

Project Target and Course of Action

1) Through its International Hospital Program staff, AHA, will provide technical assistance to AID on matters relating to health facilities planning, design, construction, operations and administration; will assist in studies of health facilities and health delivery systems overseas; and will provide specialized technical services for effective working of health facility subcommittees of AID advisory bodies.

2) Sound hospital administration is a basic element in the extension of local health delivery systems and the technical back-up of AHA, with its entry to its 6000 members is essential to the development of local health delivery systems.

3) There are no other contributors to the project.

Accomplishments to Date

This is a new contract of a continuing activity. Since the beginning of the current contract (5/29/70), project is fully staffed. Technical assistance is being provided to FA/TECH and USAID/Vientiane for planning and equipping the MCH unit and the x-ray equipment at Mahosot Hospital; to TA/H and AA/A for review and approval of research equipment at the Hadassah-Hebrew University Medical Center, Israel (Section 214); and to NESAI/D in the planning of a proposal for a hospital conference in CEFPO. Further, project has helped prepare itineraries for distinguished hospital administrators from New Zealand, Uruguay, France, Australia, and India; completed preliminary planning for the Third Regional Hospital Conference in Latin America for 1971 (Buenos Aires, Argentina); engaged in preliminary discussions with USAID/Managua for Children's Hospital in Managua; and is continuing collection and distribution of hospital equipment from U.S. voluntary hospitals (\$123,000 equipment shipped to Colombia under auspices of Pan American Development Foundation and AHA).

1406

STAFF PAPER FOR GTS PROJECT REVIEW

PROJECT: American Hospital Association

DATE OF REVIEW: January 29, 1970

PROJECT MONITOR: David Frost, M.D.

TA/PM STAFFER: Robert J. Kerchen

This project started in May 1963 through an A.I.D. contract executed with the American Hospital Association. Its total annual cost of \$30,000 covered 100 percent of the costs of the Project Director and a secretary, 30 days of consulting services, and overhead costs. The Contractor's duties are of a general nature and quite broad. They include such services as advice and consultation to A.I.D. and to Missions, consultation with host governments in the development of national voluntary hospital associations, conduct training programs overseas, etc.

If the review for which this paper is written is intended to consider seriously the raison d'etre of the project, then the questions to be asked evolve mainly on whether the project is to be continued beyond the present fiscal year. First, there appears to be no water to be squeezed from current operational budget levels. The contract is reported to be producing satisfactorily, within the present operational parameters described in the basic contract.

Basic questions to be decided are whether the consultation and advisory services, for which the project was primarily designed, constitute a sufficiently vital reason for continuing the services, and whether the project is an appropriate vehicle for providing such services. Answers to these questions require an assessment of the value to A.I.D. of the entire range of services provided during the life of the project. At least a few of the list of accomplishments realized during 1969 did not appear to be relevant to the purposes of the contract. Among these were advice to WCH delegates, world-wide mail consultation, maintenance of relationships with national associations in the LDCs, etc. As with several other centrally funded projects, there seems to be some difficulty in determining just what we got for our financial support. For example, how many man/days of professional services did we pay for in 1969, and how many did we get? This question may be answered in the contractor's semi-annual report which is now being circulated.

TA/PM:RJKerchen:dhw:1/28/70

UNITED STATES GOVERNMENT

Memorandum

9310211 (7)
PD. AAC-689

TO : TA/PPU, Miss Lohva Wakefield
THRU : TA/H, Mr. Francis J. Murphy, Jr. *FJM*
FROM : CM/COD/ITA, Morton Darvin *MD*

DATE: November 19, 1976

15p.

SUBJECT: American Hospital Association, AID/CM/ta-BOA-73-46, Task Order No. 1

This will confirm my conversation with you regarding implementation of PIO/T 931-11-590-211-73-3168209. The scope of work in this PIO/T was judged to be essentially the same as that which was already in the Task Order. We asked Donn Hooker whether he considered it necessary that the new PIO/T language should be included in the Task Order, and he said it was not. Therefore, we did not use the revised wording in Task Order amendment No. 4.

