

PD-ABF-588 81605

|  |  |   |   |                         |
|--|--|---|---|-------------------------|
| <b>AWARD/CONTRACT</b>  |  | 1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) | RATING<br><del>D-100425</del>   | PAGE OF PAGES<br>1   38 |
| 2. CONTRACT (Proc. Inst. Ident.) NO.<br>596-0150-C-00-1309-00                    |  | 3. EFFECTIVE DATE<br>July 9, 1991                         | 4. REQUISITION/PURCHASE REQUEST/PROJECT NO.<br>PIO/T 596-0150-3-10041 |                         |
| 5. ISSUED BY<br>Contracts Office<br>ROCAP/Guatemala<br>Unit 3324<br>APO AA 34024 |  | 6. ADMINISTERED BY (If other than Item 5)                 | CODE  |                         |

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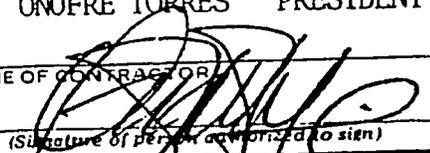
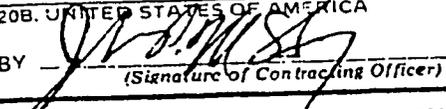
|   |  |  |
|---|--|--|
| 7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)<br>I M C C<br>1601 N. Kent Street, Suite 907<br>Arlington, VA 22209<br>U.S.A.<br><br>Phone No. (703) 524-2600 |  | 8. DELIVERY<br><input type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)    |
| 11. SHIP TO/MARK FOR<br>CODE  |  | 9. DISCOUNT FOR PROMPT PAYMENT   |
| 12. PAYMENT WILL BE MADE BY<br>Controller's Office<br>ROCAP/Guatemala<br>Unit 3324, APO AA 34024  |  | 10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN:<br>ITEM<br>12 |

|   |  |
|---|--|
| 13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:<br><input type="checkbox"/> 10 U.S.C 2304(c) ) <input type="checkbox"/> 41 U.S.C 253(c) ) | 14. ACCOUNTING AND APPROPRIATION DATA<br>72-1111021 / LDNA-91-25596-KG13 |
|---|--|

| 15A. ITEM NO.                        | 15B. SUPPLIES/SERVICES | 15C. QUANTITY | 15D. UNIT | 15E. UNIT PRICE | 15F. AMOUNT          |
|--------------------------------------|------------------------|---------------|-----------|-----------------|----------------------|
|                                      | See Section C.         |               |           |                 |                      |
| <b>15G. TOTAL AMOUNT OF CONTRACT</b> |                        |               |           |                 | <b>\$ 596,873.00</b> |

| W/ SEC.               | DESCRIPTION | PAGE(S) | W/ SEC.  | DESCRIPTION | PAGE(S) |
|-----------------------|-------------|---------|--|-------------|---------|
| PART I - THE SCHEDULE |             |         | PART II - CONTRACT CLAUSES                               |             |         |
| X                     | A           | 2       | X  | I           | 31      |
| X                     | B           | 2       | PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH. |             |         |
| X                     | C           | 4       | X  | J           | 38      |
| X                     | D           | 22      | PART IV - REPRESENTATIONS AND INSTRUCTIONS               |             |         |
| X                     | E           | 22      |  | K           |         |
| X                     | F           | 23      |  | L           |         |
| X                     | G           | 23      |  | M           |         |
| X                     | H           | 24      |  |             |         |

**CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE**

|  |  |   |  |
|--|--|---|--|
| 17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>5</u> copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.) |  | 18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) You offer on Solicitation Number: _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary. |  |
| 19A. NAME AND TITLE OF SIGNER (Type or print)<br>ONOFRE TORRES PRESIDENT   |  | 20A. NAME OF CONTRACTING OFFICER<br>John P. McAvoy, RCO   |  |
| 19B. NAME OF CONTRACTOR<br>BY <br>(Signature of person authorized to sign)  |  | 20B. UNITED STATES OF AMERICA<br>BY <br>(Signature of Contracting Officer)  |  |
| 19C. DATE SIGNED<br>9/25/91  |  | 20C. DATE SIGNED<br>9/30/91   |  |

**SECTION A - TYPE OF CONTRACT**

This is a cost-reimbursement plus fixed fee contract as contemplated by FAR 16.306 for services to carry out the Wood Utilization and Market Development Activity under RENARM Project No. 596-0150.

**SECTION B - SUPPLIES, SERVICES AND PRICES COSTS**

**ARTICLE I - ESTIMATED COST, FIXED FEE AND LIMITATION OF FUNDS**

**A. Estimated Cost and Fixed Fee**

The total estimated cost of this contract, exclusive of the fixed fee, is \$557,825.00. The fixed fee is \$39,048.00. The total estimated cost and fixed fee is \$596,873.00.

**B. Obligated Amount**

Within the total estimated cost plus fixed fee specified in Section I.A above, the total amount obligated and available for reimbursement of allowable costs incurred by the Contractor (and payment of fee) for performance hereunder is \$596,873.00. The Contractor shall not exceed the aforesaid total obligated amount unless authorized by the Contracting Officer pursuant to the clauses of this contract entitled "Limitation of Cost" (FAR 52.232-20).

**ARTICLE II - BUDGET**

A. This is a Cost Reimbursement Contract in accordance with FAR 16.306. The following itemized budget sets forth the fixed fee and estimates for reimbursement of dollar cost for individual line items of cost. Without the prior written approval of the Contracting Officer, the contractor may not exceed the total estimated cost set forth in the budget hereunder, or the obligated amount, whichever is less (see Article I.B. of this Section). Without the prior written approval of the Project Officer (as provided for in Section G., Paragraph 13), the Contractor may not exceed the estimated dollar cost for any individual line item cost shown below by more than 15% of such line item, except for indirect costs (overhead and handling fee), which are governed by Section H., Article II., and fee, which is fixed.

The following is an Illustrative Budget. Contractor will be reimbursed on an actual cost basis up to the amount authorized by U.S. Government Regulations:

**B. Budget Line Items**

| <u>CATEGORY</u>    | <u>BUDGET AMOUNT</u> |
|--------------------|----------------------|
| 1. Salary          |                      |
| 2. Fringe Benefits | 101,809.00           |
| 3. Overhead        | 30,329.00            |
| 4. Allowances      | 61,775.00            |
|                    | 24,240.00            |

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|   |                  |
|---|------------------|
| 5. Local Office Support                 | 36,600.00        |
| 6. Consultants                          | 65,620.00        |
| 7. Subcontracts                         | 20,000.00        |
| 8. Travel, Per Diem, and Transportation | 56,400.00        |
| 9. Equipment                            | 24,000.00        |
| 10. Other Direct Cost                   | 61,900.00        |
| 11. G & A                               | <u>75,152.00</u> |
| Total Costs                             | 557,825.00       |
| Fixed Fee                               | <u>39,048.00</u> |
| Total Costs plus Fixed Fee              | 596,873.00       |

The Contractor agrees when submitting monthly invoices, pursuant to AIDAR Clause 752.7003, entitled "Documentation for Payment", to follow the budget line items shown in Paragraph B above and such other instructions as AID may reasonably request.

C. The Contractor also agrees to furnish data which the Contracting Officer or his designated representative may reasonably request on costs expended or accrued under this contract in support of the budget information provided herein.

#### ARTICLE III - COSTS REIMBURSABLE AND LOGISTIC SUPPORT TO THE CONTRACTOR

##### A. United States Dollar Costs

The Contractor shall be reimbursed in U.S. Dollars. Such reimbursement shall be limited to reasonable, allocable and necessary costs determined in accordance with the clauses of this contract entitled Allowable Cost and Payment (52.216.7) and Fixed Fee (52.216.8).

##### B. Logistic Support

Contractor will be responsible for all logistic support for performance under the contract.

#### ARTICLE IV - PAYMENT OF FIXED FEE

At the time of each payment to the Contractor on account of allowable dollar costs, the Contractor shall be paid a portion of the fixed fee which is in the same ratio to the total fixed fee as the related payment being made on account of allowable dollar cost is to the total estimated cost, as from time to time amended. However, whenever in the opinion of the Contracting Officer such partial fee payment would result in a payment of fee in excess of the percentage of work completed, further payment of fee may be suspended until the Contractor has made sufficient progress, to justify further payment of fee up to the agreed ratio. Further, it is agreed that after payment of eighty-five percent (85%) of the total fixed fee, no additional fee will be paid until this contract is completed.

SECTION C - DESCRIPTION/SPECS./WORK STATEMENT

I. BACKGROUND AND RATIONALE

A. PROBLEM STATEMENT: CUTTING TREES TO PROTECT FORESTS?

In many areas of lesser developed countries where conservation without development will not work, efforts are being made to give rural communities a vested interest in conserving those forest areas with highest economic, ecological, and cultural value. In Central America, relatively large and poor rural populations live on lands whose proper use is to remain forested. At present, the most significant sources of rural income and employment from these lands come from agriculture and small enterprises, based on or requiring destructive clearing of the forest.

Unfortunately, a given piece of land will only remain under long-term forestry or agroforestry as long as the cash flow and other side benefits from the forest make a higher contribution to its owner's survival strategy than clearing it for pasture, corn, or export broccoli.

