

FEB 17 1984

## ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR FOR PRIVATE ENTERPRISE

FROM: PRE/OBR, R. Allen Walls, Acting Director

SUBJ: Amendment to Contract PDC-0249-C-00-3124-00 International Investment, Ltd. (ITI) (Contract Expires March 31, 1984)

The subject contract was awarded to ITI to manage the U.S. Pavilion at the Technology for the People Fair in Manila on November 21-27, 1983. It was awarded non-competitively on the Deputy Administrator's certification July 7, 1983 that:

"Having considered the requirements and responsibilities to be met by AID in its support for U.S. business participation and technology transfer at the Technology Exhibition in Manila in November, 1983, and having considered the negative results that would result from further delay in contracting, and having considered the capacity of International Technology Investment, Ltd. to undertake the needed contractor activity, I determine that procurement at this time from a source other than ITI would impair foreign assistance objectives and would be inconsistent with the fulfillment of the foreign assistance program."

Copy of the complete Action Memorandum for the Administrator is enclosed. The Discussion therein reports on the informal market search conducted less than a year ago for a source to manage A.I.D.'s sponsorship of the U.S. Pavilion. The same reasons for utilizing the predominant capabilities of ITI at that time apply even more stringently to contracting for the final phase of this project.

Phase IV of this project requires:

- 1) evaluation and assessment of the overall impact on A.I.D. developmental efforts of such recently designed technological exhibitions, and
- 2) immediate and long-term U.S. private enterprise benefits. The progress reports required by the requested amendment to the ITI contract will provide factual, longitudinal experiences to assist A.I.D. significantly in determining Agency policy concerning funding of future similar events. There is no organization which could provide substantive

follow-on reporting on the short-term and long-term commercial relationships developed at the Exhibition and their impact on A.I.D. development objectives without protracted, detailed, and management direction from ITI. Such direction for any such involvement is not provided in the ITI contract.

Recommendation: That you certify to the following statement by indicating your approval below.

"Having considered the requirements and responsibilities to be met by A.I.D. in determining policy with regard to support of future activities of this nature and having considered the imperative need for concrete short and long term data on the commercial relationships resulting from the Manila Exhibition and their impact on A.I.D. developmental objectives, and having considered the unique capacity of ITI to undertake the subject reporting, I determine that procurement at this time from a source other than ITI would impair foreign assistance projects and would be inconsistent with the fulfillment of the foreign assistance program."

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTACHMENT:

July 7, 1983 Action Memo for Administrator

PRE/OBR:NRowe:wsl:X51840:2/14/84:1114A

8

ACTION MEMORANDUM FOR THE ADMINISTRATOR

THRU: ES

FROM: PRE/OBR, Barbara M. Otis

SUBJECT: Contractor for the Manila Technology Exhibition

Problem: Your approval is required to permit AID to contract on a non-competitive basis with Internacional Technology Investment, Ltd. (ITI) to undertake the AID-financed activities related to the Technology for the People International Exhibition in Manila in November, 1983.

Discussion:

- . In early spring 1983, AID determined that it would participate in three technology exhibitions. The lead was given to PRE because of the innovative nature of these exhibitions, and management of participation was given to PRE/OBR because of its prior experience in management of the exhibition in Zimbabwe (September 1982).
- . OBR was aware of an exhibition to be held in Manila in November 1983, and PRE and the Asia Bureau agreed to co-fund participation.
- .--To determine feasibility of AID's participation in the Manila exhibition, PRE/OBR contracted with ITI in April, 1983.

It should be noted here that the principals of ITI constitute former ATI staff, who managed AID's participation in the Zimbabwe fair. Because of this, PRE/OBR sought advice of General Counsel prior to award of the contract. General Counsel advised that award of the contract to ITI based on predominant capability was acceptable; it was acceptable to CM.

- . ITI's feasibility study recommended AID's participation in the exhibition, and AID announced its intention to do so on May 19, 1983 in joint hearings on Africa held by several subcommittees of the House of Representatives.

- . OBR's next action was to determine what contract mode would be appropriate and time-sensitive to enable participation in the Manila exhibition and achieve AID's objective of promoting long-term development through the transfer of appropriate technologies.
  - We considered, and rejected, a suggestion that we utilize a PASA with the Department of Commerce; our conclusion was based in part on the directives to use private enterprise contained in OMB Circular A-76. Budget was also a consideration.
  - OBR rejected the possibility of contracting with A.T. International, the firm that organized the AID activity in Zimbabwe, because it no longer has staff with the experience relevant to the exhibition activity.
  - A proposal by Transition Technology was also considered. It was PRE/OBR's opinion that the firm did not have the exhibition background that included the broad range of managerial experience and business relationships which we believe to be essential to carry out the exhibition tasks.
- . Because of prior experience, the expertise of ITI, and shortness of time to meet its commitment, OBR decided to contract with ITI to implement and manage AID's participation in Manila. Again, it should be noted OBR had been advised that to contract with ITI for the feasibility study would not disqualify that firm from consideration for award of the management contract.

