

*April 30<sup>th</sup>, 2015*

American Embassy Abidjan  
Riviera Golf  
01 BP 1712 Abidjan 01  
Abidjan, Côte d'Ivoire

Dear Prospective bidders

**SUBJECT:** Solicitation Number *SIVI00-15-R-0002*

The Embassy of the United States of America invites you to submit a proposal for customized health and life insurance coverage for local engaged employees of US Mission in Abidjan

The Embassy intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package are invited to attend. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the attention of the Contracting Officer on or before **4:00 pm** on **June 10, 2015**. 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.

The successful offeror(s) will be required to have a DUNS number and be registered in SAM/CCR through the following sites: DUNS – [www.dnb.com](http://www.dnb.com) and SAM/CCR [www.sam.gov](http://www.sam.gov) .

Direct any questions regarding this solicitation to the **Contracting Officer** or **Mrs. Assy-Traore Bintou** by letter or by telephone **2249-4000 – 0672-1225** during regular business hours.

Please note: Proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation may 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,

*Jason Azevedo*  
Contracting Officer

<b>SOLICITATION, OFFER AND AWARD</b>				1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE OF PAGES 2   67
2. CONTRACT (Proc. Inst. Ident.) NO.		3. SOLICITATION NO. <b>S-IV100-15-R-0002</b>		4. TYPE OF SOLICITATION [ ] SEALED BID (IFB) [x] NEGOTIATED (RFP)		5. DATE ISSUED <b>04-30-2015</b>	6. REQUISITION/PURCHASE NO.
7. ISSUED BY <b>American Embassy, Abidjan Riviera Golf – 01 BP 1712 ABJ 01, Côte d'Ivoire Phone: (225) 2249-4000 Fax: (225) 2249-4221</b>				8. ADDRESS OFFER TO (If other than item 7)			
NOTE: In sealed bid solicitation "offer" and "offeror" mean "bid" and "bidder".							
<b>SOLICITATION</b>							
9. Sealed offers in original and <u>01</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified, in the depository located in until <b>06/10/2015</b> local time <b>04:00pm</b> .							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L. Provision No. 52.215-1. All offers are subject to all tems and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME <b>Assy-Traore Bintou</b>		B. TELEPHONE (NO COLLECT CALLS) <b>(225) 2249-4390</b>		C. E-MAIL ADDRESS <b>Traorebx@state.gov</b>	
<b>11. TABLE OF CONTENTS</b>							
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<b>OFFER (Must be fully completed by offeror)</b>							
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 inseted 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
<b>AWARD (To be completed by Government)</b>							
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			
26. NAME OF CONTRACTING OFFICER (Type or print)				27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE	
IMPORTANT - Award will be made on this form, or on the Standard Form 26, or by other authorized official written notice.							

**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 Abidjan, Cote d'Ivoire 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 .

B.1.1. Official Residence Expense (ORE) Staff, Embassy Association Employees (EAE) and the retirees 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 retirees at the rates specified below. See Section G for billing procedures.

**B.2. PRICES**

**B.2.1 VALUE ADDED TAX.**

The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item in Section B.

B.2.2 This is a fixed price with economic price adjustment requirements type contract under which will be issued firm, fixed-price task orders. The prices are stated in\_\_\_\_(Offeror to fill in currency). The fixed prices/premium rates for the health insurance services as specified in Section C are as follows:

B.2.3. Base Year of Contract			
Bi-weekly rates per Employee, Spouses and children			
B.2.3. Base Year of Contract			
Category	Estimated Number of Employees	Rate per Employee	Bi- Weekly Total
a. Employees ( Self Only)	335		
b. Employee's Spouse	268		
c. Employee's dependent Children	732		
d. Subtotal (a + b + c)			
VAT			
e. Total Price for Base Year (d x 26)			

B.2.4. Option Year 1 of Contract			
Bi-Weekly Rates per Employee, Spouses and Children			
Category	Estimated Number of Employees	Rate per Employee	Bi-Weekly Total
a. Employees ( Self Only)	335		
b. Employee's Spouse	268		
c. Employee's dependent Children	732		
d. Subtotal (a + b + c)			
VAT			
e. Total Price for Option Year 1 (d x 26)			

B.2.5. Option Year 2 of Contract			
Bi-Weekly Rates per Employee, Spouse and children			
Category	Estimated Number of Employees	Rate per Employee	Bi-Weekly Total
a. Employees ( Self Only)	335		
b. Employee's Spouse	268		
c. Employee's dependent Children	732		
d. Subtotal (a + b +c )			
VAT			
e. Total Price for Option Year 2 (d x 26)			

B.2.6. Option Year 3 of Contract			
Bi- Weekly Rates per Employee, Spouse and Children			
Category	Estimated Number of Employees	Rate per Employee	Bi- Weekly Total
a. Employees ( Self Only)	335		
b. Employee's Spouse	268		
c. Employee's dependent Children	732		
d. Subtotal (a + b + c)			
VAT			
e. Total Price for Option Year 3 (d x 26)			

B.2.7. Option Year 4 of Contract			
Bi- Weekly Rates per Employee, Spouse and Children			
Category	Estimated Number of Employees	Rate per Employee	Bi- Weekly Total
a. Employees ( Self Only)	335		
b. Employee's Spouse	268		
c. Employee's dependent Children	732		
d. Subtotal (a + b + c)			
VAT			
e. Total Price for Option Year 4 (d x 26)			

B.2.8. Grand Total of Base plus All Option Years	
Base Year Total	
Option Year 1 Total	
Option Year 2 Total	
Option Year 3 Total	
Option Year 4 Total	
<b>Grand Total of Base plus All Option Years</b>	

**B.3 ADMINISTRATIVE RETENTION AMOUNTS**

B.3.1 If the Contractor requests a price adjustment under B.4 below, the Contractor must present cost experience data that includes the retention amount. For purposes of any economic price adjustment, this retention amount is a fixed amount that is a part of the premium amounts in B.2. This retention amount will not be adjusted for any reason.

The retention amount is part of the premium and may include, but not be limited to, such costs as overhead and general and administrative costs. It will also include any profit. Essentially, it includes all costs except the actual portion of the premium intended to fund claims paid to the health care provider/claimant. B.3.2 sets forth the retention amounts per premium paid for each category of premium and for each period of performance.

**NOTE TO OFFEROR: Fill in the fixed bi-weekly retention amounts for each period of performance and for each category of premium. This fixed amount must be expressed in the currency in which the premium amount is proposed. The fixed retention amount shall NOT be expressed in terms of a percentage of the premium.**

B.3.2.1 Bi-Weekly Retention Amounts per separate premium paid per single employee and per family plan.

<b>Period of Performance</b>	<b>Employees (Self Only)</b>	<b>Employee's Spouse</b>	<b>Employee's Dependent Children</b>
Base Period			
Option Year 1			
Option Year 2			
Option Year 3			
Option Year 4			

**B.4. ECONOMIC PRICE ADJUSTMENT-HEALTH INSURANCE PREMIUMS**

B.4.1. Premium Adjustment Based on Experience - For health insurance, prices may be adjusted upward or downward based on the experience rating of the Mission(s) covered by this contract. No adjustment will be allowed during the first twelve months. After such time, the Contractor or the Government may request an adjustment in premiums on an annual basis. Adjustments are not retroactive to previous contract terms. Before any such adjustment is made, the Contractor agrees to provide the Government a balance sheet showing three main components for the time period: (1) receipts (premiums received) minus the retention amount, (2) number of insurance plans and (3) claims paid. This information shall be provided per type of premium, ie per line

item. The retention amount is not subject to adjustment. The Government reserves the right to have an independent third party review the balance sheet and claims and make recommendations regarding the appropriateness of the requested adjustment. Any adjustment shall be subject to mutual agreement of the parties and shall result in a written modification to the contract. Mutually agreed to adjustments shall be effective thirty days after complete information is received by the Government. Any failure to reach agreement under this clause shall be subject to the procedures in the Disputes clause.

B.4.2. Premium Adjustment Based on Laws - The rates may also be adjusted during the performance period of the contract as a result of laws enacted by the host Government, if such change in the laws has a direct impact on the cost to the Contractor to perform this contract at the contracted rate. In that event, the Contracting Officer may enter into negotiations with the Contractor to modify the contract to adjust the premium rate. The Contractor agrees to provide all documentation necessary to support any requested adjustment.

B.4.2.1 Employee Pool – This clause is only in effect if the Contractor included details in its offer regarding a pooling arrangement, of which this contract is a part.

Before any adjustment is made under this price adjustment clause, the Contractor must include in its proposal for adjustment, details setting forth how the pool impacts the request for equitable adjustment.

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 Abidjan, Cote d'Ivoire. 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.

