

Academy for
Educational
Development

AED

PD-ABN-443

MEMORANDUM

October 4, 1993

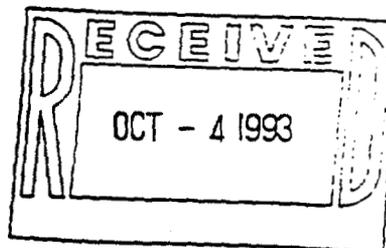
TO: Glenn Patterson

FR: Sheila Rabaglia *SR*

RE: BASICS Project, Contract No. ~~HRN-6006-C-00-3031-00~~ ^{HRN-6006-C-00-3031-00} and
Contract No. ~~HRN-6006-Q-00-3031-00~~
CORE AND REQUIREMENTS (OR "O") CONTRACTS

Attached for your information are fully executed copies of both the CORE and REQUIREMENTS contracts for the BASICS Project. Also attached is the Second Best and Final Budget as submitted to and accepted by USAID for this project.

I shall look forward to providing any assistance necessary once you have reviewed the contracts.



1255 23rd Street, N.W.
Washington, D.C. 20037
(202) 862-1900
Telex 197601 ACADED WSH
Fax (202) 862-1947

A

1. CONTRACT (IFDC, IMA, IABR, I) NO. **HRN-6006-C-00-3031-00** 3. EFFECTIVE DATE **09-30-93** 4. REQUISITION/PURCHASE REQUEST/PROJECT **See Section G**

5. ISSUED BY **U.S. Agency for International Development
Office of Procurement
FA/OP/A/HRN
Washington, D.C. 20523-1427** CODE **[]** 6. ADMINISTERED BY (If other than Item 5) **Tech. Office: R&D/H** CODE **[]**

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code) **The Partnership for Child Health Care, Inc.
(Joint Venture)
1255 - 23rd Street, N.W.
Washington, D.C. 20037** 8. DELIVERY FOB ORIGIN OTHER (S-) 9. DISCOUNT FOR PROMPT PAYMENT **N/A** 10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN: **See Sect** ITEM **[]**

11. SHIP TO/MARK FOR CODE **[]** FACILITY CODE **[]** 12. PAYMENT WILL BE MADE BY **FA/FM/CMP/DC
Room 700, SA-2
Washington, D.C. 20523** CODE **[]**

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: 10 U.S.C. 2304(c)(1) 41 U.S.C. 253(c)(1) 14. ACCOUNTING AND APPROPRIATION DATA **See Section G.6.**

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	See Section C				
This Obligation:					\$5,773.7

16G. TOTAL AMOUNT OF CONTRACT **\$ 73,154**

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 4 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. AWARD (Contractor is not required to sign this document.) 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 sheet. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print) **Stephen F. Moserley
Contracting Officer IV** 20A. NAME OF CONTRACTING OFFICER **Michael E. Gushue, OP/A/HRN** 19B. NAME OF CONTRACTOR **[Signature]** 19C. DATE SIGNED **9-30-93** 20B. UNITED STATES OF AMERICA BY **[Signature]** 20C. DATE SIGNED **SEP 30**

SUPPLIES OR SERVICES AND PRICES/COST
CORE CONTRACT

B.1. PURPOSE

The Contractor (a non profit joint venture, consisting of The Academy for Educational Development [AED], Management Sciences for Health [MSH] and John Snow Inc. [JSI]) shall provide/perform the definite quantity of services (level of effort) and submit/deliver the definite quantity of supplies (reports and other deliverables) necessary to implement AID's design for the core activities portion of the Basic Support for Institutionalizing Child Survival Project (936-6006), as specified herein.

B.2. SUPPLIES AND SERVICES

This contract is a Cost Plus Fixed Fee Level-of-Effort Contract. For the consideration set forth below, the Contractor shall, during the period specified in Section F. of this contract, provide/perform the following services and submit/deliver the following reports and other deliverables:

B.2.(a) Services

In accordance with AID's project design and the Contractor's original proposal and/or best and final offer which is accepted by AID through award of this contract, the Contractor shall provide/perform 4325 total person-months of direct employee, consultant and/or subcontract labor (including key and support personnel, as further described in Sections C. and F. of this contract.

B.2.(b) Reports and Other Deliverables

The Contractor shall submit/deliver the quantities or reports and other deliverables as specified in Section C. of this contract.

B.3. TOTAL ESTIMATED COST, FIXED FEE, AND FINANCING

B.3.(a) Total Estimated Cost and Fixed Fee

The total estimated cost for performance of the work required hereunder, exclusive of the fixed fee, if any, is \$ 70,539,887. The fixed fee, if any, is \$2,615,094. The total estimated cost plus fixed fee, if any, is \$73,154,982.

B.3.(b) Funds Obligated

Funding for this contract shall be provided in increments (hereinafter referred to as "incremental funding") and shall be obligated by unilateral modifications to this contract. The Contractor's rights and responsibilities under incrementally-funded contracts are described in the clause of this contract entitled "Limitation of Funds" (FAR 52.232-22). Within the total estimated cost plus fixed fee (if any) specified in Section B.3.(a) above, the total amount currently obligated and available for reimbursement of allowable costs incurred by the Contractor and payment of fee, if any, for performance of the work required hereunder during the base period described in Section F. of this contract is \$5,773,775. 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) and "Limitation of Funds" (FAR 52.232-22).

B.3.(c) Period of Performance for Obligated Funds

It is anticipated that the obligated amount will be sufficient to fund the Contractor's performance for the estimated period beginning on the effective date of this contract (see Section F.1. of this contract) through approximately March 30, 1994.

B.3.(d) Source of Funds

The source of funding for this contract is the R&D/Health Technical Office, i.e., A.I.D./Washington's Bureau for Research and Development, Office of Health. Such funding is intended for what is hereinafter referred to as the "core activities" portion of this project. However, A.I.D. anticipates that other A.I.D./Washington Bureaus and Offices as well as USAID missions will require access to the resources and expertise developed by and under this contract. This access is acquired

under a requirements (also known as "buy-in) contract. A buy-in is the acquisition of services which are related and complementary to, and within the scope of work contained in this contract. Such buy-ins are not included in this contract, but shall be implemented under a companion Requirements-type contract (Contract Number HRN-6006-Q-00-3032-00).

B.4. BUDGET

B.4.(a) The following itemized budget sets forth the estimates for dollar costs for individual line items of cost, and the fixed fee, if any, for providing the services and other deliverables specified in this contract. Without the prior written approval of the Contracting Officer, the Contractor may not exceed the total estimated cost set forth in Section B.3.(a) above, or the obligated amount set forth in Section B.3.(b) above, whichever is less. Without the prior written approval of the Contracting Officer, the Contractor may not exceed the estimated dollar cost for any individual line item of cost shown below by more than 15% of such line item, except for indirect costs, which are governed by Section B.6. below.

B.4.(b) Itemized Budget

Salaries and Wages.....	\$ 17,480,088
Fringe Benefits.....	1,891,296
Overhead.....	12,251,116
Consultants.....	606,760
Travel and Per Diem.....	9,997,500
Allowances.....	2,600,000
Nonexpendable Equipment, Grants and Commodities.....	3,300,000
Subcontract(s).....	8,783,710
Other Direct Costs.....	13,260,514
G&A.....	368,904
Subtotal.....	70,539,888
Fixed Fee.....	2,615,094
TOTAL ESTIMATED COST	
PLUS FIXED FEE.....	\$73,154,982

B.4.(c) The inclusion of a dollar amount for salaries and wages, subcontract(s), and/or consultants in the above budget does not obviate the requirements of the clause of this contract entitled, "Subcontracts under Cost-Reimbursement and Letter Contracts" (FAR 52.244-02), or Section H. of this contract for prior written approval by the A.I.D. official indicated therein.

B.4.(d) The inclusion of any costs in the above budget does not obviate the requirement for prior approval by the Contracting Officer of cost items designated as requiring prior approval by any of the terms and conditions of this contract including the applicable cost principles, nor does it constitute a determination of allowability by the Contracting Officer of any item of cost, unless specifically stated elsewhere in this contract.

B.4.(e) The Contractor also agrees to furnish data which the Contracting Officer may request on costs expended or accrued under this contract in support of the budget information provided herein.

B.4.(f) All purchases of nonexpendable equipment require approval of the Contracting Officer, except as specified in Section H. Approvals provided pursuant to this paragraph must be within the terms of this contract, and shall not serve to change them in any way.

B.5. ESTABLISHMENT OF INDIRECT COST RATES

An indirect cost rate or rates shall be established for each of the Contractor's accounting periods which apply to this contract. Pending establishment of revised provisional, final, or revised predetermined indirect cost rates for each of the Contractor's accounting periods which apply to this contract, payments on account of allowable indirect costs shall be made on the basis of the joint venture partners provisional rates as shown in their current Negotiated Indirect Cost Rate Agreements, which are hereby incorporated by reference. Those rates are summarized as follows:

<u>Description</u>	<u>Rate</u>	<u>Base</u>	<u>Type</u>	<u>Period</u>
Fringe Benefits:				
AED:	30%	1/	1/	until amended
Overhead:				
AED:	31%	1a/	1a/	until amended
JSI:	70%	2/	2/	until amended
MSH:	80%	3/	3/	until amended
	50%	3a/	3a/	until amended
G&A:				
AED:	4%	4/	4/	until amended

1/ Base of Application: Direct salaries.
Type of Rate: Provisional

1a/ Base of Application: Total direct costs, excluding subcontract, Opexer. personnel and other administrated funds; awards; equipment; educational, post differential, and housing allowances; and participant expenses.
Type of Rate: Provisional

2/ Base of Application: Direct salaries and wages including vacation, holiday and sick pay but excluding other fringe benefits.
Type of Rate: Provisional

3/ Base of Application: Employee direct labor plus holiday, vacation and sick pay.
Type of Rate: Provisional

3a/ Base of Application: Consultant fees.
Type of Rate: Provisional

4/ Base of Application: Subcontract expenses including Opexer. personnel who are primarily employees of host countries governments and other administrated funds.
Type of Rate: Provisional

(Note: The provisional/pre-determined rates for subcontractors, as evidenced in the contractor's best and final proposal are hereby incorporated by reference.)

B.6. ADVANCE UNDERSTANDING ON CEILING INDIRECT COST RATES AND FINAL REIMBURSEMENT FOR INDIRECT COSTS

B.6.(a) Notwithstanding any other clause of this contract, for each of the Contractor's accounting periods during the term of this contract, the parties agree that the distribution rates for establishment of final indirect rates shall be in accordance with Section B.5, and the contractor's best and final cost proposal which is hereby incorporated by reference.

The Contractor shall make no change in its established method of classifying or allocating indirect costs without the prior written approval of the Contracting Officer.

B.6.(b) Reimbursement for indirect costs shall be at final negotiated final or predetermined rates, but not in excess of the following ceiling rates:

AED:	Overhead:	35%	thru end of contract
	G&A:	5%	thru end of contract
JSI:	Overhead:	75%	thru end of contract
MSH:	Overhead:		
	thru 6/30/94	86% Salaries	52% Consultants
	thru 6/30/95	87%	53% Consultants
	thru 6/30/96	88% Salaries	54% Consultants
	thru 6/30/97	89%	55% Consultants
	thru 6/30/98	90% Salaries	56% Consultants

(Note: The ceiling rates proposed for subcontractors, as evidenced in the contractor's best and final proposal are hereby incorporated by reference.)

B.6.(c) The Government shall not be obligated to pay any amount on account of indirect costs above the ceiling rates established herein.

B.6.(d) This advance understanding shall not change any monetary ceiling, cost limitation, or obligation established in the contract.

B.7. ADVANCE PAYMENT, AND LOGISTIC SUPPORT TO THE CONTRACTOR

B.7.(a) Payment

The government will provide advance payments to the non-profit joint venture, though a Letter of Credit, in accordance with the terms and conditions in the clauses of this contract entitled, "Advance Payment" (FAR 52.232-12, Alt II), and AIDAR 752.232-70. (It is noted that only the non-profit partners of the joint venture will be eligible for advance payments and that the profit making partner shall be paid by normal cost reimbursement method.) Payment under this contract will be for reasonable, allocable, and necessary costs incurred during performance of this contract, subject to the clauses of this contract entitled "Limitation of Cost" (FAR 52.232-20) and "Limitation of Funds" (FAR 52.232-22), and other applicable terms and conditions of this contract.

B.7.(b) Fixed Fee

The Contractor shall be paid a fixed fee in accordance with the terms and conditions negotiated in the contractors' best and final cost proposal. Payment of fee will be made at the time of each payment to the Contractor for allowable dollar costs, such that the Contractor shall be paid a dollar amount which is in the same ratio to the total fixed fee as the related payment being made for allowable dollar costs is to the total estimated cost, as amended from time to time; provided however, that whenever in the opinion of the Contracting Officer such payment would result in a percentage of fee in excess of the percentage of work completion, further payment of fee may be suspended until the Contractor has made sufficient progress, in the opinion of the Contracting Officer, to justify further payment of fee up to the agreed ratio; provided further, that after payment of eighty-five percent (85%) of the total fixed fee, the provisions of the clause of this contract entitled "Fixed Fee" (FAR 52.216-08) shall be followed.

B.7.(c) Payment

1. Payment shall be made in accordance with the clauses of this contract entitled "Advance Payments" (FAR 52.232-12, Alt II), "Prompt Payment" (FAR 52.232-25), "Electronic Funds Transfer" (FAR 52.232-28), "Documentation for Payment" (AIDAR 752.7003), and, if applicable, "Fixed Fee" (FAR 52.216-08) and "Letter of Credit Advance Payments" (AIDAR 752.232-70).

2. Payment shall be made by the payment office designated in Section G.2. of this contract.

B.7.(d) Logistical Support

1. The Contractor shall be responsible for providing or arranging for all logistic support in the United States and shall generally be responsible for providing or arranging for all logistic support for its overseas performance of this contract.

2. To the extent that a USAID Mission or a cooperating country provides logistic support for the Contractor's overseas performance under this contract, the costs of such logistic support shall not be charged by the Cooperating Country and/or the USAID Mission to the Contractor, and shall not be charged by the Contractor to this contract. Logistic support provided in the form of local currency shall be paid to the Contractor in a manner adapted to the local situation and as agreed to by the Mission Director, in writing. The documentation for such costs shall be on such forms and in such manner as the Mission Director shall prescribe.

3. If, under emergency circumstances, it is necessary for an USAID Mission to pay for any in-country costs on behalf of the Contractor in order to facilitate implementation of any activities under this contract, the Mission may bill the Contractor for such costs, and the Contractor may, in turn, charge those costs against this contract (however, see Section B.7.(d)[2] above, wherein logistic support to be provided by the Mission will be provided without charge). Under no circumstances will the Mission recoup those costs via an Advice of Charge (AOC) to the payment office. In addition, in order to maintain the Contractor's responsibility for compliance with the clauses of this contract entitled "Limitation of Cost" and "Limitation of Funds", a Mission may not pay any in-country cost without the prior written approval of the Contractor, which approval must indicate a maximum amount which may be paid.

END OF SECTION B

RFP A/HRN-6006-93-002
SECTION C
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT
CORE CONTRACT

C.1. **BACKGROUND**

A.I.D.'s Child Survival program developed from the recognition that the majority of the deaths and ill health of children in the developing world are potentially preventable: they are the result of common childhood diseases that are more frequently controlled and adequately treated in the developed countries. Principal among these are vaccine preventable diseases such as measles and neonatal tetanus; diarrheal diseases; pneumonia; and malaria. These diseases form a deadly cycle of interaction with progressive undernutrition that often begins as low birth weight.

The Child Survival Strategy, adopted in 1986, refined the approach set forth in the Health Assistance Policy of the same year. That approach emphasized the implementation of focused preventive and curative health intervention, aimed at the principal causes of morbidity and mortality in lesser developed countries. The Child Survival Strategy specifically directed this approach at reduction of infant and child mortality through the programmatic application of effective low-cost technologies, principally immunization, oral rehydration therapy (ORT) to prevent death from dehydrating diarrhea, improved nutrition, and reduction of high risk births through child spacing.

Joining with other international agencies including the World Health Organization, UNICEF, and private voluntary organizations, A.I.D. has committed over \$1.5 billion to the Child Survival effort. This effort has been an extraordinary success: since 1984, worldwide immunization rates of children against the six major vaccine-preventable diseases have increased from about 10 percent for each antigen in 1984 to near 80 percent in 1991 and the use of ORT has increased from

12 percent to 36 percent of diarrhea episodes. These unprecedented improvements in child health services have been associated with remarkable accomplishments: saving an estimated 4.2 million children's lives worldwide each year and the reduction of infant mortality in A.I.D.-assisted countries by more than six percent since 1985.

An important role in the success of Child Survival programs has been played by the R&D/Health global projects that have provided A.I.D.-assisted countries with technical assistance and support in the implementation of the Expanded Program on Immunization (EPI) and acute respiratory diseases (ARI) control, diarrheal disease control (CDD) and oral rehydration therapy, and information, education, and communication (IEC) and marketing technologies in support of Child Survival programs. These projects have provided resources and technical assistance to USAID missions and Child Survival programs in over 40 countries worldwide.

In spite of these accomplishments, substantial tasks remain. The present level of immunization in developing countries prevents only half of the deaths from diseases preventable using current vaccines; over two million such deaths still occur. Over three million child deaths from diarrhea also still occur annually. Acute respiratory infections, which are most severe and most frequently lethal in young infants, account for an estimated additional four million child deaths each year. In some countries, malaria adds substantially to infant and child death and frailty.

Beyond the immediate need for continuing the progress made through the Child Survival program, the most important challenge is sustaining that progress. This will be achieved in part by continuing the commitment to Child Survival activities, and in part by consolidating these activities into sustainable health programs. Such programs need to be institutionalized in effective and efficient delivery systems using a multisectoral approach to preserve child health and deliver Child Survival services.

At the 1991 World Summit for Children, the U.S. joined seventy other nations to continue the effort in assisting lesser developed countries reduce child deaths, improve child health, and sustain these improvements. In response to this commitment, the A.I.D. Office of Health has reviewed the

experience and lessons learned in the implementation of Child Survival programs and the context in which A.I.D. global projects deliver Child Survival technical assistance. This review has yielded the following conclusions, which form the basis for the design and implementation of the Basics Support for Institutionalizing Child Survival (BASICS) Project:

1. The clearly focused nature of the Child Survival interventions must be maintained, and access to and use of these interventions must be extended. The Child Survival strategy, with its focus on applying clearly defined appropriate technologies to diseases responsible for substantial amounts of infant and child deaths in the developing world, has contributed to a measurable change in the health situation of children worldwide. Increasing access to and use of the basic Child Survival interventions, especially immunization and prevention and appropriate treatment of diarrheal diseases based on oral rehydration therapy (ORT), must continue to be an essential element of A.I.D.'s Child Survival activities.
2. A limited number of additional interventions addressing other major causes of child mortality will be required to achieve greatest reductions in infant and child mortality. Beyond the child lives able to be saved by interventions against diarrheal and vaccine preventable diseases, millions of additional child deaths occur from pneumonia and malaria. The Child Survival experience has shown that low-cost effective treatment can be delivered in developing countries to prevent many of these deaths. While Child Survival includes nutrition (breastfeeding, weaning foods, and growth monitoring) and child spacing, such interventions will not be the focus of this project. Nutrition and child spacing activities are anticipated to take place in the areas where BASICS will operate, but BASICS is not expected to take a major role in the provision of technical assistance in these areas.
3. Child Survival programs must move toward integration of their interventions to reap the benefits of the investment in Child Survival in terms of developing sustainable health systems. In addition to saving children's lives, the Child Survival program has provided a foundation for delivering affordable and effective health care in lesser developed countries. Building on this foundation can begin by linking the common elements of the Child Survival interventions to form effective systems for delivery of preventive and curative services.

4. Important gains in both reduction of child mortality and in sustainability can be made by improving the effectiveness of the systems that deliver child health services. The intrinsic effectiveness and cost-effectiveness of the focused Child Survival interventions are frequently diminished by the inadequate quality of performance of the systems that deliver them. Missed opportunities to provide children with immunizations and other interventions, inadequate health worker practices and communication with caretakers, recurrent shortages or inappropriate and excessive use of needed vaccines, drugs and supplies, lack of effective supervision, and failure to collect appropriate information and to use it for program management are among the service delivery shortcomings that reduce the impact of Child Survival programs. Increasing effectiveness of these programs will require assistance in a number of cross-cutting areas: improved approaches to training and supervision; generation and use of information for management, resource allocation, and evaluation of program effects; functional logistic and supply systems including procurement and rational use of drugs, vaccines, and ORS; operations research to identify service delivery problems and their solutions; and improved organization and management of the health system itself to support local programming and innovation.

5. While addressing issues of effectiveness, it is also essential to improve efficiency of Child Survival programs. Recent assessments of Child Survival interventions have confirmed them to be extremely cost-effective in developing country settings. However, increased demands for other public health services prompted by epidemiologic and demographic transitions in many countries will result in increased competition for scarce financial, material, and human resources. At the same time, international donor resources are being distributed among more countries and invested in new programming areas. In this context, Child Survival programs must maximize output attained for each increment of resource investment. Integrating the components of Child Survival programs will contribute to increased efficiency by avoidance of duplication. Improving health systems will also contribute to increased efficiency by reducing waste and increasing the effective output of these systems. Enhancing the efficiency of Child Survival programs also implies the collection and use of cost data in management of health services and the use of cost-containment and cost-recovery mechanisms as appropriate.

6. Child Survival programs must look beyond the public sector to recruit additional resources for delivering and sustaining child health services. In reality, even very poor families spend much of their resources in obtaining care for sick children. Creative approaches, like Africa's Bamako Initiative, must be developed to direct these resources to effective and sustainable Child Survival services. In many countries, the private sector provides the majority of care for episodes of child illness, although most Child Survival program efforts have been concentrated in the public health sector. Involvement of various elements of the non-government health sector, including private health practitioners, non-governmental organizations (NGOs), and producers and marketers of products essential to prevention and treatment of common child illnesses, e.g. ORS, essential antibiotics, soap, is essential to extend and institutionalize Child Survival approaches. This approach allows governments to move from a principal role as providers of health services to one of managers and overseers of health sector resources in the interest of their populations.

7. Communication and marketing are essential to give families the information they need, stimulate behavior change, and create sustained demand for appropriate child health services. In the end, it is the family that decides to seek services when illness occurs and to put into practice preventive behaviors to reduce risk of child illness. A.I.D.'s experience shows that modern communication and marketing approaches can be successful not only in delivering information to families, but in changing key behaviors related to child health. Communication and marketing also create sustained demand for appropriate preventive and primary child health services. Effective information delivery complements the increased access and quality of child health services developed through other activities and gives the family the ability to make informed choices on health care options.

8. Within countries, strategies must be developed that identify and deliver Child Survival services to high risk subsets of the population. Even as national statistics on infant and child mortality improve, high rates of child illness and death may persist in important segments of the population. In various countries, such higher risk of child morbidity and mortality has been documented to exist among children of underserved rural areas, the urban poor, unempowered ethnic and other socially distinct groups, children living in

female-headed households, and female children in many countries. Identifying and targeting these high risk groups within a country will be an element in developing more effective and equitable Child Survival strategies.

9. Building national capabilities is essential to improve and sustain Child Survival activities. The 1991 Child Survival Report to Congress defines the challenges facing Child Survival: "Programs must be designed to ensure that countries have the institutional, managerial, financial and technical capacity, as well as the political commitment, to deliver effective child health interventions over the long term." In many countries, Child Survival programs have contributed substantially to the development of competent health and management professionals and personnel. This capability building function of Child Survival must be continued to provide a sustainable child health capabilities in A.I.D.-assisted countries. Building national capabilities implies human resource development through support of in-country and regional training and educational activities, and in some cases longer-term training to address critical needs. Capability building also implies using local expertise in planning, implementation, evaluation, and provision of consultative services. Linkages between countries and institutions in a country or region must be fostered to utilize and augment the existing human resources in these countries.

10. Institutionalizing Child Survival will require development and implementation of policies that support child health and child health services. Political support of governments for improving child health must be developed, and when developed must be translated into concrete policies that favor sustained effective interventions. This means working with governments to identify existing policy obstacles to improving child health and child health services, and to develop policies that favor child health. Providing a favorable policy environment also means identifying opportunities for collaboration with other sectors to ensure that the potential for improvement of health conditions which can, but does not automatically, result from other development activities is in fact realized.

11. Flexibility is essential in defining the mix of interventions and approaches needed to improve child health in different countries. There have always existed substantial differences in the levels of development and in the organizational structures and operational capabilities of

health systems in A.I.D.-assisted countries. There now also exist substantial differences in the maturity of Child Survival programs of countries and of USAID missions. Within a given program, some elements may be functioning well (such as training), while others may be functioning less than adequately (such as supervision or planning). Some countries may have well-established EPI and CDD programs, and even programs for ARI control, while others may need to start or re-start the most basic Child Survival services. Ministries of Health in some countries have decided that all Child Survival activities have to be delivered in an integrated mode, while others maintain and prefer separate program components. These differences, added to the varying epidemiologic and demographic profiles of countries, make it clear that effective assistance and support for Child Survival will depend upon a flexible approach that analyzes for each country the needs of the population, the capabilities and priorities of the institutions involved, the resources available from various sources, and the elements that most constrain (or unrealized opportunities to most increase) delivery of Child Survival services to the greatest number of children. These analyses can form the basis of plans to deliver assistance and support resources in a way likely to have the greatest and most sustainable impact.

C.2. PURPOSE

The goal of the BASICS project is to continue and sustain reductions in morbidity and mortality among infants and children in developing countries.

The purpose of the BASICS project is to support A.I.D.'s worldwide effort to expand access to and use of Child Survival interventions, principally immunization and prevention and treatment of diarrheal diseases, acute respiratory infections, and malaria among infants and children, and to increase and institutionalize the effective, efficient, and sustained use of those interventions.

The anticipated relationship and relative allocation of contract resources among interventions and activity areas is described and illustrated in Section J.1. These allocations shall form the basis for the staffing pattern as well as for all activities under the contract.

The approaches to be utilized by the Contractor in all aspects of contract implementation are described in Section J.2. As described in Section C.3.(b)(8)(C), the Contractor shall develop strategies for the implementation of these approaches and shall monitor and report on progress in their implementation as required under "Reporting Requirements".

NOTE: All references to the contract are applicable to both the core and requirement contracts that make up this procurement.

C.3. STATEMENT OF WORK

C.3.(a) Outputs

The contract shall produce the following outputs:

- Increased coverage of, access to, and use of EPI, CDD, ARI, malaria, and related Child Survival services.
- Development and application of service provider performance standards for delivery of EPI, CDD, ARI, malaria, and related Child Survival services based on internationally accepted algorithms and recommendations.
- Systematic assessments and improvements in the functioning of critical components of the health systems delivering Child Survival interventions.
- Effective, resource-appropriate information, education, and communication strategies for inducing and supporting appropriate preventive and care-seeking behaviors by families and health care providers.
- Development and evaluation of approaches to integrate delivery of Child Survival services.
- Identification and application of approaches to reduce waste, duplication, and missed opportunities, and to better use available resources, in delivery of Child Survival services.

Development and implementation of strategies to identify and provide Child Survival services to high risk populations.

- Identification and application of approaches to increase the participation of commercial and non-commercial segments of the private sector in the production, promotion, and delivery of child health related goods and services including appropriate immunization and effective case management and prevention of diarrheal diseases, acute respiratory infections, and malaria.

- Increased number of health workers and professionals with training and experience in technical and managerial skills related to Child Survival service delivery.

- Improved plans for child health program operation and sustainability.

Systematic assessments of policy related to child health and child health service delivery resulting in policy dialogue and modification.

C.3.(b) Tasks

In order to achieve the outputs identified in Section C.3.(a), the Contractor shall carry out the following tasks:

- technical assistance;
- human resource development through training;
- information dissemination, conferences and workshops;
- operations research, model projects, and surveys;
- a focused small grants program; and
- limited support of implementation of Child Survival programs through commodities and support for costs of essential activities.

The Contractor shall also carry out the additional tasks and obligations as detailed in Section C below:

- initial team planning meeting;
- start-up plan;
- strategy development;
- annual workplans;
- monitoring and evaluation of contract implementation;
- periodic management review meetings;
- Technical Advisory Group;
- coordination with other A.I.D. projects; and,
- coordination with other international agencies.

It is expected that in these activities the Contractor will draw upon a wide range of expertise from universities, international institutions, professional organizations, research institutions, private consulting firms, private voluntary and other non-governmental organizations, and appropriately skilled professionals.

In order to deliver the broad range and varying mix of support required for Child Survival programs in different countries, the Contractor shall maintain core technical capabilities in the following four operational areas:

- Disease Related Technical Support - EPI; CDD; ARI; malaria case management; infant and child feeding and nutrition (including research and evaluation).
- Service Delivery Support - Supervision; training; information systems; logistics and supply; quality assurance; operations research; surveillance.
- Communication and Marketing - IEC and behavioral interventions; marketing; community participation and mobilization.
- Planning and Management - Planning and policy; evaluation; primary health care management; organizational development; health care financing; private sector (commercial; non-profit and voluntary).

The Contractor shall stay abreast of current international activities in these technical areas in order to advise A.I.D. of new developments and their implications for the project, and to be maximally effective in implementation of contract activities, including the adaptation and incorporation of new findings. The Contractor shall have the technical and analytic capability to derive from international experiences, other A.I.D. funded cooperative agencies, and from contract activities appropriate guidance and strategies for contract implementation.

C.3.(b)(1) Technical Assistance

The Contractor shall provide four modes of technical assistance for Child Survival activities in A.I.D.-assisted countries: long-term, periodic, short-term, and regional advisors. For illustrative purposes, it is anticipated that unless otherwise

indicated (as for long-term technical assistance), the level of effort (LOE) as reflected in person months for technical assistance will be allocated as follows:

- * 40 percent in Africa;
- * 10 percent in Central America and the Caribbean;
- * 10 percent in South America;
- * 10 percent in Asia;
- * 10 percent in the Near East; and,
- * 20 percent in the Newly Independent States.

C.3.(b)(1)(A) Long-term technical assistance. The Contractor shall provide long-term technical assistance in an average of 15 countries each year throughout the life of the contract. The Contractor shall provide operational, administrative, and management support and oversight for all such long-term technical assistance. Long-term assistance is defined as a program of technical assistance and support to Child Survival activities in a country that includes a country advisor identified and provided by the Contractor; long-term technical assistance activities shall have a minimum duration of twelve consecutive months, with an anticipated average duration of three years per long-term site.

In delivery of long-term technical assistance, the Contractor shall provide the salary, benefits, allowances, and travel arrangements of the country advisor; support for establishment and operation of a suitable office in the country (including vehicle and support personnel as required); an approximate average budget of \$75,000 annually for support of activities other than technical assistance in support of Child Survival activities in the country; and four person-months of short-term technical assistance in addition to that delivered by the country advisor.

For the purposes of this proposal, the Contractor shall provide through core funds long-term technical assistance in an average of eight countries each year during the contract, and the capability to field and provide administrative, operational, and technical support (with the exception of in-country short-term technical assistance) to an additional seven long-term technical assistance programs each year funded through other sources. Of the eight country programs supported by core funds, it is anticipated that four will be in the Africa region, two in the Latin America/Caribbean region (one in South America, one in Central America), one in the Near East region, and one in southern Asia.

Of the seven long-term technical assistance country programs funded through sources other than core funds, it is anticipated that three of these countries will be in the Africa region, one in the Latin America/Caribbean region (South America), one in the Near East region, one in southern Asia, and one in one of the Newly Independent States of the former Soviet Union (NIS).

In execution of the Contract, it is anticipated that long-term country programs will be funded by a mix of core and other source funds.

Sites for long-term technical assistance will be identified by the COTR in collaboration with A.I.D. regional bureaus and USAID missions, and will be governed in part by the identification of priority or "Emphasis" countries. Long-term technical assistance shall be characterized by the following activities:

- collaborative development of a Country Activity Plan (CAP), including plans for timing and objectives of specific types of technical assistance to be provided in support of each activity component, as well as identification of indicators, benchmarks, and mechanisms for monitoring country-level contract activities;
- implementation of activities, including direct participation of the country advisor; the advisor shall provide technical assistance in areas in which she/he has specific expertise, and shall coordinate and oversee other activities involving local personnel and expertise and the resources of other international institutions (such as in-country training for health personnel);
- coordination and oversight of all additional technical assistance provided by the Contractor to the country program;
- identification of appropriate national and regional resources for incorporation into contract activities, and of key national personnel for local, regional, and/or U.S.-based training;

- close coordination of contract activities with the activities of other A.I.D. projects and of other national and international organizations; with COTR approval the Contractor shall establish mechanisms to ensure such coordination occurs; and
- periodic reporting on implementation of all country program activities, including progress made in achieving outputs identified in the CAP as well as in implementation of the strategies developed under the contract, as measured by specific indicators and benchmarks.

Through the long-term technical assistance mode, the Contractor shall provide - under direction of the COTR and in coordination with the country's USAID mission and local counterparts - continuity of assistance and activities in the context of the collaboratively developed Country Activity Plan.

In countries receiving long-term technical assistance, the Contractor shall provide a broad range of technical assistance and support for Child Survival activities, which may include the following:

- assistance in planning and implementation of EPI/CDD/ARI/malaria and other Child Survival interventions;
- assistance in planning and implementation of activities to improve or integrate the essential components of systems delivering Child Survival services;
- development and implementation of approaches to increase the participation of private sector entities in the production, promotion, or delivery of Child Survival related goods and services;
- identification and implementation of appropriate training, conferences, or workshops;
- identification of, need for, and assistance in design and execution of, surveys and operations research to improve or evaluate Child Survival activities;
- planning and implementation of IEC and marketing activities related to Child Survival activities;
- assistance in assessment of country and local policies related to child health and child health services, and support for policy dialogue.

In long-term technical assistance country programs, the Contractor shall identify, obtain COTR and USAID mission approval for the proposed candidate, field, supervise, and support the country advisor. Country advisors shall maintain close communication with contract headquarters and the appropriate regional advisor. The country advisor shall participate actively in development of workplans in the context of the Country Activity Plan, and in the monitoring and evaluation of contract implementation and of process and impact indicators. The country advisor shall also participate in the planning of budgets for contract country activities, ensure prompt and accurate reporting of all expenses, accruals, and commitments of funds, and monitor the financial status of their country program.

The Contractor shall ensure that the USAID mission in the country is given the opportunity to participate fully in the development of workplans and activity plans and in the monitoring and evaluation of country program status.

Subject to COTR approval, the Contractor shall maintain an appropriate, i.e. not elaborate, office and local support staff to assist the country advisor, and shall establish procedures and provide headquarters staff to effectively deliver the logistic and administrative support required, including negotiation of relevant allowances and benefits, clearances, and waivers. In addition to the salary, benefits, and allowances of the country advisor, for those long-term technical assistance programs supported by this contract, the Contractor shall provide local and international travel arrangements, communications, office and computer equipment, and vehicle as approved by the COTR and the Contracting Officer when required.

In addition to these costs of establishing and supporting a resident advisor, it is anticipated that the Contractor's support of each long-term technical assistance country program shall include provision of four person-months of short-term technical assistance in support of the country program activities, as well as an annual budget approved by the COTR of approximately \$75,000 per long-term site for in-country activities such as in-country training, IEC, meetings and workshops, and local materials development.