However, it is important to stress that contracting with ITI for the preparation of the exhibition will be criticized on the ground that ITI also conducted for AID the feasibility study which recommended that the exhibition be sponsored by AID.

A PIO/T (attachment A) for the Manila activity was submitted to SER/CM on June 22.

- . We were advised on June 27 by GC/CCM (attachment B) that new Federal Procurement Regulation Amendment 230 requires that AID announce its intention to negotiate a contract in a non-competitive basis and to consider any proposals which might be submitted as a result of the announcement--except where a determination is made that a non-competitive selection is required to avert the impairment of foreign assistance objectives (AIDPR 7-3, 101-50 (b) (7)).

There is not time to meet the requirement of the new procurement regulation.

To participate in Manila, the contractor must:

- . solicit U.S. business participation in the exhibition,
- . determine the amount of financial support needed to insure small business attendance,
- . assist businesses in preparing and shipping materials for the exhibition.

It must:

- . prepare information for distribution at the U.S. Pavilion at the exhibition,
- . arrange for logistic support in Manila for the U.S. exhibitors,
- . arrange for appropriate information dissemination,
- . prepare for post-exhibition activities and so forth. The shipment of goods to Manila is a bottleneck.

The overall work requirements as detailed above mandate prompt contracting. A delay of approximately one month needed to announce AID participation and to give potential proposers a reasonable period to respond would delay contract performance beyond the point where we believe the activity could be undertaken in an appropriate and effective manner.

Failure to participate in the Manila exhibition at this late date would disappoint those U.S. businesses and Philippine entities which are counting on AID participation and adversely

affect the development objectives that would have been achieved through participation in the Exhibition. It would also damage our private sector initiative in the Philippines, and certain relationships in the Philippines. Most important, it reverses a commitment made to Congress.

You are therefore requested to indicate your concurrence with the certification below in order to permit AID to contract expeditiously with ITI for the appropriate support activity at the Manila Technology Exhibition.

You have the authority to make the certification pursuant to AIDPR 7-3,101-50 (b).

Recommendation: That you certify to the following statement by indicating your approval below:

"Having considered the requirements and responsibilities to be met by AID in its support for U.S. business participation and technology transfer at the Technology Exhibition in Manila in November, 1983, and having considered the negative results that would result from further delay in contracting, and having considered the capacity of International Technology Investment, Ltd. to undertake the needed contractor activity, I determine that procurement at this time from a source other than ITI would impair foreign assistance objectives and would be inconsistent with the fulfillment of the foreign assistance program."

APPROVED: Jay F. Morris

DISAPPROVED: \_\_\_\_\_

DATE: JUL 7 1983

Attachments:

- A. PIO/T No. 343-0792
- B. K. Fries (GC/CCH) to H. Dwelley (SER/CM) and W. Jennette (PRE/OBR) memorandum, 6/27/83.

Clearance:

AA/M:RTKrollis, Jr.	/s/ RTR	Date	5 JUL 1983
GC:RADERban		Date	
DAA/PRE:PKimm		Date	

Drafters: ~~GC/PRE:SECarleon~~:PRE/OBR:W.Jennette:6/28/83:X28244:0611A

6

A

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY AGENCY FOR INTERNATIONAL DEVELOPMENT

1. Cooperating Country: N/A - Worldwide Page 1 of Pages

2. PIO/T No. 3.  Original or Amendment No. \_\_\_\_\_

4. Project/Activity No. and Title: Project 940.0007 Trade Development Activities - Development Assistance - SDA

PIO/T PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

DISTRIBUTION

5. Appropriation Symbol: 72-1141021.6 6. Allotment Symbol and Charge

7. Obligation Status:  Administrative Reservation  Implementing Document 8. Project Assistance Completion Date (Mo., Day, Yr.): 1/15/86

9. Authorized Agent: AID/W - M/CM/COD 10. This PIO/T is in full conformance with PRO/AG: N/A Date \_\_\_\_\_

11a. Type of Action and Governing AID Handbook:  AID Contract (HS 14)  PASA/RSSA (HS 12)  AID Grant (HS 13)  Other 11b. Contract/Grant/PASA/RSSA Reference Number (If this is an Amendment): PDC-0249-C-000-3124-00

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. \_\_\_\_\_)

Maximum AID Financing	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		B. U.S.-Owned Local Currency		\$45,685	

Mission References

14a. Instructions to Authorized Agent

Prepare amendment to contract PDC-0249-C-00-3124-00 to implement final phase of this project as stipulated in the Work Scope (Attachment 3 to this PIO/T).