**B.6. GROUP LIFE INSURANCE RATES**

B.6.1 This is a fixed price with economic price adjustment requirements type contract under which will be issued firm, fixed-price task orders. The prices are stated in \_\_\_\_\_ (offeror to identify currency.) The fixed prices/premium rates for the life insurance services as specified in Section C are as follows:

B.6.1. Base Year of Contract			
Bi-Weekly Rates per Employee in FCFA			
Type of Insurance	Premium (per 1,000 of Salary)	bi-weekly payroll amount rounded to the nearest thousand	Bi-Weekly Total
a. Basic Life		184,821,964	
b. Accidental Death & Dismemberment		184,821,964	
c. Subtotal (a + b )			
d. Total Price for Base Year (c x 26)			

B.6.2. Option Year 1 of Contract			
Bi-Weekly Rates per Employee in FCFA			
Type of Insurance	Premium (per 1,000 of Salary)	bi-weekly payroll amount rounded to the nearest thousand	Bi-Weekly Total
a. Basic Life		184,821,964	
b. Accidental Death & Dismemberment		184,821,964	
c. Subtotal (a + b)			
d. Total Price for Option Year 1 (c x 26)			

B.6.3. Option Year 2 of Contract			
Bi-Weekly Rates per Employee in FCFA			
Type of Insurance	Premium (per 1,000 of Salary)	bi-weekly payroll amount rounded to the nearest thousand	Bi-Weekly Total
a. Basic Life		184,821,964	
b. Accidental Death & Dismemberment		184,821,964	
c. Subtotal (a + b)			
d. Total Price for Option Year 2 (c x 26)			

B.6.4. Option Year 3 of Contract			
Bi-Weekly Rates per Employee in FCFA			
Type of Insurance	Premium (per 1,000 of Salary)	bi-weekly payroll amount rounded to the nearest thousand	Bi-Weekly Total
a. Basic Life		184,821,964	
b. Accidental Death & Dismemberment		184,821,964	
c. Subtotal (a + b)			
d. Total Price for Option Year 3 (c x 26)			

B.6.5. Option Year 4 of Contract			
Bi-Weekly Rates per Employee in FCFA			
Type of Insurance	Premium (per 1,000 of Salary)	bi-weekly payroll amount rounded to the nearest thousand	Bi-Weekly Total
a. Basic Life		184,821,964	
b. Accidental Death & Dismemberment		184,821,964	
c. Subtotal (a + b)			
d. Total Price for Option Year 4 (c x 26)			

B.6.6. Grand Total of Base plus All Option Years	
Base Year Total	
Option Year 1 Total	
Option Year 2 Total	
Option Year 3 Total	
Option Year 4 Total	
Grand Total of Base plus All Option Years	

**B.7 ADMINISTRATIVE RETENTION AMOUNTS**

B.7.1 If the Contractor requests a price adjustment under B.8 below, the Contractor must present cost experience data that includes the retention amount. For purposes of any economic price adjustment, this retention amount is a fixed amount that is a part of the premium amounts in B.6. This retention amount will not be adjusted for any reason.

The retention amount is part of the premium and may include, but not be limited to, such costs as overhead and general and administrative costs. It will also include any profit. Essentially, it includes all costs except the actual portion of the premium intended to fund claims paid to the claimant.

B.7.2 sets forth the retention amounts per premium paid for each category of premium and for each period of performance.

**NOTE TO OFFEROR: Fill in the bi-weekly fixed retention amounts for each period of performance and for each category of premium. This fixed amount must be expressed in the currency in which the premium amount is proposed. The fixed retention amount shall NOT be expressed in terms of a percentage of the premium.**

Bi-weekly Retention Amounts per Separate Premium Paid per Employee:

Period of Performance	Basic Life	Accidental Death and Dismemberment
Base Period		
Option Year 1		
Option Year 2		
Option Year 3		
Option Year 4		

**B.8 ECONOMIC PRICE ADJUSTMENT (EPA)-LIFE INSURANCE PREMIUMS**

B.8.1. Premium Adjustment Based on Experience: For life insurance, prices may be adjusted upward or downward based on the experience rating of the Mission(s) covered by this contract. No adjustment will be allowed during the first twelve months. After such time, the Contractor or the Government may request an adjustment in premiums on an annual basis. Adjustments are not retroactive to previous contract terms. Before any such adjustment is made, the Contractor agrees to provide the Government a balance sheet showing three main components for the time period: (1) receipts (premiums received) minus the retention amount, (2) number of insurance plans and (3) claims paid. The information shall be provided per type of premium, ie per line item. The retention amount is not subject to adjustment. The Government reserves the right to select an independent third party to review the balance sheet and claims and make recommendations regarding the appropriateness of the requested adjustment. Any adjustment shall be subject to mutual agreement of the parties and shall result in a written modification to the contract. Mutually agreed to adjustments shall be effective thirty days after complete information is received by the Government. Any failure to reach agreement under this clause shall be subject to the procedures in the Disputes clause.

B.8.2. Premium Adjustment Based on Law: The rates may also be adjusted during the performance period of the contract as a result of laws enacted by the host Government, if such change in the laws has a direct impact on the cost to the Contractor to perform this contract at the rate contracted for herein. In that event, the Contracting Officer may enter into negotiations with the Contractor to modify the contract to adjust the premium rate. The Contractor agrees to provide all documentation necessary to support any requested adjustment.

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 described below in Cote d'Ivoire. The Government has determined that the prevailing practice by employers in Cote d'Ivoire is to provide for their employees health insurance protection and that the cost of such insurance protection is usually borne by both the employee and the employer as follows:

- a. For active employees who are regularly scheduled to work 30 or more hours per week: the USG will pay 80% of the premium cost for employee and dependent coverage and the employee will pay 20% of the premium.
- b. For active employees who are regularly scheduled to work less than 30 hours per week: the USG will pay a prorated share of the premium cost for employee coverage, based on the number of hours the employee is regularly scheduled to work. The employee will pay 100% of the premium cost for dependent coverage.
- c. For retired employees: the retired employee will pay 100% of the premium cost for the employee and dependent coverage.

Health insurance protection will be representative of locally prevailing compensation practice as below. The specific health benefit coverage under this contract is set forth in Section C.

The Contractor shall insure that health care under this contract does not exclude HIV/AIDS care.

C.1.1 Employee and Dependent Health Services Benefits

The health benefits under this contract are as follows. Reimbursement of covered expenses is limited to the stated percentages of reasonable and customary costs. Proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than stated in the solicitation may be deemed technically unacceptable.

Reimbursements or payments shall be made for the following covered benefits, subject to reasonable and customary costs in the locality where treatment was provided.

C.1.1 Employee and Dependent Health Services Benefits

C.1.1.1. Hospitalization: 100% reimbursement of room and board for a ward room or semi-private room. 80% reimbursement of room and board for a private room, not to exceed

100% of the cost of a semi-private room. 100% reimbursement of hospital medical expenses including laboratory tests and x-rays, nursing care, operating room costs, intensive care, prescription medicines, and physical therapy. 100% reimbursement of ambulance service.

C.1.1.2 Professional Services and Treatment: 80% reimbursement of doctors' and surgeons' fees incurred while hospitalized, at a hospital on an out-patient basis, at a clinic or doctor's office, or at home. 80% reimbursement for medical services and expenses when not hospitalized such as laboratory tests and x-rays, prescription medicines, physical therapy, routine annual physical examination, and inoculations.

C.1.1.3. Prescription Drugs and Medicines: 100% reimbursement when hospitalized, and 80% reimbursement when not hospitalized, of the cost of medicines and drugs for which a prescription is legally required. Expenses incurred for medicines, vitamins, cold remedies, etc., that are available over the counter without a prescription will not be reimbursed even if prescribed by a physician.

C.1.1.4 For Employees and dependents: 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 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 at those posts with inadequate local healthcare infrastructures.

The maximum limit for expenses reimbursed under section C.1.1.4 is 10,000 US Dollars per patient per contract year.

C.1.1.5 Obstetrical Care: 100% reimbursement when hospitalized, and 80% reimbursement when not hospitalized, of obstetrical medical care including prenatal and postnatal care.

C.1.1.6 Family Planning: 80% reimbursement of prescribed contraceptive devices and drugs, voluntary sterilization, and diagnosis and treatment of infertility. Not covered is reversal of voluntary sterilization, infertility treatment after voluntary sterilization, genetic counseling, fertility drugs, and assisted reproductive technology.

C.1.1.7 Hearing Aids: 80% reimbursement of the cost of a hearing aid apparatus and related examination, limited to one apparatus per year per patient in a three-year period.

C.1.1.8 Optical Care: 50% reimbursement for eye examination and treatment and prescription eyeglass or contact lenses, limited to two lenses per patient every two years. No reimbursement for eyeglass frames, nonprescription lenses, or tinting.

C.1.1.9 Dental Care: 50% of expenses for dental services including dentists' fees, x-rays, examination and treatment, cleaning, fillings, extractions, false teeth, crowns, and bridges. Orthodontia treatment is covered only if treatment begins before age 15, unless required

as the result of an accident. A maximum of four years of orthodontia treatment will be covered per patient.

C.1.1.10      Psychiatric Treatment: 50% reimbursement.

C.1.1.11      Medical Expenses Incurred Out of Country:

Medical expenses incurred out of country will be covered for employees and dependents when (a) life threatening condition occurs when the individual is out of the country and treatment is medically necessary before the individual returns home or (b) the individual's attending physician certifies in advance that such treatment is medically necessary and unavailable locally. Reimbursement will be made at the same percentage rate and subject to the same annual maximum limit as for expenses incurred in country.

C.1.1.12      Transportation for Out of Country Treatment

Transportation for out of country treatment is a covered expense for employees and dependents. The patient's attending physician must certify in advance that the treatment is medically necessary and unavailable locally. 80% of the patient's transportation expenses by the least expensive, appropriate means of transportation to the nearest city with adequate medical facilities will be reimbursed. 80% of the transportation expenses of an attendant will be reimbursed if the patient's attending physician certifies that an attendant for the patient is necessary, e.g., a parent in the case of a patient who is a minor or a family member to make medical decisions in the case of a patient who is unconscious. All reimbursements for transportation expenses are subject to the annual maximum limit.