However, the new language in the PIO/T can still be incorporated in Task Order No. 1 by separate amendment, and we will be pleased to do so if you desire.



5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

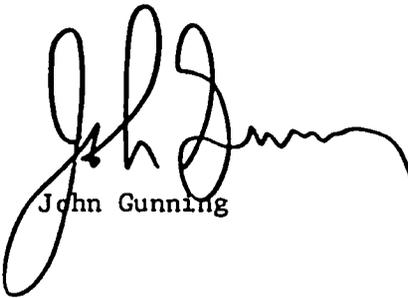
November 18, 1976

Ms. Wakefield

re American Hospital Association PIO/T

A revised scope of work was attached to the FY 1976 PIO/T, the first extension to this activity since a new project approval had been obtained. For some reason, however, it was not used by the Contract Office which simply again extended the T.O. without change in the scope of work which had been in effect since 4/1/75.

Please obtain a brief memorandum for the record as to why the revised scope of work was not adopted last May and a statement in that memo that the 1975 scope of work does conform to the 1976 project paper if TA/H wishes to continue the 1975 scope.



John Gunning

cc: Ms. Mozynski

FORM 1300-1X
(2-71)

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country 3168209
TAB INTERREGIO

2. PIO/T No.
931-11-590-211-73

3. Original or
Amendment No. 1

4. Project/Activity No. and Title
931-11-590-211
Health Facilities Administration (11) pl

DISTRIBUTION

5. Appropriation Symbol
72-11X1024

6.A. Allotment Symbol and Charge
424-31-099-00-20-61

6.B. Funds Allotted to:
 A.I.D./W Mission

7. Obligation Status
 Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)
From 6/1/76 To 3/31/77

9.A. Services to Start (Mo., Day, Yr.)
Between ~~00/00/00~~ and June 1, 1976

9.B. Completion date of Services
(Mo., Day, Yr.) 3/31/77

10.A. Type of Action
 A.I.D. Contract Cooperating Country Contract Participating Agency Service Agreement Other Task Order

10.B. Authorized Agent

Estimated Financing		(1)	(2)	(3)	(4)
\$1.00=		Previous Total	Increase	Decrease	Total to Date
11. Maximum A.I.D. Financing	A. Dollars	10,000	50,000		60,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

FUNDS RESERVED BY
[Signature]
POSTED 5/31/76
SER/FM/CSD

13. Mission References

14. Instructions to Authorized Agent

This PIO/T amends the Terms of Task Order No. 1 of the Basic Ordering Agreement with the American Hospital Association (AID/CM/ta - BOA 73-46) and provides for the continuance of the Task Order for an additional ten months, i.e. from June 1, 1976 to March 31, 1977. The provisions of the original Task Order No. 1, should be amended to reflect the changes shown herein.

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the draft work are technically adequate
TA/H: D. Hooker (Draft)
TA/H: F. Murphy *F. Murphy*

B. Funds for the services requested are available

C. The scope of work lies within the purview of the initiating and approved Agency Programs
Mon 4/22/76 mins 4-17
TA/H: R. D. Newman/M. M. Shutt, M.D.
TA/H: Lee M. Howard, M.D. *Lee M. Howard 4/9/76*

D.
TA/PPU: Lohva Wakefield 5/21

F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

Signature and date: _____

Title: _____

17. For the Agency for International Development

Signature: *[Signature]*

Title: _____

18. Date of Signature
5/25/76

AID 1980-1X (B-70) PIO/T	Cooperating Country	PIO/T No.	Page 2 of 76 Pages
	Project/Activity No. and Title 931-11-590-211 Health Facilities Administration		

SCOPE OF WORK

19. Scope of Technical Services

A. Objective for which the Technical Services are to be Used
 This project provides a mechanism for the provision of field support services aimed at improving the effectiveness of health planning and health delivery (continued)