This PIO/T provides incremental funding for the first 12 months.

14b. Address of \_\_\_\_\_ or Paying Office

Office of Financial Management - FM/AD  
AID/Washington, D.C. 20523

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

A. The project officer certifies that the specifications in the statement of work are technically accurate

R. Allen Walls, PRE/OBR Phone No. \_\_\_\_\_ Date \_\_\_\_\_

B. The statement of work lies within the purview of the initiating and approved agency programs Date \_\_\_\_\_

R. Allen Walls

C. \_\_\_\_\_ Date \_\_\_\_\_

Nedra M. Rowe, PRE/OBR 1/30/84

D. Funds for the services requested are available

M/FM/PAD, Barbara Williams

E. \_\_\_\_\_ Date \_\_\_\_\_

Gail Horner, PRE/ADM

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

17. For the Agency for International Development

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title: R. Allen Walls, Acting Dir.

8

4. Project/Activity No. and Title  
Project 940.0007  
Trade Development Activities.

SCOPE OF WORK

18. THE SCOPE OF TECHNICAL SERVICES REQUIRED FOR THIS PROJECT ARE DESCRIBED IN ATTACHMENT NUMBER 1 HERETO ENTITLED "STATEMENT OF WORK".

19. SPECIAL PROVISIONS

- A.  LANGUAGE REQUIREMENTS (SPECIFY) NONE  
(IF MARKED, TESTING MUST BE ACCOMPLISHED BY AID TO ASSURE DESIRED LEVEL OF PROFICIENCY)
- B.  ACCESS TO CLASSIFIED INFORMATION  WILL  WILL NOT BE REQUIRED BY TECHNICIAN(S).
- C.  DUTY POST(S) AND DURATION OF TECHNICIANS' SERVICES AT POST(S) (MONTHS) N.A.
- D.  DEPENDENTS  WILL  WILL NOT BE PERMITTED TO ACCOMPANY TECHNICIAN. N.A.
- E.  WAIVER(S) HAVE BEEN APPROVED TO ALLOW THE PURCHASE OF THE FOLLOWING ITEM(S) (COPY OF APPROVED WAIVER IS ATTACHED) N.A.
- F.  COOPERATING COUNTRY ACCEPTANCE OF THIS PROJECT (APPLICABLE TO AID/W PROJECTS ONLY)
  - HAS BEEN OBTAINED
  - IS NOT APPLICABLE TO SERVICES REQUIRED BY PIO/T
  - HAS NOT BEEN OBTAINED
- G.  OTHER (SPECIFY)

20. BACKGROUND INFORMATION (ADDITIONAL INFORMATION USEFUL TO AUTHORIZED AGENT)

This is the final phase of the assessment of this project activity-- with detailed reports due April 15, 1984 for 3 months; July 15, 1984 for six months; Jan 15, 1985 for 12 months; July 15, 1985 for 18 months; January 15, 1986 for 24 months.

21. SUMMARY OF ATTACHMENTS ACCOMPANY THE PIO/T (INDICATE ATTACHMENT NUMBER IN BLANK)

- 1 DETAILED BUDGET IN SUPPORT OF INCREASED FUNDING (BLOCK 12)
- \_\_\_\_\_ EVALUATION CRITERIA FOR COMPETITIVE PROCUREMENT (BLOCK 14)
- 2 JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT (BLOCK 14)
- 3 STATEMENT OF WORK (BLOCK 18)
- \_\_\_\_\_ WAIVER(S) (BLOCK 19) (SPECIFY NUMBER)

AID 1350-1 (10-79)	1. Cooperating Country N/A	2. PIO/T No.	Page 3 of Pages
PIO/T	4. Project/Activity No. and Title 940 . 0007 Trade Development Activities		

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

A. Relationships and Responsibilities

3. Cooperating Country Liaison Official

C. AID Liaison Officials

LOGISTIC SUPPORT

23. Provisions for Logistic Support

A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
(1) Office Space					
(2) Office Equipment					
(3) Housing and Utilities					
(4) Furniture					
(5) Household Equipment (Stoves, Refrig., etc.)		N/A			
(6) Transportation in Cooperating Country					
(7) Transportation To and From Country					
(8) Interpreter Services/Secretarial					
(9) Medical Facilities					
(10) Vehicles (official)					
(11) Travel Arrangements/Tickets					
(OTHER SPECIFY)					
(12)					
(13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources

APO/FPO

PX

COMMISSARY

OTHER (Specify, e.g., duty free entry, tax exemption)