C.1.1.13      Annual Maximum Limit

With the exception of expenses incurred under section C.1.1.4 of the plan, the contractor shall reimburse covered expenses up to an annual limit of 20,000,000 FCFA (local currency). The maximum limit for employees regularly scheduled to work on a part-time basis for fewer than 30 hours per week will be prorated based on hours in the work week. For example, the maximum limit for an employee regularly scheduled to work 20 hours per week is 20,000,000FCFA x 20/40, or 10,000,000 FCFA.

Expenses incurred under section C.1.1.4 of the plan are subject to a separate annual maximum limit of 10,000 US Dollars per employee. This limit also will be prorated for employees regularly scheduled to work on a part-time basis for fewer than 30 hours per week.

## C.1.2 Health Benefits Conditions and Limitations

There is no reimbursement for elective cosmetic surgery; spa cures; rejuvenation cures; massage; exercise therapy; long term rehabilitative therapy; eyeglass frames; 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.

There is no reimbursement for expenses that will be reimbursed or paid directly under a host country medical program or workers' compensation program; the U.S. workers' compensation program; or post's LES workers' compensation program.

There is no reimbursement for expenses related to an illness or injury that is a result of an unlawful action on the part of the patient; the practice of a dangerous sport; excessive or illegal use of alcohol or drugs; a self-inflicted wound; or service in the armed forces of any country.

No reimbursement will be made for expenses incurred after an employee leaves the service of the U.S. Mission unless the employee enrolls as a retired employee.

### C.1.3 Eligible Participants

C.1.3.1 Eligible Employees - 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 Cote d'Ivoire paid under the Local Compensation Plan, and certified by the Contracting Officer. Covered employees include:

C.1.3.1.2. Locally Engaged Staff (LES) employed as direct hires;

C.1.3.1.3. LES employed under Personal Services Agreements (PSAs);

C.1.3.1.4. LES employed under Personal Services Contracts (PSCs);

C.1.3.1.5 Third country nationals (TCNs) employed as direct hires;

C.1.3.1.6 TCNs employed under PSAs;

C.1.3.1.7 TCNs employed under PSCs;

C.1.3.1.8 Locally hired U.S. citizens employed as direct hires; and

C.1.3.1.9 Locally hired U.S. citizens employed under PSCs.

#### C.1.3.2 Location of Employment

The individuals covered by C.1.3.1 must be employed within the geographic boundaries of Cote d'Ivoire by:

- US Department of State
- CDC/PEPFAR

- Open Source Center
- USAID

### C.1.3.3 Participants Covered Under a Rider

C.1.3.3.1 All current active employees of the Chief of Mission and the Deputy Chief of Mission assigned to their respective official Government residences and paid under an ORE account. 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/Consulate Abidjan. All costs for EAEs are the responsibility of the Employee Association, not the U.S. Government.

C.1.3.3.3 All retired Employees of Embassy/Consulate Abidjan. All costs for retirees are the responsibility of the retiree, not the U.S. Government.

### C.1.4 Individuals Not Eligible for Coverage

Individuals not eligible for coverage under this contract are non-personal services contract personnel; 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

An employee's dependents are defined as the employee's legal spouse (limit one) and each unmarried, economically dependent child who primarily resides with the employee unless away at school. Child is defined as the employee's natural child, adopted child, stepchild, or foster child. An eligible child will be covered until the end of the calendar year in which the child turns age 21, or in the case of a child who is a full-time student, until the end of the calendar year in which the child turns age 24. There is no age limit for an eligible child who is physically or mentally handicapped so as to be unable to live independently. There is no limit on the number of children covered per employee. Parents, grandparents, siblings, and other relatives are not eligible dependents.

### C.1.6 Eligibility

#### C.1.6.1 Term of Eligibility and Effective Date

Each current active eligible employee is 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.

During a period of Leave without Pay (LWP) 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 the subsequent pay period.

#### C.1.6.2. Period of Ineligibility

Employees and their dependents are not entitled to 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 (LWP) 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 French and English that sets forth a complete listing of the health insurance benefits 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 30 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

### C.2.0 GROUP LIFE INSURANCE

The Government of the United States of America requires group life insurance coverage for its employees, as further described in C.2.2. The Government has determined that the prevailing practice by employers in Côte d'Ivoire is to provide for their employees life insurance protection and that 100% of such insurance protection is usually borne by the employer.

#### C.2.1. Group Life Insurance Coverage

The amount of group life insurance coverage is as follows:

##### C.2.1.1. Amount of Employee Basic Life Insurance.

In the event of the employee's natural death, an amount equal to one (1) times the employee's annual basic salary will be paid to the employee's beneficiary or estate.

##### C.2.1.2 Amount of Accidental Death and Dismemberment

In the event of the employee's accidental death or dismemberment, an amount equal to one (1) times the employee's annual basic salary will be paid to the employee's beneficiary or estate. This payment is made in lieu of, not in additional to, the payment in C.2.1.1.

#### C.2.2 Life Insurance Benefits Conditions and Limitations

C.2.2.1. No benefit shall be payable under this contract if the employee's death is caused directly or indirectly and totally or partially by:

C.2.2.1.1. Suicide, unless it occurs after 2 years of continuous coverage under this contract.

C.2.2.1.2 Excessive consumption of alcohol or narcotics or similar drugs or agents unless they were prescribed by a licensed physician.

C.2.2.1.3 participating in an illegal activity or resisting detention or arrest.

C.2.2.1.4 Deliberate exposure to exceptional danger except in an effort to save human life.

C.2.2.1.5 An aviation or aeronautics accident, unless the employee is a fare paying passenger on a duly licensed commercial aircraft operated by licensed pilot on a scheduled air service over an established passenger route.

C.2.2.1.6 War or any act of war, declared or undeclared, except as required by applicable legislation of Côte d'Ivoire; active duty in the military of any country or international authority, revolution; or any warlike operation.

C.2.2.2. A death which occurs as a result of the following shall be considered a natural death and not an accidental death, and payment shall be made under C.2.2.1.

C.2.2.2.1. Death as a result of a disease or physical or mental infirmities, or medical or surgical treatment thereof, except infection due to an accidental cut or wound.

C.2.2.2.2. Death which occurs more than 180 calendar days after the accident.

C.2.2.2.3. Death as the result of a terrorist activity.

C.2.2.2.4. Death as the result of war when required by applicable legislation of Cote d'Ivoire.

C.2.2.2.5. Death as the result of an aircraft accident which is not excluded under C.2.2.1.5 and the insured is the pilot or performing paid work on the aircraft.

C.2.2.2.6. Death as the result of racing of any kind except foot racing; motorcycling on other than roadways designed primarily for motor traffic; aerial sports and activities such as skydiving, gliding, and parasailing; deep water diving requiring the use of breathing apparatus; mountain climbing and rock climbing; snow or ice sports; speleologist; and unarmed combat sports such as boxing, wrestling, judo, and karate.

C.2.2.2.7. Death as the result of big game hunting requiring a Special Big Game or Sport Hunting permit.

C.2.2.3. The burden of proof that the death is not excluded under this contract or is not precluded from being considered an accidental death under C.2.2.2. is the responsibility of the representative of the employee.

### C.2.3. Eligible Participants

#### C.2.3.1 Eligible Employees.

The employees eligible for the group life insurance coverage include the following:

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

C.2.3.1.2. Locally Employed Staff who are (1) employed on a full time or part time basis under non-temporary direct hire appointments or under personal services agreements/contracts that are not time limited to less than one year and (2) paid under the terms of the Local Compensation Plan.

#### C.2.3.2 Location of Employment

The individuals covered by C.1.3.1 must be employed within the geographic boundaries of Cote d'Ivoire by: The Embassy of the United States of America:

- U.S. DEPARTMENT OF STATE
- CDC/PEPFAR
- OPEN SOURCE CENTER
- DAO
- USAID

#### C.2.4 Individuals Not Eligible for Coverage

Individuals not eligible for coverage are employees working under temporary appointments; employees working under personal services agreements/contracts that are time limited to less than one year; employees working on an intermittent or When Actually Employed (WAE) schedule; non-personal services contract personnel and their employees, supplied by an independent contractor licensed to do business in Ivory Coast who provides services to other local organizations as well as to the U.S. Mission; employees of USAID institutional contractors; Peace Corps personal services contractors as indicated in MS 743; and any other individual not falling within one of the categories of eligible employees described in this clause..

#### C.2.5. Reserved

#### C.2.6 Eligibility and Effective Date

##### C.2.6.1. Term of Eligibility and Effective Date

Each current active eligible employee is enrolled for life insurance 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 (LWP) 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 the subsequent pay period.

##### C.2.6.2. Period of Ineligibility

Employees are not entitled to lie insurance hereunder during any period of employment for which premiums are not paid.

