

UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT

ORIGINAL

- 1. Country of performance U.S.
- 2. Indefinite Quantity Contract PDG-0092-1-04-4047-0, Work Order No. 4

~~NEGOTIATED PURCHASE TO THE FOREIGN ASSISTANCE DIVISION OF 1981 AS AMENDED AND EXECUTIVE ORDER 11822~~

3. CONTRACTOR (Name and Address):

Sequoia Institute
1822 21st Street
Suite 200
Sacramento, CA 95814

- 4a. ISSUING OFFICE:
Office of Contract Management
SOB/EDC, SA-14, Room 721
Washington, D.C. 20523
- 4b. ADMINISTRATION OFFICE (Name and Address):
Same as 4a.

DEVS NO. 017743738

5. PROJECT OFFICE (Name and Address):

Douglas Trussell
DIA/PRE
DAID/W

- 6. SUBMIT VOUCHERS TO:
Agency for International Development
FM/PAFD, SA-12
Washington, D.C. 20523

FUNDS AVAILABLE FROM PROGRAM OFFICE FIN DIVISION OFFICE OF MANAGEMENT

EFFECTIVE DATE:
September 27, 1985

7. ESTIMATED COMPLETION DATE:
January 30, 1986

ACCOUNTING AND APPROPRIATION DATA

Amount Obligated: \$248,387
Fulcrum Plan Code: PDAA-85-13480-06-11
Appropriation No. 72-1151021.6

FIG/T NO.: 534-2522
Allocation No.: 516-34-099-00-69-51

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 shall be the Order and the CONTRACT or AGREEMENT specified in Block 2 above.

11. NAME OF CONTRACTOR:

Sequoia Institute

12. UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT

13. (Signature of authorized individual):

Robert B Hawkins Jr.

14. (Signature of Contracting Officer):

Jean M. Green

15. PRINTED OR PRINTED NAME:

Robert B Hawkins Jr.

16. PRINTED OR PRINTED NAME:

Jean M. Green

President

17. TITLE:

CONTRACTING OFFICER

SEP 27 1985

9-25-85

ARTICLE I - TITLE

Conference on Privatization
Project No. 940-2039

ARTICLE II -- OBJECTIVE

- To expose LDC officials and private sector representatives to privatization success stories from industrial nations (e.g., Britain) and other LDCs.
- To expose this audience to the wide-ranging methods of accomplishing privatization without conflicting with indigenous goals or culture.
- To highlight opportunities for investment resulting from privatization for the benefit of U.S. and other business leaders.
- To reveal AID leadership and potential support and assistance in carrying out privatization to generate LDC economic growth

ARTICLE III - STATEMENT OF WORK

The Contractor shall provide the coordination and supporting staff necessary to carry out the Privatization Workshop. The workshop will take place in Washington, D.C. for 2 1/2 days in February 1986. There will be an estimated 200 participants, including representatives from AID/Washington and Field Missions and other government agencies, the academic community, private voluntary agencies, international organizations, host governments, and the business community.

Responsibility of the Contractor will include:

Phase I - Planning

- (1) Consultation and coordination with appropriate PRE and PPC staff regarding conference site, participants, agenda, logistics, resource personnel (speakers), and papers to be commissioned.
- (2) Planning for conference to include: invitation of participants, arrangements for site, procurement and preparation of necessary conference materials, procurement of appropriate resource personnel (speakers), and papers and room and board arrangements for participants.
- (3) Managing correspondence related to the conference.
- (4) Preparation of post-conference reports and proceedings.

Phase II -- Conference Administration

(1) Actual conduct of conference including:

- Management of all logistics related to conduct of meeting including arrival and departure:
 - maintaining information flows
 - updating Agenda
 - setting up extra sessions
 - providing materials, etc.
- Registration of participants
- Handling any special needs that may arise during the meetings i.e.,:
 - transportation
 - housing
- Provision of rapporteurs and recording summary proceedings, as required
- Distribution and collection of evaluation questionnaires

(2) Substantive Management of conference, including facilitation of all sessions and training.

Phase III - Conference Follow-up

Preparation of a final report of the conference that summarizes the proceedings and presents major findings.

ARTICLE IV - REPORTS

- A. A draft Agenda presented to PRE and PPC will be due for review by PRE and PPC 60 days prior to the workshop.
- B. A draft report (10 copies) will be due for review by PRE and PPC within one month following the workshop. PRE and PPC will review this draft with final report (5 copies) due one week after the draft has been returned. This report will contain a summary of proceedings with major findings.