In long-term technical assistance country program supported by buy-in funds, it is anticipated that buy-in funds will support resident advisor salary, benefits and allowances; local office costs; short-term technical assistance; and the in-country operating budget.

C.3.(b)(1)(B) Periodic technical assistance. The Contractor shall provide periodic technical assistance in an average of six countries each year throughout the life of the contract. Periodic technical assistance is defined as the provision of more than three person months total of technical assistance per year in a country that does not have a resident advisor. This mode of technical assistance shall be utilized to provide technical assistance to one or more continuing activities in a country through intermittent site visits by appropriate technical experts, and in some instances through application of other contract resources including funding of key activities, without the presence of a country resident advisor. It is anticipated that in each country receiving periodic technical assistance the Contractor shall provide an average of four person months of short term technical assistance and a budget of approximately \$75,000 per country each year for in-country activities.

Through core funds, the Contractor shall support three of these six periodic technical assistance country programs during each year of the contract, and shall provide the capability to field and provide administrative and operational support to the additional three periodic technical assistance programs each year funded through other sources.

This mode of technical assistance may be most appropriate for smaller countries or countries with smaller Child Survival programs, where the presence of a resident long-term advisor is not considered cost-effective. Periodic technical assistance may also be appropriate for support of one or more continuing activities judged by the country, mission, and R&D/Health to be of substantial importance in improving or institutionalizing Child Survival services in countries that do not require resident long-term advisors because they have adequate institutional and technical capability to provide continuous day-to-day oversight and management of those activities. The Contractor shall carry out periodic technical assistance activities in an A.I.D.-assisted country in collaboration with one or more in-country institutions, and shall establish within three months of activity start-up a written agreement with these institutions that defines roles and tasks for the duration of the technical assistance.

As is the case for long-term technical assistance, the Contractor shall conduct periodic technical assistance activities in the context of a Country Activity Plan. Through the operations staff of the project, in consultation with technical staff and consultants, the Contractor shall oversee and monitor periodic technical assistance activities through the application of predetermined indicators and benchmarks.

Development, planning, and support of long-term and periodic technical assistance activities. In some cases, the BASICS Contractor may be requested to continue technical assistance activities previously carried out under another A.I.D. Child Survival project. In such cases, the Contractor shall identify and carry out, with the approval of the COTR and the USAID mission, the mechanisms and steps required to provide a smooth transition and continuation of essential activities.

In countries where a long-term or periodic technical assistance activity is being proposed or considered, the Contractor shall conduct planning visits by multidisciplinary teams representing each of the four general technical capability areas identified in Section C.3. and the operations staff of the project. In areas where a contract regional advisor is in place, the regional advisor may also participate in these planning visits. In some cases, preliminary exploratory visits by a single contract representative or a smaller group may precede a planning team visit.

Planning team visits are expected to last from three to six weeks. During this time, the team shall work with the A.I.D. mission and the host country government and/or other institutions to gather the information needed to identify the appropriate role of the project, estimate the cost and sources of funding support for the proposed country program, and develop the Country Activity Plan, as detailed below.

Drawing on the analysis provided by the planning team and the input of other staff members and experts, the Contractor shall develop for each country having a long-term or periodic technical assistance program a Country Activity Plan that will be the basis for contract activities in that country. In performing the analysis to develop this plan, the Contractor shall draw on existing data (e.g., the demographic and health survey) and evaluations already conducted by the mission and country and shall take into account the country's political,

socio-economic, cultural, epidemiological, and institutional conditions. This analysis shall also include the managerial and health service delivery capabilities in the country and the pathways through which health and Child Survival services are delivered and demanded. The Contractor shall develop a generic outline for Country Activity Plans that shall be adapted to guide the assessment process and development of the CAP in each country; prior to any data collection or analysis, the Contractor shall have COTR approval of the outline to be used in development of each country's activity plan.

The Contractor shall address at a minimum the following factors in the analysis leading to the Country Activity Plan (CAP):

- principal disease causes of infant and child morbidity and mortality;
- the situation of families and children at risk, and determinants of their preventive and care-seeking practices;
- identification of population subsets with high risk or low levels of available services;
- existing programs, organization, capabilities, and weaknesses of public health services;
- active and potential private sector sources of child health-related services;
- the country's development plan and child health goals;
- political commitment to Child Survival;
- capital requirements and recurrent costs;
- community perceptions and concerns;
- A.I.D.'s comparative advantage;
- ongoing and planned USAID bilateral and centrally funded activities;
- the USAID mission's Child Survival plan;
- other donor activities; and,
- the potential for institutionalization and sustainability.

The Contractor, in collaboration with the appropriate R&D/H cooperating agencies and other donors, shall develop from this analysis the Country Activity Plan. The Country Activity Plan will be the strategy that guides the project's activities for each country or contract site. It shall identify activities that support the most effective, efficient, and sustainable delivery of the most appropriate package of Child Survival interventions, and means to strengthen relevant institutional

capacities. The CAP shall also specify the relationship of the country strategy and planned activities to the contract outputs and to the overall strategies developed by the Contractor for implementation of the approaches of the BASICS contract identified in section J.2.

In some cases, the CAP may be finalized during the initial planning team visit. In other cases, the Country Activity Plan may be finalized through negotiations and discussions between contract headquarters and regional staff and the mission and counterparts or through an additional visit. The Contractor shall not have authority to commit any A.I.D. resources without approval of the COTR. In all cases, the CAP shall require the approval of the COTR in its final form.

In the CAP, the Contractor shall identify the indicators that will be used for tracking contract activities and related effects and impact as appropriate, as well as benchmarks to be used in evaluation of progress as measured by these indicators. The Contractor shall establish a monitoring and evaluation plan for country activities, specifying the mechanisms and frequency with which these indicators will be measured and the procedures by which these measurements will be reviewed and evaluated against determined benchmarks. It is anticipated that monitoring of the majority of these indicators will occur on at least a quarterly basis. Results of these measurements and discussion of activities in relation to overall contract outputs and strategies shall be included in the Contractor's required quarterly and annual reports.

The Contractor shall conduct periodic (at least annual) reviews of contract activities' outputs, the resulting progress toward specified goals, and the need to reorient or modify specific activity components of the CAP. In the CAP, the Contractor shall identify logical "stop points" for the planned implementation of each contract activity in the country; these will be points at which the activity will be evaluated in relation to progress, effectiveness, cost, and updated priorities, permitting the making of a "go/no go" decision regarding continuation of the activity aimed at most effective use of contract resources.

At the conclusion of country activities, a final report shall be produced requiring COTR approval that includes a review of the planning, implementation, monitoring and evaluation work as well as a detailed discussion of the inputs, processes, intermediate outcomes and impact.

For each country receiving long-term and periodic assistance activities, the Contractor shall support these activities through a cluster of headquarters technical, operations, and administrative professional and support staff pertinent to the program laid out in the Country Activity Plan. The headquarters staff cluster that supports each long-term or periodic country program shall consist at a minimum of one or more contract staff from each of the four operational areas identified in Section C.3., a member of the operations staff, and a member of the administrative staff. The technical and staff composition of the cluster for each country program shall provide the technical input most relevant to the activities planned for that country and ensure that a cross cutting strategy is used rather than focusing on a single functional approach. The composition of the cluster shall be identified by the Project Director and approved by the COTR. Should the composition of the cluster deviate from the original members assigned to it, the COTR shall approve such changes.

Each cluster shall be directed by a single designated staff member who has decision making authority, ensures coordination and continuity of efforts, monitors implementation and results, and is tasked with identifying corrective action if required.

Through the technical and operations staff working in a cluster, the Contractor shall be responsible for providing continuous input and support to the activities carried out in the country, as well as for the headquarters component of the planning, monitoring, and evaluation of those activities. Each cluster shall use a strategic planning approach that includes both short and long-term "stop points", benchmarks, and outcomes.

C.3.(b)(1)(C) Short-term technical assistance. In addition to the short-term technical assistance provided in support of long-term and periodic country technical assistance programs and to that specified in connection with other activities under the contract, the Contractor shall provide up to 690 person months of short-term technical assistance during the life of the contract for Child Survival related activities in A.I.D.-assisted countries. Should a country require more than three months of short-term technical assistance total per year, it shall fall into the periodic technical assistance category with all the applicable requirements, including the development of a Country Activity Plan.

With the approval of the COTR, short-term technical assistance will be delivered in response to requests by a mission, or through the mission by a MOH, PVO or other organization. Given the mix of disciplines available through the contract and the volume of demand experienced by R&D/Health's preceding Child Survival projects, it is anticipated that such short-term assistance will likely be required to enhance, complement or supplement planned or ongoing child health activities in a country, or to assist missions in the planning of such activities.

Through core funds, the Contractor shall provide an average of approximately 47 person months of such short-term technical assistance during each year of the contract, and shall provide the capability to field and provide support for an additional average of up to 91 person months of short-term technical assistance each year funded through other sources.

In countries with long-term technical assistance programs, the Contractor shall endeavor to include short-term technical assistance as part of the overall planned activities, because past experience has shown that isolated short-term activities without relationship to a broader context may have limited effect. However, this component of technical assistance is also intended to increase the contract's responsiveness to USAID missions, and therefore, with the approval of the COTR, the Contractor will have the flexibility to deliver short-term technical assistance in areas where the mission identifies need outside the long-term Country Activity Plan, as well as to missions that do not have other project activities.

With COTR approval, the Contractor may provide short-term technical assistance in collaboration with activities of other international organizations, e.g. in support of design of the health component of an International Development Bank project in an A.I.D.-assisted country. The Contractor shall establish procedures and mechanisms for prompt identification and fielding of competent technical consultants in response to mission and other requests and contract activity needs. When multiple consultant visits in support of an activity are anticipated, the Contractor shall endeavor to coordinate these visits in order to maximize effective interaction of technical input and to provide continuity of technical assistance.

The Contractor shall establish and maintain a roster and curricula vitae of consultants in areas in which the contract anticipates demand for short-term technical assistance. As detailed in Section C.4. (Quarterly Progress Report), the Contractor shall provide a quarterly update of the number and type of consultants in the consultant roster. Included in the update shall be data on the areas of technical capability, language proficiency, geocultural expertise and additional categories as approved by the COTR. Consultants and the scopes of work for their assignments must be approved by the COTR and the USAID mission. In all cases, the Contractor shall clear consultant and staff technical assistance travel through A.I.D. channels in a timely manner. It is required that unless extraordinary circumstances arise, the Contractor shall provide a minimum of 30 days for a USAID mission to provide country clearance for any staff member or consultant.

The Contractor shall provide adequate briefing and background materials to each consultant; in some cases, this may entail briefings or team planning meetings in contract headquarters or by regional advisors. The Contractor shall also ensure that all consultants are thoroughly oriented to contract outputs, strategies, and objectives. The Contractor shall supply this information to each consultant at the time of initial assignment with the project; the purpose of this orientation will be to assure that each technical assistance activity is executed in a manner most consistent with the goal and purpose of the project.

In some cases, the Contractor may be requested to provide assistance to missions or regional bureaus in activities related to the design and development of new Child Survival activities. With the approval of the COTR, the Contractor shall provide this assistance. It is anticipated that this assistance will generally be provided through the short-term technical assistance mode; in countries having long-term technical assistance programs, design and development assistance may be provided through those programs, utilizing input from the country advisor and other experts identified and provided by the contractor, or may be provided separate from other contract activities through short-term technical assistance. In some instances, at mission request and with COTR approval, the Contractor shall provide the assistance of a regional advisor to assist in activities related to design and development of a bilateral project.

To provide a systematic framework for the development of new bilateral Child Survival projects, the Contractor shall, in consultation with and with the approval of the COTR, develop a structured approach to assess the underlying country situation in regard to the child health situation, the status of key components of effective and sustainable Child Survival activities, the potential public, private, and international participants in Child Survival activities, and the areas of comparative advantage of A.I.D. in contributing to an appropriate Child Survival program in the country. This structured approach basically will be an adaptation of the assessment approach used to develop the Country Activity Plan for BASICS activities in a country. In this case, however, the intent of the assessment is not principally to identify BASICS' role in the country, but to provide input for the appropriate design of the bilateral Child Survival program.

This assessment could identify potential roles for BASICS and for other regional or global A.I.D. technical assistance, data gathering, or applied research projects; therefore, the Contractor shall establish a mechanism to familiarize contract staff or consultants involved in developing input for bilateral project development with the capabilities available through each of the pertinent regional or global Child Survival projects available to the mission.

C.3.(b)(1)(D) Regional advisors. In each year of the contract, the Contractor shall provide a minimum of three regional advisors in support of contract activities. These regional advisors shall be members of the contract headquarters key staff who shall be stationed in country sites agreed to by the COTR, the pertinent A.I.D. regional bureau, and the USAID missions in those countries. The Contractor shall support these regional advisors from core funds, providing the salary, benefits, allowances, and travel arrangements of the regional advisor as well as support for establishment and operation of a suitable office in the country (including communication and materials costs as well as vehicle and support personnel as required).

Through these regional advisors, the Contractor shall provide technical and administrative support to country activities in the region, providing greater proximity to the countries and an efficient alternative to dependence on U.S.-based staff for technical and managerial support of contract field activities. Regional advisors shall provide assistance and backstopping to long-term and periodic country programs, and assist in coordination and oversight of contract activities in countries not having resident advisors.

For countries having country advisors, the role of the regional advisor shall be to assist the country advisor in planning, coordination, implementation, monitoring, and evaluation. The Contractor shall ensure that the supervision of country advisors and country programs resides with contract headquarters; regional advisors shall act as senior technical consultants to the country advisors for technical and planning/management functions. The country advisor shall be fully involved in planning, budgeting, and monitoring, and shall be principally responsible for interactions with host country institutions and the USAID mission, including regular provision of complete and up-to-date reports on implementation and financial status of country activities.

C.3.(b)(2) Human Resource Development

In addition to the substantial amount of in-country training expected to be carried out in the course of country programs receiving long-term or periodic technical assistance, the Contractor shall support additional short-term training activities related to implementation and institutionalization of Child Survival activities.

Training activities under this contract shall be based on the extensive experience in health worker and professional training acquired by previous Child Survival and other A.I.D. projects and by other institutions. The Contractor must be proficient and knowledgeable in performance-based approaches that apply methodologies of greatest demonstrated effectiveness, provide actual skills to trainees, and address constraints to implementation of modified behavior and implementation of new skills in the actual work setting.

For countries having long-term or periodic technical assistance programs, the Contractor shall include a training plan as part of the Country Activity Plan to ensure that training directly addresses the needs of the country and contributes to achieving the established targets.

The Contractor shall support three modes of short-term training: in-country, regional, and U.S.-based. Such training shall not be provided to any contract staff, as they are expected to be proficient and state-of-the-art in their technical or operational field(s). If approved by the COTR, the Contractor may also support host country nationals for brief study tours to learn from successful activities in other countries or areas.

C.3.(b)(2)(A) In-country (local) training. The Contractor shall support up to approximately 2,400 person-weeks per year of in-country training. It is anticipated that much of this training will be carried out in countries where the contract has other activities, although such training may also be carried out with organizational support of other A.I.D. projects or of other organizations. It is estimated that this training will be carried out in approximately 120 one-week training sessions each year having 20 participants in each session and costing approximately \$3,000 per session; it is anticipated that 25% of these in-country training sessions will require up to one week of short-term technical assistance for their execution, for a total of seven person months per year. Wherever possible, the Contractor shall share planning and support of in-country training with other local or international institutions working in the country. Training activities shall include training of trainers to develop sustained training capacity in countries.

C.3.(b)(2)(B) Training at regional institutions. The Contractor shall support up to approximately 32 person-months per year of short-term training (average two months' duration) of key professionals and staff from host countries at regional institutions, based on an estimate of \$3,600 total cost per person for a two week regional training activity. The contractor will systematically identify and assess regional institutions to determine those capable of providing effective training in technical areas related to the implementation, management, and sustainability of Child Survival activities. The Contractor shall utilize regional institutions for training when they offer a relative advantage over other training modes, based on the quality of technical content, cultural and socioeconomic relevance of their training program, and other advantages such as continued contact with and between alumni.

C.3.(b)(2)(C) U.S.-based training. The Contractor shall support up to approximately 20 person-months per year of training of key host country personnel in short (generally no more than four months' duration) existing non-degree courses in U.S. institutions, based on an estimate of \$15,000 total cost for a two month training program in the U.S. The Contractor shall utilize such courses when they offer clear advantages over other training modes, such as technical content or quality clearly more appropriate to the training needs than other options. The Contractor shall carry out this U.S.-based training in cooperation with the A.I.D. Office of International Training.

Trainees will generally be persons occupying key mid-level positions in their host country institution, and shall be selected on the basis of criteria that include their capability to absorb successfully the training, the likelihood of their being able to apply the training content upon their return, their career trajectory, and their endorsement by their institution.

The Contractor shall establish procedures and mechanisms for identifying, evaluating, gaining approval for, and supporting key persons in A.I.D.-assisted countries who will receive out-of-country training under the project. The Contractor shall identify regional and U.S. institutions capable of providing training relevant to contract objectives, and shall evaluate the orientation, quality, and advantages of training at those institutions. In making plans for training, the Contractor shall include planned follow-on interactions with persons trained on at least a semi-annual basis, as well as tracking and monitoring to determine impact of the training for all persons trained.

All persons identified as candidates for out-of-country training shall be approved by the COTR, the USAID mission in the country on whose behalf the training is being supported, the USAID mission in the country where the training will be received (in the case of regional institutions), and the institution in which the person works, if the training is intended as part of strengthening that institution.

The contractor's support for out-of-country training shall include arranging acceptance to the indicated program (including assurance that the candidate meets all language and other requirements), required visas and clearances, living arrangements while in training, travel, and supplies and materials if needed. The Contractor shall coordinate U.S.-based training with the A.I.D. Office of International Training. At the minimum, the Contractor shall conduct semi-annual meetings with AID/OIT and exchange information about training programs, course content and evaluations and follow-up with those persons trained through this contract.

In addition to direct support for training activities, the Contractor shall be prepared to support the adaptation or modification of curricula in areas relevant to Child Survival such as management, public health, health care financing and

economics, medicine, nursing, and communication. The Contractor shall also be prepared to support the incorporation of relevant material on Child Survival therapeutic and preventive technologies, communication and behavior change methodologies, and health sector management and administrative functions into formal educational curricula and health professional training including pre-service or in-service courses or modules.

C.3.(b)(3) Information dissemination

The Contractor shall carry out the following activities for generation and dissemination of information related to Child Survival and child health services; it is anticipated that these information dissemination activities shall be supported by core funds and carried out by headquarters personnel, with the exception of short-term technical assistance as indicated:

C.3.(b)(3)(A) Production of manuals and guides. The Contractor shall produce a minimum of fifteen manuals and guides during the life of the contract. An important principle of R&D/Health centrally-funded technical assistance projects is that they not only assist in the implementation of activities at the country level, but derive from these activities systematic approaches and problem-solving techniques that can be captured in methodologies and promulgated in the form of guides and manuals allowing the application of these approaches in other sites. Therefore, these manuals and guides shall represent the systematic presentation of technologies and methodologies derived from contract activities in a manner that permits such application by other users.

The Contractor shall give high priority to the derivation, documentation, and dissemination of such guides and manuals based on contract activities. It is anticipated that the Contractor shall produce an average of three such manuals and guides during each year of the contract, and that up to six person months of short-term technical assistance will be required in the production of each manual or guide.

Examples of areas in which guides might be produced include systematic approaches to integrating elements of Child Survival programs, developing curricula and training materials for specific categories of health workers, delivery of Child Survival services in specific high risk settings, nutritional management of child illnesses, avoidance and management of

antimicrobial resistance in relation to an important child illness (such as dysentery, ARI, malaria), management of child health delivery systems, working with private sector providers of child health-related goods and services, and evaluating various levels of policy in relation to child health.

The Contractor shall ensure that such manuals and guides are not redundant with existing materials produced by A.I.D. or other organizations, unless considerable new information justifies the production of new materials. Whenever possible, the Contractor shall coordinate approaches and seek consensus with other major organizations working in Child Survival in preparation of contract manuals and guides, to maximize usefulness and cooperation in support of Child Survival programs.

C.3.(b)(3)(B) Documentation and dissemination of contract experience and expert analyses. In addition to the production of manuals and guides, the Contractor shall support documentation and dissemination of contract experience and expert analyses of global experience beyond the production and distribution of routine reports. The Contractor shall include an evaluation of whether and how to document and disseminate contract experience during the planning stage of activities such as technical assistance, surveys, operations research, and conferences and workshops. The Contractor shall publish and distribute broadly in mailing, information exchange workshops, and conferences findings from the project's activities and analyses of important Child Survival-related issues. This activity shall include the publication and dissemination of a yearly average of twelve products documenting contract experience during each year of the contract. It is anticipated that the production of each product shall require up to one-half person-month of short-term technical assistance. Products generated from the contract may include issues papers, case studies, reports (other than routine periodic and trip reports), field notes, periodic reviews and abstracts of global literature, newsletters, brief technical communications summarizing key issues or activities, bibliographies, policy dialogue tools, and videos or other audiovisual materials.

Potential beneficiaries of this information include persons from a wide range of disciplines and functions such as physicians, nurses, communicators, planners, anthropologists, economists, government officials, as well as donor agencies, PVOs, schools, A.I.D. missions and bureaus, and other A.I.D. projects. The Contractor shall emphasize the publishing in peer reviewed

journals of information generated through the project; a minimum of fifteen major articles shall be published in peer reviewed journals within the life of the contract. Topics and journals targeted for submission of articles shall be determined jointly with the COTR and the Contractor.

C.3.(b)(3)(C) Information Center. The Contractor shall establish an information center that will house and distribute the documents and publications produced by the contract and provide information services to the project. This information center shall acquire and house relevant technical documents, catalogue them, and distribute copies to appropriate sites and service providers, including A.I.D. offices, bureaus and missions as well as other organizations involved in Child Survival activities.

This information center shall provide or coordinate information services including desktop publishing, mailing list establishment and maintenance, readership evaluation, audiovisual materials, and technical reference and library services. This information center shall develop and maintain a computerized mailing list and shall establish linkages and exchange of pertinent materials with the information services of other A.I.D. projects and of international organizations and other institutions engaged in activities related to Child Survival.

As directed by the COTR, the Contractor shall receive, maintain, and distribute through this information center the publications and information products of other A.I.D. Child Survival projects, and shall house, catalogue, and distribute the publications and reports of other A.I.D. Child Survival projects when the respective contracts terminate. At the conclusion of the BASICS contract, all materials included in the Information Center shall be catalogued and distributed as approved and designated by the COTR.

It is anticipated that the information center shall require up to two months of short-term technical assistance for its functioning during each year of the contract.

It is estimated that the cost of these information dissemination services, exclusive of headquarters staff time and short-term technical assistance, shall be approximately \$105,000 each year throughout the life of the contract.

C.3.(b)(4) Conferences and workshops.

With the approval of the COTR, the Contractor shall plan, organize, and carry out international, regional, or local conferences and workshops. These workshops and conferences shall provide opportunities for exchange of new technical knowledge and of practical experience, or the exchange of opinions or the development of consensus regarding the state-of-the-art among technical experts in important areas of Child Survival and child health. With the exception of anticipated buy-in/OYB transfer support for approximately one-half of the costs of "sponsored" and "supported" regional and local conferences and workshops, it is anticipated that these conferences and workshops shall be supported by core funds.

The Contractor shall support the planning, organization, execution, and documentation of the following categories of conferences and workshops:

C.3.(b)(4)(A) International conferences. The Contractor shall carry out up to four major international conferences during the life of the contract. It is estimated that each such conference will cost approximately \$250,000 exclusive of headquarters personnel technical and administrative costs and short-term technical assistance. It is estimated that each such conference will require up to four person months of short-term technical assistance.

C.3.(b)(4)(B) Sponsored conferences. The Contractor shall carry out an average of up to three "sponsored" regional or country-level conferences or workshops during each year of the contract. It is estimated that each such conference will cost approximately \$35,000 exclusive of headquarters personnel technical and administrative costs and short-term technical assistance. It is estimated that each such conference will require up to one person month of short-term technical assistance.

C.3.(b)(4)(C) Supported conferences. The Contractor shall collaborate with other organizations and provide resources and support totalling approximately \$10,000 each (exclusive of headquarters technical and administrative support and technical assistance) for an average of up to six additional conferences or workshops during each year of the contract. It is estimated that up to two person months of short-term technical assistance will be required each year for support of all "supported" conferences in that year.

C.3.(b)(5) Operations research, surveys, and model projects.

The Contractor shall dedicate up to approximately 6 percent of all contract resources, including other direct costs, supported by core funds to the development and implementation of focused operations research activities, surveys, and model projects; this shall include the provision of approximately 20 person-months of short-term technical assistance each year in the execution of these activities. Additional operations research, surveys, and model projects may be supported by other sources of funds.

All operations research, surveys and model projects shall be described in detail and submitted to the COTR for approval prior to initiation of any activity. Each proposal shall describe the activities proposed, the resource requirements, the expected results, how these results will be utilized by the USAID Mission, host country and any wider audience, and how this particular activity fits into the outputs of this contract. These activities shall be carried out in areas where the application of current knowledge through technical assistance is not sufficient to address program needs, or where existing information-gathering activities are inadequate to guide or assess contract activities in a country.

The overall scale, duration, and design of operations research activities will vary with the specific issue to be addressed. The main objective of the operations research component shall be to address immediate management and program design decisions, rather than to produce studies that meet traditional academic standards. The majority of studies are expected to be of relatively small scale and brief duration, focused on a circumscribed service delivery process or problem. Operations research may be used to collect information relevant to current service delivery processes that is not available through routine reporting; studies may develop and test alternative approaches to service delivery. Illustrative topics include: measuring the behavioral impact of patient counseling messages, improving supervisor performance in problem solving, developing job aids to reduce missed opportunities for vaccination, comparing cost recovery alternatives, improving compliance with standard case management for ARI, and measuring coverage with ORT. Such studies may also be utilized to provide baseline or follow-up assessment of service delivery processes

subject to contract intervention. With the approval of the COTR, the Contractor shall develop and support a limited number of more complex pilot studies or model projects of limited scope, to test innovative service delivery strategies.

In general, for the assessment of effects (such as increased vaccine coverage) or impact of contract activities, the Contractor shall draw upon data collection activities already planned by the country or mission to evaluate their own Child Survival activities, such as coverage, household, and facility surveys or Demographic and Health Surveys. In circumstances where available data related to child health status or services are not adequate to provide a basis for program decisions or to evaluate contract activities, the Contractor shall support the implementation of focused surveys. Such implementation may include co-support of surveys conducted in collaboration with other organizations.

The Contractor shall include the findings of operations research, surveys, and model projects in the project's Management Information Report, Annual Work Plan, Quarterly Progress Report and Annual Report in addition to the contract's information dissemination activities. By the end of the project, it is expected that the Contractor will have substantially expanded the empirical basis for the sustainable delivery of Child Survival services through these activities.

C.3.(b)(6) Focused small grants.

The Contractor shall develop and carry out a program of small grants to host country non-profit organizations. This program shall support an average of four small grants underway during each year of the contract, with an average amount of \$50,000 per grant per year. These grants shall be designed to extend coverage of appropriate Child Survival services to groups served by non-profit, non-governmental organizations, or to evaluate novel approaches to delivery of such services by such organizations.

The Contractor shall develop, award, and monitor such small grants as part of a specific contract activity carried out in consultation with the COTR and USAID missions in involved countries, and implemented under approval of the COTR with concurrence of missions as indicated. The Contractor shall prepare and present to the COTR a plan and procedures for solicitation of applications, review, award, technical

assistance, monitoring, and accounting of such grants. These procedures shall be in compliance with the A.I.D. requirements for review and oversight of grants administered by contractors.

A.I.D. shall be substantially involved in the award of these grants. The contractor is responsible for ensuring that all grants shall be drafted in accordance with AID Handbook 13, Appendix 4D, with the grant provisions appropriately modified to indicate that the contractor, instead of AID, is responsible for grant administration. The contractor shall ensure that accounting, audit and records provisions of AID Handbook 13 are included in each grant. While the audit reports will be submitted to the contractor rather than AID IG, the contractor shall include in each grant language indicating that AID nevertheless retains the right to audit the grantee if needed.

In these grant activities, the Contractor shall be responsible for developing and obtaining COTR approval for objective and fair criteria for selection of grantees; before award of such grants, the Contractor shall present to the COTR for review the list of eligible organizations from whom recipients are to be selected, the proposals submitted, and the justification for final selection. The Contractor shall require semi-annual progress reports from grantees, as well as final reports on activities carried out with grant funds. The Contractor shall provide an average of one month of short-term technical assistance per year per grant to assist grantees in implementing and evaluating the activities carried out under these grants. When the grant is intended to implement and evaluate a novel approach to delivery of Child Survival services, the Contractor shall be responsible for the completion and dissemination of that evaluation.

If a grantee is eligible and if such an arrangement does not impede execution of the activity for which a grant is awarded, the grantee may use grant funds in leveraged currency conversion mechanisms; in such cases, the contractor, the USAID mission, or non-profit groups such as the Debt-for-Development Coalition may provide technical assistance in this process.

C.3.(b)(7) Implementation Support.

The Contractor shall dedicate approximately 3 percent of all contract resources, including other direct costs, supported by core funds to the provision of support for implementation of essential Child Survival activities in A.I.D.-assisted countries. It is anticipated that short-term technical assistance to estimate, procure, and oversee use of such implementation support shall be approximately six person months per year during each year of the contract. Additional implementation support may be provided using other sources of funds, as approved by the mission or bureau providing those funds and the COTR.

This implementation support capability responds to the requests of some USAID missions, as well as to R&D/Health experience in technical assistance to Child Survival programs where the lack of critical supplies or resources to support a key activity impeded or potentially impeded other important activities of such programs; examples might be a temporary lack of essential vaccine, ORS, drugs or supplies, or lack of resources to support an essential training or coordination activity in a country that does not have such resources available through a long-term technical assistance country program.

With the approval of the COTR, the Contractor shall provide such implementation support in circumstances where mission projects or other mechanisms are unable to provide this support to critical Child Survival program activities and where the absence of such support compromises the overall ability of a program to carry out these activities. The Contractor shall provide such implementation support in a manner that is catalytic, in the sense of permitting the delivery of essential services at a critical stage in the development or execution of Child Survival activities.

Implementation support may be delivered in the context of long-term or periodic technical assistance activities in a country under this contract, but will not be built in as a regular feature of country programs; this support will not include recurrent costs such as salaries of ministry personnel.

The Contractor shall develop a mechanism and procedures for carrying out and accounting for procurement of materials and supplies provided to countries or institutions under the implementation support component of the project. All requests for such procurement shall be reviewed and approved by the COTR. The Contractor shall carry out all procurement of materials in accordance with A.I.D. regulations.

C.3.(b)(8) Other tasks and obligations

In addition to the tasks described above, the Contractor shall be responsible for the following:

C.3.(b)(8)(A) Initial team planning meeting. The Contractor shall hold a team planning meeting together with the A.I.D. project management team prior to the initiation of contract activities. The purpose of this meeting shall be to facilitate team building and develop a shared commitment to and vision of the contract among Contractor and subcontractor project staff. The Contractor shall provide a copy of this Scope of Work and of Attachments J.1. and J.2. to each headquarters and field staff

member of the project, and to each consultant employed by the project; it is anticipated that discussion of this Scope of Work and Attachments will be a key topic during the team planning meeting.

C.3.(b)(8)(B) Start-up of contract activities. The Contractor shall develop and implement a start-up plan for contract activities during the first six months of the project from the day of contract award. This plan shall guide the organization of contract resources and initial activities of the project under the contract. This start-up plan shall cover no more than the first six months of project activities from the date of contract award, during which time the Contractor shall finalize the first annual workplan. This start-up plan shall cover organization and initial activities of the project's headquarters staff and systems, and operationalization of procedures for implementation and management. It shall also cover initial field activities, including initial travel to countries for assessment of possible contract activities.

An important dimension of this plan will be development and implementation of measures for rapid and effective transition of existing Child Survival activities and capabilities in A.I.D.-assisted countries where the mission indicates their desire to have these activities continued under BASICS.

C.3.(b)(8)(C) Strategies to implement contract approaches and guide activities in technical areas. At the beginning of contract implementation, the Contractor shall undertake the development and definition of strategies to operationalize the approaches set forth in Attachment J.2. The Contractor shall also define the project's approach to working in each of the technical areas identified in Section C.3. and Attachment J.1. These strategies shall be developed through a multidisciplinary cluster approach that draws upon technical expertise in the implementation of Child Survival interventions as well as expertise in the cross-cutting areas of health care planning and delivery and behavior related to health. In this process of strategy development, the Contractor shall draw upon the expertise of contract staff, review of technical literature and programmatic experience, consultation with persons or groups having applied technical expertise in relevant areas, and consultation with the A.I.D. project management team and other staff of A.I.D. bureaus and missions. In collaboration with the A.I.D. project management team and the managers of other

relevant A.I.D. projects (such as the Environmental Health, AIDSCAP, and Applied Diarrheal and Respiratory Disease Research projects), the Contractor shall include in this strategy development process the definition of mechanisms and approaches to ensure coordination with these other projects at the central and country levels.

All strategies and approaches are to be submitted to the COTR for approval within six months from the date of contract award. At a minimum, these strategies shall be reviewed with the COTR at the end of contract years two and four, at which times modifications may be proposed for approval by the COTR.

As described in Section C.4. (Reporting Requirements), the Contractor shall report regularly on the implementation of contract strategies. The Contractor shall include in the annual workplan a description of activities planned in relation to each of the strategies developed for implementation of the contract. The Contractor shall include in the quarterly and annual reports specific reporting on the relation of activities carried out under the contract to each of the strategies as well as progress made in the implementation of each of the strategies. Similarly, annual workplans and quarterly and annual reports for long-term and periodic technical assistance country programs and trip reports for all short-term technical assistance shall include specific description of activities and progress in relation to each of the strategies.

C.3.(b)(8)(D) Annual workplans. The Contractor shall draft the first annual workplan for COTR approval during the first six months of the contract from the date of contract award. The Contractor shall follow the U.S. Government's Fiscal Year (FY), i.e. October 1 - September 30, as the definition of a contract year for the entire contract. Thereafter, the Contractor shall prepare an initial draft of the annual workplan for the following year during the last quarter of each contract/fiscal year, with review, finalization and COTR approval during the first quarter of the contract/fiscal year.

The annual workplan shall include staff and consultant level of effort, timing, and estimated costs, in addition to outlining the technical focus of activities. The Contractor shall prepare for inclusion as elements of the overall contract annual workplan the annual workplans for countries having long-term or periodic technical assistance activities; these country annual

workplans shall be prepared with reference to the overall plan defined in the Country Activity Plan. Annual plans for the project programs shall include projected progress as measured by benchmarks set for key indicators, including planned activities and progress in implementation of contract strategies. For work in countries for which a Country Activity Plan has been developed, the Annual Work Plan shall reflect the CAP, including the monitoring of specified indicators and the use of benchmarks to review contract commitments.