During a period of extended (beyond one pay period) of Leave without Pay (LWP) 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 French & English that sets forth a complete listing of the life insurance benefits 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 document described in C.2.7.1 shall be provided to the COR not later than 30 days after date of contract award. The Contractor shall provide additional brochures for new employees within ten 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	
FMO	The Financial Management Officer (FMO) or the paying office for all U.S. Government Agencies, except U.S. AID.
COR	Contracting Officer's Representative (COR) is the Human Resources Officer (HRO) at post.
Contributory Insurance	Insurance for which the employee contributes toward the premium.
Customary and Reasonable Treatment	A diagnostic test or medical treatment which is usually performed in the community where the individual is being treated.
Dependent	Participants such as a spouse, children and any other individuals who through a blood or other relationship with the employee are eligible for coverage as per C.1.5.
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.
Employee	An individual employed by the U.S. Government, under a direct-hire appointment, personal services contract (PSC), or personal services agreement (PSA), as further defined in Section C.1.3 for health insurance and C.2.3 for life insurance. . This may also include ORE Staff, EAE, and Peace Corp PSCs, if this category of individual is listed as participating under a rider in C.1.3.3 for health insurance and C.2.3.3 for life insurance.
Employer	The United States Government or in the case of ORE and Embassy Employee Association and EAE employees, the Chief of Mission/Deputy Chief of Mission and the Employee Association, respectively.
GSO	General Services Officer in charge of the General Services Office at post. This officer is usually the Contracting Officer (CO) for this contract.
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.
Maximum Benefit	The total amount that will be paid to any one covered individual for covered medical expenses or life insurance/disability benefit.
Physician	An individual who has graduated from an accredited medical school and is licensed to practice medicine in the jurisdiction in which the contract is to be performed. If the individual is a medical specialist, then he or she is Board Certified in that specialty
Surgical Procedure	Any invasive medical procedure by manual or instrument operation undertaken for diagnosis or treatment of a diseased patient.

SECTION D  
PACKAGING AND MARKETING

(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://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an internet “search engine” (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clause(s) is/are incorporated by reference:

CLAUSE      TITLE AND DATE

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 Paragraph	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 (1) 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 complainant.

(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://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an internet "search engine" (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clauses are incorporated by reference:

CLAUSE      TITLE AND DATE

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 base period with four one-year options to renew beginning on October 1, 2015 .

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:

**Human Resources Officer  
American Embassy Abidjan  
Riviera Golf  
01 BP 1712 Abidjan 01  
Abidjan, Côte d'Ivoire**

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 made in the currency stated in B.2.2 and B.6

G.4 SUBMISSION OF INVOICES AND PAYMENT

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

**The Financial Management Officer  
Budget and Fiscal Office  
American Embassy, Abidjan  
E-mail: [AbidjanFMOinvoices@state.gov](mailto:AbidjanFMOinvoices@state.gov)**

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 Staff. The retirees will make payment directly to the Contractor for the entire premium amount for themselves and dependents.

## 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 VALUE ADDED TAX

VALUE ADDED TAX (VAT). The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item in Section B.

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 [ ] monthly, [X] 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 staffs, 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 or the individual retiree is responsible for directly interacting with the Contractor to order any coverage. When contacted by the employer or retiree, the Contractor shall advise the employer/retiree 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 provide employee claim reimbursement checks to the COR for disbursement to the employee not later than the Tuesday which is two weeks after the claim has been 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. The report shall not include any claims for riders.

#### 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 Côte d'Ivoire 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 Côte d'Ivoire 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.

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://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department 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” (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clauses are incorporated by reference:

<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.202-1	DEFINITIONS (NOV 2013)
52.203-3	GRATUITIES (APR 1984)
52.203-5	COVENANT AGAINST CONTINGENT FEES (MAY 2014)
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEPT 2006)
52.203-7	ANTI-KICKBACK PROCEDURES (MAY 2014)
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (MAY 2014)
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (MAY 2014)
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (OCT 2010)
52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS (APR 2010)
52.203-17	CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (APR 2014)

- 52.204-4 PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011)
- 52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JULY 2013)
- 52.204-12 DATA UNIVERSAL NUMBERING SYSTEM NUMBER MAINTENANCE (DEC 2012)
- 52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (JULY 2013)
- 52.209-6 PROTECTING THE GOVERNMENT’S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (AUG 2013)
- 52.209-9 UPDATES OF INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)
- 52.210-1 MARKET RESEARCH (APR 2011)
- 52.215-2 AUDIT AND RECORDS - NEGOTIATION (OCT 2010)
- 52.215-8 ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT (OCT 1997)
- 52.215-11 PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA – MODIFICATIONS (AUG 2011)
- 52.215-13 SUBCONTRACTOR CERTIFIED COST OR PRICING DATA - MODIFICATIONS (OCT 2010)
- 52.215-21 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA--MODIFICATIONS (OCT 2010)
- 52.222-19 CHILD LABOR – COOPERATION WITH AUTHORITIES AND REMEDIES (JAN 2014)
- 52.222-50 COMBATTING TRAFFICKING IN PERSONS (FEB 2009)
- 52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)
- 52.224-1 PRIVACY ACT NOTIFICATION (APR 1984)
- 52.224-2 PRIVACY ACT (APR 1984)
- 52.225-5 TRADE AGREEMENTS (NOV 2013)

- 52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUN 2008)
- 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 (FEB 2013)
- 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 2010)
- 52.232-18 AVAILABILITY OF FUNDS (APR 1984)
- 52.232-24 PROHIBITION OF ASSIGNMENT OF CLAIMS (MAY 2014)
- 52.232-25 PROMPT PAYMENT (JULY 2013)
- 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT (JULY 2013)
- 52.232-34 PAYMENT BY EFT – OTHER THAN SAM (JULY 2013)
- 52.232-40 PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013)
- 52.233-1 DISPUTES (MAY 2014) 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 (JULY 1995)

- 52.243-1 CHANGES (AUG 1987) – Alternate I (APR 1984)
- 52.244-6 SUBCONTRACTOR AND COMMERCIAL ITEMS (JULY 2014)
- 52.246-25 LIMITATION OF LIABILITY - SERVICES (FEB 1997)
- 52.248-1 VALUE ENGINEERING (OCT 2010)
- 52.249-2 TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED PRICE) (APRIL 2012)
- 52.249-8 DEFAULT - FIXED PRICE SUPPLY AND SERVICE (APR 1984)

I.2. FEDERAL ACQUISITION REGULATION (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.

(End of clause)

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 insurance premium, 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 1000 individual premiums;

(2) Any order for a single item in excess of 1500 individual premiums

or

(3) A series of orders from the same ordering office within 10 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 5 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.

(End of clause)

#### 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/payments of claims for services performed after the termination of this contract.

(End of clause)

#### 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.

(End of clause)

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 60 months or 5 years.

(End of clause)

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.

(End of clause)

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.

### I.3 DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR)

The following DOSAR clauses are provided in full text:

#### 652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (MAY 2011)

(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> .

(End of clause)

#### 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.
- (End of clause)

#### 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.

(End of clause)

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

(a) Section 8(a) of the U.S. Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)), prohibits compliance by U.S. persons with any boycott fostered by a foreign country against a country which is friendly to the United States and which is not itself the object of any form of boycott pursuant to United States law or regulation. The Boycott of Israel by Arab League countries is such a boycott, and therefore, the following actions, if taken with intent to comply with, further, or support the Arab League Boycott of Israel, are prohibited activities under the Export Administration Act:

(1) Refusing, or requiring any U.S. person to refuse to do business with or in Israel, with any Israeli concern, or with any national or resident of Israel, or with any other person, pursuant to an agreement of, or a request from or on behalf of a boycotting country;

(2) Refusing, or requiring any U.S. person to refuse to employ or otherwise discriminating against any person on the basis of race, religion, sex, or national origin of that person or of any owner, officer, director, or employee of such person;

(3) Furnishing information with respect to the race, religion, or national origin of any U.S. person or of any owner, officer, director, or employee of such U.S. person;

(4) Furnishing information about whether any person has, has had, or proposes to have any business relationship (including a relationship by way of sale, purchase, legal or commercial representation, shipping or other transport, insurance, investment, or supply) with or in the State of Israel, with any business concern organized under the laws of the State of Israel, with any Israeli national or resident, or with any person which is known or believed to be restricted from having any business relationship with or in Israel;

(5) Furnishing information about whether any person is a member of, has made contributions to, or is otherwise associated with or involved in the activities of any charitable or fraternal organization which supports the State of Israel; and,

(6) Paying, honoring, confirming, or otherwise implementing letter of credit which contains any condition or requirement against doing business with the State of Israel.

(b) Under Section 8(a), the following types of activities are not forbidden “compliance with the boycott”, and are therefore exempted from Section 8(a)’s prohibitions listed in paragraphs (a)(1) through (6) above:

(1) Complying or agreeing to comply with requirements:

(i) Prohibiting the import of goods or services from Israel or goods produced or services provided by any business concern organized under the laws of Israel or by nationals or residents of Israel; or,

(ii) Prohibiting the shipment of goods to Israel on a carrier of Israel, or by a route other than that prescribed by the boycotting country or the recipient of the shipment;

(2) Complying or agreeing to comply with import and shipping document requirements with respect to the country of origin, the name of the carrier and route of

shipment, the name of the supplier of the shipment or the name of the provider of other services, except that no information knowingly furnished or conveyed in response to such requirements may be stated in negative, blacklisting, or similar exclusionary terms, other than with respect to carriers or route of shipments as may be permitted by such regulations in order to comply with precautionary requirements protecting against war risks and confiscation;

(3) Complying or agreeing to comply in the normal course of business with the unilateral and specific selection by a boycotting country, or national or resident thereof, of carriers, insurance, suppliers of services to be performed within the boycotting country or specific goods which, in the normal course of business, are identifiable by source when imported into the boycotting country;

(4) Complying or agreeing to comply with the export requirements of the boycotting country relating to shipments or transshipments of exports to Israel, to any business concern of or organized under the laws of Israel, or to any national or resident of Israel;

(5) Compliance by an individual or agreement by an individual to comply with the immigration or passport requirements of any country with respect to such individual or any member of such individual's family or with requests for information regarding requirements of employment of such individual within the boycotting country; and,

(6) Compliance by a U.S. person resident in a foreign country or agreement by such person to comply with the laws of that country with respect to his or her activities exclusively therein, and such regulations may contain exceptions for such resident complying with the laws or regulations of that foreign country governing imports into such country of trademarked, trade named, or similarly specifically identifiable products, or components of products for his or her own use, including the performance of contractual services within that country, as may be defined by such regulations.

