

9365310-4

9365310004903

PD-AA6-431-F1

May 5, 1980

ACTION MEMORANDUM TO THE DEPUTY ASSISTANT ADMINISTRATOR FOR FOOD AND NUTRITION,
DEVELOPMENT SUPPORT BUREAU

FROM: DS/RAD, Harlan H. Hobgood

Problem: DS/HEA and DS/RAD are considering funding for an extension of the Appraisal Health Management Systems Project which is currently scheduled to terminate on September 30, 1980. An evaluation of the project is indicated in order to make that decision.

Discussion: Dr. Joseph approved the amendment to the scope of work of the Appraisal Health Management Systems Project in February with the understanding that a full scale evaluation be conducted in the spring or summer. The Technical Coordinating Committee, including DS/HEA, have reviewed the evaluation plan and the proposed evaluation team as detailed in the attached PIO/T. We therefore propose to complete this evaluation by May 30th by using the IQC with Management Systems for Health to provide an external evaluator to collaborate with Dr. Charles DeBose, AFR/DR/H.

Recommendation: Approve and authorize the obligation of \$3,745 from Program Development and Support Project 936-5310 in the DS/RAD FY 1980 OYB for the evaluation of Appraisal Health Management Systems Project (931-1016).

Approved: _____

Jay Balch

Disapproved: _____

Date: _____

5.7.80

Attachment: PIO/T

Clearances:

DS/PO:ASilver

AKC

Date:

5/6/80

DS/PO:BChapnick

AKC

Date:

5/6/80

DS/RAD:NNicholson

AKC

Date:

5/5/80

Drafted by: DS/RAD:MSW

MSW 5/5/80

Ver:fac

5/5/80

Ext: 235-2245

DS/PO OFFICIAL FILE

Worksheet

AID 1350-1X (1-78)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country DS/RAD	Page 1 of Pages
		2. PIO/T No. 936-5310-3606562	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
		4. Project/Activity No. and Title Program Development and Support 936-5310 (Appraisal Health Management Systems Project Evaluation 931-1016)	
		5. Authorized Agent AID/W	

DISTRIBUTION	5. Appropriation Symbol 72-1101021.5	6. Allotment Symbol and Charge 045-36-099-00-20-01
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.) 6/30/80
	9. Authorized Agent AID/W	10. This PIO/T is in full conformance with PRO/AG N/A Date _____
	11a. Type of Action and Governing AID Handbook <input checked="" type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> AID Grant (HB 13) <input type="checkbox"/> Other	

11b. Contract/Grant/PASA/RSSA Reference Number (if this is an Amendment)
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12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)

Maximum AID Financing	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
					3,745
	B. U.S.-Owned Local Currency				

13. **DS/PO OFFICIAL FILE**

14a. Instructions to Authorized Agent
Negotiate a contract with Management Sciences for Health, a Health Indefinite Quantity Contract (AID/sod/PDC-c-0199) to evaluate Appraisal Health Management Systems Project (931-1016) and prepare final report. Services to begin no later than May 9, 1980.

FUNDS RESERVED BY
[Signature]
POSTED 5/8/80
SER/FA/CSD

14b. Address of Voucher Paying Office
FM/PAD, Room 601, SA-12

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate	Phone No. 3-3402	B. The statement of work lies within the purview of the [unclear] and approved agency programs	Date 5/5/80
DS/RAD, Norman Nicholson <i>[Signature]</i>	Date 5/5/80	DS/RAD, Harlan H. Hubgood <i>[Signature]</i>	Date 5/5/80
C. DS/RAD, Monteze Snyder <i>[Signature]</i>	Date 5/5/80	D. Funds for the services requested are available	
DS/RAD, John Gelb <i>[Signature]</i>	Date 5/7/80		
E. DS/PO, Art Silver <i>[Signature]</i>	Date 5/7/80		

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to	17. For the Agency for International Development <i>[Signature]</i> Signature Kenneth Milow Date 5/8/80 Title DS/PO, Chief Program Division
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Background

Regional Bureaus have indicated that health management is an important area for assistance, and DSB has planned no new projects in health management until 1982.