C.3.(b)(8)(E) Monitoring and evaluation of contract implementation. A.I.D.'s experience and evaluation literature indicate that projects having effective monitoring and evaluation systems achieve substantially greater impact than those lacking such systems. For this reason, and because of the complex nature of this contract and its component activities, the Contractor shall establish a plan to gather and report systematic collection and entry of indicator, financial, level of effort, and other monitoring data and for its periodic review by contract staff and with A.I.D. project management; this plan shall be subject to approval by the COTR. Based upon this approved plan, the Contractor shall establish a monitoring and evaluation system and database to track contract progress. All monitoring and evaluation efforts shall focus on quantifying progress of the contract Outputs. The information generated in this monitoring and evaluation approach shall be reported regularly as part of the Contractor's Management Information Report .

C.3.(b)(8)(E)(i) Contract Implementation: The Contractor shall define indicators as approved by the COTR for tracking overall contract implementation, specify methods for measuring these indicators, and shall measure these indicators and evaluate implementation progress at a frequency to be determined by agreement with the COTR.

C.3.(b)(8)(E)(ii) Contract Activities: The Contractor shall ensure that all contract activities shall have clearly defined objectives with measurable outcomes, appropriate indicators to measure progress toward those objectives, and specified benchmarks. Monitoring and evaluation of activities under the contract shall include periodic assessment of their implementation in terms of inputs and products, as well as of their effects in relation to contract outputs; this assessment shall be conducted at intervals to be determined by agreement with the COTR and shall be included in the Management Information Report.

Benchmarks for evaluating the progress of each contract activity shall be established, as well as "stop points" at which the adequacy of progress of the activity will be evaluated and the activity stopped or redirected if inadequate progress or changed conditions warrant.

C.3.(b)(8)(E)(iii) Country Programs: For each long-term and periodic technical assistance country program, the Contractor shall establish in the Country Activity Plan for each country program indicators and methods for their measurement at intervals to be determined in agreement with the COTR. Annual plans for the contract and for country programs shall include projected progress as measured by these indicators.

The Contractor shall be responsible for establishing procedures for collection and entry of both periodic and episodic measurements of the indicators specified in the Country Activity Plan, for establishing and maintaining a database that includes these data, for producing reports evaluating the project's progress in each country having sustained activities under a CAP, and for using these data to monitor and manage country activities. The Contractor shall use these data to identify the need to adjust or reconsider activities when indicators identify progress rates substantially different from those planned; in such instances, adjustments to the CAP and to country activities shall be developed through collaboration between the project's R&D/Health management team, the USAID mission in the country, and the contractor, subject to approval of the COTR and, if indicated, the Contract Officer.

Each Country Activity Plan shall identify indicators appropriate to the activities for that country. These indicators shall include the following categories:

Inputs: The CAP shall identify suitable quantitative indicators for monitoring the volume of resources and assistance provided by the contract and collaborating groups. Such indicators might include, for example, the number of technical training courses conducted, focus group sessions held, or supplies provided.

Processes: The CAP shall include indicators describing the degree to which the performance of the host country staff corresponds to well-defined standards adopted by the program. For clinical services, an example of a process

indicator might be the content and methodology of counselling provided to the mothers of children receiving immunizations. Similar indicators shall be developed for the performance of staff that support clinical services through training, logistics, supervision, management, and the other systems that contribute to the delivery of Child Survival services. Indicators shall also be developed for other areas of Child Survival supported by the project, including communication and social marketing, private sector delivery, and policy development.

Outputs: Outputs of contract activities under country programs shall be monitored and reported; these outputs shall be related to the outputs of the contract as a whole.

Intermediate outcomes: As appropriate to the nature of activities under the CAP, the CAP shall include indicators that reflect the success of processes that do not represent the ultimate objective of the service. For EPI, the level of missed opportunities to immunize children visiting the clinic for other reasons is an example of such an intermediate outcome indicator. An example of an indicator of intermediate outcome of cross-cutting service delivery improvements is the demonstrated competence of trainees who have completed a training activity. Increased knowledge and behavior change among caretakers are examples of intermediate outcomes related to IEC activities.

Health impact: Improvement in health status is the purpose of Child Survival programs, and in countries having long-term and periodic technical assistance programs the Contractor shall monitor indicators that reflect the impact of contract activities under the CAP, in relation to infant and child morbidity and mortality.

In some countries, such morbidity and mortality data may be available; in others, there may be sufficient justification for support of a survey through BASICS. Where indicated and approved by the COTR, the Contractor shall obtain baseline and periodic data on key indicators through studies and surveys as well as review of health system and other public records. Population-based surveys are difficult and expensive, and can reflect factors other than health services, but provide the most widely-accepted measure of health status. Where feasible, the contract shall seek co-funding for such surveys from other donors,

or arrange collaborations with host country-sponsored surveys to which Child Survival questions could be added. The Contractor shall also make use of data from international surveys such as the A.I.D. Demographic and Health Survey, WHO CDD/ARI Health Facility and Household Surveys, and EPI coverage surveys.

Health status shall also be monitored through less elaborate means, such as sentinel surveillance, morbidity surveys, case fatality studies, patient follow up studies, vital statistics, and program records.

Cost-effectiveness/cost-benefit: Determining the economic cost of providing selected program services or of achieving selected outcomes will usually require special data collection and analysis. Nevertheless, in view of the central role of efficiency issues in the overall sustainability of Child Survival programs, the Contractor shall routinely include such measures in CAPs.

It is estimated that the Contractor shall require up to one person month of short-term technical assistance per year during each year of the contract for the setting up and operation of this monitoring and evaluation system; this technical assistance shall be supported through core funds.

When data on impact and process indicators are gathered through mechanisms designed by the project, the data collection shall include gender identification for indicators where such information might reveal discrepancies in morbidity, mortality, or service delivery according to gender of child, caretaker, or service provider. In addition to being used in overall analyses, these data shall be disaggregated by gender when analyzed. When existing data sources are used, relevant gender-specific information shall be transcribed to permit gender-disaggregated as well as non-disaggregated analyses. The Contractor shall encourage countries to collect and analyze gender-specific variables in the information systems that the contract draws upon to monitor the process and impact of its activities.

C.3.(b)(8)(F) Periodic management review meetings. The Contractor shall conduct a management review meeting after six months from the date of contract award, at the conclusion of the first year of contract implementation and on a regular periodic

basis thereafter (at least annually, and more frequently if requested by the COTR or requested by the Contractor and approved by the COTR). The meeting shall include the Contractor's senior management staff for the project, senior management staff of subcontractors, the R&D/Health project management team, the Contracting Officer and other representatives of the A.I.D. Procurement Office, and other interested A.I.D. bureaus or offices as deemed appropriate by the COTR. The purpose of these meetings shall be to review the management status and experience with implementation of the project, in order to identify and resolve problems and improve implementation and coordination. The Contractor shall provide an agenda of contract issues prior to the meeting for COTR review and approval and shall prepare a report of the management review meeting to be approved in final by the COTR and cleared by the Contracting Officer.

C.3.(b)(8)(G) Technical Advisory Group and Other Consultative Groups. The Contractor shall form a Technical Advisory Group (TAG) whose major purpose shall be to inform A.I.D., and particularly the COTR, on technical and strategic issues related to the contract. The TAG, whose membership shall be approved by the COTR, shall be comprised of disinterested experts representing the broad range of specialities included in the contract and persons with extensive experience in the development and implementation of public health activities in A.I.D.-assisted countries. Their institutional bases may include international organizations, universities, A.I.D.-assisted country counterparts, private firms, and other parts of government.

The Contractor shall convene the TAG annually to review the overall progress of the contract and contribute opinions about improvements or modifications. TAG members will not take votes, establish consensus positions on issues, nor provide binding advice to A.I.D. Contract staff may consult with members of the TAG as frequently as need be. The Contractor may from time to time, with approval of the COTR, assemble special consultative groups such as Task Forces to provide specific input on issues of importance to the project. It is estimated that meetings of the TAG and other consultative groups shall require an average of approximately four person-months of short-term technical assistance from core funds during each year of the contract.

C.3.(b)(8)(H) Coordination with other A.I.D. projects. The Contractor shall coordinate long-term and periodic activities of the BASICS contract with activities of other A.I.D. mission and bureau projects; this coordination will in part be produced through the collaborative development of the Country Activity Plan, included in the CAP and reported accordingly. The Contractor shall coordinate other activities such as out-of-country training of host country professionals and short-term technical assistance with USAID mission projects, plans and objectives.

The Contractor shall develop mechanisms and approaches to coordinate BASICS contract activities with the activities of other health, population, and nutrition projects of the Bureau of Research and Development. With approval of the COTR, these mechanisms may include periodic meetings, joint assessments, exchange of relevant information and results, coordination of in-country activities by advisors and consultants, and development and execution of collaborative activities.

At a minimum the Contractor's coordination efforts at the headquarters level shall include participation in meetings with relevant offices and bureaus within AID/Washington and meetings with representatives and COTR's of other A.I.D. projects working in areas related to Child Survival.

At the country level, coordination efforts shall include meetings of resident and regional advisors with USAID Missions and with representatives of other A.I.D. projects and other local and international organizations involved in activities related to Child Survival. This coordination shall also include at both the headquarters and country levels the exchange of reports and publications with other A.I.D. projects and with other organizations involved in activities related to Child Survival. These coordination activities shall be reported on periodically, as specified in "Reporting Requirements".

C.3.(b)(8)(I) Coordination with Other International Agencies. The Contractor shall coordinate contract activities with activities of other international agencies and organizations at both the country and the international levels. At the country level, coordination of contract assistance and support with the activities and resources of other donors shall be initially established in the Country Activity Plan. This plan shall specifically examine the activities and resources of the various

agencies operating in a country, to identify the relative advantage, most appropriate use, and potential leverage effects of contract resources. During implementation of contract activities in a country, the Contractor shall seek coordination with activities of other international agencies working in that country through the A.I.D. mission and, in countries receiving long-term assistance, through the project's resident advisor. The Contractor shall be prepared to work cooperatively with other U.S. government agencies such as the Centers for Disease Control, Food and Drug Administration, and Peace Corps, when requested to do so by the COTR.

At the international level, the Contractor shall actively seek coordination and consensus with other agencies involved in Child Survival activities. Coordination will be facilitated by including representatives of these organizations in the project's Technical Advisory Group and other relevant meetings. In some cases, with approval of the COTR, contract staff members or consultants may participate in activities of other international organizations, such as project design teams, surveys, or meetings.

To share BASICS contract experience with other donor agencies, the Contractor shall include key offices and professionals of these agencies on the mailing list for contract information dissemination. Coordination with in-country organizations, other international agencies, and USG agencies shall be included in the Quarterly Performance Report.

C.4. REPORTS AND OTHER DELIVERABLES

In addition to reporting requirements specified elsewhere (see also Section F.) and as set forth in the contract clauses contained in Section I, the Contractor shall submit the following reports:

C.4.(a) Management Information Report (MIR)

Within six months of contract award, the Contractor shall develop and implement a management information system that will keep A.I.D. accurately and continuously informed on the financial, administrative, personnel, and implementation status of the project, using appropriate computer hardware and software. It is anticipated that a review of the MIR will occur on at least a quarterly basis. This MIR shall, as a minimum, report the contract implementation status in the following ways:

C.4.(a)(1) Quantify current and projected level of effort, accounted by time of each individual (including headquarters and field staff and consultants), in total, in relation to contract work elements (tasks), cluster assignment, and funding source; this shall include some manner of recording all individual staff hours spent on specific tasks.

C.4.(a)(2) Relate level of effort to the actual and projected costs of providing such assistance for the entire contract as well as by each contracting entity. Estimated and actual costs of person months shall be provided for all functional labor categories as well as by discrete task. All staff time billed to the contract must be assigned to an activity or task and tracked accordingly. An estimate of the funding required to provide all labor in the contract, the actual costs incurred for all labor provided up to and during the reporting period, and projected costs to provide the remaining required person months for the remainder of the contract shall be included in each report.

C.4.(a)(3) Track the implementation status of activities and contract work elements (tasks) with respect to inputs, products, and indicators and benchmarks established in Country Activity Plans and annual workplans.

C.4.(a)(4) Track the financial status of the project, of each funding source, of country programs and other identified activities and work elements (tasks) overall and in relation to budget line item, funding source, A.I.D. Activity Codes/Special Interest codes, and A.I.D. funding account; this tracking shall include current amounts budgeted, expended, accrued, committed (such as pending sub-activities which represent necessary continuations of activities already underway or personnel assigned to continuing activities), and available for discretionary programming.

C.4.(a)(5) Collect source and origin information for each and every direct contract expenditure including labor and specific items and costs, and report aggregate cost by source and origin for each budget line item.

C.4.(a)(6) Quantitate the rate of expenditure of funds ("burn rate") for the contract as a whole, for each funding source, and for each country program and other identified activity.

C.4.(a)(7) Monitor utilization of funds and of individual funding sources in relation to period of performance and PACD for requirements contract.

C.4.(a)(8) The Contractor shall ensure that all financial and management information shall be equally available and monitored regardless of whether it applies to level of effort, finances, and tasks handled entirely by the primary Contractor itself or handled completely or in part under subcontracts. All management information shall be available to reflect the entire contract including all subcontractual arrangements in addition to being separated by contracting entity, i.e. broken down to reflect the prime contractor and each subcontractors.

C.4.(a)(9) The Contractor shall assure that data required to generate this information, including data from subcontractors, are produced and updated on a monthly basis and reported to and reviewed with the A.I.D. project management team. As identified and agreed to by the COTR, the Contractor shall periodically make available graphic presentation of specified components of this information and of trends of specified components of this information for use in contract management. The Contractor shall ensure that output from this management information system relevant to each country and region will also be provided to the headquarters staff member identified as the lead person for the country or region, to regional field advisors, and to in-country resident advisors.

C.4.(b) Quarterly Progress Report

The Contractor shall summarize the activities, accomplishments, and problems of the preceding three months in this report. The Quarterly Progress Report shall identify specifically all activities initiated and those underway in the quarter, and progress made through those activities in relation to each of the contract outputs and to the strategies developed under the contract for operationalization of the approaches for BASICS contract implementation set forth in Section J.2. Country-specific activities shall be presented individually and in relation to the contract's outputs and strategies.

C.4.(b)(1) Where the Country Activity Plan calls for quarterly monitoring of indicators, these shall also be addressed in the Quarterly Progress Report. When benchmark measures are unsatisfactory, the Quarterly Progress Report shall present options for addressing the results, follow up if such options

were taken, and all results to date. A review and update of each country program support cluster, including staff composition, shall also be included in the report. The report shall also address all country activities that fall outside of the CAP, including surveys, operations research, model projects, training, information dissemination, and demonstration activities.

C.4.(b)(2) Included in the report shall be an update of the number and type of consultants in the consultant roster, including at a minimum quantitative information on areas of technical capability, language proficiency, geocultural expertise and additional categories as approved by the COTR. The report shall also identify and summarize additional activities in training, information dissemination, operations research, surveys and model projects.

C.4.(b)(3) The Contractor shall include as an attachment in the Quarterly Progress Report copies or transcripts of all correspondence, written or verbal, pertaining to substantive contract matters between the Contractor and other persons or institutions. The COTR shall clear all Contractor correspondence with USAID Missions, host country governments, and international organizations prior to sending such correspondence.

C.4.(c) Annual Report

As approved by the COTR, in lieu of the fourth quarterly progress report and guided by the Annual Work Plan, the Contractor shall summarize the activities of the previous year in relation to the planned activities and categories of activities set forth in the previous annual workplan. In addition, the Annual Report shall specify the status of indicators selected for the contract as a whole and for the various Country Activity Plans, in relation to targets and benchmarks set for the year and for the total period of country activities identified under CAPs. As with the Quarterly Progress Report, the Annual Report shall also analyze activities and progress under the contract in relation to each of the contract outputs and to the strategies for contract implementation. The Annual Report shall also provide an analytical discussion of the technical and managerial issues that the contract staff dealt with in this period, outlining implications and issues for future contract efforts to support and institutionalize effective, efficient, and sustainable Child Survival interventions.

C.4.(d) Trip Reports

All travel supported by the contract shall be documented by a written trip report, provided to the COTR for approval within 30 days after completion of each trip. Prior to departing from a cooperating country a staff member(s) and/or consultant(s) shall leave with the USAID Mission a draft executive summary of the trip report containing as a minimum the trip's purpose, activities, and conclusions. Staff member(s) and/or consultant(s) shall brief the USAID Mission and cooperating country personnel on the principal activities, accomplishments and findings from the assignment prior to exiting from the cooperating country at the end of each overseas assignment, unless the USAID Mission does not desire such a briefing.

C.4.(d)(1) Since these reports will provide the source material from which much of the project's quarterly and annual reports will be drawn, their content shall reflect and refer to the relevant country or contract workplan. The trip report shall also specifically report on the trip's activities in relation to each of the contract outputs and strategies for contract implementation.

C.4.(d)(2) A master distribution list for all trip reports shall be assembled with specific lists according to criteria such as technical subject and/or the region of the world where the travel took place. Missions shall clear all trip reports in final and shall be provided with five copies of each report. Given the different needs of individual Missions, it is anticipated that some reports will be provided in both English and the official language of the country.

C.4.(e) Country Program Final Report

At the conclusion of each long-term and periodic country technical assistance program, the Contractor shall prepare and submit a final report for COTR approval of all activities and products of that country program. This report shall include presentation of quantitative information on the progress made in relation to the indicators identified for the program and the benchmarks and targets set for those indicators. This information shall include inputs, products of activities, effects in terms of the contract outputs and impact. This report shall also include activities carried out and progress made in the country program in relation to each of the

strategies for contract implementation. In addition, the report shall include a narrative analysis of lessons learned in implementation and management of Child Survival related activities in the country under the country technical assistance program.

C.4.(e)(1) The preparation of this report shall include substantial input from the resident country advisor, as well as the regional advisor (if applicable).

C.4.(f) Final Report

Submitted to the COTR for approval sixty days prior to the completion of the contract, the Final Report shall summarize all contract activities and assessing the progress made in fulfilling the contract outputs. The precise format of the Final Report shall be jointly determined by the COTR and the Contractor at the beginning of the fifth year of the contract.

C.4.(g) Other Reports

Other reports, including input to the R&D/Health Weekly Activity Report and the annual A.I.D. Health and Child Survival Questionnaire shall be provided as requested.

C.4.(g)(1) A status report shall be submitted on a monthly basis to the Contracting Officer, and Contracting Officer's Technical Representative. The report shall provide the number of person-months expended, the total cost incurred to date, data status and delivery status.

C.4.(g)(2) The Contractor shall immediately notify the COTR and Contracting Officer in writing in the event that circumstances arise that have or may have an adverse impact on the timely performance of the contract or the incurrence of costs under this contract. This shall be construed to be applicable to subcontractors as well as the prime Contractor, except that notification by subcontractors will be provided by the prime Contractor.

C.4.(h) Reports of Activities Conducted Under the Requirements Contract

C.4.(h)(1) Summary Reports

The Contractor shall submit/deliver the number of copies to the consignees, indicated in Section C.4. above, of a summary report of all requirements (buy-in) activities conducted and funded under the requirements contract within 45 days of completion of the activity. These summary reports shall contain but not be limited to, the following information: (1) type of activity, geographical area of activity, dates of activity, and team composition; (2) objective of the activity, including scope of work, as appropriate; (3) activities performed during the delivery order; (4) summary of any technical reports resulting from the activity; and (5) summary of future potential needs of, or opportunities for, assistance.

C.4.(h)(2) Specific Reports

Specific reporting requirements for requirements (buy-in) activities conducted and funded under the requirements contract shall be specified in each delivery order issued thereunder. In addition to the specific reporting requirements specified therein, the Contractor shall submit/deliver the number of copies to the consignees, indicated in Section C.4. above, of such reports no later than 15 days following submission to the applicable U.S.A.I.D. Mission or A.I.D./Washington bureau or office.

C.4.(h)(3) Consultant Reports

The Contractor shall submit/deliver the number of copies to the consignees, indicated in Section C.4. above, of a semi-annual consultant report. This report shall cover each six-month period under this contract, and shall be submitted/delivered within 30 days from the end of the reporting period. The report shall list, by name, the consultants utilized under this contract during the reporting period, the activity or activities on which each consultant performed services, the actual daily rate paid to each consultant, and a current Contractor Employee Biographical Data Sheet for each consultant. If the Contracting Officer determines that actual consultant compensation was not in accordance with the parameters set forth in Section H. of this contract, such

excess costs (and associated indirect costs and fee, if applicable) may be disallowed by the Contracting Officer pursuant to the clauses of this contract entitled "Advance Payments" (FAR 52.232-12, Alt II) and "Notice of Intent to Disallow Costs" (FAR 52.242-01).

C.4.(h)(4) Level of Effort Reports

The Contractor shall submit/deliver the number of copies to the consignees, indicated in Section C.4. above, of a semi-annual level of effort report, indicating the number of person-months of effort which were: (1) separately expended under each activity (core and each buy-in); (2) committed for each buy-in activity but not yet performed and/or funded; and (3) committed for core activities to the extent they are funded. This report shall be by contractor, each subcontractor, and consultants, delineated by project/contract activity, and by core and each non-core activity, during the reporting period. The number of person-months shall be delineated by activities (see Section C. of both contracts), and differentiate between professional technical, managerial, and administrative personnel and support staff. The reporting periods shall be each six-month period under this contract. The reports shall be submitted not later than 30 days following the end of the reporting period.

C.4.(h)(5) Small Subcontract Reports

If the Contractor proposes to subcontract any performance of any activities to organizations other than those included in the Contractor's original proposal and/or best and final offer which was accepted by A.I.D. through award of this contract, the Contractor shall include the relevant reporting requirements contained in this Section C.4. in such subcontracts, and shall submit/deliver the number of copies to the consignees, indicated in Section C.4. above, of each such report immediately upon receipt of such reports from the subcontractors.

C.4.(i) Other Deliverables

C.4.(i)(1) Curricula Development and Training Materials and Methods

The Contractor shall submit/deliver any products (e.g., slide sets) and training materials and methods developed under this contract or under the requirements contract to the COTR and any

other parties designated by the COTR or the Contracting Officer, when and as, and in the quantities, directed by the COTR or the Contracting Officer. The rights and obligations of the parties to this contract with respect to training materials are set forth in the clause of this contract entitled "Rights in Data - General" (FAR 52.227-14).

C.4.(i)(2) Other Data

Pursuant to the clause of this contract entitled "Rights in Data - General" (FAR 52.227-14), the Contractor shall submit/deliver data to which A.I.D. has rights under this contract or the requirements contract to the COTR and any other parties designated by the COTR or the Contracting Officer, when and as, and in the quantities, directed by the COTR or the Contracting Officer.

C.4.(i)(3) Contract Deliverables

The Contractor shall submit/deliver the following deliverables, which are required by the indicated clauses of this contract, in the quantities, to the consignee(s), and at the times specified below.

C.4.(i)(4) Small Business and Small Disadvantaged Business Subcontracting Plan Reports

With respect to the clause of this contract entitled "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09), if applicable (see Section I.1. of this contract for applicability), reporting requirements are as follows:

C.4.(i)(4)(A) Standard Form 294, entitled "Subcontracting Report for Individual Contracts," shall be prepared by the Contractor semi-annually for this contract and one copy each submitted/delivered by the Contractor to both the Contracting Officer and to the A.I.D./Washington Office of Small and Disadvantaged Business Utilization (OSDBU), Washington, DC 20523-1414. Reports shall be submitted semi-annually as of March 31 and September 30, as well as at contract completion, and is due by the 25th day of the month following the close of the reporting periods.

C.4.(i)(4)(B) Standard Form 295, entitled "Summary Subcontract Report," shall be prepared quarterly by the Contractor for all contracts subject to Public Law 95-507 (i.e., with the clause entitled, "Small Business and Small Disadvantaged Business Subcontracting Plan" [FAR 52.219-09 or FPR Temp. Reg. 50]) and one copy each submitted/delivered by the Contractor to both the Contracting Officer and the A.I.D./W Office of Small and Disadvantaged Business Utilization (OSDBU), Washington, DC 20523-1414. Reporting periods are calendar quarters. The report shall be submitted/delivered no later than 25 days following the end of each reporting period.

C.4.(i)(4)(C) Property Reports

The Contractor shall submit/deliver three copies to the Contracting Officer of an annual property report containing the information required by the clauses of this contract entitled "Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)" (FAR 52.245-05 and "Government Property -- A.I.D. Reporting Requirements" (AIDAR 752.245-70)). The reporting periods are for each year of this contract. The report shall be submitted/delivered by the Contractor within 30 days from the end of the reporting period.

C.4.(i)(4)(D) Indirect Cost Rate Proposals

The Contractor shall comply with the clause of this contract entitled "Advance Payment" (FAR 52.232-12, Alt II) or "Predetermined Indirect Cost Rates" (FAR 52.216-15), as applicable (see Section I.1. of this contract for applicability), regarding submission/delivery of indirect cost rate proposals for each of the Contractor's (and any subcontractors') accounting periods which apply to this contract. Three copies each of such proposals shall be submitted/delivered, within 90 days from the end of each of the Contractor's (and any subcontractors') fiscal years, to the Contracting Officer and the Contractor's cognizant U.S. Government audit agency (if applicable).

C.4.(i)(4)(E) Invention and Patent Reports

The Contractor shall comply with the reporting and notification requirements of the clause of this contract entitled "Patent Rights - Retention by the Contractor (Short Form)" (FAR 52.227-11).

C.4.(i)(4)(F) Reporting of Royalties

The Contractor shall comply with the reporting requirements of the clause of this contract entitled "Reporting of Royalties (Foreign)" (FAR 52.227-08).

C.4.(i)(4)(G) Equal Opportunity

The Contractor shall comply with the reporting requirements of the clause of this contract entitled "Equal Opportunity" (FAR 52.222-26).

C.4.(i)(4)(H) Special Disabled Veterans and Veterans of the Vietnam Era

The Contractor shall comply with the reporting requirements of the clause of this contract entitled "Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era" (FAR 52.222-37).

C.4.(i)(4)(I) Participant Training

Participant training is defined as the training of a host country individual outside of his/her country. The clauses of this contract entitled "Health and Accident Coverage for A.I.D. Participant Trainees" (AIDAR 752.7018) and "Participant Training" (AIDAR 752.7019) require the Contractor to comply with A.I.D. Handbook 10. Chapter 5 of A.I.D. Handbook 10 prescribes Training Cost Analysis (TCA) Quarterly Reports, and Chapter 24 of A.I.D. Handbook 10 prescribes periodic reporting requirements using A.I.D. Form 1381-4 entitled "Participant Data Form (PDF)." If participant training is conducted under this contract, the Contractor shall comply with A.I.D. Handbook 10 reporting requirements.

C.4.(j) Language of Reports and Other Deliverables

In accordance with the clause of this contract entitled "Language, Weights, and Measures" (AIDAR 752.7005), all reports and other deliverables shall be in the English language, unless otherwise specified by the Contracting Officer or the COTR.

C.5. STAFFING AND ORGANIZATION

C.5.(a) Given the complexities of the contract, the varying mix of skills of potential staff members, and the various possible organizational configurations to implement the contract, neither the organizational structure nor the way in which requirements for technical skills are distributed among key staff is specified through this RFP. For example, the availability of technical competence in more than one of the required technical areas may be satisfied by the qualifications of one proposed technical officer. Potential contractors are invited to propose the organizational structure they would utilize to implement and manage the contract and the manner of fulfilling technical requirements through nomination of individuals.

C.5.(a)(1) Within this guidance, the numbers, function, and qualifications for headquarters staff required to carry out core functions of the contract are specified. Without specifying organizational structure, the following personnel will be provided for the execution of contract activities funded under R&D/Health core funds. These personnel can also participate in and be partially funded by activities supported through other fund sources. With approval of A.I.D., additional key personnel may be added to meet the demand of activities funded by other fund sources for costs of headquarters support of the activities.

C.5.(a)(2) In addition to the Deputy Director for Finance and Administration and the financial officer specifically authorized under this contract, the Contractor shall provide adequate personnel and resources for effective management of this contract, including all functions related to personnel, accounting and financial management, record keeping, contracting, procurement, and administration. If any of these additional persons are direct charged to the contract, the contractor must include adequate documentation confirming that these type of costs are directly charged to other contracts implemented by that organization.

C.5.(a)(3) All key personnel proposed by the Contractor shall be subject to approval by A.I.D. In addition to demonstrated competence and experience in their technical area, all key personnel, with the exception of the Deputy Director for Finance and Administration and the Finance and Administration

staff, must have substantial developing country experience. For technical and operations key personnel, a strong preference will be given for experience in Child Survival activities and child health service delivery. Fluency in English is required for all personnel, and fluency in at least one foreign language (especially French, Spanish, Russian and/or Arabic) at the FSI-W/S3+ level or better is required for the Director and Technical Deputy Director, all technical and operations professional staff, and at least one-third of the administration professional staff.

C.5.(a)(4) The Contractor shall ensure that all key personnel meet security requirements necessary to qualify for building passes to Department of State buildings.

C.5.(a)(5) The Contractor shall ensure that all key personnel, at the time of appointment, physically qualify for field work under hardship conditions.

C.5.(a)(6) All personnel working on the contract shall be available on a full time basis unless approved by the COTR and Contracting Officer.

C.5.(b) Key Personnel and Qualifications

The key personnel positions under this contract, and the minimum qualifications are as follows:

C.5.(b)(1) Director (1, full-time).

The Director shall be responsible for oversight, administration, supervision, and management of all contract performance. The Director shall respond to and interact with the A.I.D. project management team, the COTR, and the Contracting Officer. The Director shall also oversee the process of monitoring and evaluation of contract implementation, although the majority of the direct work in the monitoring and evaluation process will be conducted by the Evaluation Officer.

C.5.(b)(1)(A) Minimum qualifications

The Director shall have at a minimum an master's degree in a Health Science, Administration, or a related field. The Director shall have the following minimum experience:

8 years experience as a senior project manager or similar position directing a complex contract or program involving development activities in a less developed country or countries;

4 years experience managing an A.I.D., A.I.D.-funded, or similar project;

10 years experience supervising professional and support staff;

3 years experience in a health or population sector;

demonstrated competence in working in accordance with central and mission A.I.D. or similar regulations and procedures; and,

demonstrated performance as a decision-maker.

Note: experience in the above areas may be concurrent.

C.5.(b)(2) Deputy Director - Operations (1, full-time).

The Deputy Director for Operations is responsible for planning and overseeing the execution of all contract activities outside of contract headquarters, including technical assistance activities, training, implementation of surveys and operations research activities, and provision of material and other implementation support to field activities. These responsibilities include, among others, overseeing liaison with missions, host country governments, and other institutions in countries having contract activities; overseeing development of plans and task descriptions for country programs and scopes of work for technical assistance; overseeing the production of required reports and cables; and participating in overall monitoring and evaluation of contract implementation. In the absence of the Director, the Deputy Director for Operations shall assume the responsibilities of the Project Director.

C.5.(b)(2)(A) Minimum qualifications

The Deputy Director for Operations shall have at a minimum an master's degree in a Health Science, Administration, or related field. The Deputy Director for Operations shall have the following minimum experience:

5 years of experience as a senior manager for an A.I.D., A.I.D.-funded, or similar contract at field and central levels, including development of contract budgets;

5 years of experience implementing development projects in a less developed country(s);

4 years of experience in supervising professional and support staff; and,

demonstrated knowledge and ability to follow A.I.D. or similar regulations and procedures.

Note: experience in the above areas may be concurrent.

C.5.(b)(3) Deputy Director - Finance and Administration (1, full-time).

The Deputy Director for Finance and Administrations oversees the financial and administrative management of the contract, including the development and implementation of the budgeting, accounting, billing, procurement, administration, personnel and cost allocation systems and procedures. He/she is responsible for providing accurate level of effort, financial and administrative inputs to the Management Information Report and other reports required under the contract. In addition to her/his other functions, the Deputy Director for Finance and Administration shall participate in the development of contract workplans and the review of contract implementation progress.

C.5.(b)(3)(A) Minimum qualifications:

The Deputy Director for Finance and Administration shall have at a minimum an master's degree in one or more financial management or administration areas. The Deputy Director for Finance and Administration shall have the following minimum experience:

8 years experience in senior-level finance and administration activities in A.I.D. or A.I.D.-funded or similar projects;

10 years experience managing administrative, procurement, accounting, billing, personnel and administrative activities;

demonstrated competence and experience in the utilization of computer based financial management and accounting systems;

demonstrated competency following A.I.D. or similar regulations and requirements; and,

proficiency in preparation and tracking of complex budgets.

Note: experience in the above areas may be concurrent.

C.5.(b)(4) Deputy Director - Technical Direction (1, full-time).

The Deputy Director for Technical Direction is responsible for setting overall technical direction for all contract activities; assuring that the contract keeps abreast of and incorporates new experience and knowledge in its specified technical areas; overseeing the preparation and assuring the technical quality of strategies, documents, manuals, guides, and materials developed by the project; assuring the technical quality of all contract activities and integration of technical staff and technical input into the design and execution of those activities; and representing the contract's technical staff in international meetings and for a.

C.5.(b)(4)(A) Minimum qualifications:

The Deputy Director for Technical Direction shall have at a minimum a M.D. and/or a Ph.D. in one or more of the technical core areas specified in C.3.(b). The Deputy Director for Technical Direction shall have the following minimum experience:

10 years of direct experience applying their technical discipline in the implementation of child health/Child Survival programs;

5 years total long-term, i.e. more than 12 consecutive months at a single site, experience implementing child health/Child Survival activities in less developed countries;

demonstrated technical leadership in their field;

established working relationships with international organizations involved in Child Survival, e.g. UNICEF and WHO;

demonstrated competence in the management of technical and professional staff;

experience in applied research related to Child Survival, including publications in peer review journals;

established proficiency in multidisciplinary technical activities; and,

demonstrated effectiveness in development and application of technical knowledge in the programmatic context of less developed countries.

Note: experience in the above areas may be concurrent.

C.5.(b)(5) Evaluation Officer (1, full-time).

Under supervision of the Director, the Evaluation Officer is responsible for the monitoring and evaluation of implementation and progress of the contract as a whole and of all activities under the contract in relation to the contract outputs. He/she shall establish and manage the systematic, computer-based approaches to collection and analysis of monitoring information, and the use of monitoring in contract management. The Evaluation Officer is responsible for reporting regularly to the Director to keep him/her continuously informed and is responsible for ensuring the accurate, timely and complete provision of all inputs into the monitoring and evaluation activities as described in Section C.3. and in the production of the MIR Section C.4.

C.5.(b)(5)(A) Minimum qualifications:

The Evaluation Officer shall have a masters degree in health sciences administration, management, data systems or related field. The Evaluation Officer shall have the following minimum experience:

12 years establishing, operating and overseeing computer based management information systems;

established competency in quantitative and qualitative analysis;

demonstrated ability in strategic planning and systems analysis; and,

proficiency in total quality management and continuous quality improvement.

Note: experience in the above areas may be concurrent.

C.5.(b)(6) Technical and Operations Officers (18 full time equivalents).

C.5.(b)(6)(A) The contract requires both technical officers to provide technical input to and oversight of contract activities, and operations officers to oversee and manage the implementation of those activities. The emphasis of the contract is on implementation, but strong technical expertise and experience is required. Therefore, it is expected that there will be substantial interaction and sharing of responsibility in the technical and operations components of contract implementation, e.g. the cluster management approach in support of country programs.