(End of clause)

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.

(End of clause)

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

All work shall be performed during ***Monday through Thursday, 07:30am to 05:00pm and Friday 07:30 to 12:30*** 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:

New Year's Day  
Martin Luther King's Birthday  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day  
Easter Monday  
Local Labor Day  
Ascension Day  
Night of Destiny  
Independence Day  
End of Ramadan  
Assumption day  
Tabaski  
All Saints Day  
National Peace day

\*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.

(End of clause)

#### 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.

(End of 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.

(End of clause)

SECTION J  
LIST OF EXHIBITS/ATTACHMENTS

EXHIBIT A – EMPLOYEE STATISTICS

**1. EMPLOYEES BY GENDER WITHIN AGE RANGES**

Age (years)	Numbers		Total
	FEMALE	MALE	
20-34	6	9	15
35-45	24	99	123
46-55	34	107	141
56-60	9	26	35
<b>TOTAL</b>	73	241	314

**2. EMPLOYEE SPOUSES BY GENDER WITHIN AGE RANGES**

Age (years)	Numbers		Total
	FEMALE	MALE	
20-34	59	1	60
35-45	110	12	122
46-55	38	20	58
56-65	6	5	11
66+	0	1	1
<b>TOTAL</b>	213	39	252

**3. DEPENDENT CHILDREN BY GENDER WITHIN AGE RANGES**

Age (years)	Numbers		Total
	FEMALE	MALE	
0-10	156	179	335
11-18	123	149	272
19-25 (if full-time student)	49	50	99
<b>TOTAL</b>	328	378	706

EXHIBIT B - Approved Clinics, Pharmacies and Laboratories

<b>OPTICIANS</b>	<b>TEL / FAX</b>	<b>LOCATIONS</b>
<b>COMMUNE DU PLATEAU</b>		
LYNX OPTIQUE	20 21 40 44	Face Nour Al Hayat
ONO-SARL	20 32 29 92	Rue du commerce
OPTICAL CENTER	20 32 99 99	Plateau; avenue Nogues
SDOL INTER OPTIQUE	20 33 44 84	Imm Gyam
IDEAL OPTIQUE	20 33 55 24	Face CCF
KARA' OPTIQUE	20 32 32 42	Rue du cce, imm. Nassar et Ghaddar
VISIO CENTRE DE VISION	20 33 18 70	Angle Avenue Nogues Rue 9
<b>COMMUNE DE COCODY</b>		
ALAIN AFFLELOU	22 41 62 52	Imm.Esérance.Blvd Lattrille
STYL'OPTIQUE	22 42 01 78	2 Plateau Angré; Mahou
ESPACE VISION	22 41 03 83	Rue des jardins
CLAIRE VISION	22 42 81 61	Face Pharmacie St Gabriel 2 Plateaux
<b>COMMUNE DE MARCORY</b>		
IRIS OPTIQUE	21 56 70 74	Face SIB Marcory Résidentiel
CHIC OPTIC(ex Italy Optic)	21 35 19 11	Zone 4/B Face Garage UTB
MODE ET VISION PLUS	21 26 80 04	Marcory TSF près de l'INJS
<b>COMMUNE DE TREICHVILLE</b>		
NOMADE OPTIC	21 35 43 01	33,Bvd Marseille,Imm,Bodega, Zone 2
<b>COMMUNE DE PORT BOUET</b>		
OCEAN VISION	21 27 93 26	Galerie du magasin, pharmacie ocean
<b>COMMUNE DE YOPOUGON</b>		
ELEGANCE OPTIQUE	23 52 88 74	Yopougou Tribunal
OPTIC BEL VUE	23 48 39 39	Yopougou bel air
HOLY VISION	24 45 49 21	
<b>COMMUNE ABOBO</b>		
OPTIQUE SERVICE	24 48 36 02	Route du zoo; 1er arret plateau dokui
<b>VILLE DE DALOA</b>		
CLAIRE VISION	32 78 30 66	Ville de Daloa
<b>VILLE DE YAMOUSSOUKRO</b>		
Centre d'Ophtalmologie de Kami	30 64 32 30-25 33	Ville de Yamoussoukro
ESPACE OPTIQUE	30 64 04 12	Ville de Yamoussoukro
<b>VILLE DE BOUAKE</b>		
BOUAKE OPTIQUE	31 63 49 75	ville de Bouake
<b>VILLE DE SAN-PEDRO</b>		
ONO-SARL		ville de San-Pédro

<b>CLINICS</b>	<b>TEL / FAX</b>	<b>LOCATIONS</b>
<b>COMMUNE DU PLATEAU</b>		
Le Medicentre CRRAE-UUMOA	20 25 86 51	Plateau près Siege BCEAO(en instance)
Espace médical St Paul	21 21 16 52/20 21 15 25	Imm. Du Trésor
Groupe Médical du Plateau	20 22 20 29	Imm. MACI 5è étage
Centre Médical Interentreprise	20 25 07 46/07 43	Av Joseph Anoma, rue Alphonse Daudet
Cabinet de Cardiologie	20 22 51 46	Imm Delafosse
Centre Médical Franchet d'Esperey	20 21 84 11\20 22 61 01	Plateau Imm OLLO
Centre International d'Ophtalmologie	20 21 92 49	Face Radio
Centre Médico-Chir d'Ophtalmologie	20 22 22 58	Imm La Rotonde
Centre de Rhumatologie d'Abidjan	20 33 88 80	Face Novotel,rue du commerce
Centre médical CHENAL		25 blvd Angoulvant
Clinique Trade Center	20 21 97 97	Imm. Trade Center
Clinique la Rochelle	20 22 30 86/20 21 72 19	Résidence Nabil
Polyclinique de l'Indénié	20 30 91 00/20 33 56 40	4,blvd de l'indénié,rdc
<b>COMMUNE D'ADJAME</b>		
Espace Médicale les Archanges	20 37 73 37	220 Lgts face Cinéma Liberté
Espace Médical "La Citadelle"	20 33 53 60	Bd Nangui Abrogoua, Rue des Adjoukrou
<b>COMMUNE DE COCODY</b>		
Centre Médico-Pédiatrique Cocody	22 44 07 66	Rue du Lycée Ste Marie
Centre Méd Cardio-Respiratoire	22 41 38 38	2 Plateaux rue des jardins
Centre Médical Spécialisé	22 41 72 96/ 75 09	Prolongement Polyclinique 2 plateaux
Centre Médical Les Bleuets	22 41 72 08/81 03	Rue Des Jardins
Hotel de la santé Ste Henriette	21 00 07 47	2 Plateaux 8ème tranche,citée vedouwel
Centre Médical Harmony	22 43 15 99/16 23	Riviera Golf,face grande mosquée
Clinique la Colombe	22 42 81 41/91 68	2 pltx, 7ème tranche
Clinique médicale St Gabriel	22 52 52 98	Bld des Martyrs, phcie st Gabriel
Espace Médical Sainte Philomène	22 43 43 50	Riviera Attoban,résidence AKISSY
Polyclinique des 2 plateaux	22 41 33 34/32 39	Bld Latrille,carrefour farandole
Clinique Médicale Latrille	22 41 63 33/ 63 59	Bld Latrille,50m feu du BMW
Centre Hémodialyse Latrille	22 44 89 90/ 90 16 22 48 31 31 / 22 44 68	Bld Latrille, près Hotel Ivoire, Cocody
Pisam	60	Blvrd de la Corniche
SACM-Clinique Fatima	22 52 38 40-42/33 22 49 15 05 / 22 49 12	2 Plateaux Angré
Clinique Notre Dame de l'Incarnation	65	Riviera Palmeraie
Clinique Médicale Ste Justine	22 50 72 60 / 61	II PLTX Ladjibi 9è tranche
Clinique Médicale les Béatitudes	22 44 47 57 / 35	Cocody, quartier Dominicains
Clinique Procréa	22 49 01 09/22 47 23 94	Riviera Palmeraie
Centre Médical Espérance	22 47 72 98	SCI les Rosiers
Clinique la Providence	22 44 95 86/87	Route du Lycée Technique
Clinique Mère Marie	22 41 22 16	2 plateaux,deriere SOCOCE
Clinique Le Rocher	22 41 62 45/43	II Plateaux SOCOCE, Rue Paule
Clinique Ste Diane	57 14 04 80	Riiviera 3 route d'ABBATA
Clinique médicale Danga	23 48 23 23	Cocody, quartier Danga
Centre Med. Inter. La GOSPA	22 48 76 77 / 44 56 88	Face Nid de Cocody,St Frçois de Danga
<b>COMMUNE DE YOPOUGON</b>		
Clinique Le Grand Centre	23 46 72 67	Vers la base CIE