B. Description

Task Order No. 1

This Task Order authorizes and provides funds for a core staff of two individuals to carry on the general and coordinating activities required for operation of the Basic Ordering Agreement. The core staff will provide its services from the Contractor's headquarters offices in Washington, D.C., and will serve as the focal point for liaison between AID and the AHA for the planning and implementation of task activities within the context of the BOA. The general assignment of the core staff will include, but not be limited to the following:

1. Through correspondence, provide technical information and advice on all inquiries received relating to health facilities, design, equipment, administration, training (continued)

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Max-Months)
1	Project Director	\$ 30,218/yr	10
1	Secretary	9,461/yr	10

N: Additional technicians may be engaged under this Task Order on a need basis and as approved by TA/H.

(2) Duty Post and Duration of Technicians' Services See Block 23

(3) Language requirements None

(4) Access to Classified Information Not required.

(5) Dependents Will Will Not Be Permitted to Accompany Technician

D. Financing of Technical Services

(1) By AID - \$ 60,000

(2) By Cooperating Country -

AID 1280-1X (9-78)	Cooperating Country	PIO/T No.	Page 4 of 76 Pages
PIO/T	Project/Activity No. and Title 931-11-590-211 Health Facilities Administration		

22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

1. Semi-annual technical progress report. This report will present a narrative summary of work performed including specific reference to the provisions numbered 1 through 6 cited under Scope of Work, Block 19 B. The narrative will encompass major accomplishments, fiscal status, problems encountered, future plans, and any action believed required by AID. Semi-annual reports are to be forwarded to AID in six copies on or about February 1 and August 1.

2. Intermittent reports. The AID Liaison Officer cited in Block 24 C may periodically request written data relative to contract performance or oral briefings on any phase of performance or progress as may be required by AID.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

Contractor's staff may travel in the U.S. for the purpose of recruitment, consultations and other official purposes regarding existing or potential projects, conferences or meetings.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities

B. Cooperating Country Liaison Official

C. AID Liaison Officials

Francis J. Murphy, Public Health Advisor, Office of Health, TAB.

CONTINUATION SHEET

FORM SYMBOL

TITLE OF FORM

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PIO/T

Worksheet Income PAGE 5 OF 6 PAGES

1. Cooperating Country

THE INTERREGIONAL

2a. Code No.

2b. Effective Date

3c. Original OR Amendment No.

3. Project/Activity No. and Title

931-11-590-211

Health Facilities Administration

Indicate Block numbers.

Use this form to complete the information required in any block of a PIO or FA/PR form.

19 A

systems in LDCs in general and specifically for improving the operation and utilization of Health facilities, equipment, structures and manpower infrastructure necessary for the conduct of such planning and the delivery of such services.

19 B

and other technical subjects falling within the technical area of the AHA. These requests which are handled through the Contractor's International Hospital Program are expected to reach a level of over 100 inquiries per year.

2. Maintain as a reference tool the current files and rosters on the expertise, facilities and capabilities of individuals and organizations within the broad field of hospital and health facilities administration.

3. Maintain as a reference tool a file concerning programs and activities currently being pursued in LDCs to upgrade health facility services. Special emphasis is to be placed upon low-cost urban and rural delivery systems.

4. Maintain as a reference tool a file covering the curricula and particular strengths of U.S. schools of hospital administration and other centers of training which are available for project activities.

5. Assist in the recruitment, briefing and control of skilled U.S. manpower who are available to participate as consultants or experts in short or long-term assignments as identified by specific Task Orders.

6. Assist AID in analytical studies of health facilities (hospitals, clinics, health centers, health posts and health delivery systems) and their operation in relation to the larger developmental goals of health care in general. This element may include participation in reviews and evaluation of a variety of AID sponsored health projects.