A long-term oriented forest industry, supplied by trees cut from sustainably managed forests, developed markets, and proper utilization are key links of a chain which is the best protection for the forest when policies encourage long term thinking, provide stability, and allow free trade.

Sustainable forest industries have not developed in Central America. The role of the wood products plants, most located in bigger cities, was to act as commercial middlemen. With minimum investment, they added little value to a few choice logs salvaged from massive land-clearing and brought to the cities by intermediaries. A few export-oriented sawmills and panel plants have operated close to shipping ports while prime forests around them lasted. Although insignificant in the overall context of destruction, many were foreign owned and have provided the most lasting images in the public eye.

Over the last decade, important investments were made by USAID and local governments to promote plantations and farm plantings. However, the lack of a market driven approach, and a poorly concerned policy and regulatory climate have produced responses by the private sector well below the required

levels. The timing and amount of cash flows which tree-farmers can obtain from the intermediate and final harvests of their trees must be improved. They need access to a wide range of markets for the different species, sizes and quality of roundwood they produce.

Misguided environmental awareness campaigns, lack of sustained forest management, growing scarcity, poor product quality and decreasing industry activity are all part of a downward spiral. At its bottom: disappearance of forest industries and production forests.

## II. DESCRIPTION

### A. PURPOSE AND OBJECTIVE

This activity is designed to further the purpose of the Regional Environmental and Natural Resources Management Project which is: "to create the conditions for public and private institutions to generate, transfer, and apply the information and technology essential for the sustained use of natural resources".

The specific objective of the Wood Utilization and Market Development Activity is to create and demonstrate the products and market links which will allow natural forest management, agroforestry, and plantation forestry to become ecologically and economically sustainable.

### B. END OF PROJECT STATUS

This element of the RENARM Project is conceptually designed as a five year effort, in recognition of the long time and the continuity needed to get producers and buyers to adopt the new practices proposed here.

After five years this activity will have demonstrated that market forces can be a powerful ally to conservation and reforestation. By adding a product and market perspective to forestry and agroforestry the Project will have channeled human need and greed in the proper direction.

Within this five year framework, the current phase (Phase 3) which follows upon two previous phases of six months each, carries a commitment of only one year, and concentrates on Guatemala. Results after that year will be self contained and will stand on their own, even though it is hoped that activities will be continued and expanded to other countries of the region. For the sake of clarity, both the one and five year aims are summarized here.

1. Status after one year

New products and markets for them will be developed for wood from currently underutilized farm-forestry species, thus creating an incentive to establish additional plantations.

Grading standards will have been developed and will be applied by several sawmills to produce well-sized, dried and preserved graded lumber, which will be used by several producers in structures of schools, home additions and other standardized buildings. In addition to lowering the total construction costs, the program will reduce the unit consumption of wood as compared to current uses of ungraded lumber.

The use in rural construction of preserved, small roundwood derived from thinnings, will have been demonstrated on at least two sites. Performance and costs will have been documented and used in the design of building packages and delivery strategies. The Project will have created commercial links for roundwood between tree farmers, rural industries, and home builders in at least two demonstration areas. These markets will absorb roundwood from thinnings and final harvests of several species commonly used in reforestation programs, thereby creating an incentive for further tree planting and management of forests.

2. Status after five years

New products and markets for them will be developed for wood from additional currently underutilized farm-forestry species and species from the lowland humid forests, thus creating an incentive to establish more plantations and to manage forests. These value-added products will include, among others, some made from logging and sawmill residues.

Efficient use of small-sized and low-quality structural lumber in construction will be the result of a systematic and broad-based effort with producers, users, designers, and regulators. A steering committee formed by representatives of producers, users, builders, regulators, and financing entities will be consolidated by the end of project life, with the purpose of directing and being able to effectively keep pace with a rapidly growing activity.

Wood composites such as veneer, plywood, blockboard and particleboard are ideal combination for using mixes of fast-growing and lesser-known species. By the end of the project, the quality and cost of veneer and panels using young and farm-forestry trees will have been brought to international levels among cooperating firms, feasibility and markets for selected composite products or small log facilities will have been clearly established, and potential investors will have

been exposed to the most promising technologies and opportunities.

As a result of project activities, cooperative links among specialized NGO's and between them and training and research entities will exist. The potential from improved networking between NGO's, private firms, and the donor community will have been clearly established. Demonstration activities under this program will help to make the role of production forestry and its associated industries better understood by decision-makers and the general public and will be integrated into environmental education programs. Improved awareness and communication between the forestry, wood products, and environmental sectors will lead to more effective policy decisions and to the availability of information needed to make decisions about new investments.

A more detailed statement of the project outputs is described in the attached Implementation Plan and in the list of Indicators.

**C. PROPOSED ACTIVITIES FOR THE CURRENT PHASE (PHASE 3)**

**1. Product development with under-utilized species**

The following activities aim to maximize returns from sustainable forestry by increasing the value of products manufactured, and the volume of timber recovered from the forests. They will also create markets which help absorb the costs of forest management activities.

**1.1. New products adding value to farm-forestry species**

**2. Improved Utilization of Lumber in Construction**

Large timbers and wide boards are traditionally used in Central America for concrete forming and rural construction. Structural dimension lumber, which the project will promote, is narrower and provides a market for smaller-diameter and younger trees. This market could produce a potential breakthrough by reducing a huge backlog of thinnings in natural pine forests and plantations, which are dying from diseases caused by over-density. Because of the widespread demand for construction products, and the relatively low investments needed to improve existing facilities, the use of wood for structural lumber could greatly increase the value of trees.

**2.1 Production of well-sized, dried and preserved lumber for structural use**

**2.2 Structural lumber used efficiently in standardized buildings**

**3. Expanded use of preserved small roundwood in rural construction**

Farmers need to maximize and even out the cash flows received from their trees. This means finding markets even for the smaller roundwood stems resulting from pre-harvest thinning of plantations and over-dense naturally regenerated stands. Smaller trees harvested from small widely dispersed plots, which cannot be sold as fuelwood, will not reach larger industries at competitive prices. For this reason, higher value-added localized markets, such as construction roundwood for agricultural uses, will play an important role.

**3.1 Building packages and delivery strategies established through field prototypes**

**3.2 Linkages between roundwood use and sustainable forest management demonstrated in Guatemala**

**D. PROPOSED ACTIVITIES FOR FUTURE PHASES**

**1. Product development with under-utilized species**

- 1.1. New products adding value to additional farm-forestry species
- 1.2 Production of value-added wood products with under-utilized species from sustainably managed lowland humid forest
- 1.3 Production and marketing of specialty products using logging and mill residues

**2. Improved Utilization of Lumber in Construction**

- 2.1 Builders and architects trained to use graded lumber in structural capacity
- 2.2 Local steering and follow-on groups well consolidated in Guatemala

**3. Expanded use of preserved small roundwood in rural construction**

- 3.1 Additional building packages and delivery strategies established through additional field prototypes.
- 3.2 Linkages between roundwood use and sustainable forest management demonstrated on additional sites
- 3.3 Extension materials relating roundwood construction to sustained forest management
- 3.4 Roundwood construction disseminated in Guatemala and regionally

**4. Develop composite and other products and markets for young trees**

In many forests, poor harvesting practices have progressively "creamed" the better species and larger trees. In El Salvador and Costa Rica, plantations of fast-growing species have only recently begun replacing dilapidated production forests.

Great pressures for harvesting these at an early age can be expected due to the impatience of private investors and the need to reduce the increasing bill for wood products imports. Products and processes must be found to absorb large volumes of fast-growing plantation species and substitute imported construction products.

- 4.1 Quality and cost of veneer and panel plants using young and farm-forestry trees brought to international levels
- 4.2 Feasibility and markets for selected composite products or small log facilities clearly established
- 4.3 Expose producers and investors located in wood surplus areas to the most promising technologies and investment opportunities

5. Expand and disseminate wood utilization and marketing and facilitate private investments in sustainable forestry.

For the Project's demonstration activities to have a meaningful and long-lasting impact, its dissemination strategy must legitimize sustainable forestry production in the public eye. It must also achieve a more efficient and cooperative use of the Region's scarce production forests and trained personnel.

- 5.1 Stronger EIR education programs by adding sustainable forestry examples
- 5.2. Private investments in sustainable production forestry and forest products made more attractive
- 5.3 Efficient regional network disseminating new forest products extension materials

### III. SCOPE OF WORK

Contractor shall perform and cause to happen the following activities:

#### IMPLEMENTATION ARRANGEMENTS

##### A. IMPLEMENTATION RESPONSIBILITIES

The coordination of this RENARM activity will be provided by the Interamerican Management Consulting Corporation (IMCC). IMCC will be responsible for defining the strategy, programs and activities as well as setting up the mechanisms for collaboration and sub-contracting to country, regional and international entities. An implementation plan is attached.

##### 1. Background on INFORDE/IMCC

INFORDE, the Spanish acronym for the Forestry Private Enterprise Initiative, was started in 1984 by ST/FENR and managed jointly by North Carolina State University and USDA/IF/FSP until Sept., 1989. In Jan. 1989, after almost four years of productive fieldwork for USAID/Ecuador, INFORDE relocated its operations to Guatemala to support the income generating aspects of ongoing and planned USAID forestry and natural resources programs in the region. Since May 1990, INFORDE implemented Phases One and Two of the RENARM Wood Utilization and Market Development Activity.