Clinique Sainte Marie	23 46 35 44/03 23	Niangon Sud a Droite
Clinique Médical Oasis Santé	23 53 18 34/18 35	Yopougon Kénéya; Blvrd Principal
Clinique Médico-Chirurgical Jericho	23 45 95 55	Face CIE toit rouge
Clinique Ste Rita de Cascia	23 45 55 99	Port Bouet 2
Clinique Médicale Nanglé	23 46 18 62/23 46 17 96	Banco II
Clinique Médicale les Oliviers	23 51 84 44/23 51 84 91	Nvau Qutier: Nvau bureau et les Phalènes
<b>COMMUNE D'ABOBO</b>		
Hopital Général Abobo nord		<b>(en instance)</b>
Hopital Militaire Abobo		<b>(en instance)</b>
Espace Médical Le Sphinx	24 48 39 46 / 24 49 20	PK 18, Route de N'DOTRE ABOBO
Grande Clinique du Dokui	55	Plateau Dokui
	24 39 48 33	
Centre Médico-Chir d'Abobo	24 39 31 39 \ 07 82 04	Abobo Sogephia
Polyclinique Centrale Abobo	42	Abobo, carrefour
	24 47 71 30/24 49 36 51	
<b>COMMUNE DE MARCORY</b>		
Polyclinique Avicennes	21 21 13 00/13 13	Blvrd Achalme,résidentiel,marcory
Polymed	21 26 89 22	Marcory résidentiel,rue de la paix
Cabinet Médical Les Orchidées	21 35 83 19	Zone 4,rue des majorrettes
Centre Médical Prima	21 25 44 44-80 35/16 16	Marcory Blvd VGE
Clinique Médico-chir France-Ivoire	21 25 25 60/53 95	Blvd de Marseille
Clinique Médicale Stes Myriades	21 26 53 23/21 28 09 05	Marcory résidentiel,14 rue des citronniers
Clinique les Arcades	21 24 42 34/77 75	Biétry,rue du canal
Centre Médical Liring	21 28 84 02	Remblais, après station Mobil 1er étage
Clinique Medicale Farah	21 26 00 93	Marcory résidentiel
Centre Medical LE BELIER	21 26 26 86	Marcory Blvd VGE
Centre d'Ophtalmologie HI-TECH	21 35 37 78/39	Zone 4, Centre Commercia
<b>COMMUNE DE TREICHVILLE</b>		
Polyclinique Hotel Dieu	21 25 79 19/21 35 48 69	Bldv Marseille face pharmacie des sports
Centre médical Roche	21 25 62 76	VGE Immeuble Roche
Clinique Nanan Yamoussou	21 24 76 66	Imm. Nanan Yamoussou
<b>COMMUNE KOUMASSI</b>		
Espace Médical Les Ruches	21 36 17 03	Résidence Agouti;villa 4 Station Total

<b>PHARMACIES</b>	<b>TELEPHONE</b>	<b>LOCATIONS</b>
<b>COMMUNE DU PLATEAU</b>		
Pharmacie les Harmonies		
Pharmacie du Plateau	20 22 79 70/20 21 62 89	
Pharmacie Longchamps	20 22 43 62	Immeuble Longchamp
Grande Pharmacie du Commerce	20 32 12 12	Rue du Commerce
Pharmacie du Palais de Justice	20 21 95 66	Face Palais de Justice
Nouvelle Pharmacie des Banques	20 32 94 12/19 58	Rue du Sénateur Lagarosse
Pharmacie de la République	20 21 57 78	Face à l'Imm. AXA
Pharmacie des Ambassades	20 22 69 00	Face à l'amb. de France
Pharmacie Moderne Mazuet	20 32 96 64/22 21 31	Rue du Commerce, 4 av du Gnrl de G
Pharmacie Tiama	20 21 34 18	Face hotel Tiama
<b>COMMUNE D'ADJAME</b>		
Pharmacie Saint Michel	20 37 09 06	Adjamé Saint Michel
Pharmacie d'Agban	20 37 22 30/20 38 66 65	Adjamé Agban
Pharmacie Aimess	20 37 21 24	Williasville
Pharmacie du Progrès	20 37 15 25/22 84	
Pharmacie Koro	20 38 68 51/68 52	Adjamé Quartier Marie Thérèse HB
Pharmacie St Uriel	20 37 23 75/23 97	Résidence Paillet-Adjamé
Nouvelle Phcie des 220 Logements	20 37 58 26	Blvd De Gaulle face Station Texaco
Pharmacie de l'Indénié	20 21 17 90	Adjamé, face à la cité policère
Pharmacie du Forum	20 38 13 64	Forum des marchés
Pharmacie Saint Emmanuel	20 37 98 27	Adjamé
<b>COMMUNE DE COCODY</b>		
Pharmacie du Palm Club	22 44 20 90/ 16 92	Rue du Lycée Technique de Cocody
Pharmacie des 2 Plateaux Agban	22 41 39 90	
Pharmacie Latrille	22 41 03 68/62 62	2 Plateaux Blv Latrille
Pharmacie Saint Bernard	22 43 65 40	Cité Attoban
Pharmacie Dunia	22 52 99 9/98	Attoban
Pharmacie Marthe Robin	22 45 03 24	Riviera Palmeraie
Pharmacie Ste Cécile	22 42 63 35	Face Paroisse Ste Cécile
Pharmacie St Paul	22 49 29 01/22 49 29 00	Riviera Palmerais citée Presse
Pharmacie de la cité	22 44 63 68/68	Cocody Danga face Citée Rouge
Pharmacie de Blockhaus	22 48 68 91	cocody blockaus
Pharmacie Espace Santé	22 41 21 03	Bvd Latrille, Carrefour Duncan
Pharmacie St Gabriel	22 42 58 35/49 95	Bvd Latrille, Ecobank 2 pltx
Pharmacie du Vallon	22 41 35 14/54/44	Centre comm. du Vallon
Pharmacie Des Halles	22 41 92 94	Supermarché Sococo
Pharmacie St François de Danga	22 48 54 08	A côté du Nid de cocody
Pharmacie St Jean	22 44 62 49	Cocody, après l'Eglise St Jean
Pharmacie Des 7 colonnes	22 44 02 96	Après la RTI et en face de la Sodemi
Pharmacie des Allées	22 42 14 58	Angré caféiers 7, après carref. Petro
Pharmacie des 2 plateaux	22 41 36 04/22 41 91 65	II Plateaux blvd des martyes
Pharmacie des Arts	22 44 95 67	Cocody, cité des Arts

Pharmacie Lycée Technique	22 44 60 77	Cocody, Lycée Technique
Pharmacie Notre Dame de la Visitation	22 41 26 08	Cocody 2 Plateaux
<b>COMMUNE DE YOPOUGON</b>		
Pharmacie de Cocody	22 44 03 43/24 95	Cocody, face à la pâtisserie
Pharmacie Ste Marie	22 48 69 20	Cocody côté maison PDCI
Pharmacie du Golf	22 43 14 31	Riviera Golf à côté de Leaders prices
Pharmacie Saint Pierre Anono	22 43 90 56	Riviera Anono
Pharmacie Belle-Epine	22 43 34 31	Riviera les jardins
Pharmacie Saint Raphael Archange	24 00 28 79	Riviera Palmerais
Pharmacie des Jardins	22 41 17 70	Il Plateaux, rue des Jardins
Pharmacie Saint Ange	22 43 45 04/ 22 43 22 05	Riviera II, face collège André Malraux
Pharmacie Ste Famille	22 47 76 76	Riviera Alabra
Pharmacie de la Riviera	22 43 28 44	Grand carrefour riviera 2
Pharmacie du Bonheur	22 47 10 70	Riviera Palmeraie
Pharmacie les Rosiers		
Pharmacie Sainte Agathe	22 47 48 19	Riviera 3, route Lycée Français
Pharmacie St Pierre des Rosées	22 47 42 17	Riviera Alabra
Pharmacie Les 7 LYS	22 42 63 25	L'axe Attoban-Angré
Pharmacie Ste Béatrice des	22 47 01 72	Riviera Palmerais
Pharmacie Noemi SARL	22 52 20 51	2 Plateaux Bld Latrille carrefour Oscars
Pharmacie Kerens	22 41 82 05/	2 Plateaux Bld Latrille
Pharmacie 7 ème Tranche	22 52 56 83/ 56 81	2 Plateaux 7 ème Tranche
Pharmacie 8 ème Tranche	22 52 34 90/ 39 94	2 Plateaux 8 ème Tranche
Pharmacie Divin Amour	22 41 93 38/ 93 80	Cocody 2 Plateaux
Pharmacie les Mimosas	22 44 32 28	Cocody carrefour de la vie
Pharmacie du Bien-Etre	22 50 80 80\ 22 50 11 11	Angré CNPS a l'entrée de Soleil 3
Pharmacie Saint Comoe et Damien	22 49 22 49	Riviera Bonoumin
<b>COMMUNE DE YOPOUGON</b>		
Pharmacie des 3 ponts	23 45 43 70/ 26 58	Yopougon
Nouvelle Pharmacie de la Délivrance	23 51 13 79/23 46 61 93	Yopougon
Pharmacie Sandrina	23 46 47 64	Yopougon
Pharmacie Saint Clément	23 46 62 36	Yopougon
Pharmacie William Ponty	23 50 85 91/ 86 11	Yopougon
Pharmacie du Cinéma Boissy	23 45 65 59	Yopougon Toit Rouge
Pharmacie St Etienne	30 91 79 21	Yopougon Abobo Doume
Pharmacie Nissi	23 53 02 06	Quartier Bel Air
Pharmacie Awale	23 51 82 42	Yopougon
Pharmacie Carrefour Boby	23 52 16 39/23 46 85 97	Niangon Base CIE
Pharmacie de la Cotière	23 45 61 97	
Pharmacie de l'Antenne	23 50 15 27/23 46 12 11	Yopougon face Ci-Telecom
Pharmacie de Gesco	23 46 99 50	Face au marché
Pharmacie Niangon Nord	23 46 32 99	Après l'église St Mathieu
Pharmacie de la Mairie	23 52 43 06	Selmer face clinique Ste Jeanne
Pharmacie Tereza	23 50 88 56	Sogephia
Pharmacie Lotus	23 45 06 66	Niangon sud à gche terminus bus 27
Pharmacie Chenain	23 50 13 91	Jerusalem route Abobo Doumé