N/A

ESTIMATED BUDGET  
Amendment to A.I.D. Contract PDC-0249-C-00-3124-00

January 1, 1984 - December 31, 1985

<u>Direct Labor</u>	<u>CY</u> <u>1984</u>	<u>CY</u> <u>1985*</u>
Project Director: \$192 x 32 da. 192 x 20 da.	\$ 6,144	\$ 3,840
Project Manager: \$160 x 40 da. 160 x 30 da.	6,400	4,800
Adm. Assist.: \$ 80 x 35 da. 80 x 30 da.	2,800	2,400
	<u>\$15,344</u>	<u>\$11,040</u>
Overhead @ 65%	9,974	7,176
Total Direct Labor	<u>\$25,318</u>	<u>\$18,216</u>
 <u>Direct Costs</u>		
Air Fare: \$2,461 x 2 2,461 x 1	\$ 4,922	2,461
Per Diem: \$72 x 19 da. 72 x 6 da.	1,368	432
Communication	1,800	1,500
Printing	1,800	1,100
Miscellaneous	1,000	1,000
Total Direct Costs	<u>\$10,890</u>	<u>\$ 6,493</u>
SUBTOTAL	\$36,208	\$24,709
G & A @ 15%	5,431	3,706
Fee @ 10%	4,164	2,842
TOTAL COSTS	<u><u>\$45,803</u></u>	<u><u>\$31,257+</u></u>

\* Subject to availability of funds

PIPELINE ANALYSIS  
Contract PDC-0249-C-00-3124-00  
INTERNATIONAL TECHNOLOGY INVESTMENT, LTD. (ITI)

Obligation Date	\$237,832
Expenditures thru 12/31/83	237,832
Balance Available (1/1/84)	-0-
Budget (1/1/84 - 12/31/84)	45,685
Amount to be funded by this PIO/T	45,685
Budget (1/1/85 - 1/15/86)	31,060
Balance to be funded subject to availability of funds	\$ <u>31,060</u>

Attachment 2 to  
PIO/T

JUSTIFICATION

This amendment to Contract PDC-0249-C-00-3124-00 with International Technology Investment, Ltd. will fund the final phase of the contract; to report on the follow-on activities of commercial relationships established at the Technology for the People fair held in Manila November 21-27 and on their impact on development objectives.

Progress reports on results developing from the contractor's performance in Phases I and II could not be performed by another contractor without protracted, detailed assistance from this firm. Such assistance is not covered in the existing contract.

STATEMENT OF WORK

OBJECTIVE: To review and analyze results of AID participation in the Technology for the People Exhibition in Manila, Philippines - November 21-27, 1983

1. Design study instruments and submit to A.I.D./PRE/OBR for approval.
2. Review and analyze with U.S. firms detailed activity under each U.S.-Filipino affiliation established at the TFTP contacts. Research will identify nature of affiliation and results encountered during reporting period. It will project future anticipated results all in terms of economic impact and development related effects on U.S. and Filipino economies, categorized by specific industry.
3. Review and analyze initial and continuing results of pre- and post-exhibit interviews and project potential benefits to both U.S. and Filipino economies.
4. Analyze the minimally successful affiliations and recommend remedial procedures, if applicable, or recommend changes in future approaches.
5. Encourage USAID and host government involvement in follow-up activities.
6. Identify projected development impacts associated with business affiliations and transactions resulting from the exhibition. This assessment should clearly articulate and identify potential impact on development objectives deriving from specific post-exhibition business transactions to facilitate such future analysis of these development impacts. A.I.D. may elect to undertake at a later date and under a separate evaluation exercise.
7. Specifically, analyze and provide a summary of results achieved in tracking firms as follows:
  - .. Brokering U.S. and Manila business deals, number and nature.

STATEMENT OF WORK

OBJECTIVE: To assess results of AID participation in the Technology for the People Exhibition in Manila, Philippines - November 21-27, 1983

1. Design assessment study instruments and submit to A.I.D./PRE/OBR for approval.
2. Conduct assessment with U.S. firms to ascertain detailed activity under each U.S.-Filipino affiliation established at the TFTP contacts. Research will identify nature of affiliation and results encountered during reporting period. It will project future anticipated results all in terms of economic impact and development related effects on U.S. and Filipino economies, categorized by specific industry.
3. Assess initial and continuing results of pre- and post-exhibit interviews and project potential benefits to both U.S. and Filipino economies.
4. Analyze the minimally successful affiliations and recommend remedial procedures, if applicable, or recommend changes in future approaches.
5. Encourage USAID and host government involvement in follow-up activities.
6. Identify projected development impacts associated with business affiliations and transactions resulting from the exhibition. This assessment should clearly articulate and identify potential impact on development objectives deriving from specific post-exhibition business transactions to facilitate such future analysis of these development impacts as A.I.D. may elect to undertake at a later date and under a separate evaluation exercise.
7. Specifically, analyze and provide a summary of results achieved in tracking firms as follows:
  - .. Brokering U.S. and Manila business deals, number and nature.

