	0	0	

Total number of employees: 480

Total number of spouses: 309

Total number of children: 499

Total number of adult children: 81

J.2 EXHIBIT A.1

ACTUAL NUMBER OF RETIREE INSURED BY CATEGORY AND AGE

AGE GROUPS	RETIREE	SPOUSE	ADULT CHILDREN
0-18 YEARS			
51-55 YEARS	1		
56-60 YEARS	1		
61-64 YEARS	4	1	
65-71 YEARS	3	1	
72-75 YEARS	1	1	

J.2.EXHIBIT B

**CLAIMS EXPERIENCE
 FROM FEBRUARY 8, 2007 TO AUGUST 7, 2007**

NUMBER OF INSURED 1,331

DESCRIPTION	AMOUNT IN US\$	NO. OF CLAIMS
In-Patient	353,110.26	382
Out-Patient	233,597.65	5,257

**CLAIMS EXPERIENCE
 FROM AUGUST 8, 2007 TO FEBRUARY 7, 2008**

NUMBER OF INSURED 1,338

DESCRIPTION	AMOUNT IN US\$	NO. OF CLAIMS
In-Patient	303,806.79	368
Out-Patient	218,635.90	5,402

**CLAIMS EXPERIENCE
 FROM FEBRUARY 8, 2008 TO AUGUST 7, 2008**

NUMBER OF INSURED 1,347

DESCRIPTION	AMOUNT IN US\$	NO. OF CLAIMS
In-Patient	403,317.16	412
Out-Patient	266,574.38	5,837

**CLAIMS EXPERIENCE
 FROM AUGUST 8, 2008 TO FEBRUARY 7, 2009**

NUMBER OF INSURED 1,386

DESCRIPTION	AMOUNT IN US\$	NO. OF CLAIMS
In-Patient	435,262.42	433
Out-Patient	255,527.79	5,595

**CLAIMS EXPERIENCE
 FROM FEBRUARY 8, 2009 TO AUGUST 7, 2009**

NUMBER OF INSURED 1,403

DESCRIPTION	AMOUNT IN US\$	NO. OF CLAIMS
In-Patient	453,942.90	422
Out-Patient	275,158.85	5,810

J.2. EXHIBIT C

Information provided in **J.2.EXHIBIT C** is proprietary information provided to offerors for the sole purpose of RFP # S-LE200-10-R-0002.

This information may not be divulged to third parties except for Reinsurers without the express written permission of the Embassy.

Requests for this Exhibit shall be made in writing to:

RIZKRM@STATE.GOV

J.2 EXHIBIT C.1

ORE PARTICIPANTS BY CATEGORY, AGE AND GENDER

AGE GROUPS	EMPLOYEE SPOUSE	CHILDREN	ADULT CHILDREN
0-18 YEARS		6	3
19-30 YEARS			
31-35 YEARS			
36-40 YEARS	1 Male		
41-45 YEARS	2 Female	2 Female – 1 Male	
46-50 YEARS		1 Male	
51-55 YEARS	1 Male		
56-60 YEARS	1 Male		
61-64 YEARS			
65-71 YEARS			
Total number of employees:	5		
Total number of spouses:	5		
Total number of children:	6		
Total number of adult children:	3		

J.2 EXHIBIT C.2

EAE PARTICIPANTS BY CATEGORY, AGE AND GENDER

AGE GROUPS	EMPLOYEE SPOUSE	CHILDREN	ADULT CHILDREN
0-18 YEARS		11	
19-30 YEARS	4		9
31-35 YEARS			
36-40 YEARS	1		
41-45 YEARS	3	3	
46-50 YEARS	6	3	
51-55 YEARS	1	2	
56-60 YEARS		1	
61-64 YEARS			
65-71 YEARS			
Total number of employees:	15		
Total number of spouses:	9		
Total number of children:	11		
Total number of adult children:	9		