Pharmacie Artémia	23 52 38 54	Face palais de justice
Pharmacie Jean Pierre	23 46 30 03	Carref. Église Christianisme Céleste
Pharmacie St Martin Nouvelle	23 51 96 46	Sideci face collège IGES
Pharmacie Carrefour Koweit	23 45 84 07	Route Abobo Doumé
Pharmacie Célia	23 45 62 40	Face lycée technique
Pharmacie Esther	23 46 39 36	Niangon sud à dte cité caféiers
Pharmacie Baity	23 51 77 98	Toit rouge près de la gendarmerie
Pharmacie les Béatitudes	23 52 27 47	Nouveau quartier

Pharmacie Chigata	23 52 93 58	Toit rouge près de la gendarmerie
Nouvelle Pharmacie Toit Rouge	23 45 16 93/34 22	Yopougon Toit Rouge
Pharmacie Assonvon	23 45 44 55	Yop à côté de Hotel Assonv
Pharmacie TIZRA	23 50 04 47	Yop. Carref. Offoumou Yapo
Pharmacie Nouveau Quartier	23 45 00 85	50 m après le stade
Pharmacie Beyniouah	23 46 01 02	Niangon sud à gauche
Pharmacie Phénix	23 45 22 00	Banco II angle rue de la PMI
Pharmacie Roxanne	23 45 70 75/5363	Carr CIE, citée CIE route de Niangon
Pharmacie Saint Andrée	23 46 58 77	Face Eglise Saint Andrée
Pharmacie Keneya	23 45 44 65	Carrefour Keneya
Pharmacie Nankoko	23 45 24 80	Camp militaire
Pharmacie Mamy Adjoa	23 51 37 78/ 23 45 37 35	Yopougon Gesco Résidentiel
Pharmacie Eden	23 53 12 15	Toit rouge route d'Abobodoumé
Pharmacie les Oliviers	23 45 09 62/ 23 50 23 09	Route du GFCI près institut Aveugles

<b>COMMUNE D'ABOBO</b>		
Pharmacie Magnificat	24 39 51 67/51 95	Route d'Anyama non loin dépôt Sotra
Phcie Notre Dame de Fatima Dokui	24 39 59 12/24 47 79 85	Dokui près de paroisse ste Monique
Nouvelle Phcie Sainte Odile	24 39 29 97/ 00 89	Plateau Dokui
Pharmacie St François Xavier	24 39 66 02	Abobo
Pharmacie Sogefiha	24 39 00 51	Derrière cité universitaire
Pharmacie de la cité	24 39 03 33	Marché, face cité Universitaire
Pharmacie la Providence	24 49 39 62	
Pharmacie Manzan	24 39 14 96	Carrefour Samaké route d'Alépé
Pharmacie La Mé	24 39 01 18	Entre la Mairie et la Gendarmerie
Pharmacie Pcle d'Abobo Té	24 49 48 19/53 22	Petit marché Abobo Té
Pharmacie Route d'Anyama	23 55 82 40	Abobo PK 18
Pharmacie du Monastère	24 39 67 01	700 m du carref. Samaké
Pharmacie Kann'sy	24 39 12 51	Quartier Kennedy, face mosquée
Pharmacie Yarapha	24 49 12 63/49 12 60	Carrefour Akeikoi
Pharmacie de l'Etoile	24 39 11 54	Carr. Gendarmerie ABOBO-GARE
Pharmacie Maténé	24 39 20 32	Abobo Avocatier
Pharmacie Divine Espérance	24 39 78 92	Abobo Sagbé
Pharmacie Amina	24 39 95 65	Abobo Nord
Pharmacie Abobo Santé	24 39 13 84	Abobo Santé
Pharmacie la Paix	24 39 83 31/24 48 27 77	Abobo Cocoteraie Face au G,S NANTI
<b>COMMUNE DE MARCORY</b>		

Pharmacie Nouvelle Pergola	21 24 48 27/ 26	Biétry; zone 4
Pharmacie des Lagunes	21 26 12 40	Résidentiel,rue de la Paix
Pharmacie de la TSF	21 26 78 12	
Pharmacie du Carrefour	21 35 25 70	1er carrefour Marcory, face Bicici
Pharmacie de l'amitié	21 26 85 06	Angle rue Pierre Marie Curie
Pharmacie MARCORY PTT	21 26 98 83	Marcory face collège Lamartine
Pharmacie Ebathé	21 56 77 98	Avenue de la CI prolongemt PMI
Pharmacie Ste Thérèse	21 26 77 10	Face Eglise Ste Thérèse
Pharmacie les Remblais		Marcory les Remblais
Pharmacie de la Galerie	21 35 24 73	Galerie Hayat
Pharmacie Lanvia	21 21 24 00/ 02	Zone 4 rue Pierre et Marie Curi

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<b>COMMUNE DE PORT BOUET</b>		
Pharmacie de l'Océan	21 27 79 43	Après le marché
Pharmacie de la Baltique	21 27 66 71	Face abattoir
Pharmacie Djigui	21 27 75 86	Côté commercial
Pharmacie Wharf	21 27 87 81	Route Gd Bassam
Pharmacie Balnéaire	21 58 07 09	Face 43ème BIMA
Pharmacie Route de Bassam	21 58 63 55	Route Gd Bassam
Pharmacie Vridi-Village	21 27 58 00/31 85	
Pharmacie Akwaba	2158 73 15/21 75 79 77	Aéroport d'aéroport d'Abidjan
Pharmacie Eloma de Gonzagueville		

<b>COMMUNE DE KOUMASSI</b>		
Pharmacie Climbié	21 36 35 46	Koumassi
Pharmacie du Soleil	21 36 05 98	Angle avenue 9, bvd du Gabon
Pharmacie du Marais	21 36 06 99	Carrefour quartier Divo
Pharmacie du Canal	21 36 27 48	Kmassi Remblais rue Raoul Folraux
Pharmacie St Louis	21 36 04 15	Bvd du Gabon, face école Baradji
Pharmacie Kahira	21 36 39 84	Koumassi Remblais
Pharmacie St Georges	21 36 03 75	Sicogi camp commando
Pharmacie Fanny	21 36 09 07	Aklomiabla terminus 05
Pharmacie des Sables	21 28 84 17	Koumassi remblais
Pharmacie Inch-Allah	21 36 47 01	Koumassi

<b>COMMUNE DE TREICHVILLE</b>		
Pharmacie des 3 mosquées	21 24 21 96/ 21 24 22 72	Av 8, rue 22 Barrée
Pharmacie des Brasseurs	21 25 31 51	Rond point CHU
Pharmacie des Quais	21 25 28 44	Face gd Moulins,avenue 8
Pharmacie du Palais des sports	21 24 02 14/00 93	Face Pol.Hotel Dieu,22 bvd de Mars.
Pharmacie Rond Point	21 35 73 03	40 bvd de Mars. CHU

Pharmacie ROY	21 24 30 01	Face marché
Pharmacie Ste Jeanne	21 24 57 41	Treicville marché Belville
Pharmacie France-Afrique	21 24 18 19	Face Cité Policière
Pharmacie les Archanges	21 35 96 66	
Pharmacie Myriam de Biafra		Quartier Biafra
Pharmacie Blvd de Marseille		Blvd de Marseille
<b>COMMUNE DE BINGERVILLE</b>		
Pharmacie du Marché	22 40 34 64/ 37 11	Marché

<b>LABORATORIES</b>	<b>TEL / FAX</b>	<b>LOCATIONS</b>
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<b>COMMUNE DU PLATEAU</b>		
LABORATOIRE LONGCHAMP	20 22 32 62	Imm. Longchamp
LABORATOIRE MONTAGNIER	20 21 22 63/ 22 24 45	Galerie Nour Al Hayat
LABORATOIRE PRINCIPAL	20 22 60 83 / 84	Plateau, imm. DELAFOSSE 1er étage
LABORATOIRE CENTRAL	20 21 79 64	Plateau, imm TOTAL,2ème étage
LABORATOIRE REPUBLIQUE	20 21 34 91/20 21 28	Av.Houdaille
S.M.G.L	57	Hopital Général Abobo Sud
CENTRE WILLIC	24 3 59 41	Plateau face BNI,Rue des banques
20 33 13 33/ 32		
<b>COMMUNE DE COCODY</b>		
LABORATOIRE NENE GALE	22 42 17 05	Rue des Jardins face KASTOUPRIX
<b>VILLE DE SAN PEDRO</b>		
LABORATOIRE MADOU	34 71 05 23	Au sein de la Phcie Madou
LABORATOIRE PORT SAN PEDRO	34 71 54 47	Centre Médical Port de San Pédro
<b>VILLE DE YAMOISSOUKRO</b>		
LABORATOIRE DES LACS	30 64 09 19	Yakro; Quartier N'zuessy
Les LABORATOIRES AGBASSI	30 64 07 58	Quartier Energy;face Grd Marché

EXHIBIT C – ORE Employees

**1. EMPLOYEES BY GENDER WITHIN AGE RANGES**

Age (years)	Numbers		Total
	FEMALE	MALE	
20-34	1	0	1
35-45	0	2	3
46-55	0	1	3
56-60	0	0	0
<b>TOTAL</b>	1	3	7

**2. EMPLOYEE SPOUSES BY GENDER WITHIN AGE RANGES**

Age (years)	Numbers		Total
	FEMALE	MALE	
20-34	2	0	2
35-45	1	0	3
46-55	0	0	0
56-65	0	0	0
66+	0	0	0
<b>TOTAL</b>	3	0	5

**3. DEPENDENT CHILDREN BY GENDER WITHIN AGE RANGES**

Age (years)	Numbers		Total
	FEMALE	MALE	
0-10	3	3	10
11-18	1	1	6
19-25 (if full-time student)	0	0	2
<b>TOTAL</b>	4	4	18

EXHIBIT D - EAE Employees

Currently, we don't have an EAE Employees but by the term of the contract we will probably have some.