##### 2. Institutional arrangements

Funds for the operating costs of the Wood Utilization and Market Development Activity will be provided by ROCAP through the RENARM Project, using the same mechanisms as those used since May 1990.

It is expected that most of the activities started under Phases One and Two will be continued and expanded. The Project will cover travel expenses of US institutions willing to collaborate by making their staff available at no charge. Candidates include the USDA/USFS/Forest Products Laboratory, Wood Products Extension of North Carolina State University, Mississippi State University, Virginia Polytechnic Institute, Purdue University among others.

Central American institutions with experience in wood products research and extension which are expected to participate are: Escuela Nacional de Ciencias Forestales (ESNACIFOR) in Honduras, Instituto Centroamericano de Investigación y Tecnología Industrial (ICAITI) in Guatemala and Instituto Tecnológico de Costa Rica (ITCR).

Projects will be selected and executed in ways which involve local private producer organizations and public sector.

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institutions in steering committees as much as possible. This feature will enhance and improve outreach capacity of local entities.

To reduce costs and ensure continuity, maximum use of local technicians and consultants as counterparts to external experts will be made. A cadre of local technicians will be developed by giving them office support and training opportunities and gradually increasing their responsibilities in project management.

#### C. RELATIONSHIPS AND RESPONSIBILITIES

The attached Implementation Plan and Budget will guide work and expenditures for the phase covered by this contract.

Administrative and technical direction during the performance of the work will be provided by the ROCAP Regional Forestry Adviser. For work related to bilateral mission projects, guidance will be requested from the appropriate Project Officers.

International travel within and outside Central America by INFORDE personnel or with Project funds, all contracts and purchases by INFORDE of durable goods costing over US\$ 500 will be cleared in writing by the ROCAP Forestry Advisor.

#### D. REPORTS AND MONITORING

The contractor will provide a quaterly status report and a plan for the next three months, consistent with the overall RENARM reporting procedures, submitted within 15 days of the period being covered.

Final reports in Spanish will be prepared when studies, tests or individual projects are completed. These will be distributed widely within the region and to other collaborating institutions.

The following will be delivered by April 30, 1992, unless authorized in writing by ROCAP:

1. Samples of prototypes of finished products or visual records of them.
2. Building plans for wooden structures.
3. Audio-visual materials paid with project funds.
4. Copies of publications and studies.
5. A final report which summarizes the accomplishments under the contract, method of work used, and recommendations regarding unfinished work and/or program continuation.

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The final report shall be submitted within 60 days after completion of the contract.

E. EVALUATION

A formal independent evaluation of work done under Phases 1, 2 and 3, will be conducted nine months after initiation of this contract. It will be conducted by two consultants contracted and financed by the overall RENARM Evaluation Activity.

The list of verifiable indicators for each output is attached.

F. PERFORMANCE PERIOD

One year

Although the work is tentatively programmed until April 30, 1996, all activities and financing beyond one year will be contingent upon results of the independent evaluation mentioned in E. above and the availability of funds.

G. DUTY STATION

The duty station will be Guatemala City with occasional travel throughout Guatemala, Honduras, Costa Rica, Belize, and possibly other countries in the Region.

H. IMPLEMENTATION PLAN

Detailed implementation schedules for each task are enclosed.

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| 1. PRODUCT DEVELOPMENT WITH UNDER-UTILIZED SPEC  | SCHEDULE  |           |           |           | RESPONSIBLE (RESOURCE) | COMMENTS                                  |
|--|-----------|-----------|-----------|-----------|------------------------|---|
|  | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 |                        |   |
| OUTPUT:  |           |           |           |           |                        |   |
| 1.1 NEW PRODUCTS ADDING VALUE TO TWO FARM-FORESTRY SPECIES   |           |           |           |           |                        |   |
| 1.1.1 PRODUCE VALUE ADDED PRODUCTS WITH ILAMO IN GUATEMALA   |           |           |           |           | RC (PL)                |   |
| - SECURE LOGS FROM MANAGED FORESTS   | -----     |           |           |           |                        |   |
| - SAW, TREAT, DRY 6 MBF LUMBER   | -----     | -----     |           |           |                        |   |
| - DESIGN, TRY ADDITIONAL PRODUCTS  |           | -----     | -----     | -----     |                        |   |
| - PURCHASE PRODUCT SAMPLES   |           | -----     | -----     | -----     |                        |   |
| 1.1.2 SELECT SECOND SPECIES AND SEVERAL SITES  |           |           |           |           | RC (PL)                |   |
| - SURVEY MADELENA EXPERIENCES, MATERIAL  | -----     |           |           |           |                        |   |
| - VISIT TO PRESELECTED SPECIES, SITES  | -----     | -----     |           |           |                        |   |
| - SAWING, TREATING, DRYING, AND FINISHING TESTS SPECIES # 2  |           |           | -----     | -----     |                        | CAMALDULENSIS, GMELINA WILL BE CONSIDERED |
| PL = PROJECT LEADER<br>TC = TECHNICAL CONSULTANT<br>RC = REGIONAL CONSULTANT<br>XC = EXTERNAL CONSULTANT<br>PF = PRIVATE FIRM<br>IMP-1YR.WQ1 |           |           |           |           |                        |   |

| 2. IMPROVED UTILIZATION OF LUMBER IN CONSTRUCTION   | SCHEDULE     |              |              |              | RESPONSIBLE<br>(RESOURCE) | COMMENTS                          |
|---|--------------|--------------|--------------|--------------|---------------------------|-----------------------------------|
|   | QUARTER<br>1 | QUARTER<br>2 | QUARTER<br>3 | QUARTER<br>4 |                           |                                   |
| <b>OUTPUT:</b>  |              |              |              |              |                           |                                   |
| 2.1 PRODUCTION OF WELL-SIZED, DRIED AND PRESERVED GRADED LUMBER FOR STRUCTURAL USE  |              |              |              |              |                           |                                   |
| <b>2.1.1 CONSOLIDATE GRADING PROGRAM IN GUATEMALA</b>   |              |              |              |              |                           |                                   |
| - CONTINUE PRESENT PROGRAM 7 MONTHS   | -----        | -----        | -----        | -----        | PL (PF)                   |                                   |
| - PRINT GRADING RULE BOOK IN SPANISH  |              |              | -----        |              | PL (XC)                   |                                   |
| <b>2.1.2 IMPLEMENT LUMBER YIELD AND QUALITY IMPROVEMENT PROGRAM IN GUATEMALA</b>  |              |              |              |              |                           |                                   |
| - DESIGN  | -----        |              |              |              | PL (XC)                   | ONE CONSULTANCY 18 DAYS           |
| - START PROGRAM AND SUPERVISE   | -----        | -----        | -----        | -----        | PL (XC)                   | INVOLVE INTECAP, PRODUCER ASSOCS. |
| - PURCHASE TOOLS, MATERIALS   | -----        | -----        |              |              | PL                        | CRITICAL TIMING                   |
| <p>PL = PROJECT LEADER<br/>                     TC = TECHNICAL CONSULTANT<br/>                     RC = REGIONAL CONSULTANT<br/>                     XC = EXTERNAL CONSULTANT<br/>                     PF = PRIVATE FIRM</p> <p>IMP-1YR.WQ1</p> |              |              |              |              |                           |                                   |

| 2. IMPROVED UTILIZATION OF LUMBER IN CONSTRUCTION  | SCHEDULE     |              |              |              | RESPONSIBL<br>(RESOURCE) | COMMENTS                              |
|--|--------------|--------------|--------------|--------------|--------------------------|---------------------------------------|
|  | QUARTER<br>1 | QUARTER<br>2 | QUARTER<br>3 | QUARTER<br>4 |                          |                                       |
| OUTPUT:<br>2.2 STRUCTURAL LUMBER USED EFFICIENTLY IN<br>STANDARDIZED BUILDINGS   |              |              |              |              |                          |                                       |
| 2.2.1 INTRODUCE ROOF TRUSSES IN GUATEMALA  |              |              |              |              | PL (RC)                  | ONGOING WORK WITH DURALITA, CONTINUED |
| - SELECT PRODUCER(S)   | -----        |              |              |              |                          |                                       |
| - MAKE TESTS   | -----        | -----        |              |              |                          |                                       |
| - TECHNICAL SEMINAR TO BUILDERS  |              | -----        |              |              |                          |                                       |
| 2.2.2 MAKE RURAL CONSTRUCTION PROTOTYPES IN GUATEMALA  |              |              |              |              | PL (RC, PF)              | EXPAND TECHNICAL ASSISTANCE TO NGO    |
| - SELECT SITES   | -----        | -----        | -----        |              |                          |                                       |
| - SIGN AGREEMENT   |              | -----        | -----        |              |                          |                                       |
| - BUILDING ERECTION  |              |              | -----        | -----        |                          |                                       |
| PL = PROJECT LEADER<br>TC = TECHNICAL CONSULTANT<br>RC = REGIONAL CONSULTANT<br>XC = EXTERNAL CONSULTANT<br>PF = PRIVATE FIRM<br>IMP-1YR.WQ1 |              |              |              |              |                          |                                       |