7. Promote and assist the expansion of health delivery services through a variety of information exchange activities including:
a. participation in the meetings of IDC hospital associations;
b. the provision of technical literature to IDC associations and their membership; c. the conduct of tours and conferences for IDC officials and representatives who are in a position to influence change in their country; and d. technical support for voluntary agencies in health.

AID-1000-1X (7-68)
CONTINUATION SHEET

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

Worksheet Invoice

PAGE 6 OF 6 PAGES

FORM SYMBOL

TITLE OF FORM

1. Cooperating Country

2a. Code No.

2b. Effective Date

2c. Original OR Amendment No. _____

3. Project/Activity No. and Title

931-11-590-211

Health Facilities Administration

PIO/T

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

Budget Calculation (June 1, 1976 to March 31, 1977)

Item	Estimate
Salaries	\$ 33,075
Fringe Benefits	4,650
Miscellaneous Supplies	850
Travel	925
Other Direct Costs (Office rental, postage, telegraph, telephone)	1,850
Overhead 24.9% of Salaries	<u>8,235</u>
TOTAL:	\$ 49,585

**PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES**

**CONSULTING SERVICES IN HOSPITAL ADMINISTRATION
AMERICAN HOSPITAL ASSOCIATION (AHA)**

4. Appropriation Symbol: **72-1101019** 5. a. Effortment Symbol & Charge: **095-31-009-000-20-01** 6. Funds Allotted for: AID/W Mission

6. Obligation Status: Administration Reservation Obligation Sub-Obligation 7. Original or Amendment No.:

8. No. of Technicians: **See Block 21B** 9. Services to Start (Mo., Day, Yr.) Between: **5-25-70** End: **6-15-70** 10. Duration (Months) a. Of Services: **10** b. Of Financing: **20**

11. a. Type of Action: AID Contract Cooperating Country Contract Participating Agency Service Agreement Other

11. b. Authorized Agent: **AID/W**

Financing	A. Previous Total	B. Increase	C. Decrease	D. Total to Date
\$1.00 =				
12. AID Financing a. Dollars		\$37,466		\$37,466
13. U.S.-Owned Local Currency				
13. Cooperating Country Contributions a. Counterpart				
b. Other				

14. Mission References

15. Objective for which the Technical Services are to be used (Describe)
 The objective of the contract is to secure the services of AHA and through its members of more than 6,000 operating hospitals to advise AID (TAB and Regional Bureaus) on hospital and health facility planning (hospitals, clinics, health centers, health posts) design, construction, operation and administration. AHA is the only national organization with a membership of more than 6,000 operating hospitals and professional hospital administrators, which through its membership and resources has developed participation of hospital experts for programs both here and abroad. A basic agreement permitting the issuance of special task orders is needed with Task Order #1 providing the funds for a core staff that will carry on a group of general and specialized activities for selected areas of work. This PIO/T covers both the Agreement and TO #1.

16. Mission Clearances	Date	Mission Clearances	Date

17. Date of Original Issuance: _____ 18. Date of this Issuance: **May 18, 1970**

19. For the Cooperating Country
The terms and conditions set forth herein are hereby agreed to:

20. For the Agency for International Development

R. J. O'Brien
R. J. O'BRIEN
 SIGNATURE SIGNATURE
 CONTRACTING OFFICER, CONTRACT SERVICES DIV. CONTRACTING OFFICER, CONTRACT SERVICES DIV.

SIGNATURE DATE TITLE

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- EXTRA COPY -

**PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES**

**CONSULTING SERVICES IN HOSPITAL ADMINISTRATION
AMERICAN HOSPITAL ASSOCIATION (AHA)**

SCOPE OF WORK

21. Scope of Technical Services

A. Description

Basic Agreement

Kinds of services which may be required under Task Orders may include, but shall not be limited to, the following:

1. Consultation and training services, including seminars, in the general field of health facilities planning and administration in the U.S. and overseas.
2. Assistance in the planning and supervision of training programs for AID-sponsored participant trainees within the United States.
3. Encouragement in the development of national and regional voluntary hospital associations overseas.
4. Studies of health facility planning, design, construction, operation, and administration.
5. Studies and consultation on the relationships of hospitals to other health facilities and their programs.
6. Furnish such services in its home office and its Washington Bureau as may be necessary to coordinate and direct the foregoing activities.