The existing contract with the Association of University Programs in Health Administration will expire on September 30, 1980. The decision must be made on whether to extend the contract. There are three alternatives which are open for consideration. They are:

1. Extend the present (as amended) contract for one year to cover activities accepted by the Technical Coordinating Committee in May, 1979.
2. Allow the contract to expire on September 30, 1980.
3. Extend the present contract for one year to accomplish revised scope of work which addresses same project goal.

An evaluation plan has been reviewed by the Technical Coordinating Committee. In order to conduct this evaluation DS/RAD needs to procure the short-term services of a specialist who is familiar with A.I.D. health programs and who has academic and practical experience in health care administration.

I. Title:

Evaluation of Appraisal Health Management Systems Project

II. Objectives:

To advise DS/RAD on the following issues:

1. To determine if ability to achieve the project goal has been improved by the amendment to the scope of work.
2. To determine the need for additional field work and for further development of the methodology to accomplish the project goal.
3. To determine the appropriateness of the combined knowledge building and mission service mode as a model for this centrally funded technical assistance project.

III. Scope of Work:

The contractor shall perform the following tasks in collaboration with Charles DeBose, AFR/DR:

1. Review the Project Paper, the implementing contract and amendments, the State of the Art Paper, and other technical and administrative reports (see item IX below) and meet with contract principals and project manager.
2. Attend the contractor's workshop on management appraisal methods scheduled for May 9th.
3. In making the review as described in 1 and 2 above, the contractor will assess and evaluate the following aspects of the project:
 - a. Adequacy of project design as indicated on original PP and subsequent amendments,
 - b. Validity of present design for achieving project objectives,
 - c. Validity of assumptions in original and amended design for achieving goal, purpose and output objectives, including external factors affecting implementation,
 - d. Appropriateness of contract staff,
 - e. Level of management and support provided by contractor, AUPHA, and contractee, DS/RAD
 - f. Progress toward end-of-project status.
 - g. Responsiveness of contractor to field service requests.

IV. Reports

In collaboration with Charles DeBose, AFR/DR, the contractor shall submit one report which will include the following:

- A. Recommend appropriate follow-up action by contractor and contractee.
- B. Cite specific accomplishments. Recommend appropriate methods for utilization and dissemination of results to regional bureaus, missions, LDCs, training institutions and other donor agencies.
- C. Specify any management or implementation lessons to be learned from the

project and discuss any unforeseen or unexpected factors which affected the project either positively or negatively.

2. Project Evaluation Summary:

- A. Provide a summary of the evaluation team's findings and recommended actions per the attached PES form.
- B. Describe evaluation methodology including design, scope of work, and techniques of data collection and analysis. Indicate changes in the evaluation plan while the evaluation was taking place.

V. Relationships and Responsibilities:

The contractor shall collaborate with Charles DeBose, AFR/DR and shall be responsible to the DS/RAD Deputy Director of Development Administration.

VI. Terms of Performance:

The contractor shall begin work no later than May 9th. The final report shall be submitted no later than May 30, 1980.

VII. Level of Effort:

A total of seven days by a senior health management specialist will be required to accomplish this scope of work.

VIII.

	<u>Illustrative Budget</u>
7 days at \$395/ day	\$2,695
3 trips Boston-Washington \$200/ trip	600
Per diem(4 days x \$50)	200
Miscellaneous (secretarial, reproduction) \$250	<u>250</u>
TOTAL	\$3,745

IX. Logistics Support:

DS/RAD and AUPHA shall provide the evaluators with office space and communications for four days in Washington and the contractor shall provide office space, communications and clerical support for 3 days work.