| 3. EXPAND USE OF PRESERVED SMALL ROUNDWOOD IN RURAL CONSTRUCTION   | SCHEDULE  |           |           |           | RESPONSIBLE (RESOURCE) | COMMENTS  |
|--|-----------|-----------|-----------|-----------|------------------------|---|
|  | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 |                        |   |
| <b>OUTPUT:</b>   |           |           |           |           |                        |   |
| <b>3.1 BUILDING PACKAGES AND DELIVERY STRATEGIES FOR RURAL CONSTRUCTION WITH ROUNDWOOD</b>   |           |           |           |           |                        |   |
| <b>3.1.1 CONSTRUCT TWO PROTOTYPES OF IMPROVED BUILDINGS IN THE HIGH AND LOWLANDS OF GUATEMALA</b>  |           |           |           |           |                        |   |
| - SELECT SITES   | -----     | -----     |           |           | RC                     | BUILD ONE IN COAST AND ONE IN HIGHLAND                      |
| - GET, TREAT ROUNDWOOD   |           | -----     | -----     |           |                        | MADELENA COLLAB. SOUGHT                                     |
| - BUILD AND DOCUMENT COSTS, DESIGNS  |           | -----     | -----     | -----     |                        | VIDEO, PLANS  |
| <b>3.1.2 TEST AND DOCUMENT PERFORMANCE OF PRESERVED WOOD</b>   |           |           |           |           |                        |   |
| - DESIGN TESTS AND GET PROPOSAL  | -----     |           |           |           | PL                     | POSSIBLE COLLAB. BY USFS                                    |
| - ESTABLISH PENETRATION TESTING  |           | -----     | -----     |           |                        | CONTRACT WITH ICAITI  |
| - EVALUATE ACCELERATED DURABILITY  |           | -----     | -----     | -----     |                        | CONTRACT WITH ICAITI WITH USFS GRANT FUND FOR SEVERAL YEARS |
| - REGIONAL TECH. MEETING ON ROUNDWOOD CONSTR.  |           |           |           | -----     |                        | COOP. WITH MADELENA   |
| PL = PROJECT LEADER<br>TC = TECHNICAL CONSULTANT<br>RC = REGIONAL CONSULTANT<br>XC = EXTERNAL CONSULTANT<br>PF = PRIVATE FIRM<br>IMP-1YR.WQ1 |           |           |           |           |                        |   |

| 1. EXPANDED USE OF PRESERVED SMALL ROUNDWOOD IN RURAL CONSTRUCTION   | SCHEDULE  |           |           |           | RESPONSIBLE (RESOURCE) | COMMENTS                               |
|--|-----------|-----------|-----------|-----------|------------------------|--|
|  | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 |                        |  |
| <b>OUTPUT:</b>   |           |           |           |           |                        |  |
| <b>1.2 LINKAGES BETWEEN ROUNDWOOD USE AND SUSTAINABLE FOREST MANAGEMENT DEMONSTRATED IN GUATEMALA</b>  |           |           |           |           |                        |  |
| <b>1.2.1 SELECT TWO TARGET AREAS AND NGO'S FOR DEMONSTRATION PLOTS</b>   |           |           |           |           |                        |  |
| - SURVEY FOREST STANDS, OWNERS AND NGO'S   | -----     |           |           |           | PL (RC)                |  |
| - RANK SITES AND NGO'S   | -----     | -----     |           |           | PL (RC)                |  |
| <b>1.2.2 EXECUTE ONE FOREST MANAGEMENT DEMONSTRATION LINKED TO BUILDING IMPROVEMENT PROJECT</b>  |           |           |           |           |                        |  |
| - EXECUTE FOREST MGMT DEMONSTRATION  |           |           | -----     |           | PL (RC)                | EXECUTED BY NGO'S                      |
| - EXECUTE BUILDING DEMONSTRATION   |           |           |           | -----     | PL (RC)                | EXECUTED BY NGO'S IN ADDITION TO 3.1.1 |
| <b>1.2.3 DOCUMENT EXPERIENCES AND RECOMMEND FOLLOW-ON MECHANISMS</b>   |           |           |           |           |                        |  |
|  |           | -----     | -----     | -----     | PL (RC)                |  |
| PL = PROJECT LEADER<br>TC = TECHNICAL CONSULTANT<br>RC = REGIONAL CONSULTANT<br>XC = EXTERNAL CONSULTANT<br>PF = PRIVATE FIRM<br>IMP-1YR.WQ1 |           |           |           |           |                        |  |

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WOOD UTILIZATION AND MARKET DEVELOPMENT  
VERIFIABLE INDICATORS FOR EVALUATION AFTER 9 MONTHS

MAY 9, 1991

| OUTPUTS  | INDICATORS   |
|--|--|
| <p>1. <u>PRODUCT DEVELOPMENT WITH UNDER-UTILIZED SPECIES</u></p> <p>1.1 NEW PRODUCTS ADDING VALUE TO TWO FARM-FORESTRY SPECIES</p> | <p>1) ALISO LUMBER PRODUCED AND CONSUMED AT A RATE OF 500 BF PER MONTH (THROUGH ARTISANS AND/OR NGOs, SMALL/MEDIUM INDUSTRIES)</p> <p>2) SAWING, TREATING AND DRYING OF SPECIES No. 2</p> <p>3) AT LEAST TWO NEW PRODUCTS BEING PRODUCED FROM EACH SPECIES BY ARTISANS OR SMALL/MEDIUM SIZE INDUSTRIES</p> <p>4) DEMONSTRATION PRODUCTS COMPLETED WITH SPECIES No. 2</p> |

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**WOOD UTILIZATION AND MARKET DEVELOPMENT  
VERIFIABLE INDICATORS FOR EVALUATION AFTER 9 MONTHS**

MAY 9, 1991

| <b>OUTPUTS</b>  | <b>INDICATORS</b>   |
|---|---|
| <b>2. IMPROVED UTILIZATION OF LUMBER IN CONSTRUCTION</b>                                  |   |
| <b>2.1 PRODUCTION OF WELL-SIZED, DRIED AND PRESERVED GRADED LUMBER FOR STRUCTURAL USE</b> | <ol style="list-style-type: none"><li>1) AT LEAST TWO PRODUCERS SELLING GRADED STRUCTURAL LUMBER AT A COMBINED RATE OF 100 MBF/YEAR IN GUATEMALA</li><li>2) A GRADING RULE BOOK ADAPTED FROM AMERICAN LUMBER STANDARDS, WILL BE PRINTED IN SPANISH</li><li>3) A SAWMILL IMPROVEMENT PROGRAM DESIGNED AND ITS IMPLEMENTATION IN GUATEMALA INITIATED</li><li>4) AT LEAST THREE PRODUCERS HAVE IMPROVED THEIR DRYING FACILITIES WITH PROJECT TECHNICAL ASSISTANCE</li><li>5) AT LEAST TWENTY LUMBER PRODUCERS HAVE ATTENDED PROJECT SPONSORED SAW FILING COURSES</li></ol> |
| <b>2.2 STRUCTURAL LUMBER USED EFFICIENTLY IN STANDARDIZED BUILDINGS</b>                   | <ol style="list-style-type: none"><li>1) AT LEAST THREE PROTOTYPES OF ROOF TRUSSES BUILT IN GUATEMALA</li><li>2) AT LEAST ONE PRODUCER OF COMPONENTS USING STRUCTURAL LUMBER AND DESIGNS PROVIDED BY PROJECT</li><li>3) AT LEAST ONE COMPLETE RURAL BUILDING PROTOTYPE BUILT IN GUATEMALA</li><li>4) AT LEAST TWO SMALL HOME PROTOTYPE DESIGNS IN GUATEMALA</li></ol>   |

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WOOD UTILIZATION AND MARKET DEVELOPMENT  
VERIFIABLE INDICATORS FOR EVALUATION AFTER 9 MONTHS

MAY 8, 1991

| OUTPUTS   | INDICATORS   |
|---|--|
| <b>3. EXPAND USE OF PRESERVED SMALL ROUNDWOOD IN RURAL CONSTRUCTION</b><br><hr/>                      |  |
| <b>3.1 BUILDING PACKAGES AND DELIVERY STRATEGIES FOR RURAL CONSTRUCTION WITH ROUNDWOOD</b>            | <ul style="list-style-type: none"><li>1) AT LEAST TWO PROTOTYPES BUILT: ONE IN LOWLAND AND ONE IN HIGHLAND</li><li>2) CONTRACT TO EVALUATE AND DOCUMENT PERFORMANCE OF PRESERVATION TREATMENTS OF ROUNDWOOD UNDERWAY BY REGIONAL INSTITUTION</li><li>3) FIELD GUIDES SHOWING PROCEDURES FOR DIFFUSION TREATMENTS PUBLISHED FOR EXTENSIONISTS</li></ul>   |
| <b>3.2 LINKAGES BETWEEN ROUNDWOOD USE AND SUSTAINABLE FOREST MANAGEMENT DEMONSTRATED IN GUATEMALA</b> | <ul style="list-style-type: none"><li>1) AT LEAST ONE DEMONSTRATION PLOT SUPPLYING ROUNDWOOD TO ONE RURAL BUILDING PROTOTYPE (IN ADDITION TO ABOVE PROTOTYPE 3.1)</li><li>2) ONE DEMONSTRATION PLOT FOR FOREST THINNING AND PRUNING PROCEDURES ESTABLISHED WITH BEFORE AND AFTER VIDEOS</li><li>3) REGIONAL MEETING ON ROUNDWOOD CONSTRUCTION HELD</li><li>4) REPORT RECOMMENDING APPROACHES TO EXPAND FOREST MANAGEMENT PUBLISHED</li></ul> |

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**SECTION D - PACKAGING AND MARKING**

A. Pursuant to the clause of this contract entitled "Reports" (AIDAR 752.7026), the cover page of all reports prepared by the contractor shall include the project name (Regional Environmental & Natural Resources Management (RENARM), Element No. 3), the project number (596-0150), and the contract number.