(continued)

B. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
1	Project Director	21,155	
1	Secretary	7,236	

Consultants may be engaged under this Task Order on a case-by-case basis when approved by TA/H.

(2) Duty Post and Duration of Technicians' Services

Contractor's staff and approved consultants may travel in the U.S. for the purpose of recruitment, consultations regarding existing or potential projects, or conferences and meetings. All international travel performed hereunder is subject to the prior

(3) Access to Classified Information: Written approval of the Project Monitor, TA/H, AID/W.

(4) Dependents Will Will Not Be Permitted to Accompany Technician

C. Financing Costs of Technical Services

(1) By AID - \$37,466

(2) By Cooperating Country -

REST AVAILABLE

INTERNATIONAL DEVELOPMENT

**PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES**

Cooperating Country
WORLD-WIDE

Project/Activity No. and Title
**CONSULTING SERVICES IN HOSPITAL ADMINISTRATION
AMERICAN HOSPITAL ASSOCIATION (AHA)**

20. Equipment and Supplies (Related to the services described in Block 21 and to be procured outside the Cooperating Country by the supplier of those services)

A. (1) Quantity (2) Description (3) Estimated Cost

The Task Order Contracting Officer may authorize the Contractor to utilize GSA supply sources for the procurement of equipment to be utilized for the performance of this Task Order. Title to such equipment will at all times be in the names of AID, but such equipment shall be under the custody and control of the Contractor until completion of the work under this Task Order or its termination at which time custody and control shall be turned over to or disposed of in accordance with the instructions of AID.

B. Financing Costs of Equipment and Supplies

(1) By AID - \$ (2) By Cooperating Country -

21. Instructions to Authorized Agent

This PIO/T authorizes the procurement of services from AHA for a period of 36 months. Additional funding will be provided at a later date to fully finance the number of months of services requested, if funds are available.

24. Special Provisions

- A. This PIO/T is subject to AID contracting regulations.
- B. Except as specifically authorized by AID/W, or when local hire is authorized under the terms of a contract with a U.S. supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.

HQ/T	AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	Country KALO-WINE Project Activity No. and Title CONSULTING SERVICES IN HOSPITAL ADMINISTRATION AMERICAN HOSPITAL ASSOCIATION (AHA)	PAGE 1 OF 7 PAGES PART NO.
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25. Reports by Supplier of Services (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports and any special requirements)

Basic Agreement
 As required in each Task Order.

Task Order #1
 Periodic reports should be submitted for each six month period during the term of this Task Order #1. The Contractor shall submit in ten (10) copies, a detailed report on all activities performed under the Basic Agreement during the reporting period and a work plan for the ensuing period.

26. Availability of Background Information (Additional Information useful to Authorized Agent and Prospective Suppliers; if necessary, cross reference Block 21.B(3) above)

Performance of all duties hereunder shall be subject to the technical directions by the TA/Office of Health, AID/W. As used herein, "Technical Directions" are directions to the Contractor which fill in details, suggest possible lines of inquiry, or otherwise complete the general scope of work. "Technical Directions" must be within the terms of this Task Order and may not change or modify this Task Order in any way.

27. Relationships of Supplier to Cooperating Country and to AID.

A. Relationships and Responsibilities - Task Orders needed as basis for planning future consulting services in hospital administration. Will involve discussions with AID, AHA, other important agencies in the field of hospital administration, and officials in developing countries as coordinated with AID.