C.5.(b)(6)(B) The organizational structure best suited to provide the needed interaction between technical and implementation expertise varies: some experienced Child Survival professionals can meet both technical and operations qualifications. However, it is clear that some responsibilities (such as drafting of technical positions, review of research proposals, and participation in scientific meetings) are technical, while others (such as drafting of cables, planning and clearance of travel, overseeing development of budgets and workplans) are operational.

C.5.(b)(6)(C) Therefore, this RFP does not specify separately the exact numbers of technical and operations officers beyond the ceiling of 18 full-time equivalents. The contractor shall provide a minimum of four operations officers, although more may be considered appropriate by potential proposers. With the exception of specifying that at least three such technical officer full time equivalents shall provide expertise in the IEC area, the manner in which the requisite technical skills are provided will be proposed by the Contractor and subject to R&D/Health approval.

C.5.(b)(7) Technical Officers.

Technical officers are responsible for providing technical input in their area(s) in the process of design and implementation of contract activities, and for keeping themselves and the contract abreast of state-of-the-art knowledge and experience in their area(s). Among other duties, technical officers shall participate in planning teams and in headquarters support clusters for appropriate country activities; participate in or review the design of studies and surveys; provide direct on-site technical assistance to country programs and other field activities; assist in identification of appropriate consultants to provide technical assistance to contract activities; produce technical position and strategy documents; participate in analysis and preparation for publication of contract experience and findings in their technical area(s); identify needs for, help to develop, and assure technical quality of guides, manuals, and educational or informative materials; and participate on behalf of the contract in appropriate technical meetings and conferences.

While their function will be principally technical, in the interest of maintaining tight integration of technical with operational elements of the contract the technical officers will be expected to have some operational responsibilities for field activities. This may take the form of being identified as the principal headquarters backstop person for a particular country, or of being assigned operational oversight responsibilities in connection with one of the country support clusters in which she/he participates.

C.5.(b)(7)(A) Minimum Qualifications

Technical Officers shall have a M.D./Ph.D. or a masters degree in at least one of the core technical areas for which they are being proposed. The Technical Officers shall have the following minimum experience:

demonstrated excellence in one or more of the core technical areas specified in C.3;

8 years experience (at least 3 years in long-term settings, i.e. more than 12 consecutive months at a single site) in the application of their technical areas in child health/Child Survival services in a less developed country(s);

5 years demonstrated competence in the provision of Child Survival technical assistance in less developed countries;

experience and excellence in technical writing and presentation; and,

experience in the design, implementation and analysis of applied research in their technical area(s), including publication of results.

Note: experience in the above areas may be concurrent.

C.5.(b)(8) Operations Officers (minimum of 4, full-time).

Operations officers are critical elements of the project's successful implementation, and for this reason shall be full-time staff of the project. Operations officers shall be responsible for the planning, coordination, and support of all contract activities outside of headquarters.

With the assistance of Program Assistants, Operations Officers shall conduct the day-to-day organization and support of contract field operations, including communication and coordination with country and regional advisors and USAID missions; ensuring the preparation, review, and approval of budgets, workplans, task assignments, and scopes of work; ensuring the preparation of cables and requests to A.I.D. and the receipt of appropriate clearances and concurrences; identifying and obtaining approval of appropriate consultants

for field technical assistance activities; and assuring appropriate travel and logistic arrangements in support of field activities.

The Operations Officers shall participate in planning teams for development of country activities, and one Operations Officer shall serve as the lead person in the headquarters support cluster organized to support each country program. Operations Officers will be organized in a manner to assure maximum continuity of operational support to programs, with adequate back-up and cross-coverage to allow for continuous effective support when one or more are working in the field.

C.5.(b)(8)(A) Minimum Qualifications

Operations Officers shall have a masters degree in health sciences administration, management, administration or a related field. The Operations Officers shall have the following minimum experience:

5 years experience in the field implementation of A.I.D.- supported or similar projects, preferably but not necessarily in the areas of Child Survival or primary health care in developing countries;

established proficiency calculating budgets and developing workplans, including tracking quantitative and qualitative inputs over time;

demonstrated experience and competency in following A.I.D. or similar requirements and procedures;

demonstrated proficiency in management and organization of complex tasks in an international setting;

established writing skills; and,

documented leadership and interpersonal skills.

Note: experience in the above areas may be concurrent.

C.5.(b)(9) Regional Advisors (3 full-time).

The Contractor shall field approximately three regional advisors to provide technical and operational support to contract activities in countries of the region. These regional advisors shall be regarded as headquarters staff, and will be subject to approval by R&D/Health. Regional advisors shall work under the supervision of the Deputy Director for Operations.

C.5.(b)(9)(A) Minimum Qualifications

Regional Advisors shall have a M.D./Ph.D. or a masters degree in at least one of the core technical areas. Regional Advisors shall have the following minimum experience:

8 years experience (at least 3 years in long-term settings, i.e. more than 12 consecutive months at a single site) in the application of their technical areas in child health/Child Survival services in a less developed country(s);

demonstrated competency in the implementation of health and Child Survival programs in A.I.D.-assisted or similar countries in their region;

excellent skill in delivering technical assistance, planning, management, and supervision at all levels;

FSI-W/S3+ level or better in the principal working language of their region, as well as in English; and,

working knowledge of and experience in the region to which they are assigned.

C.5.(b)(10) The key personnel which the Contractor shall furnish for the performance of this contract are as follows:

Director	-	Glenn Patterson
Deputy Director - Operations	-	Pat Taylor
Deputy Director - Finance and Administration	-	Judy Yang

Deputy Director - Technical	
Directions	- Ronald Waldman
Evaluation Officer	- Eckhard Kleinau
Technical and Operations	
Officers	- Bill Bower
	Rebecca Fields
	- Jean-Jacques Frere
	Ken Heise
	Ann Jimerson
	Nancy Keith
	Patrick Kelly
	Rose Macauley
	David Mccarthy
	Camille Saade
	David Sack
	Rene Selgado
	- Diana Silimperi
	Robert Simpson
	Robert Steinglass
	C. Verzoza
	Bob Weirbach
	Robert Pond
	Bart Burkhalter
Regional Advisors	- Carl Hasselblad
	Adama Kone
	Barry Smith

C.3.(b)(11) If any of the key personnel should perform on any delivery order issued under the requirements contract, their labor and associated costs shall be charged to the applicable delivery order, unless the COTR approves the utilization of person-months of effort authorized under this contract for such purposes and the concomitant charge of such labor and associated costs to this contract. All such approvals by the COTR must be within the terms of this contract, shall not change them in any way, and shall not be construed as authorization to increase either the level of effort or the total estimated cost of this contract, or to exceed the obligated amount of this contract.

C.5.(c) Non Key Personnel

C.5.(c)(1) Country Advisors

It is anticipated that during each year of the contract eight of the long-term country advisors will be supported through core funds, with the remainder supported by other funds. Country advisors may be U.S. citizens, host country nationals, or third country nationals. For the purpose of this proposal it is anticipated that six of the country advisors supported by core funds will be U.S. citizens and two will be host country nationals. The specific qualifications of the country advisor will be determined by the types of activities planned for the country program.

In all cases, the country advisor will be expected to manage the implementation of contract activities in the country, provide direct technical assistance to such activities, coordinate all support from BASICS within a country including additional technical assistance, and maintain excellent working relations with the USAID mission, public authorities, and other counterpart and interested organizations in the country. Country resident advisors shall be supervised by the Deputy Director for Operations, with consultative support of the regional advisor if one exists. The country advisor shall participate in operational and financial management and tracking of contract activities in the country and may also manage A.I.D.-related administrative aspects of contract activities in cases where the mission finds this to be desirable and acceptable, within the limitations of A.I.D. regulations and approved in advance by the Contracts Office, Mission and the COTR.

C.5.(c)(1)(A) Minimum Qualifications

Country Advisors shall have a M.D./Ph.D. or a masters degree in at least one of the core technical areas directly relevant to the needs as established in the Country Activity Plan. Country Advisors shall have the following minimum experience:

6 years experience (at least 3 years in a long-term setting, i.e. more than 12 consecutive months at a single site) in the application of their technical areas in child health/Child Survival services in a less developed country(s);

demonstrated ability to function in an advisory and facilitative role with government and other institutions of such countries, international organizations, and USAID missions or similar entities;

competency in the management and organization of complex tasks in a less developed country setting, including tracking indicators and financial data;

FSI-W/S3+ level or better in the general working language of the country to which they are assigned, as well as in English; and,

working knowledge of and experience in the region and country to which they are assigned.

C.5.(c)(2) The Contractor shall provide skilled and experienced headquarters staff, supported by core funds, in each of the following areas:

C.5.(c)(2)(A) Finance and Administration Staff (7 full time equivalents)

C.5.(c)(2)(B) Information Dissemination Staff (4 full time equivalents)

C.5.(c)(2)(C) General Support Personnel 9 full time equivalents with at least 5 full time equivalents for Administrative Assistants

C.5.(c)(2)(D) Operations/Technical/Evaluation Support Program Assistants (10 full time equivalents)

C.5.(c)(3) In order to ensure timely response to field requests for technical assistance, the Contractor shall establish procedures that will promptly identify available and technically qualified staff and/or consultants for the task(s) requested. Within two business days from receipt of a field request through the COTR, the Contractor shall establish and inform the COTR of the timeframe required to identify the personnel to perform the assistance.

C.6 EQUIPMENT

Effective and efficient implementation of all activities under this contract requires adequate data management, communication and office equipment capability. This includes, at a minimum, microcomputers, modems, and software compatible with, but not limited to, existing AID/R&D/Health information processing equipment. Hardware and software shall be adequate to enter, store, manage, and produce required reports from the data required for monitoring and evaluation activities described in Section C.3 and for fulfillment of the reporting requirements set forth in Section C.4. This includes, at a minimum, one functional workstation for each headquarters staff member and regional advisor for performance of their duties in execution of the requirements of the contract, as well as sufficient portable computers for use when traveling. The contractor shall comply with the requirements of Section H, paragraphs H.4.(c) through H.4.(h), and any other applicable sections of this contract.

EQUIPMENT

END OF SECTION C

SECTION D
PACKAGING AND MARKING
CORE CONTRACT

D.1. MARKING OF REPORTS

Pursuant to the clause of this contract entitled "Reports" (AIDAR 752.7026)(See Section F), the cover page of all reports prepared by the Contractor shall include a descriptive title, the author's name(s), the project name, the project number, the contract number, the Contractor's name, the name of the AID Project Office, and the publication or issuance date of the report.

D.2. SUPPLIES AND COMMODITIES

Any supplies and equipment/commodities purchased and shipped or provided by the Contractor hereunder shall be marked in accordance with the clause of this contract entitled, "Marking" (AIDAR 752.7009). Unless otherwise specified, all commodities shipped overseas shall be in accordance with the supplier's standard export packaging.

D.3. CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

752.7009

MARKING (APR 1984)

END OF SECTION D

SECTION E
INSPECTION AND ACCEPTANCE
CORE CONTRACT

E.1. RESPONSIBLE OFFICIAL

In accordance with the clause of this contract entitled "Inspection of Services - Cost-Reimbursement" (FAR 52.246-05), inspection and acceptance of all services and reports and other deliverables required hereunder shall be made by the Contracting Officer's Technical Representative (COTR) (see Section G). Acceptance of services and reports and other deliverables by the COTR shall form the basis for payments to the Contractor.

E.2. PLACE OF INSPECTION AND ACCEPTANCE

A.I.D. inspection and testing of services and reports and other deliverables required hereunder, if any, shall take place in the Washington, DC metropolitan area or at any other location where the services are provided/performed and reports and other deliverables are produced or submitted/delivered. Acceptance of services and reports and other deliverables required hereunder shall take place in the Washington, DC metropolitan area or at any other location where the services are provided/performed and reports and other deliverables are produced or submitted/delivered.

E.3. EVALUATIONS

A mid-term external evaluation focusing on key implementation issues will occur mid-way through the period of performance of the contract. This external evaluation will be conducted by independent experts and may include a detailed assessment of project organization, management, field work, significant outputs, and overall performance. The external evaluation may result in changes in the direction, emphasis, or administrative procedures of the project. A final project evaluation will be conducted by an external team, with possible participation by A.I.D staff. The final evaluation team will concentrate on examining indicators that the project has achieved its purpose, and to a lesser extent, quality,

quantity, and timeliness of planned project outputs. The final evaluation will make recommendations on changes in content, scope, or focus for follow-on projects. Costs of external evaluations of this contract will be covered by A.I.D., and will not be charged against this contract.

E.4. FEDERAL ACQUISITION REGULATION CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

52.246-5

INSPECTION OF SERVICES - COST REIMBURSEMENT
(APR 1984)

END OF SECTION E

**SECTION F
DELIVERIES OR PERFORMANCE
CORE CONTRACT**

F.1. PERIOD OF CONTRACT

The effective date of this contract is the date of the Contracting Officer's signature on the cover page, and the estimated completion date is five years thereafter.

F.2. LEVEL OF EFFORT

F.2.(a) Estimated Composition

The estimated composition of the total person-months of services reflected in Section B.2.(a) of this contract, to be provided/performed by the Contractor during the contract period indicated in Section F.1. above, is as follows:

<u>Position</u>	<u>No. of Person Months</u>
Director	60
Deputy Director - Operations	60
Deputy Director - Finance and Administration	60
Deputy Director - Technical Direction	60
Evaluation Officer	60
Technical and Operations Officers (18)	1080
Regional Advisors (3)	180
Country Advisors (8)	480
Finance and Administration Staff (7)	420
Information Dissemination Staff (4)	240
General Support Personnel	540
Operations/Technical/Evaluation Support Program Assistants	600
Consultants	<u>485</u>
 Total	 4325

For the purposes of this contract, a person-month of effort is defined as 22 working days, 8 hours per day.

F.2.(b) Performance of Services

F.2.(b)(1) Within the definite quantity of services (level of effort) set forth in Section B.2.(a) of this contract, the Contractor shall be responsible for staffing as necessary for the performance of this contract. Subject to the approval by the Contracting Officer's Technical Representative (COTR) or the Contracting Officer, if required, the Contractor shall be responsible for the utilization of all-professional technical, managerial, and administrative personnel whose salaries or consulting fees shall be charged as a direct cost to this contract. The Contractor shall provide personnel that will meet the technical requirements of the project, a highly qualified staff of professional program managers to organize and coordinate the work activities, and a strong administrative/clerical support structure.

F.2.(b)(2) The rate of person-months per year may fluctuate in pursuit of the technical objectives, provided such fluctuation does not result in the utilization of the total person-months of services prior to the expiration of the term of this contract (see Section F.1. above).

F.2.(b)(3) The Contracting Officer may, by written order, direct the Contractor to increase the average annual rate of utilization of effort to such an extent that the total person-months of effort, specified above, would be used prior to the expiration of the term of the contract. Any such order shall specify the degree of acceleration required, and the revised term of this contract.

F.2.(b)(4) The number of person-months of effort for any classification of labor may be used by the Contractor in any other labor classification if necessary in the performance of the work. The Contractor shall not substitute key personnel LOE with non-key personnel LOE without specific written approval of the COTR.

F.2.(b)(5) If the Contractor fails to furnish the total quantity of services set forth in Section B.2.(a) of this contract during the specified term of this contract (See Section F.1. above), the Contracting Officer may require the Contractor to continue performance of the work beyond the estimated completion date until the Contractor has furnished the specified quantity of services or until the total estimated cost or the obligated amount of this contract, whichever is less, has been expended.

F.2.(b)(6) The provision of some or all of these services may be provided through subcontracts and/or consultants. However, the inclusion of person-months of services above does not obviate the requirements of the clause of this contract

entitled "Subcontracts (Cost-Reimbursement and Letter Contracts)" (FAR 52.244-02), or Section H.3.(b)(2) of this contract for prior written approval by the Contracting Officer.

F.3. DELIVERY

The Contractor shall submit/deliver all reports and other deliverables in accordance with the clause of this contract entitled "F.o.b. Destination, Within Consignee's Premises" (FAR 52.247-35). The types, quantities, consignees, and due dates of such reports and other deliverables are specified in Sections C. and F. of this contract.

F.4. OTHER REPORTING REQUIREMENTS

F.5.(a) In addition to the requirements set forth under the clause of this contract entitled "Rights in Data - General" (FAR 52.227-14), the Agency for International Development reserves the right to review and approve for publication any and all contract publications and documents prior to their issuance as well as production of any audio-visual materials to be funded by the contract. One copy of all papers and documents on subprojects funded by this contract to be presented at conferences or submitted for publication shall be sent to the COTR prior to presentation or submission.

F.4.(b) The Contractor shall immediately notify the COTR and the Contracting Officer, in writing, in the event that circumstances arise that have or may have an adverse impact on timely performance of the contract or the occurrence of unanticipated costs under this contract. This provision is applicable to all subcontracts as well as to the prime contract, except that the subcontractor shall notify the prime contractor and the prime contractor shall notify A.I.D.

F.5. PLACES OF PERFORMANCE

Performance of this contract shall be in the Washington, DC metropolitan area, at the Contractor's and any subcontractor's facilities in the United States, and those countries to which the Contracting Officer's Technical Representative (COTR), in accordance with Section H.1. of this contract and the clauses of this contract entitled "International Travel Approval and Notification Requirements" (AIDAR 752.7032) and "Personnel" (AIDAR 752.7027), approves international travel for performance of the work.

(2) When preparing reports, the Contractor shall refrain from using elaborate art work, multicolor printing and expensive paper/binding, unless it is specifically authorized in the Contract Schedule. Wherever possible, pages should be printed on both sides using sing spaced type.

F.7. FEDERAL ACQUISITION REGULATION CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

52.212-13
52.247-35

STOP WORK ORDER (AUG 1989)
F.O.B. DESTINATION, WITHIN CONSIGNEE'S
PREMISES (APR 1984)

END OF SECTION F

SECTION G
CONTRACT ADMINISTRATION DATA
CORE CONTRACT

G.1. DESIGNATION OF CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

G.1.(a) DESIGNATION OF CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR):

Dr. Alfred Bartlett
Agency for International Development
Research and Development Bureau
Office of Health, HSD
Room 1264, SA-18
Washington, D.C. 20523
(703) 875-4530

G.1.(b) The above named individual is delegated as the authorized COTR for this contract/order. As such, this individual is responsible for monitoring, progressing, and overall technical surveillance of services to be performed under this contract/order. In no event shall any understanding or agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contract and any person other than the Contracting Officer (CO) be effective or binding upon the government.

G.1.(b)(1) When in the opinion of the contractor, the COTR requests effort outside the existing scope of the contract, the contractor will promptly notify the CO in writing.

G.1.(b)(2) No action will be taken by the contractor under such technical instruction unless the CO has issued a contractual change.

G.1.(c) List of duties to be performed by COTR in the administration of the contract:

G.1.(c)(1) Serve as the contact point through which the contractor can relay questions or problems of a technical nature to the Contracting Officer.

G.1.(c)(2) Monitor services being performed to assure the contractor uses personnel meeting the requisite qualifications cited in the contract/order and require the contractor's justification when using categories of personnel that are not in proportion to approved estimates.

G.1.(c)(3) Review and evaluate contractor's estimates in order to furnish comments and recommendations to the CO as appropriate.

G.1.(c)(4) Alert the CO, as appropriate, to any potential problems which may affect cost of performance schedules. Determine if percentage of work performed reasonably corresponds to the percentage of funds expended.

G.1.(c)(5) Review and certify invoices in accordance with the invoicing instructions of the contract. See Section G for details regarding invoicing.

G.1.(c)(6) Determine causative factors for any slippage in the performance schedule and report to the CO making recommendations for corrective action to eliminate the cause of the slippage. In addition, the contractor's performance should be monitored to assure corrective action is being taken.

G.1.(c)(7) Furnish CO any requests for change, deviation, or waiver (whether generated by Government personnel or contractor personnel), including all supporting paperwork in connection with such change, deviation, or waiver.

G.1.(c)(8) Be responsible for the inspection and acceptance of the services performed. Ensure compliance with the clause at FAR 52.246-5 or 6 which provides the Government the right to perform the services again, in conformity with the contract requirements, without payment of additional profit/fee.

G.1.(c)(9) Conduct an annual management review of the contract and submit to the CO a written evaluation of (1) the performance of the contractor and (2) a statement as to the uses made of any deliverables furnished by the contractor. This report shall be made annually on the anniversary date of the contract and within 60 days of contract completion. The written evaluation of performance shall address the cost effectiveness, quality, and timeliness of contractor performance. The following questions shall be considered:

G.1.(c)(9)(i) Did the contractor use the key personnel in its proposal?

- G.1.(c)(9)(ii) Were the number of person-months expended and the mix of labor categories used consistent with efficient and cost effective performance?
- G.1.(c)(9)(iii) Were the deliverables submitted in a timely manner?
- G.1.(c)(9)(iv) Was the quality of the deliverables excellent, satisfactory, or poor?
- G.1.(c)(10) Submit to the CO on a quarterly basis a status report addressing contract funding, contract schedule, labor categories and person-months used, and contractor performance.
- G.1.(c)(11) Provide written approval, 30 days in advance, of all Contractor travel, both international and domestic to the CO.
- G.1.(c)(12) Provide written approval to the CO in advance of of the use of any individual for non-key personnel including the Country Advisor positions.

G.2. TECHNICAL DIRECTION

- G.2.(a) At the COTR's discretion, technical direction or clarification concerning the details of specific tasks set forth in the contract may given through the issuance of Technical Direction Letters (TDLs). Technical directions subject to TDL's shall include written directions to the contractor that fill in details, suggest lines of inquiry, assist in the interpretation of drawings, specifications, or technical portions of the statement of work or other instructions or directions to facilitate completion of the work.
- G.2.(b) If the TDL method is used, it shall be in writing and shall include, as a minimum, the following information:
- G.2.(b)(1) Date of the TDL
- G.2.(b)(2) Contract and consecutive TDL number
- G.2.(b)(3) Reference to the relevant section or item in the statement of work
- G.2.(b)(4) Signature of the COTR
- G.2.(c) Each TDL issued under this contract is subject to the terms and conditions of this contract and in no event shall technical directions constitute an assignment of new work or

changes of such a nature as to justify any adjustments to the fixed fee, estimated costs, or delivery terms under the contract. In the event of a conflict between a TDL and this contract, the contract shall control.

G.2.(d) When in the opinion of the contractor a technical direction calls for effort outside the contract statement of work, the contractor shall notify the COTR and Contracting Officer in writing within 2 working days of having received the technical direction in question. The contractor shall undertake no performance to comply with the technical direction until the matter has been resolved by the Contracting Officer through formal contract modification or other appropriate action.

G.2.(e) Oral technical directions may be given by the COTR only in emergency circumstances, and provided that any oral technical direction given is reduced to writing by the COTR within 2 working days of its issuance.

G.2.(f) Amendments to a TDL shall be in writing and shall include the information set forth in paragraph (b) above. A TDL may be amended orally only by the COTR in emergency circumstances. Oral amendments shall be confirmed in writing within 2 working days from the time of the oral communication amending the TDL by a TDL modification.

G.3. PAYMENT OFFICE

The payment office, and the office to which requests for payment shall be sent, is:

AGENCY FOR INTERNATIONAL DEVELOPMENT
FA/FM/CMP/DC
Room 700, SA-2
Washington, DC 20523-0209.

G.4. POST AWARD CONTRACT ADMINISTRATION OFFICE

The post-award contract administration office is:

AGENCY FOR INTERNATIONAL DEVELOPMENT
FA/OP/A/HRN
Room 1532, SA-14
Washington, DC 20523-1427.
(703) 875-1155

G.5. SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS
SUBCONTRACTING

The Director of the Office of Small and Disadvantaged Business Utilization (OSDBU), A.I.D., Washington, DC 20523-1414 is hereby designated as the Contracting Officer's representative, responsible for assisting the Contracting Officer in monitoring, evaluating, and documenting the Contractor's performance under the clause of this contract entitled "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09).

G.6. ACCOUNTING AND APPROPRIATION DATA

Funds currently obligated in this contract are chargeable as follows:

a)	PIO/T	:936-6006-3692208
	Appropriation	:72-1131021.1
	Budget Plan Code	:DDVA-93-16900-CG11
	Allotment No.	: 341-36-099-04-20-31
	Amount Obligated	:\$2,864,000
b)	PIO/T	:936-6006-3692208,A1
	Appropriation	:72-1131021.1
	Budget Plan Code	:DDVA-93-16900-CG11
	Allotment No.	: 341-36-099-04-20-31
	Amount Obligated	:\$ 149,800
c)	PIO/T	:936-6006-3692208,A2
	Appropriation	:72-1131021.1
	Budget Plan Code	:DDVA-93-16900-CG11
	Allotment No.	: 341-36-099-04-20-31
	Amount Obligated	:\$ 275,000
d)	PIO/T	:936-6006-3692208,A3
	Appropriation	:72-1131021.1
	Budget Plan Code	:DDVA-93-16900-CG11
	Allotment No.	: 341-36-099-04-20-31
	Amount Obligated	:\$ 610,256

e) PIO/T :936-6006-3692888
Appropriation :72-1131021.1
Budget Plan Code :DDVA-93-16900-KG11
Allotment No. : 341-36-099-00-20-31
Amount Obligated :\$ 350,000

f) PIO/T :936-6006-3692888,A1
Appropriation :72-1131021.1
Budget Plan Code :DDVA-93-16900-KG11
Allotment No. : 341-36-099-00-20-31
Amount Obligated :\$ 274,719

g) PIO/T :936-6006-3692710
Appropriation :72-113/41014
Budget Plan Code :DSS3-93-16900-CG11
Allotment No. : 381-36-099-04-20-31
Amount Obligated :\$1,250,000

COMBINED TOTAL
OBLIGATED: \$5,773,775

SUMMARY:

Total Estimated Cost: \$73,154,982
Total Obligated: \$ 5,773,775
Remaining to be
Obligated: \$67,381,207

G.7. CONTRACTOR'S PAYMENT ADDRESS

Payments shall be made to the Contractor either by Letter of Credit, for joint venture shown below:

THE PARTNERSHIP FOR CHILD HEALTH CARE, INC.
c/o Academy for Educational Development*
1255 23rd Street, N.W.
Washington, D.C. (20037
phone: (202) 862-1940

*Note: The Academy for Educational Development will be the Administering Agent for the joint venture for billing, vouchering and related issues.

END OF SECTION G

SECTION H
SPECIAL CONTRACT REQUIREMENTS
CORE CONTRACT

H.1. SPECIAL PROVISION REGARDING THE CLAUSES ENTITLED
"INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION
REQUIREMENTS" (AIDAR 752.7032) AND "PERSONNEL" (AIDAR
752.7027, ALTERNATE 71)

H.1.(a) In accordance with each of the above clauses of this contract, whereunder the Contractor must obtain the Contracting Officer's prior written approval for all international travel under this contract, the Contracting Officer does, hereby, provide said approval for those individuals required to travel outside the United States; provided, however, that concurrence with the assignment of any and all said individuals outside the United States is obtained by the Contractor, in writing, from the Contracting Officer's Technical Representative (COTR) prior to their assignment abroad. Such approval must be within the terms of this contract, is subject to availability of funds, and should not be construed as authorization to increase the total estimated cost of this contract or to exceed the obligated amount whichever is less, which are subject to the clauses of this contract entitled "Limitation of Cost" (FAR 52.232.20) and "Limitation of Funds" (FAR 52.232-22), respectively. A copy of each approval issued pursuant to this paragraph shall be retained by the Contractor for audit purposes.

H.1.(b) After approval of the proposed international travel, the Contractor shall notify the U.S.A.I.D. Missions and the COTR, of the arrival date and time and flight identification of A.I.D. financed travellers.

H.2. INSURANCE REQUIREMENTS

H.2.(a) Workers' Compensation and Employer's Liability

Pursuant to the clause of this contract entitled "Insurance - Liability to Third Persons" (FAR 52.228-07), the Contractor shall, during the period of this contract, comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the Contractor's insurance policy. Employer's liability coverage of at least \$100,000 is required to be provided and maintained by the Contractor during the period of this contract, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers. To the extent that this insurance exceeds the insurance maintained by the Contractor in connection with the general conduct of its business, the costs of such insurance are allowable as a direct cost to this contract.

H.2.(b) General Liability

Pursuant to the clause of this contract entitled "Insurance - Liability to Third Persons" (FAR 52.228-07), the Contractor shall, during the period of this contract, provide and maintain bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence. Property damage liability insurance is not required by this contract. To the extent that this insurance exceeds the insurance maintained by the Contractor in connection with the general conduct of its business, the costs of such insurance are allowable as a direct cost to this contract.

H.2.(c) Automobile Liability

Pursuant to the clause of this contract entitled "Insurance - Liability to Third Persons" (FAR 52.228-07), the Contractor shall, during the period of this contract, provide and maintain automobile liability insurance (other than privately-owned vehicles of the Contractor's employees or consultants, which are discussed in Section H.2.[f] below) written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the

operation of all automobiles used in connection with performing this contract. The policy shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, and \$20,000 per occurrence for property damage. To the extent that this insurance exceeds the insurance maintained by the Contractor in connection with the general conduct of its business, the costs of such insurance are allowable as a direct cost to this contract.

H.2.(d) Defense Base Act (DBA) Insurance

Pursuant to the clause of this contract entitled "Workers' Compensation Insurance (Defense Base Act)" (FAR 52.228-03), the Contractor shall, during the period of this contract, provide and maintain such workers' compensation insurance or security as the Defense Base Act (42 U.S.C. 1651, et seq.) requires (U.S. citizens and U.S. residents who are hired in the U.S. must be covered by DBA insurance during the period they are performing outside the U.S.). Pursuant to the clause of this contract entitled "Worker's Compensation Insurance (Defense Base Act)" (AIDAR 752.228-03), the Contractor shall obtain such coverage from A.I.D.'s current insurance carrier for such insurance. This insurance carrier is:

Wright & Co.
1400 I Street, N.W.
Washington, D.C. 20005
Telex 440508
(202) 289-0200
(800) 424-9801

The costs of DBA insurance are allowable as a direct cost to this contract.

H.2.(e) Workers' Compensation and War-Hazard Insurance

If the requirement for Defense Base Act insurance is waived for any employee or consultant of the Contractor, the Contractor shall, pursuant to paragraph (a) of the clause of this contract entitled "Workers' Compensation and War-Hazard Insurance Overseas" (FAR 52.228-04), provide at least that workers' compensation insurance or the equivalent as the laws of the country of which these employees or consultants are nationals may require, and shall continue to maintain it until performance is complete. The costs of such insurance are allowable as a direct cost to this contract.

H.2.(f) Insurance on Private Automobiles

Pursuant to the clause of this contract entitled "Insurance - Liability to Third Persons" (AIDAR 752.228-07), if the Contractor or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at contract expense) privately-owned automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Contractor shall, during the period of this contract (see Section F.1.), ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of \$10,000/\$20,000 for injury to persons and \$5,000 for property damage, or such other minimum coverages as may be set by the Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this contract.

H.2.(g) Cargo Insurance

Pursuant to the clause of this contract entitled "Cargo Insurance" (AIDAR 752.228-09), if the Contractor ships project goods or commodities (but not household or personal effects of the Contractor's employees or consultants) on ocean vessels, the Contractor shall secure marine insurance equivalent to 110% of the CIF value of the shipment see also Section H.4.[a][2][E] of this contract). The costs of such insurance are allowable as a direct cost to this contract.

H.2.(h) Medical Evacuation (MEDEVAC) Services (Mar 93)

(1) The Contractor agrees to provide medevac service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents while overseas under an A.I.D. financed direct contract. Coverage shall be obtained pursuant to the terms of the contract between AID and AID's medevac service provider unless exempted in accordance with paragraph (2) of this clause.

(2) The following are exempted from the requirements in paragraph (1) of this clause:

(i) Eligible employees and their dependents with a health insurance program that includes sufficient medevac coverage as approved by the Contracting Officer.

(ii) Eligible employees and their dependents located at Missions where the Mission Director makes a written determination to waive the requirement for such coverage based on findings that the quality of local medical services or other circumstances obviate the need for such coverage.

(3) The Contractor further agrees to insert in all subcontracts hereunder to which the medevac coverage is applicable, a clause similar to this clause, including this sentence, imposing on all subcontractors a like requirement to provide medical evacuation services coverage and obtain medevac coverage in accordance with the contract between AID and AID's medevac service provider.

The provider of the medevac insurance is Medex Assistance Corporation of Baltimore. The administrator for this policy is Wright & Co.; 1400 I Street, N.W.; Washington, D.C. 20005; telex 440508; telephone (202) 289-0200, or (800) 424-9801 outside the Washington area (toll-free). Applications should be sent directly to Wright & Co. citing relevant AID Contract No. The costs of such insurance are allowable and reimbursable as a direct cost to the contract.

H.3. PERSONNEL COMPENSATION

H.3.(a) Definitions

H.3.(a)(1) As used herein, the terms "Salaries," "Wages," "Consultant Fees," and "Compensation" mean the periodic remuneration received by personnel for professional or technical services rendered, exclusive of fringe benefits, travel incentives, housing allowances, differentials, or other bonuses as defined in the clause of this contract entitled "Differentials and Allowances" (AIDAR 752.7028), unless otherwise stated. The terms "Compensation," "Salaries," "Wages," and "Consultant Fees" include payments for personal services (including fees and honoraria). It excludes earnings from sources other than the individual's professional or technical work, overhead, or other charges (see also the clause of this contract entitled "Personnel Compensation" [AIDAR 752.7007]).

H.3.(a)(2) As used herein, the term "Employee" means a direct full time employee who works a normal work week, is eligible for all fringe benefits, is generally compensated on a salary basis, is provided with working space on the Contractor's premises, and whose compensation is reported on IRS Form W-2.

H.3.(a)(3) As used herein, the term "Consultant" means an individual who is not an employee, but who is engaged from time to time, who does not share in the Contractor's fringe benefits package, and for whom the Contractor does not specifically maintain office space. Consultant fees for such individuals are reported on IRS Form 1099 rather than Form W-2. A direct consultant's annual compensation shall be determined by multiplying his/her daily fee by 260.

H.3.(a)(4) "Personnel" means both employees and consultants.

H.3.(b) Limitations

Compensation of personnel which is charged as a direct cost under this contract, like other costs, will be reimbursable by A.I.D. only in accordance with Section B.7. of this contract, and the clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) and other applicable provisions of this contract, but subject to the following additional specified understandings which set limits on reimbursement by A.I.D. of items of cost which otherwise might be reasonable, allocable, and allowable.

H.3.(b)(1) Employees

Reimbursable salaries and wages for employees 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 reimbursable salary or wage, without approval of the Contracting Officer, exceed the employee's current salary or wage or the highest rate of annual compensation 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 FS-1 (or the equivalent daily 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.

H.3.(b)(1)(A) Initial Salaries

The reimbursement level for the initial starting salaries of all professional technical and managerial/administrative employees whose salaries are charged as a direct cost to this contract must be approved, in advance and in writing, by the Contracting Officer.* Subsequent salary increases shall be in accordance with Section H.3.(b)(1)(B) below.