- .. Joint ventures to establish business development - term (long or short) and in what areas.
- .. Licenses to sell U.S. products - number and term of license agreement, for what products, processes.
- .. Financing packages to capitalize deals - number, how much, and Filipino commitment.
- .. Other related activities.
- .. Cost benefits assessment.
- .. Business outcomes - growth of U.S. businesses into international markets and overall impact of the Development Technology Exhibition in the HSEAW countries.
  - Industry growth
  - Market Share
  - Profits
  - Introduction to international markets
  - Expansion into additional international markets
  - Other related factors to be determined in assessment instruments
- .. Development outcomes - benefits to the overall economic, social, political and cultural sectors
  - Employment growth
  - Technological impact
  - Market development
  - Political support to business growth - enactment or initiation of support legislation, etc.
  - Support to political stability
  - Other related factors to be determined by assessment instruments
- .. Impact of project on basic human development and on quality of life

- .. Analyze assistance and participation in the last and final stages of the project.
- .. Reports on the above tasks are due as follows: in 3 months, due April 15, 1984; in 6 months, due July 15, 1984; and in 12 months, due January 15, 1985. Second Twelve months reports due: for 18 months by July 15, 1985 and for 24 months by January 15, 1986.

- .. Evaluation assistance and participation in the last and final stages of the project
- .. Reports on the above tasks are due as follows: in 3 months, due April 15, 1984; in 6 months, due July 15, 1984; and in 12 months, due Jan. 15, 1985. Second Twelve months reports due: for 18 months by July 15, 1985 and for 24 months by Jan. 15, 1986.

MAY 7 1984

MEMORANDUM

TO: M/FM/CAD, Joanne Dockter  
THRU: PRE/PPR, Bruce Bouchard  
FROM: OBR (SDB/MRC), R. Allen Walls *R. Allen Walls*  
SUBJECT: Advice of Budget Allowance Contract PDC-0249-C-00-3124-00  
with International Technology Investement, Ltd.

The subject contract in the amount of \$237,832 was executed July 27, 1983, Appropriation Symbol 72-1131021.6, Allotment Symbol 346-34-099-00-69.31.

The underlying PIO/T No. 343-0792 (prepared by a staff officer now retired) did not include an additional \$35,000 to be provided by the Small Business Administration, to co-sponsor with A.I.D., activities of the U.S. Pavilion at the Technology for the People (TFTP) Exhibition in Manila, Philippines, November 21-27, 1983. This is Project 940.0007, Trade Development Activities.

This SBA contribution in FY 1983 was to defray travel costs of the contractor up to \$5,000 to visit U.S. firms being considered for participation in the Exhibition to assure appropriate final selection of firms and to negotiate Participation Agreements with them. Up to \$30,000 was to provide a portion of travel costs to Manila of the U.S. firms selected. No more than \$2,000 of the amount could be provided to any single U.S. small business for the purpose.

Copy of the SF-1081 is enclosed, with copy of the Agreement between the Small Business Administration (SBA) and the Agency for International Development (A.I.D.). The SF-1081 was signed by Barbara M. Otis on September 22 for A.I.D. and by Marshall Parker on September 13 for SBA. They are the same documents that were submitted to M/FM with PIO/T 343-0792 Amendment 1 increasing the contract total by \$35,000 to \$272,832. A copy of the PIO/T amendment also is enclosed with this memo.

Enclosures: a/s

cc: John Gelb  
Gail Horner  
Judith Johnson

AID 1380-1 (10-79)	UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country N/A	Page 1 of Pages
		2. PIO/T No. 343-0792	3. <input type="checkbox"/> Original or Amendment No. <u>1</u>
		4. Project/Activity No. and Title Trade Development Activities (ITI) 940-0007	
		PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	

DISTRIBUTION	5. Appropriation Symbol 72-1131021.6		6. Attachment Symbol and Charge 346.34.099-00-69.31		
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document		8. Project Assistance Completion Date (Mo., Day, Yr.)		
	9. Authorized Agent AID/W-CM/PDC		10. This PIO/T is in full conformance with PRO/AG N/A Date		
	11a. Type of Action and Governing AID Handbook <input checked="" type="checkbox"/> AID Contract (MS 14) <input type="checkbox"/> PASA/RSSA (MS 12) <input type="checkbox"/> AID Grant (MS 13) <input type="checkbox"/> Other			11b. Contract/Grant/PASA/RSSA Reference Number (if this is an Amendment) N/A	
	12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)				

Maximum AID Financing	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		B. U.S.-Owned Local Currency	237,832	35,000	
		N/A	N/A	N/A	N/A