B. Any equipment or commodities imported under the contract shall be marked in accordance with the following:

**(752.7009) MARKING (APR 1984)**

(a) It is AID policy that AID-financed commodities and shipping containers, and project construction sites and other project locations be suitably marked with the AID red, white, and blue handclasp emblem. Shipping containers are also to be marked with the last five digits of the AID financing document number. As a general rule, marking is not required for raw materials shipped in bulk (such as coal, grain, etc.), or for semifinished products which are not packaged.

(b) Specific guidance on marking requirements should be obtained prior to procurement of commodities to be shipped, and as early as possible for project construction sites and other project locations. This guidance will be provided through the cognizant technical office indicated on the cover page of this contract, or by the Mission Director in the Cooperating Country in which commodities are being shipped, or in which the project site is located.

(c) Authority to waive marking requirements is vested with the Regional Assistant Administrators, and with Mission Directors.

(d) A copy of any specific marking instructions or waivers from marking requirements is to be sent to the Contracting Officer, the original should be retained by the Contractor.

**SECTION E**

**ARTICLE I - INSPECTION & ACCEPTANCE**

Clauses 52.246-05 Inspection of Services Cost Reimbursement (APR 84) and 52.246-03 Inspection of Supplies Cost Reimbursement (APR 84) are hereby included by reference.

**ARTICLE II - TECHNICAL DIRECTION**

The Contractor shall work closely with ROCAP personnel and will follow their general guidance. Notwithstanding any instructions that may be given to the Contractor by ROCAP Technical personnel, such instructions or guidance may not change the terms of this contract. If the Contractor has reason to

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believe that any instructions or guidance that is given by ROCAP personnel has the effect of changing the terms of this contract, the Contractor agrees to consult with the Contracting Officer prior to following such instructions or guidance.

**ARTICLE III - Responsible Official**

In accordance with the clauses of this contract entitled "Inspection of Services - Cost Reimbursement" (FAR 52.246-05) and "Limitation of Liability - Services" (FAR 52.246-25), inspection and acceptance of all services and supplies required hereunder shall be made only by the cognizant ROCAP Project Officer (see Section G of this contract). Inspection and acceptance of services and supplies by the cognizant ROCAP Project Officer shall form the basis for payments to the Contractor.

**SECTION F - DELIVERIES OR PERFORMANCE**

This contract is effective July 9, 1991 and its estimated completion date is July 8, 1992.

**SECTION G - CONTRACT ADMINISTRATION DATA**

- |   |  |
|---|--|
| 1. Project No.  | 596-0150   |
| 2. PIO/T No.  | 596-0150-3-10041   |
| 3. Appropriation No.                                      | 72-1111021   |
| 4. Budget Plan Code                                       | LDNA-91-25596-KG13   |
| 6. Amount Obligated this Action                           | \$596,873.00   |
| 7. Estimated Funding Period                               | Contract Effective Date through<br>July 8, 1992                                  |
| 8. Total Estimated Cost                                   | \$596,873.00   |
| 9. DUNS No.   | 06-346-6940  |
| 10. Contractor's I.R.S. I.D. No.                          | 592044771  |
| 11. Project Officer                                       | Regional Forestry Advisor,<br>ROCAP/Guatemala or his designee. See<br>note below |
| 13. Contracting Officer's Technical Representative (COTR) |  |

A. The Contracting Officer's technical representative for the performance of this contract is the Regional Forestry Advisor, ROCAP/Guatemala or his designee. This individual shall have the following authority:

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B. The personnel specified above are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify both the Contracting Officer and the ROCAP Project Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer; provided, that the Contracting Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Contracting Officer required by this clause. Proposed substitutions must be submitted to the ROCAP Project Officer not later than 30 days after the diversion of any of the specified individuals. Failure to do so may be considered by ROCAP to be nonperformance by the Contractor. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during the course of this contract to either add or delete personnel, as appropriate. The contractor agrees that any costs incurred because of substitution that is not ratified by the Contracting Officer shall not be allowable pursuant to FAR 52-232-20, "Limitation of Cost".

ARTICLE II - ESTABLISHMENT OF INDIRECT COST RATES

Pending establishment of final indirect rates pursuant to FAR 52.216-7(d), rates shall be established for each of the Contractor's accounting periods which apply to this contract. Pending establishment of revised provisional or final indirect cost rates for each of the Contractor's accounting periods which apply to this contract, provisional payment on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rates applied to the bases which are set forth below:

| <u>Type of Rate</u> | <u>Rate</u> | <u>Base</u>                         | <u>Period</u>                                      |
|---------------------|-------------|-------------------------------------|--|
| Overhead            | 46.75       | Direct Salaries and Fringe Benefits | From: Contract effective date<br>To: Until amended |
| Fringe Benefits     | 29.79%      | Total Salaries                      | From: Contract effective date<br>To: Until amended |
| G & A               | 15.57%      | Total cost less G&A cost            | From: Contract effective date<br>To: Until amended |

ARTICLE III - ADVANCE UNDERSTANDING ON CEILING INDIRECT COST RATES AND FINAL REIMBURSEMENT FOR INDIRECT COSTS.

A. Notwithstanding any other provision of this contract to the contrary, for each of the Contractor's accounting periods during the term of this contract, including subsequent extension thereto, the parties agree as follows:

1. The distribution bases for establishment of final overhead rates are as shown in Article II above.

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2. Reimbursement for indirect costs shall be at final negotiated rates, but not in excess of the following ceiling rates:

| <u>Accounting Period.</u> | <u>G &amp; A</u> | <u>Overhead</u> | <u>Fringe Benefits</u> |
|---------------------------|------------------|-----------------|------------------------|
| Entire Contract Period    | 18%              | 50%             | 33.79%                 |

3. The Government shall not be obligated to pay any additional amount on account of indirect costs above the ceiling rates established in this contract. Final indirect cost exceeding the rates applied to the bases shown above shall be absorbed by the Contractor.

4. This advance understanding shall not change any monetary ceiling, cost limitation or obligation established in this contract.

B. A determination as to the adequacy and acceptability of the Contractor's accounting system has preceded the awarding of this contract. To the extent that the allocation and allowability of costs affect the agreement negotiated in this contract, it is understood and agreed that the Contractor shall make no change in its accounting system without the prior written approval of the Contracting Officer. Any agreement to modify or change, in any way, the Contractor's current method of allocating costs in overhead or other burden center accounts will require negotiation.

#### ARTICLE IV - LEVEL OF EFFORT

A. The contractor will provide 12 person months of long term technical assistance and 52.60 person months of short term TDY effort excluding local administrative staff and home office administration.

B. The estimated composition of the total person-months of effort is as follows:

| <u>Level of Effort</u> | <u>No. Person Months</u> |
|------------------------|--------------------------|
| Field Manager          | 12                       |
| External Consultants   | 3.73                     |
| Regional Consultants   | 24.05                    |
| Local Technicians      | 24.82                    |

NOTE: The provision of some or all of this effort may be provided through subcontracts and/or consultants. However, pursuant to the clause of this contract entitled "Subcontracts (Cost Reimbursement and Letter Contracts)" (FAR 52.244-2), such subcontracts shall require the prior written consent of the Contracting Officer; and, pursuant to the Schedule Article of this contract entitled "Personnel Compensation", consultants shall require the prior written approval of the AID Project Officer or the Contracting Officer, as specified therein.

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## ARTICLE V - PERSONNEL COMPENSATION

### A. Limitations

Compensation of personnel which is charged as a direct cost under this contract, like other costs, will be reimbursed in accordance with Article III of Section B entitled Cost Reimbursable and Logistic Support to the Contractor, and other applicable provisions of this contract but subject to the following additional specific understandings which set limits on items which otherwise would be reasonable, allocable and allowable.

#### 1. Approvals

The initial starting salaries of all employees whose salaries are charged as a direct cost to this contract must be approved, in advance and in writing, by the Contracting Officer. Initial salaries and wages may not exceed the Contractor's established policy and practice, including the Contractor's established pay scale for equivalent classifications of employees, which will be certified to by the Contractor, nor may any individual salary or wage, without approval of the Contracting Officer, exceed the employee's current salary or wage received during any full year of the immediately preceding three years. There is a ceiling on reimbursable salaries and wages paid to a person employed directly under the contract of the maximum salary rate of Foreign Service Officer, Class 1 (FS-1) (or the equivalent hourly rate of the maximum FS-1 salary, if compensation is not on an annual basis), unless advance written approval is given by the Contracting Officer.