ARTICLE V - RELATIONSHIPS AND RESPONSIBILITIES

The Contractor will receive general technical direction from the Project Officer, Doug Trussell, AA/PRE.

ARTICLE VI - TERM OF PERFORMANCE

The effective date of this work order is September 30, 1985 and the estimated completion date is January 30, 1986.

Subject to the written approval of the project manager (see block 5 of the Cover Page), the estimated completion date of this work order may be extended provided that such extension does not cause the elapsed time for completion of the work, including furnishing of all deliverables, to extend beyond 30 calendar days from the original estimated completion date. The contractor shall attach a copy of the Project Manager's approval for any extension of the term of this order to the final voucher submitted for payment.

It is the contractor's responsibility to ensure that Project Manager-approved adjustments to the original estimated completion date do not result in costs to the Government that exceed the total amount obligated for the performance of the work. Under no circumstances shall such adjustments authorize the contractor to be paid any sum in excess of the total amount obligated to this order for the performance of the work.

Adjustments that will cause the elapsed time for completion of the work to exceed the original estimated completion date by more than 30 days must be approved in advance by the Contracting Officer.

ARTICLE VII - LEVEL OF EFFORT

<u>Position</u>	<u>Burdened Daily-Fixed Rate</u>	<u>Person Days</u>	<u>Total</u>
Public Choice	3353	90	\$31,770
Public Choice	360	25	9,000
Property Rights	254	16	4,064
Public Choice	288	75	21,600
Secretary	131	60	7,860
TOTAL ESTIMATED LEVEL OF EFFORT			\$74,294

Subject to the prior written approval of the Project Manager (see Block No. 5 on the Cover Page), contractor is authorized to adjust the number of days actually employed in the performance of the work by each position specified in this order. Contractor shall attach copy of the Project Manager's approval to the final voucher submitted for payment.

It is the contractor's responsibility to ensure that Project Manager-approved adjustments to the work days ordered for each position do not result in costs to the Government that exceed the total amount obligated for the performance of the work. Under no circumstances shall such adjustments authorize the contractor to be paid any sum in excess of the total amount obligated to this order for the performance of the work.

ARTICLE VIII - TOTAL OBLIGATED AMOUNT AND BUDGET

A. Total Obligated Amount

4

The total amount obligated for the performance of this order is \$248,387. The contractor shall not be paid any sum in excess of the total amount obligated.

B. Budget

For Total Work Days Ordered \$74,294
For Other Direct Costs 174,093

Work Order Total \$248,387

ARTICLE IX -- USE OF GOVERNMENT FACILITIES OR PERSONNEL

- A. The Contractor and any employee or consultant of the Contractor is prohibited from using U.S. Government facilities (such as office space or equipment) or U.S. Government clerical or technical personnel in the performance of the services specified in the Contract, unless the use of Government facilities or personnel is specifically authorized in advance, in writing, by the Contracting Officer.
- B. If at any time it is determined that the Contractor, or any of its employees or consultants have used U.S. Government facilities or personnel without authorization either in the Contract itself, or in advance, in writing, by the Contracting Officer, then the amount payable under the Contract shall be reduced by an amount equal to the value of the U.S. Government facilities or personnel used by the Contractor, as determined by the Contracting Officer.
- C. If the parties fail to agree on an adjustment made pursuant to this clause, it shall be considered a "dispute" and shall be dealt with under the terms of the "Disputes" clause of the Contract.

ARTICLE X - EMERGENCY LOCATOR INFORMATION

The contractor agrees to provide the following information to the Mission Administrative Officer on or before the arrival in the host country of every contract employee or dependent:

- A. The individual's full name, home address, and telephone number.
- B. The name and number of the contract, and whether the individual is an employee or dependent.
- C. The contractor's name, home office address, and telephone number, including any after-hours emergency number(s), and the name of the contractor's home office staff member having administrative responsibility for the contract.

5

- D. The name, address, and telephone number (#) of each individual's next of kin.
- E. Any special instructions pertaining to emergency situations such as power of attorney designees or alternate contact persons.

ARTICLE XI - LOGISTIC SUPPORT

The Contractor will be responsible for all logistic support.

ARTICLE XII - ACCESS TO CLASSIFIED INFORMATION

None

ARTICLE XIII - DUTY POST

U.S.

ARTICLE XIV - WORK WEEK

The Contractor is authorized up to a five-day work week with no premium pay.

ARTICLE XV - PAYMENT

Payment will be made in accordance with Attachment A.