B. Cooperating Country Liaison Official

C. AID Liaison Officials - David Frost, M.D.; Project Monitor, TA/H, AID/W

PAGE	INTERNATIONAL ORGANIZATION PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	Country Name WORLD-WIDE	PAGE (OF) PAGES Project/Activity No. and Title CONSULTING SERVICES IN HOSPITAL ADMINISTRATION AMERICAN HOSPITAL ASSOCIATION (AHA)
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LOGISTIC SUPPORT

A. Specific Items (Insert "X" in applicable column at right. If any needs qualification, insert asterisk and explain below in C. "Comments")	In Kind Supplied By		From Local Currency Supplied By	
	AID	Cooperating Country	AID	Cooperating Country
(1) Office Space				
(2) Office Equipment				
(3) Housing and Utilities				
(4) Furniture				
(5) Household Equipment (Stoves, Refrig., etc.)				
(6) Transportation in Cooperating Country				
(7) Interpreter Services				
Others specify				
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				

B. Additional Facilities Available From Other Sources

Support will be furnished by USAIDs of dimensions normally furnished AID consultants.

C. Comments

1. Operating Cycle WORLD-WIDE	2a. Country
2b. Effective Date	<input checked="" type="checkbox"/> Original OR No.
3. Project/Activity No. and Title CONSULTING SERVICES IN HOSPITAL ADMINISTRATION AMERICAN HOSPITAL ASSOCIATION (AHA)	

Use this form to complete the information required in any block of a PIO or FAA form.

Task Order #1

1. The Contractor, through its International Hospital Program, will provide technical advice and information on matters relating to health facilities planning, design, construction, operations, and administration. Personnel will be located in the AHA Washington office and will be available on full time basis. The staff will include the Project Director who will work full-time with the TA/H staff. He will also establish all necessary liaison between the AID and the AHA and other important agencies in the field of health facilities administration.
2. Contractor will assist in the recruitment of United States administrative personnel skilled in health facilities, health development, hospital administrative operation and locating qualified individuals who may be available to AID for short or long term assignments either by direct hire or under contract.
3. Contractor will cooperate with the AID offices and other U.S. agencies to provide assistance with the review, planning and supervision of training programs for AID-sponsored participant trainees in schools of hospital administration and related training institutions within the United States.
4. Contractor will, by direct working relationships with AID, the Regional Bureaus and other offices concerned, arrange special tours and conferences for hospital administrators from abroad who are in a position to strengthen AID activities in their own countries.
5. Contractor will take active steps to promote and strengthen voluntary hospital associations in various countries and regions throughout the world.
6. Contractor will maintain an information center on programs and activities in health facilities in developing countries and respond to inquiries as required.
7. Contractor will assist in providing AID with information, on a current basis, of programs now being conducted in U.S. schools of hospital administration and will cooperate in the identification of individuals who are returning to their countries with skills of particular importance to AID programs abroad.
8. Contractor will assist AID in its efforts to provide special training and orientation to U.S. hospital and health facility administrative personnel selected for assignment in developing countries. It will assist with any special programs for foreign students to improve their preparation for assignments in their countries of origin, after they have completed studies in the U.S.

(continued)

BEST AVAILABLE COPY

TITLE OF CONTRACT TITLE OF WORK	PROJECT DEVELOPMENT	1. CONTRACT NO. 2a. Effective Date 2. Project/Activity No. and Title CONSULTING SERVICES IN HOSPITAL ADMINISTRATION AMERICAN HOSPITAL ASSOCIATION (AHA)	3. Date <input checked="" type="checkbox"/> Original <input type="checkbox"/> Copy
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Use this form to complete the information required in any block of a PTO or PAA form.

11-1

9. Contractor will assist AID as requested in studies of health facilities (hospitals, clinics, health centers, health posts, and health delivery systems) and their operation in relation to the effective promotion of programs of high priority to AID. Consultative reviews may include such aspects as planning, design, and construction; administrative operation and evaluation.
10. Contractor will maintain liaison with A.I.D. in planning and implementing projects.
11. Contractor will assist AID by providing specialized technical services as required for the effective functioning of health facilities subcommittees of AID advisory bodies.

REST AVAILABLE COPY