13. Mission References	14a. Instructions to Authorized Agent  This PIO/T authorizes SER/CM to amend Contract PDC-0249-C-00-3124-00 with International Technology Investment, Ltd. to reflect the \$35,000 as follows (a) \$5,000 travel costs to visit US firms considered for participation in the exhibition and (b) \$30,000 to assist with a portion of travel costs to Manila of US firms chosen to participate in the exhibition (copy of SEA/AID agreement is attached with copy of SEA/AID SF 1081).  <b>FUNDS RESERVED BY</b>  <i>[Signature]</i> <b>POSTED</b>
	14b. Address of Voucher Paying Office <i>SP1081 ATTACHED INDICATING \$35,000 RECEIVED FROM SER IN SEPTEMBER 1983</i> EM/PAD, AID/W 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.			
A. The project officer certifies that the specifications in the statement of work are technically accurate. R. Allen Walls <i>[Signature]</i>	Phone No. 444 22 1504	B. The statement of work lies within the purview of the initiating and approved agency programs. R. Allen Walls <i>[Signature]</i>	Date MAR 22 1983
C. Gail Horner, PRE/OBR	Date	D. Funds for the services requested are available. EM/PID	Date
E.	Date		
16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to. N/A Signature _____ Date _____ Title _____		17. For the Agency for International Development <i>[Signature]</i> Signature Barbara M. Otis Date MAR 22 1983 Title Director, PRE/OBR	

*Contract*  
*by R-3/21*

*Frank [unclear]*  
*5/11/83*  
*65-3.6.1*

AGREEMENT BETWEEN THE SMALL BUSINESS ADMINISTRATION (SBA)  
AND THE AGENCY FOR INTERNATIONAL DEVELOPMENT (AID)

The Small Business Administration (SBA) enters into this agreement with the Agency for International Development for the purpose of co-sponsoring the activities of the U.S. Pavilion at the Technology for the People (TFIP) Technology Exhibition to be held in Manila, Philippines, November 21-27, 1983.

1. Description of Work

A.I.D. will contract with International Technology Investment, Ltd. (I.T.I.) to carry out all the preparation for the involvement of a U.S. Pavilion at the TFIP Technology Exhibition to be held in Manila in November. These activities are described in the attached Scope of Work (Attachment b) and will result in the participation of small U.S. firms with emphasis on encouraging export-related activities by U.S. small business in the Philippines and ASEAN region.

2. Costs

The SBA contribution in FY 1983 shall be \$35,000, which shall be used as follows: (a) \$5,000 to cover travel costs of the contractor to visit U.S. firms being considered for participation in the technology exhibition in order to assure appropriate final selection of firms and negotiate Participation Agreements, and (b) \$30,000 to assist with a portion of travel costs to Manila of U.S. firms chosen to participate in the event as manifested in the various Participant Agreements. Under this agreement, not more than \$2,000 can be provided to any single U.S. small business firm for this purpose.

3. Selection of U.S. Firms for Participation

SBA must concur in the final selection of U.S. firms to receive any assistance under this Agreement.

4. Period of Agreement

This Agreement shall cover the period up through September 30, 1984.

5. Method of Payment

Lump-sum payment will be made by SBA by processing Standard Form 1081 reimbursing A.I.D.

6. Appropriation Chargeable

The A.I.D. appropriation symbol is 72-1131021.6.

7. Authority

This Agreement is made under the authority of Section 22 of the Small Business Act.

*Doc # 19449 8/1/83*  
*Mr. House 653-6864 9/14/83*  
*reproduction of*  
*handbook*

8. Other Stipulations

This agreement is subject to amendment or modification by written agreement of the parties hereto.

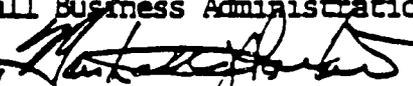
9. Signatures of Approval

Agency for International Development

A. Office of Business Relations

By  Date 9/22/83  
Name: Barbara M. Otis  
Title: Director

B. Small Business Administration

By  Date 9/13/83  
Name: Mr. Marshall Parker  
Title: Associate Deputy Administrator for Special Programs

- Attachments: A) AID letter of August 2 to Parker  
B) Scope of Work  
C) Draft Participation Agreement

VOUCHER AND SCHEDULE  
OF WITHDRAWALS AND CREDITS

Transaction Date  
August 17, 1983  
Document No.  
**189449**

AMOUNT AND CREDIT WILL BE REPORTED ON  
CUSTOMER AGENCY STATEMENT OF TRANSACTIONS  
FOR ACCOUNTING PERIOD ENDING SEPTEMBER 1983

CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (A.L.C.) 72-00-0001	Customer Agency Voucher No. 0569	Agency Location Code (A.L.C.) 72-00-0001	Billing Agency Voucher No. 3408391
DEPARTMENT Small Business Administration ADDRESS 1441 L Street, N.W. Room 500 Washington, D.C. 20416		DEPARTMENT Agency for International Development BUREAU M/FM/CAD, Room 521 SA-12 ADDRESS Washington, D.C. 20523	

SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
7330100	\$35,000.00	72-1131021.6	\$35,000.00
(MUST AGREE WITH BILLING AGENCY TOTAL)	TOTAL \$35,000.00	(MUST AGREE WITH CUSTOMER AGENCY TOTAL)	TOTAL \$35,000.00

72-1131021.6  
INITIALS  
9/14/83

Details of charges or reference to attached supporting documents  
The above billing represents reimbursement by Small Business Administration to the Agency for International Development in accordance with agreement to co-sponsor the activities of the U.S. Pavilion at the Technology for the People Technology Exhibition to be held in Manila, Philippines in November, 1983. AID Project No. 940-0007

*[Handwritten signature]*  
Ivan B. Peterson

BILLING AGENCY CONTACT:  
PREPARED BY Cyril Cox M/FM/BAD B/C 46-099-21630  
APPROVED BY Ivan B. Peterson  
TELEPHONE NO. (202) 632-0097

CERTIFICATION OF CUSTOMER OFFICE

I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.

9/14/83  
(Date)

C.M. HAUSER  
(Authorized administrative or certifying officer)

653-6884  
(Telephone No.)

Original

Amendment  
Number PY-01

**ADVICE OF BUDGET ALLOWANCE**

1. Issued to (Country/Cost Center) AID/W PRE/OBR(SDB)
2. Accounting Station M/FM/PAD
3. Budget Plan Code PDAA 83-13430-DG11 (346-34-099-00-69-43)
4. Appropriation Symbol 72-1131021.6
5. Appropriation Title D.A., SDA
6. Fiscal Year 1983
7. Function and Purpose Interregional Projects - SDA-G-Grant
8. Previous Total \$700,000\*
9. Change plus \$ 35,000
10. New Total \$735,000
11. Limitations/Remarks

Contract PDC-0249-C-00-3124-00

Trade Development Activities - Project 940.0007  
See attached memo to M/FM/CAD

\*Represents total allowed FY 1983

12. For USAID Budget Allowance, ref. cable: STATE \_\_\_\_\_ Date \_\_\_\_\_

**REQUEST AND APPROVAL**

Allottee's Signature	Bureau/Office	Date
Bruce Bouchard	PRE	

**AUTHORIZATION**

You are hereby authorized to incur, or to authorize the incurrence, of obligations within the indicated amounts and time period for the purposes, and under the conditions indicated on this advice. This authority is to be exercised in accordance with applicable orders, regulations and other directives, including those delegating or assigning authority to execute documents resulting in obligations of funds. This Budget Allowance is issued under Allotment \_\_\_\_\_

**BY AUTHORITY OF THE ADMINISTRATOR, AID**

FM/CAD, Budget & Accounting Officer's Signature	Date Authorized	Authorization Number

251

10/11/84

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

April 13, 1984

MEMORANDUM

TO : OBR, Ms. Barbara Otis

FROM : PRE/PPR, Bruce E. Bouchard *B. Bouchard*  
PRE/ADM, Roberta Gray *R. Gray*

SUBJECT: Program and OE Budgets FY 1984 and 1985

This memorandum follows up on our meeting of Friday, April 6, 1984 and outlines our agreements on the disposition of program and operating funds for FY 1984 and our recommendations for FY 1985.

FY 1984

Program Funds

OBR's program budget for FY 1984 is:

<u>Program</u>	<u>Funding</u> (\$000s)
WTI	400
Education Conferences (formerly IMDI)	50
Development Related Activities (DRA) (Technology Exhibitions)	150
	—
Total	600

Our recent conversations indicated that your projected use of funds for FY 1984 is:

<u>Program</u>	<u>Reservations</u>
WTI	400
DRA	72
Manila Exhibition	20
ITI	46
	—
Total	<u>538</u>
Remainder	<u>62</u>

25

The \$400,000 for WTI is A.I.D.'s contribution to that organization. Our understanding is that the \$72,000 for Triton relates to the organization of Educational Conferences. Also, at your request, PPR agreed to fund from its budget the \$20,000 at the beginning of FY 1984. We are transferring this amount from your budget, to reimburse PPR. In addition to this, \$46,000 is required for ITI during FY 1984 (per your memo of March 23, 1984). This leaves \$62,000 in program funds available for other activities during this fiscal year. We will hold this in reserve to be used as needs dictate. Clearly, this sum is not enough to mount another Technology Exhibition during this fiscal year.

### Operating Expense

The approved FY 84 travel budget for PRE is \$205,000 - \$60,000 less than the requested amount. Using our standard 20/80% distribution of funds within PRE, your travel budget for FY 84 is \$41,000. Travel funds available to OBR through June 30, 1984 are \$22,840, of which you have spent \$4,355 to date.