#### 2. Annual Salary Increases

Annual salary increases for personnel charged directly against this contract may not exceed those provided by the Contractor's established policy and practice, subject to the following: one annual salary increase of not more than five percent (5 %) of the employee's base salary granted only after the employee's completion of each twelve month period of satisfactory services under the contract. Annual salary increases of any kind exceeding these limitations or exceeding the maximum salary of FS-1 may be granted only with the advance written approval of the Contracting Officer.

#### 3. Salaries During Travel

Salaries and wages paid while in travel status will not be reimbursed for a travel period greater than the time required for travel by most direct and expeditious air route.

#### 4. Return of Overseas Employees

Salaries and wages paid to an employee serving overseas who is discharged by the Contractor for misconduct, inexcusable nonperformance or security reasons will in no event be reimbursed for a period which extends beyond the time required to return such employee promptly to his or her point of origin by the most direct and expeditious air route.

5. Consultants

No compensation for consultants will be reimbursed unless their use under the contract has the advance written approval of the Project Officer. Consultant salaries will be approved by the Regional Contracting Officer (RCO).

6. Third Country and Cooperating Country Nationals

No compensation for Third Country or Cooperating Country nationals will be reimbursed unless their use under the contract has the prior written approval of the Project Officer. Salaries will be approved by the RCO.

Any approvals issued by the Project Officer pursuant to paragraph 5 and 6 above shall be retained by the contractor for audit purposes. Approvals issued by the Project Officer pursuant to the above must be within the terms of this contract and shall not serve to increase the authorized level of effort, or the total estimated cost or the obligated amount of this contract, whichever is less.

7. Work Week

(a) Home Office Employees: The work week for the Contractor's home office employees shall not be less than the established practice of the Contractor. No overtime payments are authorized.

(b) Overseas Employees: The work week for the Contractor's overseas employees shall not be less than 40 hours and shall be scheduled to coincide with the work hours of the resident advisor's counterpart. No overtime payments are authorized.

ARTICLE VI - LOCAL PROCUREMENT

Except with the following exceptions, no local procurements are authorized without the approval of the Contracting Officer:

1. Commodities of U.S. origin, which are otherwise eligible for financing, if the value of the transaction is estimated not to exceed \$100,000 (exclusive of transportation costs).
2. Commodities of Geographic Code 899 origin if the value of the transaction does not exceed \$5,000.
3. The following commodities and services which are available only locally:
  - a. Utilities including fuel for heating and cooking, waste disposal and trash collection.
  - b. Communications -- telephone, telex, fax, postal and courier services.
  - c. Rental costs for housing and office space.

- d. Petroleum, oils and lubricants for operating vehicles and equipment.
- e. Newspapers, periodicals and books published in the cooperating country.
- f. Other commodities and services (and related expenses) that, by their nature or as a practical matter, can only be acquired, performed, or incurred in the cooperating country, e.g., vehicle maintenance, hotel accommodations, etc..
- g. Technical services when the value of the transaction is estimated not to exceed \$250,000.
- h. Construction services when the value of the transaction is estimated not to exceed \$5 million.
- i. Construction materials when the estimated cost of U.S. construction materials is estimated to cost at least 50 percent more than locally produced materials.

A record of all local procurements shall be maintained.

#### ARTICLE VII - SPECIAL PROVISIONS

##### A. Personnel Approvals

In accordance with the clauses of this contract entitled Travel and Transportation and Personnel, whereunder the Contractor may not send individuals outside the United States to perform work under this contract without the prior written approval of the Contracting Officer, the Contracting Officer does, hereby, provide said approval for those individuals named in Article I. Such approval is hereby provided for all other individuals required to travel outside the United States; provided that concurrence with the assignment of such individuals outside the United States is obtained by the Contractor, in writing, from the Project Officer prior to their assignment abroad. Such approval must be within the terms of this contract and should not be construed as authorization to increase the level of effort or the total estimated cost or the obligated amount of this contract (whichever is less), which are subject to the clause of this contract entitled Limitation of Funds. After approval of the proposed international travel, the Contractor shall provide the AID Project Officer with the arrival date and time and flight identification of travellers financed under this contract.

##### B. Defense Base Act (DBA) Insurance

Pursuant to the clause of this contract entitled Workers' Compensation Insurance (Defense Base Act), the insurance carrier currently under contract with AID to provide DBA insurance is Insurance Company of North America, Wright and Co., 1400 I Street., N.W. Suite 1100, Washington, DC 20005; Telephone (202) 389-0200, or (800) 424-9801 outside the Washington area (toll-free) or Telex 440508.

**C. Special Travel Expenses**

1. Notwithstanding any other provisions to the contrary, if any of the contractor's personnel are discharged by the Contractor for misconduct, inexcusable nonperformance or security reasons, travel and transportation costs associated with the removal of such person and with the reassignment of substitute individuals therefore shall not be an allowable cost under this contract.

2. Misconduct shall be defined as the deliberate and/or repeated disregard for the laws and regulations of the Cooperating Country or of AID; the continued existence of conflict of interest after advice that such conflict exists; or general behavior unbecoming a professional serving as part of the United States foreign assistance program (see the clause of this contract entitled Personnel). Inexcusable nonperformance shall be defined as unauthorized absence or failure to undertake or complete in a satisfactory manner assigned tasks which are within the scope of this contract, when such absence or failure are within the control of the employee.

**D. Security Requirements**

The contractor shall not have access to classified information.

**E. Emergency Locator Information**

The Contractor agrees to provide the following information to the Mission Administrative Officer on or before the arrival in Guatemala of every long term contract employee or dependent of such employee:

1. The individual's full name, home address, and telephone number.
2. The Contract number.
3. The name, address, and telephone number(s) of next of kin.
4. Any special instruction pertaining to emergency situation such as power of attorney designees or alternate contact persons.

**F. Ocean Bills of Lading**

If commodities are shipped on an ocean vessel, regardless whether AID finances the freight, the contractor shall send a nonnegotiable rated ocean bill(s) of lading applicable to each invoice to the Office of Commodity Management, Transportation Support Division, Agency for International Development, Washington, D.C. 20523. The Contractor shall certify on each invoice requesting payment for commodities that it has sent the bill(s) of lading as required. The Contractor is also required to send such bill(s) of lading to the Maritime Administration, Division of National Cargo, 400 7th Street, S.W., Washington, D.C. 20590.

### G. Ordinary Course of Business

With respect to the clauses of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) and "Documentation for Payment" (AIDAR 752.7003), it is understood and agreed that the Contractor may, in some circumstances, invoice and be paid for recorded costs for items or services purchased directly for this contract, even though the Contractor has not yet paid in the ordinary course of business. "The ordinary course of business" is defined in accordance with the principles established by the Prompt Payment Act, Public Law 97-177 (96 Stat. 85, 31 USC 1801), i.e. within 30 days after the Contractor's receipt of payment from AID for such costs. In those instances where the Contractor properly invoices and is paid for recorded costs which have not yet been paid by the Contractor, the Contractor agrees to pay all such costs, and especially employee compensation, consultants, subcontractors, suppliers, support of participants, and costs incurred in the Cooperating Country, in the ordinary course of business. Failure to do so may be considered nonperformance by the Contractor.

### H. Submission of Completion Voucher

The clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) provides in paragraph (h)(1) that "...the Contractor shall submit a completion invoice or voucher, designated as such, promptly (emphasis added) upon completion of the work...". The term "promptly" is not defined in the clause. In order to avoid ambiguity, and to ensure expeditious closeout of completed contracts, the term "promptly" is defined as 60 days from the actual completion date of the contract, unless otherwise approved in writing by the Contracting Officer. The Contractor shall have up to one year after completion of the contract effort (or longer, as the Contracting Officer may approve in writing), or until a mutually acceptable final release has been signed, to submit a revised completion voucher, should circumstances warrant. Upon receipt of the final voucher, the Contracting Officer shall begin actions necessary to properly close the contract. Processing of the final voucher for payment shall not begin until compliance by the Contractor with all terms and conditions of the contract.

I. Pre-Contract Expenses letter dated July 9, 1991, Attachment 1, is made a part of this contract.

## PART II

### SECTION I - CONTRACT CLAUSES

#### 1. Worker's Compensation Insurance (Defense Base Act) (52.228-03) (April 1984)

The Contractor shall (a) provide, before commencing performance under this contract, such workers' compensation insurance or security as the Defense Base Act (42 U.S.C. 1651 et seq.) requires and (b) continue to maintain it

until performance is completed. The Contractor shall insert, in all subcontracts under this contract to which the Defense Base Act applies, a clause similar to this clause (including this sentence) imposing upon those subcontractors this requirement to comply with the Defense Base Act.

2. Taxes (Foreign Cost-Reimbursement Contracts) (52.229-08) (March 1990)

(a) Any tax or duty from which the United States Government is exempt by agreement with the Government of \_\_\_\_\_, or from which the Contractor or any subcontractor under this contract is exempt under the laws of \_\_\_\_\_, shall not constitute an allowable cost under this contract.