H.3.(b)(1)(B) Annual Salary Increases

Annual salary increases for the Contractor's employees may not exceed those provided by the Contractor's established policy and practice. With respect to employees performing work directly under this contract, A.I.D. shall reimburse the Contractor for one annual salary increase of not more than 5.5%* of the employee's base salary, subject to the contractor's established policy and practice, either after the employee's completion of each twelve-month period of satisfactory services under this contract (if the individual was not a employee of the Contractor prior to award of this contract) or after the employee's completion of each twelve-month period of satisfactory job performance as a employee of the Contractor (if the individual was a employee of the Contractor prior to award of this contract). Reimbursement for annual salary increases of which cause the employee's salary to exceed the maximum salary of FS-1 must have the advance written approval of the Contracting Officer. Reimbursement for annual salary increases for subcontractor employees shall be in accordance with the Contractor's original proposal and/or best and final offer which was accepted by A.I.D. through award of this contract.

H.3.(b)(2) Consultants

No compensation for consultants will be reimbursed unless their use under the contract has the advance written approval of the COTR, and if such provision has been made or approval given, reimbursement of such compensation shall not exceed, without specific approval of the rate by the Contracting Officer, (1) the current compensation or the highest rate of annual compensation (or the equivalent daily rate, if compensation is not on an annual basis) received by the consultant during any full year of the immediately preceding three years or (2) the maximum salary rate of FS-1, whichever is less. Compensation

*Award of this contract includes the salary approval of the key personnel listed on pages 72 and 73 of this contract.

of faculty members of colleges or universities who are on less than a 12 month appointment at their college or university may be annualized in one of two ways: (1) the salary for the appointment period is divided by the number of months in the appointment period, and the result is multiplied by 12 (in this case, the number of months in the appointment period must be indicated; or (2) consulting income earned by the individual during periods outside the appointment period may be added to the salary for the appointment period.

Note 1: The daily rate of a Foreign Service Officer Class 1 (FS-1) is determined by dividing the annual salary by 2087 hours and multiplying the result by 8.

Note 2: Any approvals issued pursuant to this Section H.3.(b) shall be retained by the Contractor for audit purposes. Approvals issued pursuant to the above must be within the terms of this contract, and shall not serve to increase the total estimated cost of this contract.

H.3.(b)(3) 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 COTR. Salaries and wages paid to such persons may not, without specific written approval of the Contracting Officer, exceed either the Contractor's established policy and practice; or the level of salaries paid to equivalent personnel by the USAID Mission in the Cooperating Country, as determined by A.I.D., paid to personnel of equivalent technical competence. In no event shall compensation for such persons exceed the FS-1 rate, unless approved in advance by the Contracting Officer.

H.3.(b)(4) Compensation During Travel

Compensation paid to personnel while in travel status will not be reimbursed for a travel period greater than the time required for travel by the most direct and expeditious air route, unless otherwise approved by the Contracting Officer.

H.3.(b)(5) Return of Overseas Personnel

Compensation paid to personnel serving overseas who are 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 him/her promptly to his/her point of origin by the most direct and expeditious air route, unless otherwise approved by the Contracting Officer.

H.3.(c) Work Week

H.3.(c)(1) Nonoverseas Personnel. The work week for the contractor's nonoverseas personnel shall not be less than the established practices and policies of the Contractor, and shall, to the maximum practical extent, be scheduled to coincide with the work week of the COTR.

H.3.(c)(2) Overseas Personnel. The work week for the Contractor's overseas personnel shall not be less than 40 hours and shall be scheduled to coincide with the work week for those employees of the U.S.A.I.D. Mission and/or the Cooperating Country associated with the work under this contract.

H.4. PROCUREMENT AND SUBCONTRACTING

A.I.D. has eligibility rules concerning goods and commodities, commodity-related services, and suppliers of goods and services (other than commodity-related services). These rules are set forth in A.I.D. Handbook 1, Supplement B, which, as amended from time to time, is incorporated by reference as a part of this contract (see the clause of this contract entitled "Source and Nationality Requirements" [AIDAR 752.7004]). For the purposes of this contract, the following applies:

H.4.(a) Authorized Geographic Code

H.4.(a)(1) Source, Origin, and Componentry of Goods and Commodities

H.4.(a)(1)(A) Source, Origin, and Componentry

Except as specified in Sections H.4.(a)(1)(B), H.4.(a)(1)(C), H.4.(a)(4), H.4.(a)(5), and H.4.(c) below, all goods/commodities shall have their source and origin in the United States (A.I.D. Geographic Code 000) or the Cooperating Country*, and shall meet A.I.D.'s componentry requirements, except as the Contracting Officer may otherwise agree in writing.

H.4.(a)(1)(B) Local Cost Financing With U.S. Dollars

Because the Cooperating Country is authorized for source and origin purposes, the clause of this contract entitled "Local Cost Financing With U.S. Dollars" (AIDAR 752.7017) applies. Pursuant to said clause, indigenous goods and imported items are eligible for local cost financing in quantities up to the total estimated cost of this contract, subject to the restrictions stated in said clause, and Chapter 18 of Supplement B to A.I.D. Handbook 1, which, as may from time to time be amended, is incorporated herein as a part of this contract by reference.

*Each developing country where research, training or other assistance takes place under this project shall be deemed to be a cooperating country for the activity being conducted in such country.

H.4.(a)(1)(C) Restricted Goods

Pursuant to the clause of this contract entitled "Source and Nationality Requirements" (AIDAR 752.7004), the following restricted goods must be specifically approved by the Contracting Officer:

Agricultural Commodities
Motor Vehicles
Pharmaceuticals
Pesticides
Rubber Compounding & Plasticizers
Used Equipment
Fertilizer

H.4.(a)(2) Eligibility of Commodity-Related Services

H.4.(a)(2)(A) Ocean Transportation

The eligibility of ocean transportation services is determined by the flag registry of the vessel. Ocean shipping financed hereunder shall, except as the Contracting Officer may otherwise agree in writing, be financed only on flag vessels of the United States (A.I.D. Geographic Code 000), and Alternate I of the clause entitled "Preference for Privately Owned U.S.-Flag Commercial Vessels" (FAR 52.247-64) will apply. Notwithstanding any waiver of the requirement for use of

privately owned U.S.-Flag commercial vessels which may be provided by the Contracting Officer, the Contractor shall ensure that at least 50% of the gross tonnage of all goods purchased under this contract and transported on ocean vessels to the Cooperating Country shall still be transported on, and at least 50% of the gross freight revenues generated by shipments of goods purchased under this contract and transported to the Cooperating Country on dry cargo liners shall still be paid to or for the benefit of, privately owned U.S.-Flag commercial vessels to the extent such vessels are available, except that preference will be given to direct U.S.-Flag service over U.S.-Flag service with foreign-flag feeder service (and the clause entitled "Preference for Privately Owned U.S.-Flag Commercial Vessels" [FAR 52.247-64] without Alternate I will apply). When U.S.-Flag vessels are not available or their use would result in a significant delay, approval of the Contracting Officer for a waiver of the foregoing 50% requirements must be obtained by the Contractor. Such approval must be based on an A.I.D. determination that U.S.-Flag service is unavailable. In no event shall ocean transportation be financed on flag vessels of countries not included in Geographic Code 935 (see Sections H.4.[b][2] and H.4.[c][1] below). See also the clauses of this contract entitled "Preference for Privately Owned U.S.-Flag Commercial Vessels" (FAR 52.247-64) and "Source and Nationality Requirements" (AIDAR 752.7004).

H.4.(a)(2)(B) Dead Freight

Transportation costs attributable to dead freight are not eligible for A.I.D. financing.

H.4.(a)(2)(C) Despatch and Demurrage

If the Contractor is required to finance the delivery costs beyond the port of loading, the Contractor must refund to A.I.D. all despatch earned at the port of unloading. Demurrage costs are ineligible for A.I.D. financing.

H.4.(a)(2)(D) Air Transportation

The eligibility of air travel and transportation services is determined by the flag registry of the aircraft. U.S.-Flag air carriers must be used when available (see Section 47.403 of the Federal Acquisition Regulation). If U.S.-Flag air carriers are

not available, foreign-flag air carriers may be used, provided that the contractor's invoices certify that U.S.-Flag air carriers were not available (with supporting reasons). In no event shall air travel be financed on air carriers registered in countries not included in Geographic Code 935 (see Sections H.4.[b][2] and H.4.[c][1] below). See also the clauses of this contract entitled "Preference for U.S.-Flag Air Carriers" (FAR 52.247-63) and "Source and Nationality Requirements" (AIDAR 752.7004).

H.4.(a)(2)(E) Marine Insurance

The eligibility of marine insurance is determined by the country in which it is "placed." Insurance is "placed" in a country if payment of the insurance premium is made to, and the insurance policy is issued by, an insurance company office located in that country. To be eligible for A.I.D. financing, marine insurance must be placed in either the United States or the Cooperating Country (however, see also paragraph H.4.[c][3] below). Citizens or firms of any country not included in Geographic Code 935 (see Section H.4.[b][2] below) are ineligible as suppliers of marine insurance.

H.4.(a)(2)(F) Other Delivery Services

No special eligibility requirements pertain to other delivery services (such as export packing, loading, commodity inspection services, and services of a freight forwarder) except that citizens or firms of any country not included in Geographic Code 935 (see Section H.4.[b][2] below) are ineligible as suppliers of delivery services, and non-U.S. citizens lawfully admitted for permanent residence in the U.S. are eligible regardless of their citizenship.

H.4.(a)(2)(G) Incidental Services

Incidental services are defined as installation or erection of A.I.D.-financed equipment or the training of personnel in the maintenance, operation, and use of such equipment. No special eligibility requirements pertain to incidental services except that citizens or firms of any country not included in Geographic Code 935 (see Section H.4.[b][2] below) are ineligible as suppliers of incidental services, and non-U.S. citizens lawfully admitted for permanent residence in the U.S. are eligible regardless of their citizenship.

H.4.(a)(3) Nationality of Supplier

H.4.(a)(3)(A) Suppliers of Goods and Commodities

Except as specified in Sections H.4.(a)(4), H.4.(a)(5), and H.4.(c) below, the suppliers of goods and commodities shall have their nationality in the United States (A.I.D. Geographic Code 000), or the Cooperating Country, except as the Contracting Officer may otherwise agree in writing.

H.4.(a)(3)(B) Suppliers of Services (Other Than Commodity-Related Services)

Except as specified in Sections H.4.(a)(4), H.4.(a)(5), and H.4.(c) below, the suppliers of services (other than commodity-related services) shall have their nationality in the United States (A.I.D. Geographic Code 000), or the Cooperating Country, except as the Contracting Officer may otherwise agree in writing.

H.4.(a)(4) Exception for Purchase/Procurement Transactions not Exceeding \$5,000

H.4.(a)(4)(A) If the proposed purchase/procurement transaction does not exceed \$5,000 excluding transportation costs, all goods and commodities must have their source and origin in any Geographic Code 935 (see Section H.4.[b][2] below) country, may not contain any components from a non-Free World country, and must meet other A.I.D. commodity eligibility requirements as set forth in Section H.4.(c) below. Notwithstanding the foregoing, such purchases shall follow the following descending order of preference:

H.4.(a)(4)(A)(i) The United States (A.I.D. Geographic Code 000)

H.4.(a)(4)(A)(ii) The Cooperating Country

H.4.(a)(4)(A)(iii) "Selected Free World" Countries (A.I.D. Geographic Code 941)

H.4.(a)(4)(A)(iv) "Special Free World" Countries (A.I.D. Geographic Code 935)

H.4.(a)(4)(B) When the Contractor procures goods or services from other than U.S. sources under the foregoing order of preference, the Contractor shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement, and shall be based on one or more of the following reasons, which shall be set forth in the Contractor's documentation:

H.4.(a)(4)(B)(i) The procurement was of an emergency nature, which would not allow for the delay in soliciting U.S. sources;

H.4.(a)(4)(B)(ii) The price differential for procurement from U.S. sources exceeded by more than 50% or more the delivered price from the non-U.S. source;

H.4.(a)(4)(B)(iii) Impelling local political considerations precluded consideration of U.S. sources;

H.4.(a)(4)(B)(iv) The goods or services were not available from U.S. sources; or

H.4.(a)(4)(B)(v) Procurement of locally available goods or services, as opposed to procurement of U.S. goods or services, would best promote the objectives of the Foreign Assistance program under the contract.

H.4.(a)(5) Government Owned Organizations

Except as the Contracting Officer may otherwise agree in writing, a Government Owned Organization, i.e., a firm operated as a commercial company or other organizations (including nonprofit organizations other than public educational institutions) which are wholly or partially owned by governments or agencies thereof, are not eligible for A.I.D. financing hereunder.

H.4.(b) Definitions

H.4.(b)(1) Source, Origin, Componentry, and Nationality of Supplier

Source, origin, componentry requirements, and nationality of suppliers are defined in Chapter 5 of A.I.D. Handbook 1, Supplement B, which, as may be amended from time to time, is incorporated herein as a part of this contract by reference.

H.4.(b)(2) A.I.D. Geographic Codes

A.I.D. Geographic Codes are defined in Appendix D of A.I.D. Handbook 18, which, as may be amended from time to time, is incorporated herein as a part of this contract by reference.

H.4.(c) Eligibility of Commodities Determined by Ineligibility of Commodity-Related Services

H.4.(c)(1) Notwithstanding the authorized geographic code set forth above, commodities shipped by a transportation medium owned, operated, or under the control of any country not included in A.I.D. Geographic Code 935 (see Section H.4.[b][2] above) are ineligible for A.I.D. financing hereunder, regardless of whether such transportation costs are financed hereunder.

H.4.(c)(2) Commodities are ineligible for A.I.D. financing hereunder if shipped on a vessel which A.I.D. has designated as ineligible, regardless of whether such transportation costs are financed hereunder.

H.4.(c)(3) With respect to Paragraph (c) of the clause of this contract entitled, "Source and Nationality Requirements" (AIDAR 752.7004), if the Cooperating Country discriminates against any marine insurance company authorized to do business in any state of the United States, failure to insure all A.I.D.-financed commodities with U.S. insurance companies shall render the commodities ineligible for A.I.D. financing hereunder.

H.4.(c)(4) Commodities are ineligible for A.I.D. financing hereunder if shipped under an ocean or air charter that has not received prior approval of A.I.D./Washington, regardless of whether such transportation costs are financed hereunder (see Paragraph [b][2] of the clause of this contract entitled, "Source and Nationality Requirements" [AIDAR 752.7004]).

H.4.(d) Approvals

All purchases of nonexpendable equipment (i.e., 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) will require approval of the Contracting Officer, except as specified in Sections H.4.(e),

H.4.(f), and H.4.(g) below. Any approvals given pursuant to this paragraph must be within the terms of this contract, and shall not serve to change them in any way. The Contractor shall retain copies of all such approvals for audit purposes.

H.4.(e) Competition and Subcontracting

The Contractor shall secure competition to the maximum practical extent, as required by the clause of this contract entitled "Competition in Subcontracting" (FAR 52.244-05). Notwithstanding any approvals issued by the Contracting Officer pursuant to Sections H.4.(d) above, the Contractor shall obtain the Contracting Officer's consent for purchases/subcontracts, if required by the clause of this contract entitled, "Subcontracts (Cost-Reimbursement and Letter Contracts)" (FAR 52.244-02). With the exception of any subcontractors identified in the Contractor's proposal and/or best and final offer which was accepted by A.I.D. through award of this contract, additional subcontracting by the Contractor is not anticipated, except to the extent necessary to comply with Section C.3. of this contract. However, should additional subcontracting become necessary, the Contractor shall compete all such subcontracting opportunities or provide the Contracting Officer with justification for the lack of competition.

H.4.(f) Deleted (See section C.6 on Equipment)

H.4.(g) General Operational Expenses

H.4.(g)(1) The cost of general purpose items required for the conduct of the contractor's normal business operations will normally be considered unallowable other direct costs in the performance of the contract. This includes, but is not limited to, the cost for items such as telephones and telephone charges, typewriters, reproduction machines, word processing equipment, personal computers, and other office equipment and office supplies. Any material remaining after completion of the contract, the cost of which has been reimbursed by the government, will remain government property and disposition instructions must be sought from the contracting officer. Materials considered to be a normal cost of doing business shall be considered overhead, which is included in the rates shown in Section B.

H.4.(g)(2) COST ACCOUNTING

Nothing in this clause shall be construed to require the contractor to allocate costs contrary to its Government approved cost accounting system.

H.4.(h) Government Property

With respect to nonexpendable equipment purchased by the Contractor hereunder, the Contractor shall comply with all requirements of the clauses of this contract entitled "Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)" (FAR 52.245-05) "Government Property -- AID Reporting Requirements" (AIDAR 752.245-70), and "Title To and Care of Property" (AIDAR 752.245-71).

H.4.(i) Small Business and Small Disadvantaged Business Subcontracting

The Contractor shall comply with the requirements of the clauses of this contract entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" (FAR 52.219-08 and AIDAR 752.219-08) and, if applicable, "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09). With respect to the latter clause, reporting requirements are specified in Section C.4. of this contract.

H.4.(j) Gray Amendment Subcontracting

The Contractor shall comply with the requirements of the clause of this contract entitled "Subcontracting with Disadvantaged Enterprises" (AIDAR 752.226-02) which requires that not less than ten (10) percent of the dollar value of this contract must be subcontracted to disadvantaged enterprises, as defined in the clause. This requirement is in addition to that described in Section H.4.(i) above, except that women-owned small business concerns and small disadvantaged business concerns qualify for both the small business and small disadvantaged business subcontracting plan, respectively, and for Gray Amendment subcontracting.

H.5. LANGUAGE REQUIREMENTS

H.5.(a) Language requirements for key personnel performing under this contract are specified in Section C.5. of this contract. Language requirements for other personnel performing under this contract shall be provided to the Contractor by the COTR if applicable.

H.5.(b) A.I.D. reserves the right to test proposed individuals to ensure that they have the required language capability. In the event that the individual(s) possess(es) the required language capability, expenses for language testing shall be an allowable charge to this contract. However, if the individual(s) do(es) not have the required language capability, expenses for language testing for such individual(s) shall be borne by the Contractor.

H.6. ORDINARY COURSE OF BUSINESS

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 for those items or services; provided, that such costs are 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 A.I.D. 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.7. TRAVEL EXPENSES

H.7.(a) Notwithstanding any other provision of this contract, if any of the personnel performing services under this contract are discharged by the Contractor for misconduct or inexcusable nonperformance, travel and transportation costs associated with the assignment of substitute personnel therefor shall not be an allowable cost under this contract.

H.7.(b) Misconduct shall be defined as the deliberate and/or repeated disregard for the laws and regulations of the Cooperating Country or of A.I.D., the continued existence of conflict of interest after advice that such conflict exists (see also Section H.9. of this contract), or general behavior unbecoming a professional serving as a part of the U.S. foreign assistance program (see also the clause of this contract entitled "Personnel" [AIDAR 752.7027]).

H.7.(c) Inexcusable nonperformance shall be defined as unauthorized absences or failure to undertake and/or complete assigned tasks which are within the scope of this contract, when such absences or failures are within the control of the individual.

H.8. SUBMISSION OF COMPLETION VOUCHER

Upon completion of the contract, the Contractor shall submit a completion invoice or voucher, designated as such, promptly upon completion of the work. 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 of this contract) 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.

H.9. LOCATION OF CONTRACTOR'S FACILITY

The nature of the work requires close liaison and/or quick response. Therefore, the Contractor's facility in which the significant portion of the work under the contract is performed must be located within a thirty-minute commute to the Office of Health by surface travel during normal weekday working hours.

Contractors located beyond this commuting time shall submit a letter of intent to establish a facility within the above stated commuting time. The letter of intent must state the offeror's anticipated date (within 30 days after contract award) for establishing such facility, the geographic location, commuting time and description of the facility.

H.10. ORGANIZATIONAL CONFLICTS OF INTEREST

It is understood and agreed that some of the work required under this contract may result in the Contractor (or its personnel or its subcontractors or their personnel) having an organizational conflict of interest, i.e., may (a) result in an unfair competitive advantage to the Contractor (and its or its subcontractors' personnel), or (b) impair the contractor's (and its or its subcontractors' personnel's) objectivity in performing the contract work. To preclude or mitigate any potential conflicts of interest, the Contractor agrees not to undertake any activity which may result in an organizational conflict of interest (further discussion of organizational conflicts of interest may be found in FAR 9.5) without first notifying the Contracting Officer of such potential conflict of interest and receiving the Contracting Officer's approval to undertake such activities. The Contracting Officer's approval to undertake such activities may be based on the Contracting Officer's determination that an organizational conflict of interest does not exist, or may be conditioned on the placement by the Contracting Officer and acceptance by the Contractor of restrictions on the Contractor's (or those of its personnel or its subcontractors or their personnel) future activities, as permitted by FAR 9.5. If the Contracting Officer notifies the Contractor that restrictions may be placed on future activities, the Contractor may decline to perform the applicable work, and such refusal shall not be considered nonperformance by the Contractor. Alternatively, the Contractor may perform the work, but will be subject to such restrictions. If it is discovered that the Contractor (or its

personnel or their subcontractors personnel) engaged in any activities which constitute an organizational conflict of interest without having first obtained the Contracting Officer's approval to undertake such activities, restrictions, as permitted by FAR 9.5, on the Contractor's (or those of its personnel or its subcontractors or their personnel) future activities may be placed unilaterally by the Contracting Officer, and such unauthorized performance may be grounds for termination for default. If it is discovered that the Contractor (or its personnel or its subcontractors or their personnel) engaged in any activities in violation of the restrictions placed by the Contracting Officer on the Contractor's (or its personnel or its subcontractors or their personnel) future activities, such unauthorized performance may be grounds for termination for default. Nothing in this provision precludes the application of any other remedies available to A.I.D. by law, regulation, or other provisions of this contract.

H.11 SUBSTITUTION OR ADDITION OF PERSONNEL

H.11.(a) The contractor agrees to assign to the contract those persons whose resumes, personnel data forms, or personnel qualification statements were submitted as required by Section L. to fill the requirements of the contract and whose names are specified in Section C. No substitution or addition of personnel shall be made except in accordance with this clause.

H.11.(b) The offeror agrees that during the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment, or other compelling reason outside of the contractor's control. In any of these events, the contractor shall promptly notify the contracting officer and provide the information required by paragraph (d) below.

H.11.(c) If personnel for whatever reason become unavailable for work under the contract for continuous period exceeding 30 working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.

H.11.(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least 15 days (30 days

if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or better than the qualifications of the person being replaced.

H.11.(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract, occurs, the contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications equal to or better than at least one of the individuals proposed in the designated labor category.

H.11.(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror in writing of whether the request is approved or disapproved.

H.11.(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or delivery order, the Contracting Officer may terminate the contract for default or convenience as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust downward the contract price or fixed fee to compensate the Government for any delay, loss, or damage as a result of the contractor's action.

H.12. FAR 52.217-8 OPTION TO EXTEND SERVICES (AUG 1989)

H.12.(a) The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary

of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

H.13. PERIOD FOR OPTION EXERCISE

The option referenced in FAR 52.217-8 may be executed by written notice from the contracting officer prior to the expiration of the contract.

H.14. PUBLIC NOTICES AND AID ACKNOWLEDGEMENT

A.I.D. has determined that the contract is of public interest, and that both the public and the Government would benefit from public notices concerning the contract, therefore AIDAR 752.7035 "Public Notices" and AIDAR 752.7034 "Acknowledgement and Disclaimer" are applicable to this contract.

END OF SECTION H

SECTION I
CONTRACT CLAUSES
CORE CONTRACT

I.1. 52.203-09 Certificate of Procurement Integrity --
Modification (NOV 1990)

(1) I, [Name of certifier]_____ am the officer or employee responsible for the preparation of this modification proposal and hereby certify that, to the best of my knowledge and belief, with the exception of any information described in this certification, I have no information concerning a violation or possible violation of subsection 27(a), (b), (d), or (f) of the Office of Federal Procurement Policy Act, as amended* (41 U.S.C. 423), (hereinafter referred to as "the Act"), as implemented in the FAR, occurring during the conduct of this procurement (contract and modification number)_____.

(2) As required by subsection 27(e)(1)(B) of the Act, I further certify that to the best of my knowledge and belief, each officer, employee, agent, representative, and consultant of [Name of Offeror] _____ who has participated personally and substantially in the preparation or submission of this proposal has certified that he or she is familiar with, and will comply with, the requirements of subsection 27(a) of the Act, as implemented in the FAR, and will report immediately to me any information concerning a violation or possible violation of subsections 27(a), (b), (d), or (f) of the Act, as implemented in the FAR, pertaining to this procurement.

(3) Violations or possible violations: (Continue on plain bond paper if necessary and label Certificate of Procurement Integrity -- Modification (Continuation Sheet), ENTER "NONE" IF NONE EXISTS) _____

[Signature of the officer or employee responsible for the modification proposal and date] _____

[Typed name of the officer or employee responsible for the modification proposal] _____

*Subsections 27(a), (b) and (d) are effective on December 1, 1990. Subsection 27(f) is effective on June 1, 1991.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

(End of certification)

(d) In making the certification in paragraph (2) of the certificate, the officer or employee of the competing Contractor responsible for the offer or bid, may rely upon a one-time certification from each individual required to submit a certification to the competing Contractor, supplemented by periodic training. These certifications shall be obtained at the earliest possible date after an individual required to certify begins employment or association with the contractor. If a contractor decides to rely on a certification executed prior to the suspension of section 27 (i.e., prior to December 1, 1989), the Contractor shall ensure that an individual who has so certified is notified that section 27 has been

reinstated. These certifications shall be maintained by the Contractor for a period of 6 years from the date a certifying employee's employment with the company ends or, for an agency, representative, or consultant, 6 years from the date such individual ceases to act on behalf of the contractor.

(e) The certification required by paragraph (c) of this clause is a material representation of fact upon which reliance will be placed in executing this modification.

I.2. 52.220-01 Preference for Labor Surplus Area Concerns
(APR 1984)

(a) This acquisition is not a set-aside for labor surplus area (LSA) concerns. However, the offeror's status as such a concern may affect (1) entitlement to award in case of tie offers, or (2) offer evaluation in accordance with the Buy American Act clause of this solicitation. In order to determine whether the offeror is entitled to a preference under (1) or (2) above, the offeror must identify, below, the LSA in which costs to be incurred on account of manufacturing or production (by the offeror or the first-tier subcontractors) amount to more than 50% of the contract price.

(b) Failure to identify the locations as specified above will preclude consideration of the offeror as an LSA concern. If the offeror is awarded a contract as an LSA concern and would not have otherwise qualified for award, the offeror shall perform the contract or cause the contract to be performed in accordance with the obligations of an LSA concern.

I.3. 52.252-02 Clauses Incorporated by Reference (JUN 1988)

This contract incorporates one or more clauses 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.

**I.3.(a) FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
CLAUSES**

52.202-01 Definitions (SEP 1991)
52.203-01 Officials Not to Benefit (APR 1984)
52.203-03 Gratuities (APR 1984)
52.203-05 Covenant Against Contingent Fees (APR 1984)
52.203-06 Restrictions on Subcontractor Sales to the Government (JUL 1985)
52.203-07 Anti-Kickback Procedures (OCT 1988)
52.203-10 Price or Fee Adjustment for Illegal or Improper Activity (SEP 1990)
52.203-12 Limitation on Payments to Influence Certain Federal Transactions (JAN 1990)
52.203-13 Procurement Integrity - Service Contracting (SEP 1990)
52.204-02 Security Requirements (APR 1984)
52.207-03 Right of First Refusal of Employment (NOV 1991)
52.209-06 Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (JUN 1991)
52.215-01 Examination of Records by Comptroller General (FEB 1993)
52.215-02 Audit-Negotiation (FEB 1993)
52.215-22 Price Reduction for Defective Cost or Pricing Data (JAN 1991)
52.215-24 Subcontractor Cost or Pricing Data (APR 1985)
52.215-26 Integrity of Unit Prices (APR 1991)
52.215-27 Termination of Defined Benefit Pension Plans (SEP 1989)
52.215-30 Facilities Capital Cost of Money (SEP 1987)
52.215-31 Waiver of Facilities Capital Cost of Money (SEP 1987)
52.215-33 Order of Precedence (JAN 1986)
52.216-08 Fixed Fee (APR 1984)
52.219-08 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (FEB 1990)
52.219-09 Small Business and Small Disadvantaged Business Subcontracting Plan (JAN 1991)
52.219-13 Utilization of Women-Owned Small Businesses (AUG 1986)
52.219-14 Limitations on Subcontracting (JAN 1991)
52.220-03 Utilization of Labor Surplus Area Concerns (APR 1984)
52.220-04 Labor Surplus Area Subcontracting Program (APR 1984)

52.222-01 Notice to the Government of Labor Disputes (APR 1984)
52.222-02 Payment for Overtime Premiums (JUL 1990)
52.222-03 Convict Labor (APR 1984)
52.222-18 Notification of Employee Rights Concerning Payment of Union Dues or Fees (MAY 1992)
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)
52.223-02 Clean Air and Water (APR 1984)
52.223-06 Drug-Free Workplace (JUL 1990)
52.224-01 Privacy Act Notification (APR 1984)
52.224-02 Privacy Act (APR 1984)
52.225-11 Restrictions on Certain Foreign Purchases (MAY 1992)
52.225-14 Inconsistency Between English Version and Translation of Contract (AUG 1989)
52.226-01 Utilization of Indian Organizations and Indian-Owned Economic Enterprises (AUG 1991)
52.227-02 Notice and Assistance Regarding Patent and Copyright Infringement (APR 1984)
52.227-03 Patent Indemnity (APR 1984)
52.227-14 Rights in Data - General (JUN 1987)
52.228-03 Workers' Compensation Insurance (Defense Base Act) (APR 1984)
52.228-07 Insurance-Liability to Third Persons (APR 1984)
52.229-08 Taxes-Foreign Cost-Reimbursement Contracts (MAR 1990)
52.230-02 Cost Accounting Standards (AUG 1992)
52.230-03 Disclosure and Consistency of Cost Accounting Practices (AUG 1992)
52.230-05 Administration of Cost Accounting Standards (AUG 1992)
52.232-09 Limitation on Withholding of Payments (APR 1984)
52.232-12 Advance Payments (APR 1994) Alt II
52.232-17 Interest (JAN 1991)
52.232-20 Limitation of Cost (APR 1984)
52.232-22 Limitation of Funds (APR 1984)

52.232-23 Assignment of Claims (JAN 1986)
 52.232-25 Prompt Payment (SEP 1992)
 52.232-28 Electronic Funds Transfer Payment Methods (APR 1989)
 52.233-01 Disputes (DEC 1991) - Alternate I (DEC 1991)
 52.233-03 Protest After Award (AUG 1989) - Alternate I (JUN 1985)
 52.237-03 Continuity of Services (JAN 1991)
 52.242-01 Notice of Intent to Disallow Costs (APR 1984)
 52.242-13 Bankruptcy (APR 1991)
 52.243-02 Changes-Cost Reimbursement (AUG 1987) - Alternate I (APR 1984)
 52.243-07 Notification of Changes (APR 1984)
 52.244-02 Subcontracts (Cost-Reimbursement and Letter Contracts) (JUL 1985)
 52.244-05 Competition in Subcontracting (APR 1984)
 52.245-05 Government Property (Cost Reimbursement, Time-and-Material, or Labor Hour Contracts) (JAN 1986)
 52.246-25 Limitation of Liability - Services (APR 1984)
 52.247-01 Commercial Bill of Lading Notations (APR 1984)
 52.247-63 Preference for U.S.-Flag Air Carriers (APR 1984)
 52.247-64 Preference for Privately-Owned U.S.-Flag Commercial Vessels (APR 1984)
 52.249-06 Termination (Cost-Reimbursement) (MAY 1986)
 52.249-14 Excusable Delays (APR 1984)
 52.251-01 Government Supply Sources (APR 1984)
 52.253-01 Computer Generated Forms (JAN 1991)

I.3.(b) A.I.D. ACQUISITION REGULATION (48 CFR CHAPTER 7)
CLAUSES

752.202
 Alt. 70 AID Definitions Clause -- General Supplement for Use in All AID Contracts (JAN 1990)
 752.202,
 Alt. 72 AID Definitions Clause -- Supplement for AID Contracts Involving Performance Overseas (DEC 1986)
 752.210-70 Language and Measurement (JUN 1992)
 752.226-01 Subcontracting With Disadvantaged Enterprises (APR 1991)
 752.232-70 Letter of Credit Advance (Oct 1989)
 745.247-70 Government Property -- AID Reporting Requirements
 752.245-71 Title To and Care of Property (APR 1984)

752.7001 Biographical Data (DEC 1988)
752.7002 Travel and Transportation (JAN 1990)
752.7003 Documentation for Payment (APR 1984)
752.7004 Source and Nationality Requirements (APR 1989)
752.7006 Notices (APR 1984)
752.7007 Personnel Compensation (AUG 1984)
752.7008 Use of Government Facilities or Personnel (APR 1984)

752.7015 Use of Pouch Facilities (JUN 1991)
752.7017 Local Cost Financing with U.S. Dollars (APR 1984)
752.7018 Health and Accident Coverage for A.I.D. Participant Trainees (OCT 1989)
752.7019 Participant Training (OCT 1989)
752.7023 Required Visa Form for A.I.D. Participants (APR 1984)

752.7025 Approvals (APR 1984)
752.7027 Personnel (DEC 1990)
752.7028 Differential and Allowances (DEC 1988)
752.7029 Post Privileges (DEC 1990)
752.7031 Leave and Holidays (OCT 1989)
752.7032 International Travel Approval and Notification Requirements (JAN 1990)
752.7033 Physical Fitness (DEC 1990)
752.7034 Acknowledgement & Disclaimer (DEC 1991)
752.7035 Public Notices (Dec 1991)

I.4. 52.252.04 Alterations in Contract (APR 1984)

Portions of this contract are altered as follows:

(a) In the clause entitled "Payment for Overtime Premiums" (FAR 52.222-02), insert "zero" in the blank in paragraph (a).

(b) In the clause entitled "Cargo Insurance" (FAR 52.228-09) applies, insert "\$_____" and "\$_____" in the blanks in paragraph (a), and "A.I.D." in the blanks in paragraphs (b) and (c).

(c) In the clause entitled "Taxes - Foreign Cost Reimbursement Contracts (FAR 52.229-08), insert "the Cooperating Country" and "the Cooperating Country", respectively, in the blanks.

(d) In the clause entitled "Notification of Changes" (FAR 52.243-07), insert "14 days" in the blank in paragraph (b).

(e) If the Contractor is an educational institution, in the clause entitled "Allowable Cost and Payment" (FAR 52.216-07), delete "...Subpart 31.2...", and in lieu thereof, substitute "...Subpart 31.3...".

(f) If the Contractor is a not-for-profit organization, other than an educational institution, in the clause entitled "Allowable Cost and Payment" (FAR 52.216-07), delete "...Subpart 31.2...", and in lieu thereof, substitute "...Subpart 31.7...".

END OF SECTION I

**SMALL BUSINESS AND SMALL DISADVANTAGED
BUSINESS SUBCONTRACTING PLAN
CONTRACT YEARS 1-5**

CONTRACTOR: Partnership for Child Health Care, Inc.
ADDRESS: c/o AED, 1255 23rd St, N.W., Washington, D.C. 20037
SOLICITATION NUMBER: RFP No. A/HRN-6006-93-002, USAID/BASIC
ITEM/SERVICE: Technical Assistance

The following together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507 as implemented by OFPP Policy Letter 80-2. In determining these goals, the Partnership has taken the figures proposed for Technical Assistance Costs for the five-year contract period.