DS/RAD and AUPHA shall also provide the contractor with the following documents:

1. Project Paper, original and amendment
2. State of the Art Paper
3. Action Memorandum to the Assistant Administrator of Food and Nutrition, February 19, 1980
4. Original contract and amendments
5. Management Review reports, October 13, 1978 and August 10, 1979
6. Progress reports of September 1977 - June, 1978, July, 1978 - December, 1978, January, 1979 - June, 1979, June, 1979 - December, 1979.
7. All trip reports through April 1980
8. Summary of cable traffic
9. Description of Cooperative Agreement Project Mode

UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT

RAD
5310

1. Country of performance U.S.A.
2. ~~xxxxxx~~ Mark one and insert appropriate numbers:
 Indefinite Quantity Contract No. AID/SOD/PDC-C-0199, Work Order No. 17
 Requirements Contract No. _____, Delivery Order No. _____
 Basic Ordering Agreement No. _____, Task Order No. _____

NEGOTIATED PURSUANT TO THE FOREIGN ASSISTANCE ACT
OF 1961, AS AMENDED, AND EXECUTIVE ORDER 11223

<p>3. CONTRACTOR (Name and Address): Management Sciences for Health 141 Tremont St. Boston, MA 02111</p>	<p>4. CONTRACTING OFFICE (Name and Address): Services Operations Division Office of Contract Management Agency for International Development Washington, D.C. 20523</p>
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<p>5. PROJECT OFFICE (Name and Address): M. Snyder DS/RAD 503 SA-18</p>	<p>6. SUBMIT VOUCHERS TO (Office Name and Address): Office of Financial Management SER/FM/PAD Room 601, SA-12 Washington, D.C. 20523</p>
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CERTIFIED A TRUE COPY THIS 12 DAY OF June BY W. Murray

7. EFFECTIVE DATE: <u>5/9/80</u>	8. ESTIMATED COMPLETION DATE: <u>5/30/80</u>
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9. ACCOUNTING AND APPROPRIATION DATA (Insert appropriate numbers):

Amount Obligated: \$3537.80 PIO/T No.: 936-5310-3606562

Appropriation No. 72-1101021.5 Allotment No.: 045-36-099-00-20-01

10. The United States of America, represented by the Contracting Officer signing this Order, and the Contractor agree that: (a) this Order is issued pursuant to the Contract or Agreement specified in Block 2 above and (b) the entire Contract between the parties hereto consist of this Order and the Contract or Agreement specified in Block 2 above.

<p>11a. NAME OF CONTRACTOR: Management Sciences for Health</p>	<p>11b. UNITED STATES OF AMERICA AGENCY FOR INTERNATIONAL DEVELOPMENT</p>
<p>BY (Signature of authorized individual): </p>	<p>BY (Signature of Contracting Officer): </p>
<p>TYPED OR PRINTED NAME: <u>Peter Russell</u></p>	<p>TYPED OR PRINTED NAME: Edward H. Thomas</p>
<p>TITLE: <u>Treasurer</u></p>	<p>TITLE: CONTRACTING OFFICER</p>
<p>DATE: <u>5/20/80</u></p>	<p>DATE: <u>29 MAY 1980</u></p>

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V. Relationships and Responsibilities:

The contractor shall collaborate with Charles DeBosc, AFR/DR and shall receive technical directions from the DS/RAD Deputy Director of Development Administration.

VI. Terms of Performance:

The contractor shall begin work no later than May 9th. The final report shall be submitted no later than May 30, 1980.

VII. Level of Effort

<u>Category</u>	<u>No. Days</u>	<u>Burdened Fixed Daily Rate</u>	<u>Total</u>
Health Design Specialist	7	\$355.40	\$2487.80

VIII. Budget

1. Total Burdened Daily Fixed Rates			\$2487.80
2. Total Other Direct Costs (to include domestic travel, per diem, reproduction, communication, secretarial assistance and other direct miscellaneous charges)			\$1050.00
			<hr/>
	Total Work Order Amount		\$3537.80
	Total Ceiling Amount		\$3537.80

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3. The LDCs named above are representative of those countries with a need of the Contractor's services but may not be the specific LDC in which the Contractor will perform. Specific LDCs for technical assistance will be identified by mutual agreement between the Contractor and AID Program Office from time to time during the period of performance of this scope of work.