(b) If the Contractor or subcontractor under this contract obtains a foreign tax credit that reduces its Federal income tax liability under the United States Internal Revenue Code (Title 26, U.S. Code) because of the payment of any tax or duty that was reimbursed under this contract, the amount of the reduction shall be paid or credited at the time of such offset to the Government of the United States as the Contracting Officer directs.

3. Covenant Against Contingent Fees (52.203-05) (April 1984)

(a) The Contractor warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency", as used in this clause, means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee", as used in this clause, means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee", as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence", as used in this clause, means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

4. Cargo Insurance (752.228-9)

To the extent that marine insurance is necessary or appropriate under this contract, the contractor shall ensure that U.S. marine insurance companies are offered a fair opportunity to bid for such insurance. This requirement shall be included on all subcontracts under this contract.

5. Contract Provisions Incorporated by Reference (52.252-02) (Jun 1988)

Any contract resulting from this solicitation shall include the following Federal Acquisition Regulations (numbers starting with 52) and AID Acquisition Regulations (number starting with 752) incorporated 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.

| <u>Provision or<br/>Clause No.</u> | <u>Title and Date</u>   |
|------------------------------------|---|
| 752.202-1 Alt 70 & 72              | Definitions (APR 84 and DEC 86)   |
| 752.203-1                          | Officials Not to Benefit  |
| 752.209-70                         | Requirement for Past Performance References (Nov 1982)                                    |
| 752.219-8                          | Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (JUN 85) |
| 752.226-1                          | Determination of Status as a Small Disadvantage Business                                  |
| 752.226-2                          | Subcontracting with Disadvantaged Enterprises   |
| 752.228-3                          | Workers Compensation Insurance (Defense Base Act)   |
| 752.228-7                          | Insurance - Liability to Third Persons (APR 84)   |
| 752.245-70                         | Government Property - AID Reporting Requirements  |
| 752.245-71                         | Title to and Care of Property (APR 84)  |
| 752.7001                           | Biographical Data (DEC 88)  |
| 752.7002                           | Travel and Transportation (JAN 90)  |
| 752.7003                           | Documentation for Payment (APR 84)  |
| 752.7004                           | Source and Nationality Requirements (APR 89)  |
| 752.7005                           | Language, Weights and Measures (APR 84)   |
| 752.7006                           | Notices (APR 84)  |
| 752.7007                           | Personnel Compensation (Aug 1984)   |
| 752.7008                           | Use of Government Facilities or Personnel (APR 84)  |
| 752.7009                           | Marking (APR 84)  |
| 752.7010                           | Conversion of U.S. Dollars to Local Currency (APR 84)                                     |
| 752.7013                           | Contractor-Mission Relationships (OCT 89)   |
| 752.7014                           | Notice of Changes in Travel Regulations (JAN 90)  |
| 752.7015                           | Use of Pouch Facilities (APR 84)  |
| 752.7017                           | Local Cost Financing with US Dollars (APR 84)   |
| 752.7025                           | Approvals (APR 84)  |
| 752.7026                           | Reports (OCT 89)  |
| 752.7027                           | Personnel (DEC 90)  |
| 752.7028                           | Differentials and Allowances (DEC 1988)   |
| 752.7029                           | Post Privileges (APR 84)  |
| 752.7031                           | Leave and Holidays (OCT 89)   |

752.7032 International Travel Approval and Notification Requirements (JAN 1990)  
52.202-1 Definitions (APR 1984)  
52.203-1 Officials not to Benefit (APR 1984)  
52.203-3 Gratuities (APR 1984)  
52.203-6 Restrictions on Subcontractor Sales to the Government (JUL 85)  
52.203-7 Anti-Kickback Procedures (OCT 88)  
52.203-8 Requirement for Certificate of Procurement Integrity (NOV 1990)  
52.203-9 Requirement for Certificate of Procurement Integrity - Modification (NOV 1990)  
52.203-10 Price or Fee Adjustment for Illegal or Improper Activity (SEP 1990)  
52.203-12 Limitation on Payment to Influence Certain Federal Transactions (JAN 90)  
52.209-06 Protecting the Government's Interest when subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (MAY 1989)  
52.212-13 Alt I Stop Work Order (AUG 89 - APR 1984)  
52.215-1 Examination of Records by Comptroller General (APR 1984)  
52.215-2 Audit-Negotiation (DEC 1989)  
52.215-22 Price Reduction for Defective Cost or Pricing Data (JAN 91)  
52.215-23 Price Reduction for Defective Cost or Pricing Data - Modifications (JAN 91)  
52.215-24 Subcontractor Cost or Pricing Data (APR 1985)  
52.215-25 Subcontractor Cost or Pricing Data - Modification (APR 85)  
52.215-31 Waiver of Facilities Capital Cost of Money (SEP 1987)  
52.215-33 Order of Precedence (JAN 1986)  
52.216-7 Allowable Cost and Payment (APR 1984)  
52.216-8 Fixed Fee (APR 1984)  
52.217-8 Option to Extend Services (AUG 1989)  
52.217-9 Option to Extend Term of Contract (MAR 1989)  
52.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (FEB 1990)  
52.219-13 Utilization of Women-Owned Businesses (AUG 86)  
52.220-1 Preference for Labor Surplus Area Concerns (APR 84)  
52.220-3 Utilization of Labor Surplus Area Concerns (APR 84)  
52.220-4 Labor Surplus Area Subcontracting Program (APR 84)  
52.222-3 Convict Labor (APR 1984)  
52.222-26 Equal Opportunity (APR 1984)  
52.222-28 Equal Opportunity Preaward Clearance of Subcontracts (APR 1984)  
52.222-29 Notification of Visa Denial (APR 1984)  
52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 1984)  
52.222-36 Affirmative Action for Handicapped Workers (APR 1984)

|                     |  |
|---------------------|--|
| 52.222-37           | Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 1988) |
| 52.223-2            | Clean Air and Water (APR 1984)   |
| 52.223-6            | Drug Free Workplace (JUL 1990)   |
| 52.225-3            | Buy American Act - Suppliers (JAN 1989)  |
| 52.225-11           | Restrictions on Certain Foreign Purchases (APR 91)   |
| 52.225-13           | Restrictions on Contracting with Sanctioned Persons (APR 91)                               |
| 52.227-2            | Notice and Assistance Regarding Patent and Copyright Infringement (APR 1984)               |
| 52.227-3            | Patent Indemnity (APR 1984)  |
| 52.227-14           | Rights in Data (JUNE 1987)   |
| 52.228-7            | Insurance-Liability to Third Persons (APR 1984)  |
| 52.228-9            | Cargo Insurance (APR 1984)   |
| 52.229-8            | Taxes - Foreign Cost-Reimbursement Contracts (MAR 1990)                                    |
| 52.230-3            | Cost Accounting Standards (SEP 1987)   |
| 52.230-4            | Administration of Cost Accounting Standards (SEP 1987)                                     |
| 52.232-17           | Interest (JAN 91)  |
| 52.232-20           | Limitation of Cost (APR 1984)  |
| 52.232-23           | Assignment of Claims (JAN 1986)  |
| 52.232-25           | Prompt Payment (APR 89)  |
| 52.233-1 Alt I      | Disputes (APR 1984)  |
| 52.233-3 Alt I      | Protest After Award (AUG 89 - JUN 85)  |
| 52.237-1            | Site Visit (APR 1984)  |
| 52.242-1            | Notice of Intent to Disallow Costs (APR 1984)  |
| 52.242-13           | Bankruptcy (APR 1991)  |
| 52.243-2 Alt I & II | Changes-Cost Reimbursement (AUG 87 - APR 1984)   |
| 52.244-2            | Subcontracts (Cost-Reimbursement and Letter Contracts) (JUL 85)                            |
| 52.244-5            | Competition in Subcontracting (APR 1984)   |
| 52.246-3            | Inspection of Supplies - Cost Reimbursement (APR 84)                                       |
| 52.246-5            | Inspection of Services - Cost Reimbursement (APR 84)                                       |
| 52.246-25           | Limitation of Liability-Services (APR 1984)  |
| 52.247-1            | Commercial Bill of Lading Notations (APR 1984)   |
| 52.247-63           | Preference for U.S.-Flag Air Carrier (APR 1984)  |
| 52.247-64           | Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 84)                       |
| 52.249-6            | Termination Cost Reimbursement (MAY 1986)  |
| 52.249-14           | Excusable Delays (APR 1984)  |
| 52.251-1            | Government Supply Sources (APR 84)   |

6. Alterations in Contract (52.252-4) (APR 84)

Portions of this contract are altered as follows:

a. FAR 52.203-1, "Officials Not to Benefit", (APR 1984) is hereby modified to specify that it refers to United States Officials.

b. FAR 52.229-8 "Taxes--Foreign Cost Reimbursement Contracts" is hereby modified to insert "Cooperating Country" in both blank spaces.

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**c. AIDAR 752.245-70 Government Property -- AID Reporting Requirements.**

**Preface:** to be inserted preceding the text of the FAR clause:

The term "Government furnished property" wherever it may appear in the following clause, shall mean (1) non-expendable personal property owned by or leased to the U.S. Government and furnished to the contractor and (2) personal property furnished either prior to or during the performance of this contract by any U.S. Government accountable officer to the contractor for use in connection with performance of this contract and identified by such officer as accountable. The term "government property", wherever it may appear in the following clause, shall mean government-furnished property and non-expendable personal property title to which vests in the U.S. Government under this contract. Non-expendable property, for purposes of this contract, is defined as property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500.