Again, funds requested for PRE's FY 84 Miscellaneous Services Budget was less than what had been requested - \$305,000 authorized versus the \$355,000 requested. OBR's portion of approved funds amounts to \$244,000, of which \$213,000 is being made available to you through June 30, 1984. According to our records, documents obligating approximately \$175,019 of this amount have been issued to date.

With the transfer of these funds, effective the date of this memo, PRE will no longer monitor OBR expenditures. To obligate funds in the future, OBR should request from FM funds citation and a block of obligating numbers. A copy of this memorandum will be furnished to M/SER/FM and presumably, you will receive notification from that office directly when the 4th quarter allocations (\$158,160 for travel and \$30,800 for Miscellaneous Services) due OBR against these budgets are available.

As discussed in our meeting of April 6, PRE will not be involved in OBR's budget process for FY 1985 and beyond. Therefore, we can make no comment as to availability of operating or program funds. OBR will have to submit necessary budgetary documents to PPC and M/SER/FM respectively concerning these funds.

Attachment: Memorandum from OBR/Otis to Acting AA/PRE, 3/23/84

cc: A-AA/PRE, ECharrell  
PRE/PPR, CGormly  
PRE/AMD, GHorner

SA/AID, NPeden  
PRE/PPR, JGelb  
DA/AID, JMorris

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON D C 20523

MAR 23 1984

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR BUREAU FOR  
PRIVATE ENTERPRISE

THRU: DAA/PRE, Edgar Harrell  
FROM: PRE/OBR, Barbara Otis .  
SUBJECT Reorganization of OBR to the Office of the  
Administrator: Reprogrammatic Activities and Funds

The Deputy Administrator has asked me to prepare the necessary documents for transfer of OBR from PRE to the Office of the Administrator. Accordingly, papers have gone forth to the Administrator for approval; we expect the transfer to be effective quickly.

Programmatic Activities & Funds

Pursuant to our discussions; PRE will assume management of OBR's programmatic activities; (i.e., the World Trade Institute (WTI) and A.I.D.'s participation in technological exhibitions/International Technology Investment (ITI). OBR will retain management of conferences and funding of these conferences through FY '85.

Inherent in the above is the following:

WTI:

FY '84 PIO/T and proposed FY' 85 scope of work as amended. Since Edwin Hullander's March 9 memorandum to Edgar Harrell states A.I.D.'s involvement with WTI will be terminated upon completion of services to be provided through this grant, OBR expects advice to WTI will be from B/PRE.

FY '84 funding is \$400,000. There is an OYB for FY '85 of \$400,000. We have agreed that of FY '85 funding, \$200,000 will be transferred to OBR for conduct of conferences.

ITI:

FY '83 PIO/T and proposed FY '84 continuation and assessment. FY '84 funding is \$46,000.

Evaluation: The interim evaluation for the Manila DTE is being completed and will be forwarded to OBR in April 1984.

O&E Funding

O&E expenses will be used as indicated on the attached schedule.

Personnel Ceilings

OBR has a staff ceiling of 14 positions, 12 full-time, and 2 permanent part-time.

You have asked for a staff slot to cover additional workload in B/PRE because of assumption of OBR's programmatic activities. OBR is not in a position to release any staff. In fact, with responsibilities inherent in implementation of the Gray Amendment and increase in scope of responsibilities, OBR plans to seek increased ceiling. I believe B/PRE needs should be addressed to the Office of the Administrator.

Attachment

cc: Deputy Administrator

March 23, 1984

OFFICE OF BUSINESS RELATIONS FY '84 BUDGET PROJECTION

<u>DESCRIPTION</u>	<u>BUDGETED</u>	<u>2ND QTR.</u>	<u>3RD QTR.</u>	<u>4TH QTR.</u>	<u>TOTAL</u>
<u>OPERATIONS AND EXPENSE FUNDS</u>					
Documents Kit	18,500	-0-	-0-	18,500	18,500
Export Opportunities Brochure	18,000	-0-	-0-	18,000	18,000
Technical Services Brochures	8,500	5,000	-0-	3,500	8,500
ASSET (Small Suppliers)	75,000	-0-	75,000	-0-	75,000
Contractors Index (ACRIS)	175,000	175,000	-0-	-0-	175,000
Promotion of OBR	20,000	-0-	-0-	20,000	20,000
Travel	<u>46,000</u>	<u>5,000</u>	<u>20,000</u>	<u>21,000</u>	<u>46,000</u>
	361,000	185,000	95,000	81,000	361,000
<u>PROGRAM FUNDS</u>					
WTI	400,000	400,000	-0-	-0-	400,000
ITI	50,000	50,000	-0-	-0-	50,000
Development Related Activities (Triton)	<u>150,000</u>	<u>70,000</u>	<u>-0-</u>	<u>80,000</u>	<u>150,000</u>
	600,000	520,000	-0-	80,000	600,000

29