**EXHIBIT E – HISTORICAL CLAIMS INFORMATION OVER THREE YEARS**

Health Amounts/Currency

Years	FCFA	USD
<b>FY 2012</b>	328,609,620	653,786
<b>FY 2013</b>	330,943,140	651,198
<b>FY 2014</b>	340,193,880	708,571

Life Amounts/Currency

Years	FCFA	USD
<b>FY 2012</b>	43,088,144	84,520
<b>FY 2013</b>	45,467,187	91,685
<b>FY 2014</b>	48,569,062	100,134

SECTION K  
REPRESENTATIONS, CERTIFICATIONS,  
AND OTHER STATEMENTS OF OFFERORS

**NOTE TO OFFERORS: The claims paid by the incumbent contractor are provided for informational purposes only and under no circumstances shall it be construed to change any terms or conditions or requirements within the solicitation. Under no circumstances shall the U.S. Government be liable for this data or shall it become the basis for a request to adjust the premium rates after contract award. Offerors are advised any adjustments to contract premium rates shall be in accordance with B.4 and B.8.**

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

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**(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.

(End of provision)

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 \$150,000, for each failure.

(End of provision)

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 \_\_\_\_\_

(End of provision)

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.

(End of provision)

K.5 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (NOV 2014)

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

(2) The small business size standard is **38,500,000 million dollars**.

(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 provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM 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 SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, 2010, or 2012.

(vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

- (ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.
- (A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.
- (B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.
- (x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.
- (xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.
- (xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.
- (xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.
- (xiv) 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.
- (xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.
- (xvi) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.
- (xvii) 52.225-4, Buy American—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) 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 \$79,507, the provision with its Alternate II applies.
- (D) If the acquisition value is \$79,507 or more but is less than \$100,000, the provision with its Alternate III applies.
- (xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.
- (xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan—Certification. This provision applies to all solicitations.
- (xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.
- (xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.
- (2) The following certifications are applicable as indicated by the Contracting Officer:  
[Contracting Officer check as appropriate.]
- (i) 52.204-17, Ownership or Control of Offeror.

\_\_ (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

\_\_ (iii) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment- Certification.

\_\_ (iv) 52.222-52, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.

\_\_ (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

\_\_ (vi) 52.227-6, Royalty Information.

\_\_ (A) Basic.

\_\_ (B) Alternate I.

\_\_ (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM 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.

FAR Clause #	Title	Date	Change
_____	_____	_____	_____

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 SAM.

(End of provision)

K.6 52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS  
(APR 2010)

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

(B) Have o have not o, 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 (if offeror checks “have”, the offeror shall also see 52.209-7, if included in this solicitation);

(C) Are or 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 or, have not or, 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 or has not or, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a 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 non-responsible.

(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.

(End of provision)

**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.8 652.225-70 ARAB LEAGUE BOYCOTT OF ISRAEL (AUG 1999)**

(a) Definitions. As used in this provision:

Foreign person means any person other than a United States person as defined below.

United States person means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as provided under the Export Administration Act of 1979, as amended.

(b) Certification. By submitting this offer, the offeror certifies that it is not:

(1) Taking or knowingly agreeing to take any action, with respect to the boycott of Israel by Arab League countries, which Section 8(a) of the Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)) prohibits a United States person from taking; or,

(2) Discriminating in the award of subcontracts on the basis of religion.

(End of provision)

**Proposal Note: If the offeror has indicated “yes” in blocks (a)(1), (2), or (3) of the following provision, the offeror shall include Defense Base Act insurance costs covering those employees in their proposed prices. The offeror shall obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>.**

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 where there are no local workers' compensation laws		local nationals:	
		third-country nationals:	
(4) Local nationals or third country nationals where contract performance takes place in a country where there are local workers' compensation laws		local nationals:	
		third-country nationals:	

(b) The Contracting Officer has determined that for performance in the country of Côte d'Ivoire

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) RESERVED

(End of provision)

K.10 52.209-2 PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS—REPRESENTATION (MAY 2011)

(a) *Definition.* “Inverted domestic corporation” and “subsidiary” have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) *Relation to Internal Revenue Code.* An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874 .

(c) *Representation.* By submission of its offer, the offeror represents that—

- (1) It is not an inverted domestic corporation; and
- (2) It is not a subsidiary of an inverted domestic corporation.

(End of provision)

The following DOSAR is provided in full text:

K.11 652.209-79 REPRESENTATION BY CORPORATION REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION UNDER ANY FEDERAL LAW (SEPT 2014) (DEVIATION per PIB 2014-21)

(a) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

(1) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government; or

(2) Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State’s policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Offeror represents that—

(1) It is [ ] is not [ ] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is [ ] is not [ ] a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(End of provision)

**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	Number 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 completed Section B: Supplies or Services and Price/Costs	2
3	Technical Proposal containing all technical factors and sub-factors	4

**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 option 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
- The overall management of the contract.
- Proof of agreements with the approved clinics, pharmacies and laboratories listed in Section J, Exhibit B.

#### 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 Côte d'Ivoire 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 Côte d'Ivoire it must demonstrate that it is licensed/certified/accredited by a government other than Côte d'Ivoire to provide health insurance for persons in Côte d'Ivoire and must demonstrate its capacity to provide health benefits in Côte d'Ivoire 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 Côte d'Ivoire or its agents.

Failure to demonstrate that the offeror is an authorized insurance company permitted to write and administer health insurance policies in Côte d'Ivoire 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://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>.

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use of an internet “search engine” (for example, Google, Yahoo, Excite) is suggested to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation provisions are incorporated by reference:

PROVISION    TITLE AND DATE

52.204-7	SYSTEM FOR AWARD MANAGEMENT (JULY 2013)
52.209-7	INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)
52.214-34	SUBMISSION OF OFFERS IN ENGLISH LANGUAGE (APR 1991)
52.215-1	INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION (JAN 2004)
52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (NOV 2014)

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 with economic price adjustment, 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

See B.4 and B.8 for information relating to the economic price adjustment features of this contract.

L.6.3    52.233-2    SERVICE OF PROTEST (SEP 2006)

(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 Deputy Chief of Mission

*American Embassy Abidjan  
Riviera Golf  
01 BP 1712 Abidjan 01  
Abidjan, Côte d'Ivoire*

(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) 516-1696, by fax at (703) 875-6155, or write to:

Competition Advocate  
U.S. Department of State  
A/OPE  
SA-15, Room 1060  
Washington, DC 20522-1510

(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, Dodson, Stephen at (225) 2249-4000. For a U.S. 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) 516-1696, by fax at (703) 875-6155, or write to:

Acquisition Ombudsman  
U.S. Department of State  
A/OPE  
SA-15, Room 1060  
Washington, DC 20522-1510

**L.8. PRE-PROPOSAL CONFERENCE**

L.8.1. A pre-proposal conference to discuss the requirements of this solicitation will be held on **05-13-2015** at **10:00AM** at the **American Embassy Abidjan at Riviera Golf**. Offerors interested in attendance should contact the following individual:

<b>Name: <i>Assy-Traore Bintou</i></b>
E-mail: <a href="mailto:traorebx@state.gov">traorebx@state.gov</a>
Telephone Number: <b>(225) 2249-4390 / 0672-1225</b>
Fax Number: <b>(225) 2249-4221</b>

L.8.2. Offerors are urged to submit written questions at least three days before the scheduled pre-proposal conference date, using the address provided in block 9 of Standard Form 33, Solicitation, Offeror and Award, of this solicitation or by faxing the questions to the above fax number, marked to the attention of the above-named individual.

L.8.3. Attendees may also bring written questions to the proposal conference; however, if the answer requires research, there is no guarantee that the question will be able to be answered at that conference.

L.8.4. The Government's statements at the pre-proposal conference shall not be considered to be a change to the solicitation unless a written amendment is issued.

L.8.5. Following the conference, all prospective offerors who received a copy of the solicitation will be provided a copy of all questions presented in writing prior to the conference, along with answers. If the answer requires a change to the solicitation, a solicitation amendment will also be issued.

**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 two (2) years;

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes; 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 specified in Section B.

The Government will make a responsibility determination by analyzing whether the apparent successful offeror complies with the requirements of FAR subpart 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
- Be 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.

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 Côte d'Ivoire 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 Côte d'Ivoire*, 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 Côte d'Ivoire and must demonstrate its capacity to provide health benefits in Côte d'Ivoire 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 (JULY 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. PRICE 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.

The Government will make either one or two awards as a result of this solicitation. If one award is made it will be for both the health and the life insurance requirements. If two awards are made one award will be for all of the health insurance requirements and one award will be for all of the life insurance requirements. The Government will determine the best value to the Government in deciding on whether to make one or two awards.

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 15.305(a).

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

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

- (a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.
- (b) For acquisitions conducted using negotiation procedures—
  - (1) On the date specified for receipt of offers, if award is based on initial offers; otherwise
  - (2) On the date specified for receipt of proposal revisions.