**Reporting Requirement:** to be inserted following the text of the FAR clause:

**Reporting Requirements:** The contractor will submit an annual report on all non-expendable property in a form and manner acceptable to AID substantially as follows:

ANNUAL REPORT OF GOVERNMENT PROPERTY  
IN CONTRACTOR'S CUSTODY

(Name of Contractor)

As of (End of Contract Year), 19xx

---

|    | Motor<br>Vehicles   | Furniture and<br>Furnishings --<br>Office Living<br>Quarters | Other Non-<br>Expendable<br>Property |
|----|---|--|--------------------------------------|
| A. | Value of property as of last report   |  |                                      |
| B. | Transportation during this reporting period   |  |                                      |
| 1. | Acquisitions (add):   |  |                                      |
| a. | Purchased by contractor 1/  |  |                                      |
| b. | Transferred from AID 2/   |  |                                      |
| c. | Transferred from others   |  |                                      |
| -  | Without reimbursement 3/  |  |                                      |
| 2. | Disposals (deduct):   |  |                                      |
| a. | Returned to AID   |  |                                      |
| b. | Transferred to AID  |  |                                      |
| -  | Contractor Purchased  |  |                                      |
| c. | Transferred to other Government agencies 3/   |  |                                      |
| d. | Other disposals 3/  |  |                                      |
| C. | Value of property as of reporting date  |  |                                      |
| D. | Estimated average age of contractor held property   |  |                                      |
| 1/ | Property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500. |  |                                      |
| 2/ | Government furnished property listed in this Contract as non-expendable.  |  |                                      |
| 3/ | Explain if transactions were not processed through or otherwise authorized by AID.  |  |                                      |

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**PROPERTY INVENTORY VERIFICATIONS**

I attest that (1) physical inventories of Government property are taken not less frequently than annually; (2) the accountability records maintained for Government property in our possession are in agreement with such inventories; and (3) the total of the detailed accountability records maintained agrees with the property value shown opposite line C above, and the estimated average age of each category of property is as cited opposite line D above.

---

Authorized Signature

e. Under Clause 752.7005 - Notices - delete "To AID: Administrator, Agency for International Development, Washington, D.C. 20523, Attention: Contracting Office (name of the cognizant Contracting Officer with a copy to the appropriate Mission Director)" and insert in lieu thereof "Mission Director, USAID/Guatemala, American Embassy, UNIT 3323, APO AA 34024, Guatemala City, Guatemala. Attention: Contracting Officer."

**SECTION J - LIST OF ATTACHMENTS**

Attachment 1: Pre-Contract Expenses Letter dated July 9, 1991  
Attachment 2: STATE 301794 - Guatemala Blanket Ocean Transportation Waiver

6054G  
amt

577E



**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT  
ROCAP**

APO MIAMI, FL 34024-0190

Telephones: 502-2-348761(62/63)  
Fax: 502-2-348302  
Telex: 0372 3110 USAID GU

REGIONAL OFFICE FOR CENTRAL AMERICAN PROGRAMS

July 9, 1991

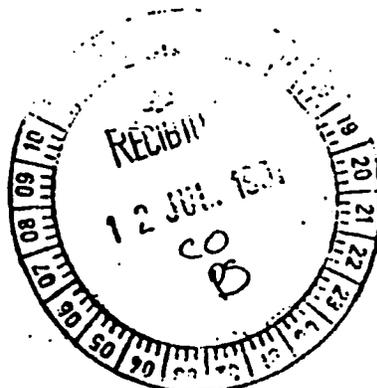
The Interamerican Management  
Consulting Corporation  
1601 North Kent St., Suite 904  
Arlington, VA 22209  
Attention: Mr. Clifton Barton, Director,  
Trade and Technology Services

Subjects: Pre-Contract Expenses to support the Wood Utilization and Market  
Development Activity under Project 596-0150.

Gentlemen,

Pursuant to our negotiation and in order to comply with proposed program schedule ROCAP, hereby, authorizes the Interamerican Management Consulting Corporation (IMCC) to incur necessary pre-contract expenses up to \$100,000.00 effective July 9, 1991. This authorization is to cover activities directly related to the establishment of the project while negotiation is finished and the contract is signed. Such costs are allowable to the extent that they would have been reasonable, allocable, and allowable if incurred after the date of the contract, (FAR Clause 31.205-32). This letter will be a part of the resulting contract.

This authorization does not commit the U.S. Government to reimburse your organization for any pre-contract expenses incurred if a contract for this purpose is not consummated; your organization accepts sole risk for costs incurred and the Government shall not be liable for costs incurred if such contract is not consummated.

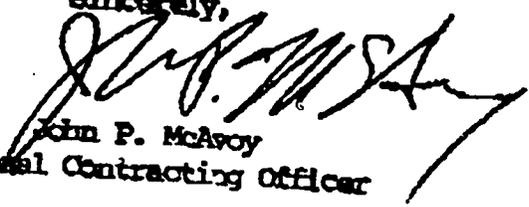


39

IMCC  
Page 2 - July 9, 1991

Please sign and return a copy of this letter acknowledging its terms.

Sincerely,



John P. McAvoy  
Regional Contracting Officer

ONOFRE TORRES

Typed Name

Signature



58603/P.14/15  
ent

UNCLASSIFIED

STATE 301794

ACTION AID/1 INFO AMB DCM ECON AGAT/5

Ctr. 596-0150-C-00-1309-00  
Attachment 2

VZCZCGT0649  
RR RUEHGT  
DE RUEHC #1794 2550701  
ZNR UUUUU ZZH  
R 120658Z SEP 91  
FM SECSTATE WASHDC  
TO AMEMBASSY GUATEMALA 4197  
BT  
UNCLAS STATE 301794

12-SEP-91 TOR: 13:54  
CN: 25321  
CHRG: AID  
DIST: AID  
ADD:

AIDAC

F.O. 12356: N/A

TAGS:

SUBJECT: GUATEMALA BLANKET OCEAN TRANSPORTATION WAIVER

1. SUBJECT BLANKET WAIVER, COVERING INDIVIDUAL SHIPMENTS UP TO 400 METRIC TONS EACH, WAS APPROVED BY DIRECTOR/OP, ON AUGUST 30, 1991. EXPIRATION DATE, UNLESS RESCINDED WITH DUE NOTICE BY MS/OP/TRANS, IS AUGUST 29, 1992. BLANKET WAIVER APPLIES ONLY TO: A) BREAKBULK AND FULL CONTAINER LOADS FROM U.S. WEST COAST UP TO 400 MT; B) BREAKBULK UP TO 400 MT FROM THE U.S. EAST COAST (INCLUDING MIAMI/PORT EVERGLADES EXCEPT VEHICLES MOVING ON ROLL ON/ROLL OFF VESSELS); C) ALL CARGO FROM NON US PORTS, EXCEPT FOR PORTS IN PANAMA, COSTA RICA, AND HONDURAS; AND D) PORTS/POINTS OF DISCHARGE: SANTO TOMAS. PUERTO BARRIOS. AND GUATEMALA CITY. BLANKET WAIVER NUMBER 91-B-6 PERMITS A.I.D. FINANCING FOR TRANSPORTATION SOURCE CODE 935 REGISTRY VESSELS BECAUSE OF NON-AVAILABILITY OF U.S.-FLAG VESSELS, FROM CERTAIN U.S. AND NON US PORTS OF EMBARKATION.

2. NOTE THAT SUBJECT WAIVER DOES NOT REPEAT NOT COVER SHIPMENTS FROM: A) THE U.S. GULF; NOR B) FULL CONTAINER

LOADS FROM THE U.S. EAST COAST (INCLUDING MIAMI/PORT EVERGLADES. NOTE ALSO THAT BLANKET WAIVER DOES NOT REPEAT NOT APPLY TO VEHICLES SHIPPED FROM MIAMI/PORT EVERGLADES.

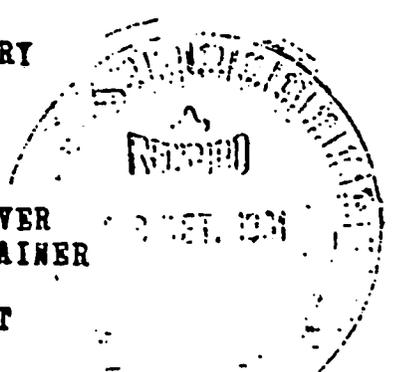
3. COPY OF SIGNED ACTION MEMO POUCHED 30 AUG. EAGLEBURGER

BT

: 1794

NNNN

|                 |       |
|-----------------|-------|
| ACTION          |       |
| USAID           | ROC+P |
| ADM             |       |
| INFO            |       |
| GSO             | RCMO  |
| RCO             |       |
| <del>SEC</del>  |       |
| DUE DATE        |       |
| 9/30/91         |       |
| ACTION TAKEN    |       |
| (Date/initials) |       |



UNCLASSIFIED

STATE 301794

*copy all  
proc  
aprs.*

4/1