The RFP specifies that Gray Amendment qualified firms account for at least 10% of the value of the total contract. The joint venture consortium is committed to supporting Gray Amendment firms and offers a cost proposal structure which assures their substantive involvement therein. For the purposes of this offer, the total costs proposed by Gray Amendment qualified firms is \$9,139,581, or 10.7 percent of the total estimated cost of the project, including formal subcontracts upon award of this contract with Clark Atlanta University, an HBCU and Gray Amendment qualified educational institution; and The Kingsbury Group, a woman-owned small business and Gray Amendment qualified company.

1. The following percentage goals (expressed in terms of a percentage of total planned subcontracting dollars) are applicable to the contract cited above or to the contract award under the solicitation cited.
 - A. Small business concerns: 34% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns.
 - B. Small disadvantaged business concerns: 29% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals. This percentage is included in the percentage shown under A., above, as a subset.
 - C. Large business concerns: 66% of total planned subcontracting dollars under this contract will go to subcontractors who are large business concerns.

The following dollar values correspond to the percentage goals shown in (I.) above.

- A. Total dollars planned to be subcontracted to small business concerns: \$5,567,386.
- B. Total dollars planned to be subcontracted to small disadvantaged business concerns: \$4,689,006. This dollar amount is included in the amount shown under A., above, as a subset.
- C. Total dollars planned to be subcontracted to large business concerns: \$10,895,338.

The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is \$16,462,724. This includes utilization of a small business, women-owned travel agency for air travel purchases and travel assistance, and use of small disadvantaged vendors for commodity procurement.

Small and small disadvantaged business concerns will be subcontracted to provide the following products and/or services under this contract:

- Technical Assistance
- Travel arrangements
- Commodity Procurement

The following method was used in developing subcontract goals (i.e., statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small and small disadvantaged business concerns were determined, and, how small and small disadvantaged business concerns' capabilities were determined, to include identification of source lists utilized in making those determinations).

"The joint venture chose the proposed subcontractors for technical services after a careful review of the RFP requirements, the corporate experience of potential subcontractors, a review of participants in the three current USAID-funded child health care projects and the experience and technical skills of their personnel. Joint venture partners contacted numerous organizations, interviewed potential technical specialists, discussed (potential) subcontractors' reputations with leading business and academic experts, and concluded that the proposed subcontractors' expertise match the RFP requirements and best compliment the partnership's strengths. The partners also propose to use a small disadvantaged business as the exclusive travel agency

under the contract if awarded, and to ensure heavy participation of small disadvantaged vendors in procuring commodities and equipment. Further, the partners make extensive use of outside consultants who qualify as small and small disadvantaged concerns. For the purpose of this proposal, because the partnership does not propose formally 'subcontracting' with such individuals, we have NOT included them in our assumptions."

II. The specific duties of each partner in the joint venture, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for the partner's Small Business Program, the development, preparation and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including but not limited to:

- (A) Developing and maintaining bidders' lists of small and small disadvantaged business concerns from all possible sources.
- (B) Ensuring that procurement packages are structured to permit small and small disadvantaged business concerns to participate to the maximum extent possible.
- (C) Assuring inclusion of small and small disadvantaged business concerns in all solicitations for products or services which they are capable of providing.
- (D) Reviewing solicitations to remove statements, clauses, etc. which may tend to restrict or prohibit small business and small disadvantaged business participation.
- (E) Ensuring periodic rotation of potential subcontractors on bidders lists.
- (F) Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small business and small disadvantaged business concerns.
- (G) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- (H) Attending or arranging for attendance of company counsellors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.

- (I) Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- (J) Monitoring attainment of proposed goals.
- (K) Preparing and submitting periodic subcontracting reports required.
- (L) Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- (M) Coordinating the conduct of contractor's activities involving its small business and small disadvantaged business subcontracting program.
- (N) Additions to (or deletions from) the duties specified above are as follows:

"Many of the partners' large technical assistance projects have multiple subcontracts under them, and each firm employes contract administrators who negotiate with, and monitor, subcontractors. The members have in place CPFF, FP, and IQC types of subcontracts to handle the wide variety of tasks performed numerous subcontractors, ranging from large universities to small non-profit firms in various countries. If award is made, subcontracts under the resulting contract will conform to the provisions of the prime contract, and will be submitted to the Contracting Officer for his/her consent prior to final execution."

III. The following efforts will be taken to assure that small business and small disadvantaged business concerns will have an equitable opportunity to compete for subcontract:

- A. Outreach efforts will be made as follows:
 - 1. Contacts with minority and small business trade associations
 - 2. Contacts with business development organizations
 - 3. Attendance at small and minority business procurement conferences and trade fairs
 - 4. Sources will be requested from SBA's PASS system.
- B. The following internal efforts will be made to guide and encourage buyers:

1. Workshops, seminars and training program will be conducted
 2. Activities will be monitored to evaluate compliance with this subcontracting plan.
- C. Small business and small disadvantaged business concern source lists, guides and other data identifying small business and small disadvantaged business concerns will be maintained and utilized by buyers in soliciting subcontracts.
- IV. The offeror (joint venture) agrees that the clause entitled Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors except small business concerns who receive subcontracts in excess of \$500,000 will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and small disadvantaged subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractors facilities to review applicable records and subcontracting program progress.
- V. The offeror (joint venture) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the bidder with the subcontracting plan and with the clause entitled Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals, contained in the contract.
6. The bidder (joint venture) agrees that he will maintain at least the following types of records to document compliance with this subcontracting plan:
- A. Small and Small disadvantaged business concern source lists, guides and other data identifying small business/small disadvantaged business concerns vendors.

- B. Organizations contacted for small and disadvantaged business source.
- C. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, if not, why not; (3) reasons for the failure of solicited small or small disadvantaged business concerns to receive the subcontract award.
- D. Records to support other outreach efforts: Contacts with Minority and Small Business Trade Associations, etc. Attendance at small and minority business procurement conferences and trade fairs.
- E. Records to support internal activities to guide and encourage buyers: Workshops, Seminars, training programs, etc. Monitoring activities to evaluate compliance.
- F. On a contract-by-contract basis, records to support subcontract award data to include name and address of subcontractor.

Signed : Sheila S. Rabaglia

Name : Sheila S. Rabaglia, Authorized Contact

Title : Authorized Negotiator, Partnership for Child Health Care, Inc.

Date : September 24, 1993

Plan Accepted By: _____
Contracting Officer

Date : _____

NOTE TO CONTRACTING OFFICER: Upon incorporation of a plan into the contract indicate herein the estimated dollar value of Contract:
\$ _____.

The Partnership offers the following additional information to support the attached revised Subcontracting Plan, which is modeled on the template provided by the Small Business Administration.

- I. As indicated in Section 1 of the Subcontracting Plan, the goal indicated for small businesses includes the goal for small businesses which are also disadvantaged. To facilitate your review of the Plan, the goals are further delineated as follows:

Small business concerns (not including small disadvantaged businesses)	<u>5%</u>	<u>\$ 878,380</u>
Small disadvantaged business	<u>29%</u>	<u>\$ 4,689,006</u>
Large businesses	<u>66%</u>	<u>\$10,895,338</u>

Please note that, per our Best and Final Offer, the total amount of planned subcontracting dollars is \$16,462,724.

- II. The Partnership acknowledges that subcontracting with an HBCU counts only towards the 10% Gray Amendment (Disadvantaged Enterprise) requirement and not towards the goals for subcontracting to small and small disadvantaged businesses. Please be assured that, in our Subcontracting Plan, we did not include the subcontract with Clark Atlanta University in our goals for small disadvantaged businesses. The Partnership also acknowledges the 10% Disadvantaged Enterprise (Gray Amendment) requirement in addition to the requirement for subcontracting with small and small disadvantaged businesses, recognizing that small disadvantaged businesses and women-owned businesses may also count as Gray Amendment firms.

In addition to the goals indicated in Item I above for subcontracting with small and small disadvantaged businesses, the Partnership intends to meet its requirement for subcontracting 10% of the contract to Gray Amendment firms by subcontracting with such businesses/firms as Clark Atlanta University (an HBCU), The Kingsbury Group (a woman-owned, small business), and West End Travel (a woman-owned, small business), for a total of \$9,139,581.

- III. Per FAR clause 52.219-9(d)(6), the Partnership did not include indirect costs in establishing subcontracting goals.
- IV. The Basics Project Deputy Director will assume the responsibility for administering the subcontracting program. The main duty of this individual will be to ensure that each partner of the joint venture (through its Contract Specialist)

carries out the duties listed in Section II of the Subcontracting Plan.

V. The Partnership assures that it will comply with the provisions of FAR clause 52.219-9(d)(1) and will submit Standard Forms 294 and 295 when required.

VI. It has been the intention of The Partnership to include the A.I.D. Consultant Registry Information System (ACRIS) as one of the sources listed in Section III of its subcontracting Plan.

Academy for
Educational
Development

AED

MEMORANDUM

Glenn Patterson

October 4, 1993

TO: Glenn Patterson

FR: Sheila Rabaglia *SR*

RE: BASICS Project, Contract No. HRN-6006-C-00-3031-00 and
Contract No. HRN-6006-Q-00-3031-00
CORE AND REQUIREMENTS (OR "Q") CONTRACTS

Attached for your information are fully executed copies of both the CORE and REQUIREMENTS contracts for the BASICS Project. Also attached is the Second Best and Final Budget as submitted to and accepted by USAID for this project.

I shall look forward to providing any assistance necessary once you have reviewed the contracts.

AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)

PAGE OF 1 1

2. CONTRACT (Proc. Incl. Ident.) NO. **HRN-6006-Q-00-3032-00**

3. EFFECTIVE DATE **09-30-93**

4. REQUISITION/PURCHASE REQUEST/PROJECT NO. **See Section G**

5. ISSUED BY **U.S. Agency for International Development
Office of Procurement
FA/OP/A/HRN
Washington, D.C. 20523-1427**

6. ADMINISTERED BY (If other than Item 5) **Tech. Office: R&D/H**

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)
**The Partnership for Child Health Care, Inc.
(Joint Venture)
1255 - 23rd Street, N.W.
Washington, D.C. 20037**

8. DELIVERY
 FOB ORIGIN OTHER (See 1)

9. DISCOUNT FOR PROMPT PAYMENT
N/A

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN: **Section**

11. SHIP TO/MARK FOR CODE **CEC#8082938B** FACILITY CODE

12. PAYMENT WILL BE MADE BY **FA/FM/CNP/DC
Room 700, SA-2
Washington, D.C. 20523**

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
 10 U.S.C. 2304(c)(1) 41 U.S.C. 253(c)(1)

14. ACCOUNTING AND APPROPRIATION DATA
See Each Task Order

15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	See Section C				
15G. TOTAL AMOUNT OF CONTRACT					\$ -0-

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X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	96-
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-17	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	DESCRIPTION/SPECS/WORK STATEMENT	18-61	J		LIST OF ATTACHMENTS	N/A
X	D	PACKAGING AND MARKING	62	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	63-64	K		REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	N/A
X	F	DELIVERIES OR PERFORMANCE	65-67	L		INSTRS. CONDS. AND NOTICES TO OFFERORS	N/A
X	G	CONTRACT ADMINISTRATION DATA	68-72	M		EVALUATION FACTORS FOR AWARD	N/A
X	H	SPECIAL CONTRACT REQUIREMENTS	73-95				

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ 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) W&P provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. AWARD (Contractor is not required to sign this document.) I 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 offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print)
**Stephen F. Muscley
Chairman**

20A. NAME OF CONTRACTING OFFICER
Michael B. Gushue, OP/A/HRN

19B. NAME OF CONTRACTOR
BY _____
(Signature of person authorized to sign)

19C. DATE SIGNED
9/30/93

20B. UNITED STATES OF AMERICA
BY _____
(Signature of Contracting Officer)

20C. DATE SIGNED
SEP 30 1993

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SECTION B
SUPPLIES OR SERVICES AND PRICES/COST
REQUIREMENTS CONTRACT

B.1. PURPOSE

The Contractor shall provide services at such times as ordered by the issuance of delivery orders by the Contracting Officer as necessary to fulfill A.I.D.'s requirements for the buy-in portion of the Basic Support for Institutionalizing Child Survival (BASICS) Project (936-6006). This contract shall operate in conjunction with Contract No. HRN-6006-C-00-3031-00 for the core activity portion of the BASICS project.

B.2. SUPPLIES AND SERVICES

This contract is a Requirements-type contract, using the time-and-materials pricing/payment method. For the consideration set forth in this Section B., the Contractor shall, during the period specified in Section F.1. of this contract, fulfill all A.I.D.'s requirements related to the buy-in portion of for implementation of the Basic Support for Institutionalizing Child Survival (BASICS) Project (936-6006). In this context, A.I.D.'s requirements are defined as, and limited to, access to the resources and expertise developed by and under the core activities portion of the core contract for implementation of the BASICS Project through the acquisition of services and reports and other deliverables. The Contractor shall provide as ordered the following estimated quantities of services and deliver the following estimated quantities of reports and other deliverables:

B.2.(a) Services

The estimated quantity of services which the Contractor shall provide is 1,130 total person-months of direct employee, consultant, and/or subcontract labor, as further described in Sections C. and F. of this contract. Types and quantities of required services will be specified and provided in accordance with delivery orders issued by the Contracting Officer.

B.2.(b) Reports and Other Deliverables

The Contractor shall deliver the estimated quantities of reports and other deliverables as specified in Section C.4. of this contract, and to be specified in delivery orders.

B.3. DELIVERY ORDER PRICING

Delivery order pricing will consist of 1) an amount by labor category derived from an estimated number of days by labor category at a fixed daily rate by labor category; 2) an estimated amount for other direct costs and a total estimated dollar amount (ceiling price) for the delivery order.

B.3.(a) Ceiling Price

Each delivery order issued will contain a total estimated dollar amount which constitutes the ceiling price for that order. The Contractor shall not expend effort or incur costs in excess of the ceiling price and shall not be paid in excess of the ceiling price. If at any time the contractor has reason to believe that the daily rate payments and support costs which will accrue in the performance of the order in the next succeeding 30 days, when added to all other payments previously accrued, will exceed 75% of the ceiling price set forth in the order, the contractor shall notify the contracting officer in writing to that effect, giving a revised estimate of the total price to the Government for performance of the order, together with supporting reasons and documentation. Unless the Contracting Officer increases the ceiling price by a modification to the delivery order, A.I.D. shall not be liable for paying the Contractor any amount in excess of the ceiling price. The Contractor is not required to continue performance of any delivery order beyond the point where the ceiling price would be exceeded. When the Contracting Officer modifies the delivery order to increase the ceiling price, the Contractor is required to continue or re-commence performance in accordance with the terms of this contract and the delivery order.

B.3.(a)(1) Fixed Daily Rates

Each delivery order will contain a fixed daily rate for each individual who will provide services under the delivery order. The fixed daily rates established in the delivery orders are not subject to revision. Each fixed daily rate shall include a basic daily salary rate and a multiplier, as follows:

B.3.(a)(1)(A) Basic Daily Salary Rate

The basic (unburdened) daily salary of a prime contractor or subcontractor employee, or a consultant, is established by

dividing the individual's current annual compensation, or the highest annual compensation during any full year of the immediately preceding three years, by 260. The annual compensation is the basic annual remuneration (including fees and honoraria) received by that individual for professional or technical services rendered. Annual compensation excludes employer-provided fringe benefits, supplements or incentives, other bonuses, earnings from sources other than the individual's professional or technical work, overhead, or any of the differentials or allowances associated with overseas performance as described in the Standardized Regulations (Government Civilians, Foreign Areas). Compensation of faculty members of colleges or universities who are on less than a 12-month appointment at their college or university may be annualized in one of two ways: (i) the salary for the appointment period is divided by the number of months in the appointment period, and the result is multiplied by 12 (in this case, the number of months in the appointment period must be indicated); or (ii) consulting income earned by the individual during periods outside the appointment period may be added to the salary for the appointment period. Unless approved in writing in advance by the Contracting Officer, daily salaries shall not exceed the prevailing maximum payable salary rate for a Foreign Service Officer Class 1 (FS-1). A daily rate for an FS-1 is determined by dividing the annual salary by 2,087 and multiplying the result by 8.

B.3.(a)(1)(B) Multiplier

An individual's fixed daily rate is established by multiplying the basic daily salary rate, calculated as described above, by a multiplier. A multiplier is a factor which, when applied to an individual's basic daily salary, calculated as described above, allows the contractor and/or subcontractor to recover payroll costs (e.g., FICA, fringe benefits, paid absences, etc.), indirect costs (e.g., computer rentals, report preparation/reproduction costs, and other support costs), and profit, if any. The multipliers set forth below are fixed for the periods indicated, and apply regardless of whether services are provided by an employee of the prime contractor or a subcontractor, or a consultant furnished by the prime contractor or a subcontractor. For the purposes of this Section B.3.(a)(1)(B), "subcontractor" means a subcontractor providing professional services which was identified and included in the Contractor's original proposal and/or best and final offer which was accepted by A.I.D. through award of this contract. The multiplier in effect at the time the delivery order is issued shall apply for the full term of that delivery order, regardless of when performance actually occurs.

<u>For the Period</u>	<u>The Multiplier Is</u>
Year 1	2.394
Year 2	2.394
Year 3	2.394
Year 4	2.394
Year 5	2.394

B.3.(a)(2) Other Direct Costs

B.3.(a)(2)(A) In addition to fixed daily rates for personnel, other allowable direct costs necessary for the performance of the work and not included in the multiplier, such as travel and subsistence expenses, Defense Base Act (DBA) and medical evacuation insurance premiums, subcontracts (as defined in Section B.3.[b][2][B] below), pre-departure physical examinations and inoculations, and passports and visas, may be authorized in the delivery order. Allowability of other direct costs shall be determined by the Contracting Officer in accordance with the applicable federal cost principles (i.e., FAR 31.2 and AIDAR 731.2 for commercial [for-profit] organizations, FAR 31.3 and AIDAR 731.3 for educational institutions, or FAR 31.7 and AIDAR 731.7 for other not-for-profit organizations). Indirect rates to be applied to other direct costs shall not exceed _____* percent of such costs. If no rate is specified in the preceding sentence, no direct rate shall be applied to or reimbursed on support costs. Other direct costs shall be reimbursed on an actual expense basis.

*To be completed by offeror.

B.3.(a)(2)(B) In referring to other direct costs, the clause of this contract entitled "Payments under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07 and AIDAR 752.232-07) includes subcontracts. For the purposes of this Section B.3.(a)(2), references in the clauses of this contract entitled "Payments under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07 and AIDAR 752.232-07) and "Subcontracts (Time-and-Materials and Labor-Hour Contracts)" (FAR 52.244-03) to the term "subcontracts" mean: (i) purchase orders and subcontracts for purposes other than professional and technical services to be provided/performed under a delivery order issued hereunder; or (ii) for that portion of subcontracts for professional and technical services with subcontractors

identified and included in the Contractor's proposal and/or best and final offer which was accepted by A.I.D. through award of this contract which are not associated with, or included in, the fixed daily rates set forth in the delivery order; or (iii) subcontracts for professional and technical services with subcontractors other than those identified and included in the Contractor's proposal and/or best and final offer which was accepted by A.I.D. through award of this contract; however, under no circumstances shall that portion of the subcontract cost or price attributable to the subcontractor's direct labor, consultant fees, fringe benefits, indirect costs, and fee exceed the maximum fixed daily rate(s) for identical or comparable professional and technical services authorized and payable under the terms and conditions of this contract. No indirect costs, profit, or other burden will be applied to subcontracts, as defined herein, which shall be reimbursed on an actual expense basis.

B.3.(a)(2)(C) If any personnel provide/perform services at an overseas post for which the Standardized Regulations (Government Civilians, Foreign Areas) permit payment of Post Differential, Danger Pay, or other overseas allowances to U.S. Government direct-hire employees, such allowances may be included as a part of Other Direct Costs in the manner, and to the extent, prescribed in the pertinent Chapters of the Standardized Regulations (Government Civilians, Foreign Areas), as amended from time to time (see also the clause of this contract entitled "Differentials and Allowances" [AIDAR 752.7028]). In accordance with Section B.3.(a)(1)(A) above, payment of such allowances shall not be considered as a part of the individual's basic remuneration. No indirect costs, profit, or other burden will be applied to post differential, danger pay, or other overseas allowances, which shall be reimbursed on an actual expense basis.

B.3.(b) Incrementally-Funded Delivery Orders

B.3.(b)(1) A.I.D. may issue an incrementally-funded delivery order, whereby the amount of funds obligated (the "obligated amount") for performance of that delivery order and available for payment to the Contractor is less than the ceiling price. In such instances, the Contractor shall notify the Contracting Officer, in writing, whenever the amount expended under that delivery order is equal to 75% of the obligated amount.

B.3.(b)(2) Until and unless the Contracting Officer obligates additional funds for any incrementally-funded delivery order (by an incremental modification to the delivery order), A.I.D. shall not be liable for paying the Contractor any amount in excess of the obligated amount. The Contractor is not required to continue performance of any delivery order beyond the point where the obligated amount would be exceeded.

B.3.(b)(3) When and to the extent that the Contracting Officer modifies the delivery order to obligate additional funds, the Contractor is required to continue or re-commence performance in accordance with the terms of this contract and the delivery order.

B.4. WORK-DAY AND WORK-WEEK

B.4.(a) Work-Day

B.4.(a)(1) Non-Overseas Personnel

B.4.(a)(1)(A) Employees

The work-day for the Contractor's (or any subcontractors') employees while working in the U.S. shall not be less than the established practices and policies of the Contractor (or any subcontractor), and shall, to the maximum practical extent, be scheduled to coincide with the work-day of the Contracting Officer's Technical Representative.

B.4.(a)(1)(B) Consultants

The work-day for the Contractor's (or any subcontractors') consultants while working in the U.S. shall not be less than 8 hours, and shall, to the maximum practical extent, be scheduled to coincide with the work-day of the Contracting Officer's Technical Representative.

B.4.(a)(2) Overseas Personnel

B.4.(a)(2)(A) Employees

The normal work-day for the Contractor's (or any subcontractors') employees while working outside the U.S. shall not be less than 8 hours, and shall, to the maximum practical extent, be scheduled to coincide with the work-day for those employees of the USAID Mission and/or the Cooperating Country associated with the work under this contract.

B.4.(a)(2)(B) Consultants

The normal work-day for the Contractor's (or any subcontractors') consultants while working outside the U.S. shall not be less than 8 hours, and shall, to the maximum practical extent, be scheduled to coincide with the work-day for those employees of the USAID Mission and/or the Cooperating Country associated with the work under this contract.

B.4.(a)(3) Compensation While in Travel Status

For the purposes of this contract, a work-day shall include, in addition to direct time spent in performing services, time actually spent in authorized travel necessary in connection with duties directly related to work under a delivery order. In no event, however, will payment be made for any travel time in excess of the time required for travel by the most direct and expeditious route as determined by A.I.D. in its sole discretion.

B.4.(b) Work-Week

B.4.(b)(1) Non-Overseas Personnel

B.4.(b)(1)(A) Employees

The work-week for the Contractor's (or any subcontractors') employees while working in the U.S. shall not be less than the established practices and policies of the Contractor (or any subcontractor), and shall, to the maximum practical extent, be scheduled to coincide with the work-week of the Contracting Officer's Technical Representative.

B.4.(b)(1)(B) Consultants

The work-week for the Contractor's (or any subcontractors') consultants while working in the U.S. shall not be less than 40 hours, and shall, to the maximum practical extent, be scheduled to coincide with the work-week of the Contracting Officer's Technical Representative.

B.4.(b)(2) Overseas Personnel

B.4.(b)(2)(A) Employees

The normal work-week for the Contractor's (or any subcontractors') employees while working outside the U.S. shall not be less than 40 hours, and shall, to the maximum practical extent, be scheduled to coincide with the work-week for those employees of the USAID Mission and/or the Cooperating Country associated with the work under this contract.

B.4.(b)(2)(B) Consultants

The normal work-week for the Contractor's (or any subcontractors') consultants while working outside the U.S. shall not be less than 40 hours, and shall, to the maximum practical extent, be scheduled to coincide with the work-week for those employees of the USAID Mission and/or the Cooperating Country associated with the work under this contract.

B.4.(c) For activities which take place outside of the continental United States, a work-day or work-week in excess of 8 hours or 40 hours, respectively, with no overtime or premium pay, may be authorized under a delivery order, if so specified in the delivery order, or if authorized, in advance and in writing, by the Contracting Officer's Technical Representative.

B.5. PAYMENT AND LOGISTIC SUPPORT TO THE CONTRACTOR

B.5.(a) Payment

The Contractor, except to the extent specified in Section B.5.(b) below, shall be paid in U.S. dollars as follows:

B.5.(a)(1) Payment of Fixed Daily Rates

In accordance with the clause of this contract entitled "Payments under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07), the Contractor may submit monthly vouchers to the payment office indicated in Section G. of this contract for actual work-days (or fractions thereof) provided during the period by each individual, to which the fixed daily rates established in the delivery order shall be applied; provided, however, that 5% of the fixed daily rates due or \$50,000, whichever is less, shall be withheld by A.I.D. until the execution and delivery of a release by the Contractor pursuant to paragraph (f) of the aforementioned FAR clause.

B.5.(a)(2) Payment of Other Direct Costs

In accordance with the clause of this contract entitled "Payments under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07), the Contractor may include in its monthly vouchers for fixed daily rates (see Section B.3.[a][1] above) the costs of allowable other direct costs (see Section B.3.[a][2] above) incurred during performance of each delivery order; provided, however, that cash, checks, or other forms of actual payment have been made by the Contractor for such costs.

B.5.(a)(3) Separation and Content of Vouchers

The Contractor shall submit separate vouchers for each delivery order issued under this contract, which shall include: the Contractor's name and address; this contract number and the delivery order number; the Budget Plan Code (BPC) identified in the delivery order; the period covered by the voucher; a breakdown, both cumulative and for the billing period, of the number of days (or fractions thereof) provided/performed by each individual, the fixed daily rate for each, the multiplier, and the extended amount for each; a breakdown, both cumulative and for the billing period, of other direct costs incurred and paid by the Contractor during performance of the delivery order to show the type of cost, number of units, unit cost, and extended cost; the USAID Mission or A.I.D./Washington bureau or office which funded the services and/or the reports and other deliverables; and the certification described in Section B.5.(a)(4) below. The Contractor shall not commingle fixed daily rates and other direct costs between delivery orders, nor shall the Contractor include fixed daily rates and other direct costs on delivery order vouchers which are allocable and chargeable to the core contract.

B.5.(a)(4) Certification

Each voucher submitted by the Contractor shall contain the following certification, signed by an authorized representative of the Contractor:

The undersigned hereby certifies that (i) this voucher and any attachments have been prepared from the books and records of the Contractor in accordance with the terms of this contract and delivery order, and to the best of my knowledge and belief, that they are correct; that the sum claimed is proper and due; that all fixed daily rates claimed are for actual days (or fractions thereof) which have been satisfactorily provided/performed; that other direct costs claimed are allowable, are the actual other direct costs incurred in performance of this delivery order, and have been paid by the Contractor; that the quantities and amounts involved are consistent with the requirements of the contract and this delivery order, that all required Contracting Officer and/or Contracting Officer's Technical Representative approvals have been obtained; and (ii) that appropriate refund shall be made to A.I.D. promptly upon request if the Contracting Officer determines that any amount previously paid was not properly payable.

BY (Signature): _____
NAME: _____
TITLE: _____
DATE: _____

B.5.(a)(5) Method of Payment

Payment shall be made in accordance with the clauses of this contract entitled "Payments under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07), "Prompt Payment" (FAR 52.232-25), "Electronic Funds Transfer Payment Method" (FAR 52.232-28), "Documentation for Payment" (AIDAR 752.7003), and if applicable, "Letter of Credit Advance Payments" (AIDAR 752.232-70) (see Section I. of this contract for applicability), and other applicable terms and conditions of this contract. However, if the clause entitled "Letter of Credit Advance Payments" (AIDAR 752.232-70) is applicable to this contract, it shall only be applicable to delivery orders funded from "grant funds" (as opposed to "loan funds"). Delivery orders funded by "loan funds" shall be subject to the other clauses listed above, rather than the clause entitled "Letter of Credit Advance Payments" (AIDAR 752.232-70).

B.5.(a)(6) Other Data/Requirements

The Contractor shall also comply with Section C.4.(b)(1) of this contract.

B.5.(a)(7) Payment Office

Payment shall be made by the payment office designated in Section G. of this contract.

B.5.(b) Logistic Support

B.5.(b)(1) The Contractor shall be responsible for providing or arranging for all logistic support, except to the extent that a delivery order may specify that A.I.D. and/or the Cooperating Country may provide logistic support to the Contractor.

B.5.(b)(2) To the extent that A.I.D. and/or a Cooperating Country provides logistic support to the Contractor under a delivery order, the costs of such logistic support will not be charged by the Cooperating Country and/or A.I.D. to the Contractor, and shall not be charged by the Contractor to the delivery order. Logistic support provided in the form of local currency shall be paid to the Contractor in a manner adapted to the local situation and as agreed to by the Mission Director, in writing. The documentation for such costs shall be on such forms and in such manner as the Mission Director shall prescribe.

B.5.(b)(3) Where A.I.D. and/or the Cooperating Country does not meet its commitment to provide the logistic support which a delivery order specifies will be provided to the Contractor, the

Contractor shall immediately notify the Contracting Officer in writing. If failure to provide the logistic support is of such nature as to severely and adversely affect the performance or progress of the delivery order, the Contractor, after consultation with, and written approval of, the Contracting Officer's Technical Representative (COTR) (see Section G. of this contract), may utilize an amount not to exceed \$2,000 of budgeted U.S. dollars to cover critical, short-term emergency logistic support needs; provided, however, that such approvals shall not be construed as authorization to increase the ceiling price of the delivery order, which is subject to Section B.3.(a) and the clause of this contract entitled "Payments Under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07), or the obligated amount of the delivery order, whichever is less (see Section B.3.[b] above). A copy of any approval issued by the Contracting Officer's Technical Representative pursuant to the foregoing shall be retained by the Contractor for audit purposes. Any resulting adjustment in the ceiling price of the delivery order or the period of performance will be handled under Section F.3. and the clause of this contract entitled "Changes - Time-and-Materials or Labor-Hours" (FAR 52.243-03).

B.5.(b)(4) If, under emergency circumstances, it is necessary for a USAID Mission to pay for any in-country costs on behalf of the Contractor in order to facilitate implementation of any activities under the delivery order, the Mission may bill the Contractor for such costs, and the Contractor may, in turn, charge those costs against the delivery order (however, see Section B.5.[b][2] above, wherein logistic support to be provided by the Mission will be provided without charge). Under no circumstances will the Mission recoup those costs via an Advice of Charge (AOC) to the payment office. In addition, in order to maintain the Contractor's responsibility for compliance with the clause of this contract entitled "Payments under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07), a Mission may not pay any in-country cost without the prior written approval of the Contractor, which approval must indicate a maximum amount which may be paid.

B.6. DELIVERY ORDER LIMITATIONS

B.6.(a) Minimum Order. When A.I.D. requires supplies or services covered by this contract in an individual delivery order amount of less than \$25,000, A.I.D. shall not purchase, and the Contractor is not obligated to furnish, those supplies or services under this contract.

B.6.(b) Maximum Order. When A.I.D. requires supplies or services covered by this contract in an individual delivery order amount of more than \$2,000,000, A.I.D. shall generally not purchase, and the Contractor is not obligated to furnish, those supplies or services under this contract.

B.6.(c) A.I.D. is not required to order a part of any one requirement from the Contractor if the total requirement exceeds the maximum order limitation set forth in Section B.6.(b) above.

B.6.(d) The Contractor shall honor any order exceeding the maximum order limitations set forth in Sections B.6.(b) and B.6.(c) above unless the Contractor notifies the Contracting Officer within 10 working days after receiving a request for proposal for a delivery order (see Section H. of this contract) that the Contractor will not accept that delivery order. Upon receiving such notification, A.I.D. may acquire the supplies or services from another source.

B.6.(e) If issuance of a delivery order to, and acceptance of a delivery order by, the Contractor would: (1) result in the Contractor (or its personnel or its subcontractors or their personnel) having an organizational conflict of interest for which restrictions would be placed on the Contractor's (or its personnel or its subcontractors or their personnel) future activities; or (2) result in the Contractor (or its personnel or its subcontractors or their personnel) serving as Procurement Officials and/or having access to/assisting in development of proprietary or source selection information, thereby requiring restrictions to be placed on the Contractor's (or its personnel or its subcontractors or their personnel) future activities, the Contractor is not obligated to furnish those supplies or services under this contract, and A.I.D. may acquire the supplies or services from another source.

