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Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition & Assistance Issued: June 30, 2005

AAPD 05-08

PERSONAL SERVICES CONTRACTS -- ANNUAL HEALTH INSURANCE COSTS FOR 2005

Subject Category: Personal Services Contracts
Type: Other

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are EFFECTIVE AS OF THE ISSUED DATE unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD: Is New Replaces/ Amends CIB/AAPD No: 00-05

Applicable to:

- Existing awards; Modification required
- No later than immediately
 - As noted in guidance below
- RFPs/RFAs issued on or after the effective date of this AAPD; all other Pending Awards, i.e., 8(a), sole source, IQC
- Other or N/A

Precedes change to:

- AIDAR Part(s) Appendix
- USAID Automated Directives System (ADS) Chapter
- Code of Federal Regulations
- Other
- No change to regulations

New Provision/Clause Provided Herein: If checked, scheduled update to Prodoc: 8/2005

Michael F. Walsh

PURPOSE: The purpose of the AAPD is to advise that the USAID contribution against the actual costs of PSCs annual health insurance costs have been changed and increased, effective immediately, as of the date of this AAPD.

BACKGROUND: Appendix D of the USAID Acquisition Regulation (AIDAR) applies to personal services contracts with a US citizen or US Resident Alien. It contains Agency policy establishing the threshold for the Agency contribution against the annual cost of the individual Personal Services Contractor's annual health insurance policy. This contribution is based on 50% of the actual costs to the contractor for health insurance, or the maximum US Government contribution for a direct hire employee, as announced by the Office of Personnel Management, whichever is less.

GUIDANCE: For purposes of budgeting and making funds available, 2005 US Government rates for direct hire personnel are as follows:

For Contractor Only--not to exceed \$3410

For Contractor with Family--not to exceed \$7750

This AAPD remains in effect unless cancelled or superceded.

POINT OF CONTACT: Direct questions about this AAPD to Tom M. Henson, M/OP/POL, at (202) 712-5448 or thenson@usaid.gov.