TABLE OF FIXED DAILY RATES

<u>Category of Specialist</u>	<u>Maximum Daily Salary</u>	<u>Fixed Multiplier</u>	<u>Fix Dai Rat</u>
1. Accountant	300	2.394	\$71
2. Audio/visual Materials Development Specialist	300	2.394	71
3. Acute Respiratory Infections Specialist	373	2.394	89
4. Control of Diarrheal Diseases Specialist	325	2.394	77
5. Cold Chain Specialist	325	2.394	77
6. Community organization/development Specialist	300	2.394	71
7. Computer Systems Analyst	350	2.394	83
8. Computer Programmer	295	2.394	70
9. Cultural Anthropologist	295	2.394	70
10. Debt-for-Development Specialist	325	2.394	77
11. Demographer	300	2.394	71
12. Disease Ecologist	350	2.394	83
13. Education Curriculum Specialist	340	2.394	81
14. Emergency and Humanitarian Assistance Specialist	325	2.394	77
15. Entomologist	373	2.394	89
16. Environmental Engineer	373	2.394	89
17. Environmental Health Specialist	373	2.394	89
18. Epidemiologist	373	2.394	89
19. Facilitator	295	2.394	70

<u>Category of Specialist</u>	<u>Maximum Daily Salary</u>	<u>Fixed Multi- plier</u>	<u>Fi Da Ra</u>
20. Financial Management Specialist	373	2.394	\$8
21. Graphic Artist	300	2.394	7
22. Health Economist	373	2.394	8
23. Health Maintenance Organization Management Specialist	350	2.394	8
24. Health Policy Analyst	350	2.394	83
25. Health Insurance Specialist	350	2.394	83
26. Health Services Delivery Specialist	325	2.394	77
27. Health Services Researcher	300	2.394	71
28. Health System Finance Specialist	350	2.394	8
29. Hospital Management Specialist	350	2.394	8
30. Information, Education and Communication Specialist	325	2.394	77
31. Immunologist	373	2.394	893
32. Infectious Disease Specialist	373	2.394	893
33. Institutional Development Specialist	373	2.394	893
34. Librarian	280	2.394	670
35. Logistics and Supply Specialist	300	2.394	718
36. Malariologist	373	2.394	893
37. Management Information Specialist	373	2.394	893
38. Market Researcher	350	2.394	838
39. Marketing Specialist	373	2.394	893
40. Marketing and Demand Analysis and Research Specialist	350	2.394	838

<u>Category of Specialist</u>	<u>Maximum Daily Salary</u>	<u>Fixed Multi- plier</u>	<u>Fi Da Ra</u>
41. Maternal and Child Health Specialist	350	2.394	\$8
42. Media Specialist	325	2.394	7
43. Medical Care Quality Assurance Specialist	350	2.394	8
44. Medical Logistics Specialist	325	2.394	7
45. Medical Anthropologist	350	2.394	8
46. Meeting Facilitator/Planner	300	2.394	7
47. Microbiologist	373	2.394	8
48. Midwifery Specialist	300	2.394	7
49. Neonatologist/Perinatologist, MD	373	2.394	8
50. Nurse	325	2.394	7
51. Nursing Education Specialist	373	2.394	8
52. Nutritionist	320	2.394	7
53. Obstetrics/Gynecology, MD	373	2.394	8
54. Operations Specialist	325	2.394	7
55. Operations Researcher	300	2.394	7
56. Oral Rehydration Salts Manufacturing Specialist	373	2.394	8
57. Oral Rehydration Therapy Specialist	350	2.394	8
58. Parasitologist	373	2.394	8
59. Pediatrician, MD	373	2.394	8
60. Pediatric Infectious Disease Specialist	373	2.394	8
61. Pharmaceutical Management/Procurement Specialist	373	2.394	8

<u>Category of Specialist</u>	<u>Maximum Daily Salary</u>	<u>Fixed Multiplier</u>	<u>F L R</u>
62. Policy Development Specialist	373	2.394	\$
63. Primary Health Care Physician	373	2.394	
64. Program Evaluation Specialist	325	2.394	
65. Program Planner	325	2.394	
66. Program Development Specialist	373	2.394	8
67. Public Relations Design and Production Specialist	300	2.394	7
68. Sociologist	320	2.394	7
69. Statistician	300	2.394	7
70. Technical Writer/Editor	275	2.394	6
71. Training Specialist	300	2.394	
72. Translator	275	2.394	65
73. Urban Planner	350	2.394	83
74. Urban Health Specialist	350	2.394	83
75. Vector Borne Disease Control Specialist	373	2.394	89
76. Video Producer	373	2.394	89
77. Virologist	373	2.394	89
78. Women-in-Development Specialist	350	2.394	838
79. Health Planning Specialist	373	2.394	893
80. GIS Specialist	373	2.394	893
81. Family Planning/Contraception Specialist	350	2.394	838
82. Regulation Specialist	300	2.394	<u>71</u>

END OF SECTION B

SECTION C
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT
REQUIREMENTS CONTRACT

C.1. BACKGROUND

A.I.D.'s Child Survival program developed from the recognition that the majority of the deaths and ill health of children in the developing world are potentially preventable: they are the result of common childhood diseases that are more frequently controlled and adequately treated in the developed countries. Principal among these are vaccine preventable diseases such as measles and neonatal tetanus; diarrheal diseases; pneumonia; and malaria. These diseases form a deadly cycle of interaction with progressive undernutrition that often begins as low birth weight.

The Child Survival Strategy, adopted in 1986, refined the approach set forth in the Health Assistance Policy of the same year. That approach emphasized the implementation of focused preventive and curative health intervention, aimed at the principal causes of morbidity and mortality in lesser developed countries. The Child Survival Strategy specifically directed this approach at reduction of infant and child mortality through the programmatic application of effective low-cost technologies, principally immunization, oral rehydration therapy (ORT) to prevent death from dehydrating diarrhea, improved nutrition, and reduction of high risk births through child spacing.

Joining with other international agencies including the World Health Organization, UNICEF, and private voluntary organizations, A.I.D. has committed over \$1.5 billion to the Child Survival effort. This effort has been an extraordinary success: since 1984, worldwide immunization rates of children against the six major vaccine-preventable diseases have increased from about 10 percent for each antigen in 1984 to near 80 percent in 1991 and the use of ORT has increased from 12 percent to 36 percent of diarrhea episodes. These unprecedented improvements in child health services have been associated with remarkable accomplishments: saving an estimated 4.2 million children's lives worldwide each year and the reduction of infant mortality in A.I.D.-assisted countries by more than six percent since 1985.

An important role in the success of Child Survival programs has been played by the R&D/Health global projects that have provided A.I.D.-assisted countries with technical assistance and support in the implementation of the Expanded Program on Immunization (EPI) and acute respiratory diseases (ARI) control, diarrheal disease control (CDD) and oral rehydration therapy, and information, education, and communication (IEC) and marketing technologies in support of Child Survival programs. These projects have provided resources and technical assistance to USAID missions and Child Survival programs in over 40 countries worldwide.

In spite of these accomplishments, substantial tasks remain. The present level of immunization in developing countries prevents only half of the deaths from diseases preventable using current vaccines; over two million such deaths still occur. Over three million child deaths from diarrhea also still occur annually. Acute respiratory infections, which are most severe and most frequently lethal in young infants, account for an estimated additional four million child deaths each year. In some countries, malaria adds substantially to infant and child death and frailty.

Beyond the immediate need for continuing the progress made through the Child Survival program, the most important challenge is sustaining that progress. This will be achieved in part by continuing the commitment to Child Survival activities, and in part by consolidating these activities into sustainable health programs. Such programs need to be institutionalized in effective and efficient delivery systems using a multisectoral approach to preserve child health and deliver Child Survival services.

At the 1991 World Summit for Children, the U.S. joined seventy other nations to continue the effort in assisting lesser developed countries reduce child deaths, improve child health, and sustain these improvements. In response to this commitment, the A.I.D. Office of Health has reviewed the experience and lessons learned in the implementation of Child Survival programs and the context in which A.I.D. global projects deliver Child Survival technical assistance. This review has yielded the following conclusions, which form the basis for the design and implementation of the Basics Support for Institutionalizing Child Survival (BASICS) Project:

1. The clearly focused nature of the Child Survival interventions must be maintained, and access to and use of these interventions must be extended. The Child Survival strategy, with its focus on applying clearly defined appropriate technologies to diseases responsible for substantial amounts of infant and child deaths in the

developing world, has contributed to a measurable change in the health situation of children worldwide. Increasing access to and use of the basic Child Survival interventions, especially immunization and prevention and appropriate treatment of diarrheal diseases based on oral rehydration therapy (ORT), must continue to be an essential element of A.I.D.'s Child Survival activities.

2. A limited number of additional interventions addressing other major causes of child mortality will be required to achieve greatest reductions in infant and child mortality. Beyond the child lives able to be saved by interventions against diarrheal and vaccine preventable diseases, millions of additional child deaths occur from pneumonia and malaria. The Child Survival experience has shown that low-cost effective treatment can be delivered in developing countries to prevent many of these deaths. While Child Survival includes nutrition (breastfeeding, weaning foods, and growth monitoring) and child spacing, such interventions will not be the focus of this project. Nutrition and child spacing activities are anticipated to take place in the areas where BASICS will operate, but BASICS is not expected to take a major role in the provision of technical assistance in these areas.

3. Child Survival programs must move toward integration of their interventions to reap the benefits of the investment in Child Survival in terms of developing sustainable health systems. In addition to saving children's lives, the Child Survival program has provided a foundation for delivering affordable and effective health care in lesser developed countries. Building on this foundation can begin by linking the common elements of the Child Survival interventions to form effective systems for delivery of preventive and curative services.

4. Important gains in both reduction of child mortality and in sustainability can be made by improving the effectiveness of the systems that deliver child health services. The intrinsic effectiveness and cost-effectiveness of the focused Child Survival interventions are frequently diminished by the inadequate quality of performance of the systems that deliver them. Missed opportunities to provide children with immunizations and other interventions, inadequate health worker practices and communication with caretakers, recurrent shortages or inappropriate and excessive use of needed vaccines, drugs and supplies, lack of effective supervision, and failure to collect appropriate information and to use it for program management are among the service delivery shortcomings that reduce the impact of Child Survival programs. Increasing effectiveness of these programs will require assistance in a number of cross-cutting areas:

improved approaches to training and supervision; generation and use of information for management, resource allocation, and evaluation of program effects; functional logistic and supply systems including procurement and rational use of drugs, vaccines, and ORS; operations research to identify service delivery problems and their solutions; and improved organization and management of the health system itself to support local programming and innovation.

5. While addressing issues of effectiveness, it is also essential to improve efficiency of Child Survival programs. Recent assessments of Child Survival interventions have confirmed them to be extremely cost-effective in developing country settings. However, increased demands for other public health services prompted by epidemiologic and demographic transitions in many countries will result in increased competition for scarce financial, material, and human resources. At the same time, international donor resources are being distributed among more countries and invested in new programming areas. In this context, Child Survival programs must maximize output attained for each increment of resource investment. Integrating the components of Child Survival programs will contribute to increased efficiency by avoidance of duplication. Improving health systems will also contribute to increased efficiency by reducing waste and increasing the effective output of these systems. Enhancing the efficiency of Child Survival programs also implies the collection and use of cost data in management of health services and the use of cost-containment and cost-recovery mechanisms as appropriate.

6. Child Survival programs must look beyond the public sector to recruit additional resources for delivering and sustaining child health services. In reality, even very poor families spend much of their resources in obtaining care for sick children. Creative approaches, like Africa's Bamako Initiative, must be developed to direct these resources to effective and sustainable Child Survival services. In many countries, the private sector provides the majority of care for episodes of child illness, although most Child Survival program efforts have been concentrated in the public health sector. Involvement of various elements of the non-government health sector, including private health practitioners, non-governmental organizations (NGOs), and producers and marketers of products essential to prevention and treatment of common child illnesses, e.g. ORS, essential antibiotics, soap, is essential to extend and institutionalize Child Survival approaches. This approach allows governments to move from a principal role as providers of health services to one of managers and overseers of health sector resources in the interest of their populations.

7. Communication and marketing are essential to give families the information they need, stimulate behavior change, and create sustained demand for appropriate child health services. In the end, it is the family that decides to seek services when illness occurs and to put into practice preventive behaviors to reduce risk of child illness. A.I.D.'s experience shows that modern communication and marketing approaches can be successful not only in delivering information to families, but in changing key behaviors related to child health. Communication and marketing also create sustained demand for appropriate preventive and primary child health services. Effective information delivery complements the increased access and quality of child health services developed through other activities and gives the family the ability to make informed choices on health care options.

8. Within countries, strategies must be developed that identify and deliver Child Survival services to high risk subsets of the population. Even as national statistics on infant and child mortality improve, high rates of child illness and death may persist in important segments of the population. In various countries, such higher risk of child morbidity and mortality has been documented to exist among children of underserved rural areas, the urban poor, unempowered ethnic and other socially distinct groups, children living in female-headed households, and female children in many countries. Identifying and targeting these high risk groups within a country will be an element in developing more effective and equitable Child Survival strategies.

9. Building national capabilities is essential to improve and sustain Child Survival activities. The 1991 Child Survival Report to Congress defines the challenges facing Child Survival: "Programs must be designed to ensure that countries have the institutional, managerial, financial and technical capacity, as well as the political commitment, to deliver effective child health interventions over the long term." In many countries, Child Survival programs have contributed substantially to the development of competent health and management professionals and personnel. This capability building function of Child Survival must be continued to provide a sustainable child health capabilities in A.I.D.-assisted countries. Building national capabilities implies human resource development through support of in-country and regional training and educational activities, and in some cases longer-term training to address critical needs. Capability building also implies using local expertise in planning, implementation, evaluation, and provision of consultative services. Linkages between countries and institutions in a country or region must be fostered to utilize and augment the existing human resources in these countries.

10. Institutionalizing Child Survival will require development and implementation of policies that support child health and child health services. Political support of governments for improving child health must be developed, and when developed must be translated into concrete policies that favor sustained effective interventions. This means working with governments to identify existing policy obstacles to improving child health and child health services, and to develop policies that favor child health. Providing a favorable policy environment also means identifying opportunities for collaboration with other sectors to ensure that the potential for improvement of health conditions which can, but does not automatically, result from other development activities is in fact realized.

11. Flexibility is essential in defining the mix of interventions and approaches needed to improve child health in different countries. There have always existed substantial differences in the levels of development and in the organizational structures and operational capabilities of health systems in A.I.D.-assisted countries. There now also exist substantial differences in the maturity of Child Survival programs of countries and of USAID missions. Within a given program, some elements may be functioning well (such as training), while others may be functioning less than adequately (such as supervision or planning). Some countries may have well-established EPI and CDD programs, and even programs for ARI control, while others may need to start or re-start the most basic Child Survival services. Ministries of Health in some countries have decided that all Child Survival activities have to be delivered in an integrated mode, while others maintain and prefer separate program components. These differences, added to the varying epidemiologic and demographic profiles of countries, make it clear that effective assistance and support for Child Survival will depend upon a flexible approach that analyzes for each country the needs of the population, the capabilities and priorities of the institutions involved, the resources available from various sources, and the elements that most constrain (or unrealized opportunities to most increase) delivery of Child Survival services to the greatest number of children. These analyses can form the basis of plans to deliver assistance and support resources in a way likely to have the greatest and most sustainable impact.

C.2. PURPOSE

The goal of the BASICS project is to continue and sustain reductions in morbidity and mortality among infants and children in developing countries.

The purpose of the BASICS project is to support A.I.D.'s worldwide effort to expand access to and use of Child Survival interventions, principally immunization and prevention and treatment of diarrheal diseases, acute respiratory infections,

and malaria among infants and children, and to increase and institutionalize the effective, efficient, and sustained use of those interventions.

The anticipated relationship and relative allocation of contract resources among interventions and activity areas is described and illustrated in Section J.1. These allocations shall form the basis for the staffing pattern as well as for all activities under the contract.

The approaches to be utilized by the Contractor in all aspects of contract implementation are described in Section J.2. As described in Section C.3.(b)(8)(C), the Contractor shall develop strategies for the implementation of these approaches and shall monitor and report on progress in their implementation as required under "Reporting Requirements".

NOTE: All references to the contract are applicable to both the core and requirement contracts that make up this procurement.

C.3. STATEMENT OF WORK

C.3.(a) Outputs

The contract shall produce the following outputs:

- Increased coverage of, access to, and use of EPI, CDD, ARI, malaria, and related Child Survival services.

- Development and application of service provider performance standards for delivery of EPI, CDD, ARI, malaria, and related Child Survival services based on internationally accepted algorithms and recommendations.

- Systematic assessments and improvements in the functioning of critical components of the health systems delivering Child Survival interventions.

- Effective, resource-appropriate information, education, and communication strategies for inducing and supporting appropriate preventive and care-seeking behaviors by families and health care providers.

- Development and evaluation of approaches to integrate delivery of Child Survival services.

- Identification and application of approaches to reduce waste, duplication, and missed opportunities, and to better use available resources, in delivery of Child Survival services.

Development and implementation of strategies to identify and provide Child Survival services to high risk populations.

- Identification and application of approaches to increase the participation of commercial and non-commercial segments of the private sector in the production, promotion, and delivery of child health related goods and services including appropriate immunization and effective case management and prevention of diarrheal diseases, acute respiratory infections, and malaria.

- Increased number of health workers and professionals with training and experience in technical and managerial skills related to Child Survival service delivery.

- Improved plans for child health program operation and sustainability.

Systematic assessments of policy related to child health and child health service delivery resulting in policy dialogue and modification.

C.3.(b) Tasks

In order to achieve the outputs identified in Section C.3.(a), the Contractor shall carry out the following tasks:

- technical assistance;
- human resource development through training;
- information dissemination, conferences and workshops;
- operations research, model projects, and surveys;
- a focused small grants program; and
- limited support of implementation of Child Survival programs through commodities and support for costs of essential activities.

The Contractor shall also carry out the additional tasks and obligations as detailed in Section C below:

- initial team planning meeting;
- start-up plan;
- strategy development;
- annual workplans;
- monitoring and evaluation of contract implementation;
- periodic management review meetings;
- Technical Advisory Group;
- coordination with other A.I.D. projects; and,
- coordination with other international agencies.

It is expected that in these activities the Contractor will draw upon a wide range of expertise from universities, international institutions, professional organizations,

research institutions, private consulting firms, private voluntary and other non-governmental organizations, and appropriately skilled professionals.

In order to deliver the broad range and varying mix of support required for Child Survival programs in different countries, the Contractor shall maintain core technical capabilities in the following four operational areas:

- Disease Related Technical Support - EPI; CDD; ARI; malaria case management; infant and child feeding and nutrition (including research and evaluation).
- Service Delivery Support - Supervision; training; information systems; logistics and supply; quality assurance; operations research; surveillance.
- Communication and Marketing - IEC and behavioral interventions; marketing; community participation and mobilization.
- Planning and Management - Planning and policy; evaluation; primary health care management; organizational development; health care financing; private sector (commercial; non-profit and voluntary).

The Contractor shall stay abreast of current international activities in these technical areas in order to advise A.I.D. of new developments and their implications for the project, and to be maximally effective in implementation of contract activities, including the adaptation and incorporation of new findings. The Contractor shall have the technical and analytic capability to derive from international experiences, other AID funded cooperative agencies, and from contract activities appropriate guidance and strategies for contract implementation.

C.3.(b)(1) Technical Assistance

The Contractor shall provide four modes of technical assistance for Child Survival activities in A.I.D.-assisted countries: long-term, periodic, short-term, and regional advisors. It is anticipated that, unless otherwise indicated (as for long-term technical assistance), the level of effort (LOE) as reflected in person months for technical assistance shall be allocated as follows:

- * 40 percent in Africa;
- * 10 percent in Central America and the Caribbean;
- * 10 percent in South America;
- * 10 percent in Asia;
- * 10 percent in the Near East; and,
- * 20 percent in the Newly Independent States.

C.3.(b)(1)(A) Long-term technical assistance. The Contractor shall provide long-term technical assistance in an average of 15 countries each year throughout the life of the contract. The Contractor shall provide operational, administrative, and management support and oversight for all such long-term technical assistance. Long-term assistance is defined as a program of technical assistance and support to Child Survival activities in a country that includes a country advisor identified and provided by the Contractor; long-term technical assistance activities shall have a minimum duration of twelve consecutive months, with an anticipated average duration of three years per long-term site.

In delivery of long-term technical assistance, the Contractor shall provide the salary, benefits, allowances, and travel arrangements of the country advisor; support for establishment and operation of a suitable office in the country (including vehicle and support personnel as required); an approximate average budget of \$75,000 annually for support of activities other than technical assistance in support of Child Survival activities in the country; and four person-months of short-term technical assistance in addition to that delivered by the country advisor.

For the purposes of this proposal, the Contractor shall provide through core funds long-term technical assistance in an average of eight countries each year during the contract, and the capability to field and provide administrative, operational, and technical support (with the exception of in-country short-term technical assistance) to an additional seven long-term technical assistance programs each year funded through other sources. Of the eight country programs supported by core funds, it is anticipated that four will be in the Africa region, two in the Latin America/Caribbean region (one in South America, one in Central America), one in the Near East region, and one in southern Asia.

Of the seven long-term technical assistance country programs funded through sources other than core funds, it is anticipated that three of these countries will be in the Africa region, one in the Latin America/Caribbean region (South America), one in the Near East region, one in southern Asia, and one in one of the Newly Independent States of the former Soviet Union (NIS).

In execution of the Contract, it is anticipated that long-term country programs will be funded by a mix of core and other source funds.

Sites for long-term technical assistance will be identified by the COTR in collaboration with A.I.D. regional bureaus and USAID missions, and will be governed in part by the identification of priority or "Emphasis" countries.

Long-term technical assistance shall be characterized by the following activities:

- collaborative development of a Country Activity Plan (CAP), including plans for timing and objectives of specific types of technical assistance to be provided in support of each activity component, as well as identification of indicators, benchmarks, and mechanisms for monitoring country-level contract activities;
- implementation of activities, including direct participation of the country advisor; the advisor shall provide technical assistance in areas in which she/he has specific expertise, and shall coordinate and oversee other activities involving local personnel and expertise and the resources of other international institutions (such as in-country training for health personnel);
- coordination and oversight of all additional technical assistance provided by the Contractor to the country program;
- identification of appropriate national and regional resources for incorporation into contract activities, and of key national personnel for local, regional, and/or U.S.-based training;
- close coordination of contract activities with the activities of other A.I.D. projects and of other national and international organizations; with COTR approval the Contractor shall establish mechanisms to ensure such coordination occurs; and
- periodic reporting on implementation of all country program activities, including progress made in achieving outputs identified in the CAP as well as in implementation of the strategies developed under the contract, as measured by specific indicators and benchmarks.

Through the long-term technical assistance mode, the Contractor shall provide - under direction of the COTR and in coordination with the country's USAID mission and local counterparts - continuity of assistance and activities in the context of the collaboratively developed Country Activity Plan.

In countries receiving long-term technical assistance, the Contractor shall provide a broad range of technical assistance and support for Child Survival activities, which may include the following:

- assistance in planning and implementation of EPI/CDD/ARI/malaria and other Child Survival interventions;
- assistance in planning and implementation of activities to improve or integrate the essential components of systems delivering Child Survival services;
- development and implementation of approaches to increase the participation of private sector entities in the production, promotion, or delivery of Child Survival related goods and services;
- identification and implementation of appropriate training, conferences, or workshops;
- identification of, need for, and assistance in design and execution of, surveys and operations research to improve or evaluate Child Survival activities;
- planning and implementation of IEC and marketing activities related to Child Survival activities;
- assistance in assessment of country and local policies related to child health and child health services, and support for policy dialogue.

In long-term technical assistance country programs, the Contractor shall identify, obtain COTR and USAID mission approval for the proposed candidate, field, supervise, and support the country advisor. Country advisors shall maintain close communication with contract headquarters and the appropriate regional advisor. The country advisor shall participate actively in development of workplans in the context of the Country Activity Plan, and in the monitoring and evaluation of contract implementation and of process and impact indicators. The country advisor shall also participate in the planning of budgets for contract country activities, ensure prompt and accurate reporting of all expenses, accruals, and commitments of funds, and monitor the financial status of their country program.

The Contractor shall ensure that the USAID mission in the country is given the opportunity to participate fully in the development of workplans and activity plans and in the monitoring and evaluation of country program status.

Subject to COTR approval, the Contractor shall maintain an appropriate, i.e. not elaborate, office and local support staff to assist the country advisor, and shall establish procedures and provide headquarters staff to effectively deliver the logistic and administrative support required, including negotiation of relevant allowances and benefits, clearances, and waivers. In addition to the salary, benefits, and allowances of

the country advisor, for those long-term technical assistance programs supported by this contract, the Contractor shall provide local and international travel arrangements, communications, office and computer equipment, and vehicle as approved by the COTR and the Contracting Officer when required.

In addition to these costs of establishing and supporting a resident advisor, it is anticipated that the Contractor's support of each long-term technical assistance country program shall include provision of four person-months of short-term technical assistance in support of the country program activities, as well as an annual budget approved by the COTR of approximately \$75,000 per long-term site for in-country activities such as in-country training, IEC, meetings and workshops, and local materials development.

C.3.(b)(1)(B) Periodic technical assistance. The Contractor shall provide periodic technical assistance in an average of six countries each year throughout the life of the contract. Periodic technical assistance is defined as the provision of more than three person months total of technical assistance per year in a country that does not have a resident advisor. This mode of technical assistance shall be utilized to provide technical assistance to one or more continuing activities in a country through intermittent site visits by appropriate technical experts, and in some instances through application of other contract resources including funding of key activities, without the presence of a country resident advisor. It is anticipated that in each country receiving periodic technical assistance the Contractor shall provide an average of four person months of short term technical assistance and a budget of approximately \$75,000 per country each year for in-country activities.

Through core funds, the Contractor shall support three of these six periodic technical assistance country programs during each year of the contract, and shall provide the capability to field and provide administrative and operational support to the additional three periodic technical assistance programs each year funded through other sources.

This mode of technical assistance may be most appropriate for smaller countries or countries with smaller Child Survival programs, where the presence of a resident long-term advisor is not considered cost-effective. Periodic technical assistance may also be appropriate for support of one or more continuing activities judged by the country, mission, and R&D/Health to be of substantial importance in improving or institutionalizing Child Survival services in countries that do not require resident long-term advisors because they have adequate institutional and technical capability to provide continuous day-to-day oversight and management of those activities.

The Contractor shall carry out periodic technical assistance activities in an A.I.D.-assisted country in collaboration with one or more in-country institutions, and shall establish within three months of activity start-up a written agreement with these institutions that defines roles and tasks for the duration of the technical assistance.

As is the case for long-term technical assistance, the Contractor shall conduct periodic technical assistance activities in the context of a Country Activity Plan. Through the operations staff of the project, in consultation with technical staff and consultants, the Contractor shall oversee and monitor periodic technical assistance activities through the application of predetermined indicators and benchmarks.

Development, planning, and support of long-term and periodic technical assistance activities. In some cases, the BASICS Contractor may be requested to continue technical assistance activities previously carried out under another A.I.D. Child Survival project. In such cases, the Contractor shall identify and carry out, with the approval of the COTR and the USAID mission, the mechanisms and steps required to provide a smooth transition and continuation of essential activities.

In countries where a long-term or periodic technical assistance activity is being proposed or considered, the Contractor shall conduct planning visits by multidisciplinary teams representing each of the four general technical capability areas identified in Section C.3. and the operations staff of the project. In areas where a contract regional advisor is in place, the regional advisor may also participate in these planning visits. In some cases, preliminary exploratory visits by a single contract representative or a smaller group may precede a planning team visit.

Planning team visits are expected to last from three to six weeks. During this time, the team shall work with the A.I.D. mission and the host country government and/or other institutions to gather the information needed to identify the appropriate role of the project, estimate the cost and sources of funding support for the proposed country program, and develop the Country Activity Plan, as detailed below.

Drawing on the analysis provided by the planning team and the input of other staff members and experts, the Contractor shall develop for each country having a long-term or periodic technical assistance program a Country Activity Plan that will be the basis for contract activities in that country. In performing the analysis to develop this plan, the Contractor shall draw on existing data (e.g., the demographic and health survey) and evaluations already conducted by the mission and

country and shall take into account the country's political, socio-economic, cultural, epidemiological, and institutional conditions. This analysis shall also include the managerial and health service delivery capabilities in the country and the pathways through which health and Child Survival services are delivered and demanded. The Contractor shall develop a generic outline for Country Activity Plans that shall be adapted to guide the assessment process and development of the CAP in each country; prior to any data collection or analysis, the Contractor shall have COTR approval of the outline to be used in development of each country's activity plan.

The Contractor shall address at a minimum the following factors in the analysis leading to the Country Activity Plan (CAP):

- principal disease causes of infant and child morbidity and mortality;
- the situation of families and children at risk, and determinants of their preventive and care-seeking practices;
- identification of population subsets with high risk or low levels of available services;
- existing programs, organization, capabilities, and weaknesses of public health services;
- active and potential private sector sources of child health-related services;
- the country's development plan and child health goals;
- political commitment to Child Survival;
- capital requirements and recurrent costs;
- community perceptions and concerns;
- A.I.D.'s comparative advantage;
- ongoing and planned USAID bilateral and centrally funded activities;
- the USAID mission's Child Survival plan;
- other donor activities; and,
- the potential for institutionalization and sustainability.

The Contractor, in collaboration with the appropriate R&D/H cooperating agencies and other donors, shall develop from this analysis the Country Activity Plan. The Country Activity Plan will be the strategy that guides the project's activities for each country or contract site. It shall identify activities that support the most effective, efficient, and sustainable delivery of the most appropriate package of Child Survival interventions, and means to strengthen relevant institutional capacities. The CAP shall also specify the relationship of the country strategy and planned activities to the contract outputs and to the overall strategies developed by the Contractor for implementation of the approaches of the BASICS contract identified in section J.2.

In some cases, the CAP may be finalized during the initial planning team visit. In other cases, the Country Activity Plan may be finalized through negotiations and discussions between contract headquarters and regional staff and the mission and counterparts or through an additional visit. The Contractor shall not have authority to commit any A.I.D. resources without approval of the COTR. In all cases, the CAP shall require the approval of the COTR in its final form.

In the CAP, the Contractor shall identify the indicators that will be used for tracking contract activities and related effects and impact as appropriate, as well as benchmarks to be used in evaluation of progress as measured by these indicators. The Contractor shall establish a monitoring and evaluation plan for country activities, specifying the mechanisms and frequency with which these indicators will be measured and the procedures by which these measurements will be reviewed and evaluated against determined benchmarks. It is anticipated that monitoring of the majority of these indicators will occur on at least a quarterly basis. Results of these measurements and discussion of activities in relation to overall contract outputs and strategies shall be included in the Contractor's required quarterly and annual reports.

The Contractor shall conduct periodic (at least annual) reviews of contract activities' outputs, the resulting progress toward specified goals, and the need to reorient or modify specific activity components of the CAP. In the CAP, the Contractor shall identify logical "stop points" for the planned implementation of each contract activity in the country; these will be points at which the activity will be evaluated in relation to progress, effectiveness, cost, and updated priorities, permitting the making of a "go/no go" decision regarding continuation of the activity aimed at most effective use of contract resources.

At the conclusion of country activities, a final report shall be produced requiring COTR approval that includes a review of the planning, implementation, monitoring and evaluation work as well as a detailed discussion of the inputs, processes, intermediate outcomes and impact.

For each country receiving long-term and periodic assistance activities, the Contractor shall support these activities through a cluster of headquarters technical, operations, and administrative professional and support staff pertinent to the program laid out in the Country Activity Plan. The headquarters staff cluster that supports each long-term or periodic country

program shall consist at a minimum of one or more contract staff from each of the four operational areas identified in Section C.3., a member of the operations staff, and a member of the administrative staff. The technical and staff composition of the cluster for each country program shall provide the technical input most relevant to the activities planned for that country and ensure that a cross cutting strategy is used rather than focusing on a single functional approach. The composition of the cluster shall be identified by the Project Director and approved by the COTR. Should the composition of the cluster deviate from the original members assigned to it, the COTR shall approve such changes.

Each cluster shall be directed by a single designated staff member who has decision making authority, ensures coordination and continuity of efforts, monitors implementation and results, and is tasked with identifying corrective action if required.

Through the technical and operations staff working in a cluster, the Contractor shall be responsible for providing continuous input and support to the activities carried out in the country, as well as for the headquarters component of the planning, monitoring, and evaluation of those activities. Each cluster shall use a strategic planning approach that includes both short and long-term "stop points", benchmarks, and outcomes.

C.3.(b)(1)(C) Short-term technical assistance. In addition to the short-term technical assistance provided in support of long-term and periodic country technical assistance programs and to that specified in connection with other activities under the contract, the Contractor shall provide up to 690 person months of short-term technical assistance during the life of the contract for Child Survival related activities in A.I.D.-assisted countries. Should a country require more than three months of short-term technical assistance total per year, it shall fall into the periodic technical assistance category with all the applicable requirements, including the development of a Country Activity Plan.

With the approval of the COTR, short-term technical assistance will be delivered in response to requests by a mission, or through the mission by a MOH, PVO or other organization. Given the mix of disciplines available through the contract and the volume of demand experienced by R&D/Health's preceding Child Survival projects, it is anticipated that such short-term assistance will likely be required to enhance, complement or supplement planned or ongoing child health activities in a country, or to assist missions in the planning of such activities.

Through core funds, the Contractor shall provide an average of approximately 47 person months of such short-term technical assistance during each year of the contract, and shall provide the capability to field and provide support for an additional average of up to 91 person months of short-term technical assistance each year funded through other sources.

In countries with long-term technical assistance programs, the Contractor shall endeavor to include short-term technical assistance as part of the overall planned activities, because past experience has shown that isolated short-term activities without relationship to a broader context may have limited effect. However, this component of technical assistance is also intended to increase the contract's responsiveness to USAID missions, and therefore, with the approval of the COTR, the Contractor will have the flexibility to deliver short-term technical assistance in areas where the mission identifies need outside the long-term Country Activity Plan, as well as to missions that do not have other project activities.

With COTR approval, the Contractor may provide short-term technical assistance in collaboration with activities of other international organizations, e.g. in support of design of the health component of an International Development Bank project in an A.I.D.-assisted country. The Contractor shall establish procedures and mechanisms for prompt identification and fielding of competent technical consultants in response to mission and other requests and contract activity needs. When multiple consultant visits in support of an activity are anticipated, the Contractor shall endeavor to coordinate these visits in order to maximize effective interaction of technical input and to provide continuity of technical assistance.

The Contractor shall establish and maintain a roster and curricula vitae of consultants in areas in which the contract anticipates demand for short-term technical assistance. As detailed in Section C.4. (Quarterly Progress Report), the Contractor shall provide a quarterly update of the number and type of consultants in the consultant roster. Included in the update shall be data on the areas of technical capability, language proficiency, geocultural expertise and additional categories as approved by the COTR. Consultants and the scopes of work for their assignments must be approved by the COTR and the USAID mission. In all cases, the Contractor shall clear consultant and staff technical assistance travel through A.I.D. channels in a timely manner. It is required that unless extraordinary circumstances arise, the Contractor shall provide a minimum of 30 days for a USAID mission to provide country clearance for any staff member or consultant.

The Contractor shall provide adequate briefing and background materials to each consultant; in some cases, this may entail briefings or team planning meetings in contract headquarters or by regional advisors. The Contractor shall also ensure that all consultants are thoroughly oriented to contract outputs, strategies, and objectives. The Contractor shall supply this information to each consultant at the time of initial assignment with the project; the purpose of this orientation will be to assure that each technical assistance activity is executed in a manner most consistent with the goal and purpose of the project.

In some cases, the Contractor may be requested to provide assistance to missions or regional bureaus in activities related to the design and development of new Child Survival activities. With the approval of the COTR, the Contractor shall provide this assistance. It is anticipated that this assistance will generally be provided through the short-term technical assistance mode; in countries having long-term technical assistance programs, design and development assistance may be provided through those programs, utilizing input from the country advisor and other experts identified and provided by the contractor, or may be provided separate from other contract activities through short-term technical assistance. In some instances, at mission request and with COTR approval, the Contractor shall provide the assistance of a regional advisor to assist in activities related to design and development of a bilateral project.

To provide a systematic framework for the development of new bilateral Child Survival projects, the Contractor shall, in consultation with and with the approval of the COTR, develop a structured approach to assess the underlying country situation in regard to the child health situation, the status of key components of effective and sustainable Child Survival activities, the potential public, private, and international participants in Child Survival activities, and the areas of comparative advantage of A.I.D. in contributing to an appropriate Child Survival program in the country. This structured approach basically will be an adaptation of the assessment approach used to develop the Country Activity Plan for BASICS activities in a country. In this case, however, the intent of the assessment is not principally to identify BASICS' role in the country, but to provide input for the appropriate design of the bilateral Child Survival program.

This assessment could identify potential roles for BASICS and for other regional or global A.I.D. technical assistance, data gathering, or applied research projects; therefore, the Contractor shall establish a mechanism to familiarize contract staff or consultants involved in developing input for bilateral project development with the capabilities available through each of the pertinent regional or global Child Survival projects available to the mission.

C.3.(b)(1)(D) Regional advisors. In each year of the contract, the Contractor shall provide a minimum of three regional advisors in support of contract activities. These regional advisors shall be members of the contract headquarters key staff who shall be stationed in country sites agreed to by the COTR, the pertinent A.I.D. regional bureau, and the USAID missions in those countries. The Contractor shall support these regional advisors from core funds, providing the salary, benefits, allowances, and travel arrangements of the regional advisor as well as support for establishment and operation of a suitable office in the country (including communication and materials costs as well as vehicle and support personnel as required).

Through these regional advisors, the Contractor shall provide technical and administrative support to country activities in the region, providing greater proximity to the countries and an efficient alternative to dependence on U.S.-based staff for technical and managerial support of contract field activities. Regional advisors shall provide assistance and backstopping to long-term and periodic country programs, and assist in coordination and oversight of contract activities in countries not having resident advisors.

For countries having country advisors, the role of the regional advisor shall be to assist the country advisor in planning, coordination, implementation, monitoring, and evaluation. The Contractor shall ensure that the supervision of country advisors and country programs resides with contract headquarters; regional advisors shall act as senior technical consultants to the country advisors for technical and planning/management functions. The country advisor shall be fully involved in planning, budgeting, and monitoring, and shall be principally responsible for interactions with host country institutions and the USAID mission, including regular provision of complete and up-to-date reports on implementation and financial status of country activities.

C.3.(b)(2) Human Resource Development

In addition to the substantial amount of in-country training expected to be carried out in the course of country programs receiving long-term or periodic technical assistance, the Contractor shall support additional short-term training activities related to implementation and institutionalization of Child Survival activities.

Training activities under this contract shall be based on the extensive experience in health worker and professional training acquired by previous Child Survival and other A.I.D. projects and by other institutions. The Contractor must be proficient and knowledgeable in performance-based approaches that apply methodologies of greatest demonstrated effectiveness, provide actual skills to trainees, and address constraints to implementation of modified behavior and implementation of new skills in the actual work setting.

For countries having long-term or periodic technical assistance programs, the Contractor shall include a training plan as part of the Country Activity Plan to ensure that training directly addresses the needs of the country and contributes to achieving the established targets.

The Contractor shall support three modes of short-term training: in-country, regional, and U.S.-based. Such training shall not be provided to any contract staff, as they are expected to be proficient and state-of-the-art in their technical or operational field(s). If approved by the COTR, the Contractor may also support host country nationals for brief study tours to learn from successful activities in other countries or areas.

C.3.(b)(2)(A) In-country (local) training. The Contractor shall support up to approximately 2,400 person-weeks per year of in-country training. It is anticipated that much of this training will be carried out in countries where the contract has other activities, although such training may also be carried out with organizational support of other A.I.D. projects or of other organizations. It is estimated that this training will be carried out in approximately 120 one-week training sessions each year having 20 participants in each session and costing approximately \$3,000 per session; it is anticipated that 25% of these in-country training sessions will require up to one week of short-term technical assistance for their execution, for a total of seven person months per year. Wherever possible, the Contractor shall share planning and support of in-country training with other local or international institutions working in the country. Training activities shall include training of trainers to develop sustained training capacity in countries.

C.3.(b)(2)(B) Training at regional institutions. The Contractor shall support up to approximately 32 person-months per year of short-term training (average two months' duration) of key professionals and staff from host countries at regional institutions, based on an estimate of \$3,600 total cost per person for a two week regional training activity. The contractor will systematically identify and assess regional institutions to determine those capable of providing effective

training in technical areas related to the implementation, management, and sustainability of Child Survival activities. The Contractor shall utilize regional institutions for training when they offer a relative advantage over other training modes, based on the quality of technical content, cultural and socioeconomic relevance of their training program, and other advantages such as continued contact with and between alumni.

C.3.(b)(2)(C) U.S.-based training. The Contractor shall support up to approximately 20 person-months per year of training of key host country personnel in short (generally no more than four months' duration) existing non-degree courses in U.S. institutions, based on an estimate of \$15,000 total cost for a two month training program in the U.S. The Contractor shall utilize such courses when they offer clear advantages over other training modes, such as technical content or quality clearly more appropriate to the training needs than other options. The Contractor shall carry out this U.S.-based training in cooperation with the A.I.D. Office of International Training. Trainees will generally be persons occupying key mid-level positions in their host country institution, and shall be selected on the basis of criteria that include their capability to absorb successfully the training, the likelihood of their being able to apply the training content upon their return, their career trajectory, and their endorsement by their institution.

The Contractor shall establish procedures and mechanisms for identifying, evaluating, gaining approval for, and supporting key persons in A.I.D.-assisted countries who will receive out-of-country training under the project. The Contractor shall identify regional and U.S. institutions capable of providing training relevant to contract objectives, and shall evaluate the orientation, quality, and advantages of training at those institutions. In making plans for training, the Contractor shall include planned follow-on interactions with persons trained on at least a semi-annual basis, as well as tracking and monitoring to determine impact of the training for all persons trained.

All persons identified as candidates for out-of-country training shall be approved by the COTR, the USAID mission in the country on whose behalf the training is being supported, the USAID mission in the country where the training will be received (in the case of regional institutions), and the institution in which the person works, if the training is intended as part of strengthening that institution.

The contractor's support for out-of-country training shall include arranging acceptance to the indicated program (including assurance that the candidate meets all language and other requirements), required visas and clearances, living arrangements while in training, travel, and supplies and materials if needed. The Contractor shall coordinate U.S.-based training with the A.I.D. Office of International Training. At the minimum, the Contractor shall conduct semi-annual meetings with AID/OIT and exchange information about training programs, course content and evaluations and follow-up with those persons trained through this contract.

In addition to direct support for training activities, the Contractor shall be prepared to support the adaptation or modification of curricula in areas relevant to Child Survival such as management, public health, health care financing and economics, medicine, nursing, and communication. The Contractor shall also be prepared to support the incorporation of relevant material on Child Survival therapeutic and preventive technologies, communication and behavior change methodologies, and health sector management and administrative functions into formal educational curricula and health professional training including pre-service or in-service courses or modules.

C.3.(b)(3) Information dissemination

The Contractor shall carry out the following activities for generation and dissemination of information related to Child Survival and child health services; it is anticipated that these information dissemination activities shall be supported by core funds and carried out by headquarters personnel, with the exception of short-term technical assistance as indicated:

C.3.(b)(3)(A) Production of manuals and guides. The Contractor shall produce a minimum of fifteen manuals and guides during the life of the contract. An important principle of R&D/Health centrally-funded technical assistance projects is that they not only assist in the implementation of activities at the country level, but derive from these activities systematic approaches and problem-solving techniques that can be captured in methodologies and promulgated in the form of guides and manuals allowing the application of these approaches in other sites. Therefore, these manuals and guides shall represent the systematic presentation of technologies and methodologies derived from contract activities in a manner that permits such application by other users.

The Contractor shall give high priority to the derivation, documentation, and dissemination of such guides and manuals

based on contract activities. It is anticipated that the Contractor shall produce an average of three such manuals and guides during each year of the contract, and that up to six person months of short-term technical assistance will be required in the production of each manual or guide.

Examples of areas in which guides might be produced include systematic approaches to integrating elements of Child Survival programs, developing curricula and training materials for specific categories of health workers, delivery of Child Survival services in specific high risk settings, nutritional management of child illnesses, avoidance and management of antimicrobial resistance in relation to an important child illness (such as dysentery, ARI, malaria), management of child health delivery systems, working with private sector providers of child health-related goods and services, and evaluating various levels of policy in relation to child health.

The Contractor shall ensure that such manuals and guides are not redundant with existing materials produced by A.I.D. or other organizations, unless considerable new information justifies the production of new materials. Whenever possible, the Contractor shall coordinate approaches and seek consensus with other major organizations working in Child Survival in preparation of contract manuals and guides, to maximize usefulness and cooperation in support of Child Survival programs.

C.3.(b)(3)(B) Documentation and dissemination of contract experience and expert analyses. In addition to the production of manuals and guides, the Contractor shall support documentation and dissemination of contract experience and expert analyses of global experience beyond the production and distribution of routine reports. The Contractor shall include an evaluation of whether and how to document and disseminate contract experience during the planning stage of activities such as technical assistance, surveys, operations research, and conferences and workshops. The Contractor shall publish and distribute broadly in mailings, information exchange workshops, and conferences findings from the project's activities and analyses of important Child Survival-related issues. This activity shall include the publication and dissemination of a yearly average of twelve products documenting contract experience during each year of the contract. It is anticipated that the production of each product shall require up to one-half person-month of short-term technical assistance. Products generated from the contract may include issues papers, case studies, reports (other than routine periodic and trip reports), field notes, periodic reviews and abstracts of global literature, newsletters, brief technical communications summarizing key issues or activities, bibliographies, policy dialogue tools, and videos or other audiovisual materials.

Potential beneficiaries of this information include persons from a wide range of disciplines and functions such as physicians, nurses, communicators, planners, anthropologists, economists, government officials, as well as donor agencies, PVOs, schools, A.I.D. missions and bureaus, and other A.I.D. projects. The Contractor shall emphasize the publishing in peer reviewed journals of information generated through the project; a minimum of fifteen major articles shall be published in peer reviewed journals within the life of the contract. Topics and journals targeted for submission of articles shall be determined jointly with the COTR and the Contractor.

C.3.(b)(3)(C) Information Center. The Contractor shall establish an information center that will house and distribute the documents and publications produced by the contract and provide information services to the project. This information center shall acquire and house relevant technical documents, catalogue them, and distribute copies to appropriate sites and service providers, including A.I.D. offices, bureaus and missions as well as other organizations involved in Child Survival activities.

This information center shall provide or coordinate information services including desktop publishing, mailing list establishment and maintenance, readership evaluation, audiovisual materials, and technical reference and library services. This information center shall develop and maintain a computerized mailing list and shall establish linkages and exchange of pertinent materials with the information services of other A.I.D. projects and of international organizations and other institutions engaged in activities related to Child Survival.

As directed by the COTR, the Contractor shall receive, maintain, and distribute through this information center the publications and information products of other A.I.D. Child Survival projects, and shall house, catalogue, and distribute the publications and reports of other A.I.D. Child Survival projects when the respective contracts terminate. At the conclusion of the BASICS contract, all materials included in the Information Center shall be catalogued and distributed as approved and designated by the COTR.

It is anticipated that the information center shall require up to two months of short-term technical assistance for its functioning during each year of the contract.

It is estimated that the cost of these information dissemination services, exclusive of headquarters staff time and short-term technical assistance, shall be approximately \$105,000 each year throughout the life of the contract.

C.3.(b)(4) Conferences and workshops.

With the approval of the COTR, the Contractor shall plan, organize, and carry out international, regional, or local conferences and workshops. These workshops and conferences shall provide opportunities for exchange of new technical knowledge and of practical experience, or the exchange of opinions or the development of consensus regarding the state-of-the-art among technical experts in important areas of Child Survival and child health. With the exception of anticipated buy-in/OYB transfer support for approximately one-half of the costs of "sponsored" and "supported" regional and local conferences and workshops, it is anticipated that these conferences and workshops shall be supported by core funds.

The Contractor shall support the planning, organization, execution, and documentation of the following categories of conferences and workshops:

C.3.(b)(4)(A) International conferences. The Contractor shall carry out up to four major international conferences during the life of the contract. It is estimated that each such conference will cost approximately \$250,000 exclusive of headquarters personnel technical and administrative costs and short-term technical assistance. It is estimated that each such conference will require up to four person months of short-term technical assistance.

C.3.(b)(4)(B) Sponsored conferences. The Contractor shall carry out an average of up to three "sponsored" regional or country-level conferences or workshops during each year of the contract. It is estimated that each such conference will cost approximately \$35,000 exclusive of headquarters personnel technical and administrative costs and short-term technical assistance. It is estimated that each such conference will require up to one person month of short-term technical assistance.

C.3.(b)(4)(C) Supported conferences. The Contractor shall collaborate with other organizations and provide resources and support totalling approximately \$10,000 each (exclusive of headquarters technical and administrative support and technical assistance) for an average of up to six additional conferences or workshops during each year of the contract. It is estimated that up to two person months of short-term technical assistance will be required each year for support of all "supported" conferences in that year.

C.3.(b)(5) Operations research, surveys, and model projects.

The Contractor shall dedicate approximately up to 6 percent of all contract resources, including other direct costs, supported by core funds to the development and implementation of focused operations research activities, surveys, and model projects; this shall include the provision of approximately 20 person-months of short-term technical assistance each year in the execution of these activities. Additional operations research, surveys, and model projects may be supported by other sources of funds.

All operations research, surveys and model projects shall be described in detail and submitted to the COTR for approval prior to initiation of any activity. Each proposal shall describe the activities proposed, the resource requirements, the expected results, how these results will be utilized by the USAID Mission, host country and any wider audience, and how this particular activity fits into the outputs of this contract. These activities shall be carried out in areas where the application of current knowledge through technical assistance is not sufficient to address program needs, or where existing information-gathering activities are inadequate to guide or assess contract activities in a country.

The overall scale, duration, and design of operations research activities will vary with the specific issue to be addressed. The main objective of the operations research component shall be to address immediate management and program design decisions, rather than to produce studies that meet traditional academic standards. The majority of studies are expected to be of relatively small scale and brief duration, focused on a circumscribed service delivery process or problem. Operations research may be used to collect information relevant to current service delivery processes that is not available through routine reporting; studies may develop and test alternative approaches to service delivery. Illustrative topics include: measuring the behavioral impact of patient counseling messages, improving supervisor performance in problem solving, developing job aids to reduce missed opportunities for vaccination, comparing cost recovery alternatives, improving compliance with standard case management for ARI, and measuring coverage with ORT. Such studies may also be utilized to provide baseline or follow-up assessment of service delivery processes subject to contract intervention. With the approval of the COTR, the Contractor shall develop and support a limited number of more complex pilot studies or model projects of limited scope, to test innovative service delivery strategies.

In general, for the assessment of effects (such as increased vaccine coverage) or impact of contract activities, the Contractor shall draw upon data collection activities already planned by the country or mission to evaluate their own Child Survival activities, such as coverage, household, and facility surveys or Demographic and Health Surveys. In circumstances where available data related to child health status or services are not adequate to provide a basis for program decisions or to evaluate contract activities, the Contractor shall support the implementation of focused surveys. Such implementation may include co-support of surveys conducted in collaboration with other organizations.

The Contractor shall include the findings of operations research, surveys, and model projects in the project's Management Information Report, Annual Work Plan, Quarterly Progress Report and Annual Report in addition to the contract's information dissemination activities. By the end of the project, it is expected that the Contractor will have substantially expanded the empirical basis for the sustainable delivery of Child Survival services through these activities.

C.3.(b)(6) Focused small grants.

The Contractor shall develop and carry out a program of small grants to host country non-profit organizations. This program shall support an average of four small grants underway during each year of the contract, with an average amount of \$50,000 per grant per year. These grants shall be designed to extend coverage of appropriate Child Survival services to groups served by non-profit, non-governmental organizations, or to evaluate novel approaches to delivery of such services by such organizations.

The Contractor shall develop, award, and monitor such small grants as part of a specific contract activity carried out in consultation with the COTR and USAID missions in involved countries, and implemented under approval of the COTR with concurrence of missions as indicated. The Contractor shall prepare and present to the COTR a plan and procedures for solicitation of applications, review, award, technical assistance, monitoring, and accounting of such grants. These procedures shall be in compliance with the A.I.D. requirements for review and oversight of grants administered by contractors.

In these activities, the Contractor shall be responsible for developing and obtaining COTR approval for objective and fair criteria for selection of grantees; before award of such grants.

the Contractor shall present to the COTR for review the list of eligible organizations from whom recipients are to be selected, the proposals submitted, and the justification for final selection. The Contractor shall require semi-annual progress reports from grantees, as well as final reports on activities carried out with grant funds. The Contractor shall provide an average of one month of short-term technical assistance per year per grant to assist grantees in implementing and evaluating the activities carried out under these grants. When the grant is intended to implement and evaluate a novel approach to delivery of Child Survival services, the Contractor shall be responsible for the completion and dissemination of that evaluation.

If a grantee is eligible and if such an arrangement does not impede execution of the activity for which a grant is awarded, the grantee may use grant funds in leveraged currency conversion mechanisms; in such cases, the contractor, the USAID mission, or non-profit groups such as the Debt-for-Development Coalition may provide technical assistance in this process.

C.3.(b)(7) Implementation Support.

The Contractor shall dedicate approximately 3 percent of all contract resources, including other direct costs, supported by core funds to the provision of support for implementation of essential Child Survival activities in A.I.D.-assisted countries. It is anticipated that short-term technical assistance to estimate, procure, and oversee use of such implementation support shall be approximately six person months per year during each year of the contract. Additional implementation support may be provided using other sources of funds, as approved by the mission or bureau providing those funds and the COTR.

This implementation support capability responds to the requests of some USAID missions, as well as to R&D/Health experience in technical assistance to Child Survival programs where the lack of critical supplies or resources to support a key activity impeded or potentially impeded other important activities of such programs; examples might be a temporary lack of essential vaccine, ORS, drugs or supplies, or lack of resources to support an essential training or coordination activity in a country that does not have such resources available through a long-term technical assistance country program.

With the approval of the COTR, the Contractor shall provide such implementation support in circumstances where mission projects or other mechanisms are unable to provide this support to critical Child Survival program activities and where the absence

of such support compromises the overall ability of a program to carry out these activities. The Contractor shall provide such implementation support in a manner that is catalytic, in the sense of permitting the delivery of essential services at a critical stage in the development or execution of Child Survival activities.

Implementation support may be delivered in the context of long-term or periodic technical assistance activities in a country under this contract, but will not be built in as a regular feature of country programs; this support will not include recurrent costs such as salaries of ministry personnel.

The Contractor shall develop a mechanism and procedures for carrying out and accounting for procurement of materials and supplies provided to countries or institutions under the implementation support component of the project. All requests for such procurement shall be reviewed and approved by the COTR. The Contractor shall carry out all procurement of materials in accordance with A.I.D. regulations.

C.3.(b)(8) Other tasks and obligations

In addition to the tasks described above, the Contractor shall be responsible for the following:

C.3.(b)(8)(A) Initial team planning meeting. The Contractor shall hold a team planning meeting together with the A.I.D. project management team prior to the initiation of contract activities. The purpose of this meeting shall be to facilitate team building and develop a shared commitment to and vision of the contract among Contractor and subcontractor project staff. The Contractor shall provide a copy of this Scope of Work and of Attachments J.1. and J.2. to each headquarters and field staff member of the project, and to each consultant employed by the project; it is anticipated that discussion of this Scope of Work and Attachments will be a key topic during the team planning meeting.

C.3.(b)(8)(B) Start-up of contract activities. The Contractor shall develop and implement a start-up plan for contract activities during the first six months of the project from the day of contract award. This plan shall guide the organization of contract resources and initial activities of the project under the contract. This start-up plan shall cover no more than the first six months of project activities from the date of contract award, during which time the Contractor shall finalize the first annual workplan. This start-up plan shall cover organization and initial activities of the project's headquarters staff and systems, and operationalization of

procedures for implementation and management. It shall also cover initial field activities, including initial travel to countries for assessment of possible contract activities.

An important dimension of this plan will be development and implementation of measures for rapid and effective transition of existing Child Survival activities and capabilities in A.I.D.-assisted countries where the mission indicates their desire to have these activities continued under BASICS.

C.3.(b)(8)(C) Strategies to implement contract approaches and guide activities in technical areas. At the beginning of contract implementation, the Contractor shall undertake the development and definition of strategies to operationalize the approaches set forth in Attachment J.2. The Contractor shall also define the project's approach to working in each of the technical areas identified in Section C.3. and Attachment J.1. These strategies shall be developed through a multidisciplinary cluster approach that draws upon technical expertise in the implementation of Child Survival interventions as well as expertise in the cross-cutting areas of health care planning and delivery and behavior related to health. In this process of strategy development, the Contractor shall draw upon the expertise of contract staff, review of technical literature and programmatic experience, consultation with persons or groups having applied technical expertise in relevant areas, and consultation with the A.I.D. project management team and other staff of A.I.D. bureaus and missions. In collaboration with the A.I.D. project management team and the managers of other relevant A.I.D. projects (such as the Environmental Health, AIDSCAP, and Applied Diarrheal and Respiratory Disease Research projects), the Contractor shall include in this strategy development process the definition of mechanisms and approaches to ensure coordination with these other projects at the central and country levels.

All strategies and approaches are to be submitted to the COTR for approval within six months from the date of contract award. At a minimum, these strategies shall be reviewed with the COTR at the end of contract years two and four, at which times modifications may be proposed for approval by the COTR.

As described in Section C.4. (Reporting Requirements), the Contractor shall report regularly on the implementation of contract strategies. The Contractor shall include in the annual workplan a description of activities planned in relation to each of the strategies developed for implementation of the contract. The Contractor shall include in the quarterly and annual reports specific reporting on the relation of activities carried out

under the contract to each of the strategies as well as progress made in the implementation of each of the strategies. Similarly, annual workplans and quarterly and annual reports for long-term and periodic technical assistance country programs and trip reports for all short-term technical assistance shall include specific description of activities and progress in relation to each of the strategies.

C.3.(b)(8)(D) Annual workplans. The Contractor shall draft the first annual workplan for COTR approval during the first six months of the contract from the date of contract award. The Contractor shall follow the U.S. Government's Fiscal Year (FY), i.e. October 1 - September 30, as the definition of a contract year for the entire contract. Thereafter, the Contractor shall prepare an initial draft of the annual workplan for the following year during the last quarter of each contract/fiscal year, with review, finalization and COTR approval during the first quarter of the contract/fiscal year.

The annual workplan shall include staff and consultant level of effort, timing, and estimated costs, in addition to outlining the technical focus of activities. The Contractor shall prepare for inclusion as elements of the overall contract annual workplan the annual workplans for countries having long-term or periodic technical assistance activities; these country annual workplans shall be prepared with reference to the overall plan defined in the Country Activity Plan. Annual plans for the project programs shall include projected progress as measured by benchmarks set for key indicators, including planned activities and progress in implementation of contract strategies. For work in countries for which a Country Activity Plan has been developed, the Annual Work Plan shall reflect the CAP, including the monitoring of specified indicators and the use of benchmarks to review contract commitments.

C.3.(b)(8)(E) Monitoring and evaluation of contract implementation. A.I.D.'s experience and evaluation literature indicate that projects having effective monitoring and evaluation systems achieve substantially greater impact than those lacking such systems. For this reason, and because of the complex nature of this contract and its component activities, the Contractor shall establish a plan to gather and report systematic collection and entry of indicator, financial, level of effort, and other monitoring data and for its periodic review by contract staff and with A.I.D. project management; this plan shall be subject to approval by the COTR. Based upon this approved plan, the Contractor shall establish a monitoring and evaluation system and database to track contract progress. All monitoring and evaluation efforts shall focus on quantifying progress of the contract Outputs. The information generated in

this monitoring and evaluation approach shall be reported regularly as part of the Contractor's Management Information Report .

C.3.(b)(8)(E)(i) Contract Implementation: The Contractor shall define indicators as approved by the COTR for tracking overall contract implementation, specify methods for measuring these indicators, and shall measure these indicators and evaluate implementation progress at a frequency to be determined by agreement with the COTR.

C.3.(b)(8)(E)(ii) Contract Activities: The Contractor shall ensure that all contract activities shall have clearly defined objectives with measurable outcomes, appropriate indicators to measure progress toward those objectives, and specified benchmarks. Monitoring and evaluation of activities under the contract shall include periodic assessment of their implementation in terms of inputs and products, as well as of their effects in relation to contract outputs; this assessment shall be conducted at intervals to be determined by agreement with the COTR and shall be included in the Management Information Report.

Benchmarks for evaluating the progress of each contract activity shall be established, as well as "stop points" at which the adequacy of progress of the activity will be evaluated and the activity stopped or redirected if inadequate progress or changed conditions warrant.

C.3.(b)(8)(E)(iii) Country Programs: For each long-term and periodic technical assistance country program, the Contractor shall establish in the Country Activity Plan for each country program indicators and methods for their measurement at intervals to be determined in agreement with the COTR. Annual plans for the contract and for country programs shall include projected progress as measured by these indicators.

The Contractor shall be responsible for establishing procedures for collection and entry of both periodic and episodic measurements of the indicators specified in the Country Activity Plan, for establishing and maintaining a database that includes these data, for producing reports evaluating the project's progress in each country having sustained activities under a CAP, and for using these data to monitor and manage country activities. The Contractor shall use these data to identify the need to adjust or reconsider activities when indicators identify progress rates substantially different from those planned; in such instances, adjustments to the CAP and to country activities shall be developed through collaboration between the project's R&D/Health management team, the USAID mission in the country, and the contractor, subject to approval of the COTR and, if indicated, the Contract Officer.

Each Country Activity Plan shall identify indicators appropriate to the activities for that country. These indicators shall include the following categories:

Inputs: The CAP shall identify suitable quantitative indicators for monitoring the volume of resources and assistance provided by the contract and collaborating groups. Such indicators might include, for example, the number of technical training courses conducted, focus group sessions held, or supplies provided.

Processes: The CAP shall include indicators describing the degree to which the performance of the host country staff corresponds to well-defined standards adopted by the program. For clinical services, an example of a process indicator might be the content and methodology of counselling provided to the mothers of children receiving immunizations. Similar indicators shall be developed for the performance of staff that support clinical services through training, logistics, supervision, management, and the other systems that contribute to the delivery of Child Survival services. Indicators shall also be developed for other areas of Child Survival supported by the project, including communication and social marketing, private sector delivery, and policy development.

Outputs: Outputs of contract activities under country programs shall be monitored and reported; these outputs shall be related to the outputs of the contract as a whole.

Intermediate outcomes: As appropriate to the nature of activities under the CAP, the CAP shall include indicators that reflect the success of processes that do not represent the ultimate objective of the service. For EPI, the level of missed opportunities to immunize children visiting the clinic for other reasons is an example of such an intermediate outcome indicator. An example of an indicator of intermediate outcome of cross-cutting service delivery improvements is the demonstrated competence of trainees who have completed a training activity. Increased knowledge and behavior change among caretakers are examples of intermediate outcomes related to IEC activities.

Health impact: Improvement in health status is the purpose of Child Survival programs, and in countries having long-term and periodic technical assistance programs the Contractor shall monitor indicators that reflect the impact of contract activities under the CAP, in relation to infant and child morbidity and mortality.

In some countries, such morbidity and mortality data may be available; in others, there may be sufficient justification for support of a survey through BASICS. Where indicated and approved by the COTR, the Contractor shall obtain baseline and periodic data on key indicators through studies and surveys as well as review of health system and other public records. Population-based surveys are difficult and expensive, and can reflect factors other than health services, but provide the most widely-accepted measure of health status. Where feasible, the contract shall seek co-funding for such surveys from other donors, or arrange collaborations with host country-sponsored surveys to which Child Survival questions could be added. The Contractor shall also make use of data from international surveys such as the A.I.D. Demographic and Health Survey, WHO CDD/ARI Health Facility and Household Surveys, and EPI coverage surveys.

Health status shall also be monitored through less elaborate means, such as sentinel surveillance, morbidity surveys, case fatality studies, patient followup studies, vital statistics, and program records.

Cost-effectiveness/cost-benefit: Determining the economic cost of providing selected program services or of achieving selected outcomes will usually require special data collection and analysis. Nevertheless, in view of the central role of efficiency issues in the overall sustainability of Child Survival programs, the Contractor shall routinely include such measures in CAPs.

It is estimated that the Contractor shall require up to one person month of short-term technical assistance per year during each year of the contract for the setting up and operation of this monitoring and evaluation system; this technical assistance shall be supported through core funds.

When data on impact and process indicators are gathered through mechanisms designed by the project, the data collection shall include gender identification for indicators where such information might reveal discrepancies in morbidity, mortality, or service delivery according to gender of child, caretaker, or service provider. In addition to being used in overall analyses, these data shall be disaggregated by gender when analyzed. When existing data sources are used, relevant gender-specific information shall be transcribed to permit

gender-disaggregated as well as non-disaggregated analyses. The Contractor shall encourage countries to collect and analyze gender-specific variables in the information systems that the contract draws upon to monitor the process and impact of its activities.

C.3.(b)(8)(F) Periodic management review meetings. The Contractor shall conduct a management review meeting after six months from the date of contract award, at the conclusion of the first year of contract implementation and on a regular periodic basis thereafter (at least annually, and more frequently if requested by the COTR or requested by the Contractor and approved by the COTR). The meeting shall include the Contractor's senior management staff for the project, senior management staff of subcontractors, the R&D/Health project management team, the Contracting Officer and other representatives of the A.I.D. Procurement Office, and other interested A.I.D. bureaus or offices as deemed appropriate by the COTR. The purpose of these meetings shall be to review the management status and experience with implementation of the project, in order to identify and resolve problems and improve implementation and coordination. The Contractor shall provide an agenda of contract issues prior to the meeting for COTR review and approval and shall prepare a report of the management review meeting to be approved in final by the COTR and cleared by the Contracting Officer.

C.3.(b)(8)(G) Technical Advisory Group and Other Consultative Groups. The Contractor shall form a Technical Advisory Group (TAG) whose major purpose shall be to inform A.I.D., and particularly the COTR, on technical and strategic issues related to the contract. The TAG, whose membership shall be approved by the COTR, shall be comprised of disinterested experts representing the broad range of specialities included in the contract and persons with extensive experience in the development and implementation of public health activities in A.I.D.-assisted countries. Their institutional bases may include international organizations, universities, A.I.D.-assisted country counterparts, private firms, and other parts of government.

The Contractor shall convene the TAG annually to review the overall progress of the contract and contribute opinions about improvements or modifications. TAG members will not take votes, establish consensus positions on issues, nor provide binding advice to A.I.D. Contract staff may consult with members of the TAG as frequently as need be. The Contractor may from time to time, with approval of the COTR, assemble special consultative groups such as Task Forces to provide specific input on issues of importance to the project. It is estimated that meetings of the TAG and other consultative groups shall require an average of approximately four person-months of short-term technical assistance from core funds during each year of the contract.

C.3.(b)(8)(H) Coordination with other A.I.D. projects. The Contractor shall coordinate long-term and periodic activities of the BASICS contract with activities of other A.I.D. mission and bureau projects; this coordination will in part be produced through the collaborative development of the Country Activity Plan, included in the CAP and reported accordingly. The Contractor shall coordinate other activities such as out-of-country training of host country professionals and short-term technical assistance with USAID mission projects, plans and objectives.

The Contractor shall develop mechanisms and approaches to coordinate BASICS contract activities with the activities of other health, population, and nutrition projects of the Bureau of Research and Development. With approval of the COTR, these mechanisms may include periodic meetings, joint assessments, exchange of relevant information and results, coordination of in-country activities by advisors and consultants, and development and execution of collaborative activities.

At a minimum the Contractor's coordination efforts at the headquarters level shall include participation in meetings with relevant offices and bureaus within AID/Washington and meetings with representatives and COTR's of other A.I.D. projects working in areas related to Child Survival.

At the country level, coordination efforts shall include meetings of resident and regional advisors with USAID Missions and with representatives of other A.I.D. projects and other local and international organizations involved in activities related to Child Survival. This coordination shall also include at both the headquarters and country levels the exchange of reports and publications with other A.I.D. projects and with other organizations involved in activities related to Child Survival. These coordination activities shall be reported on periodically, as specified in "Reporting Requirements".

C.3.(b)(8)(I) Coordination with Other International Agencies. The Contractor shall coordinate contract activities with activities of other international agencies and organizations at both the country and the international levels. At the country level, coordination of contract assistance and support with the activities and resources of other donors shall be initially established in the Country Activity Plan. This plan shall specifically examine the activities and resources of the various agencies operating in a country, to identify the relative advantage, most appropriate use, and potential leverage effects of contract resources. During implementation of contract activities in a country, the Contractor shall seek coordination with activities of other international agencies working in that country through the A.I.D. mission and, in countries receiving long-term assistance, through the project's resident advisor.

The Contractor shall be prepared to work cooperatively with other U.S. government agencies such as the Centers for Disease Control, Food and Drug Administration, and Peace Corps, when requested to do so by the COTR.

At the international level, the Contractor shall actively seek coordination and consensus with other agencies involved in Child Survival activities. Coordination will be facilitated by including representatives of these organizations in the project's Technical Advisory Group and other relevant meetings. In some cases, with approval of the COTR, contract staff members or consultants may participate in activities of other international organizations, such as project design teams, surveys, or meetings.

To share BASICS contract experience with other donor agencies, the Contractor shall include key offices and professionals of these agencies on the mailing list for contract information dissemination. Coordination with in-country organizations, other international agencies, and USG agencies shall be included in the Quarterly Progress Report.

C.4. REPORTS AND OTHER DELIVERABLES

In addition to providing the services described in Sections C.1. through C.3. above and Section F. of this contract, and to be described in delivery orders issued hereunder, the Contractor shall submit/deliver the following reports and other deliverables. To the maximum practicable extent, all reports shall be in accordance with the POL/CDIE/DI Style Manual, a copy of which will be provided to the Contractor by the Contracting Officer's Technical Representative upon request.

C.4.(a) Specific Technical Reports and Deliverables

C.4.(a)(1) Specific reporting requirements for each delivery order will be set forth in each delivery order. A.I.D.'s best estimate is that each delivery order will require submission/delivery of three copies of a draft report and three copies of a final report.

C.4.(a)(2) In addition to specific reporting requirements to be specified in each delivery order, the Contractor shall submit/deliver three copies of each such report or other deliverable to the Contracting Officer's Technical Representative (see Section G.1. of this contract) and two copies to POL/CDIE/DI.

C.4.(a)(3) Prior to completion of each delivery order, the personnel provided/performing thereunder shall brief the A.I.D. and Cooperating Country liaison officials (see Section G.6. of this contract) specified in the delivery order on the principal activities, accomplishments, and findings during the assignment, unless the liaison officials do not desire a briefing.

C.4.(a)(4) At the conclusion of each overseas assignment, the Contractor shall prepare trip reports describing the findings, results, and accomplishments of the assignment. Each report will have an executive summary one page in length. Five copies of each trip report shall be submitted/delivered to the Contracting Officer's Technical Representative (see Section G.1. of this contract) within 15 days after completion of each trip.

C.4.(b) General Technical Reports and Deliverables

C.4.(b)(1) Vouchers or Financial Reports

The Contractor shall submit vouchers (Standard Form 1034) or financial reports (depending on the payment provision) in accordance with Section B.5.(a) of this contract. In addition to submission/delivery to the payment office, the Contractor shall simultaneously submit/deliver one copy to the Contracting Officer, one copy to the Contracting Officer's Technical Representative (see Section G.1. of this contract, and one copy to the A.I.D. liaison official (see Section G.6. of this contract) specified in the delivery order. Each voucher/financial report shall include a complete breakdown, both for the billing period and cumulatively, of the number of hours worked by each individual/position, the fixed hourly rate for each, the extended amount (number of hours x fixed hourly rate) for each, and the total amount; and a complete breakdown of other direct costs.

C.4.(b)(2) Publications

Journal articles and other publication manuscripts arising from this contract are encouraged. The rights and obligations of the parties to this contract with respect to publications and copyrights are set forth in the clause of this contract entitled "Rights in Data - General" (FAR 52.227-14). Unless A.I.D. chooses to disclaim endorsement of the opinions expressed or to dissociate itself from sponsorship or publication, each publication shall identify and acknowledge A.I.D.'s contribution to the publication. The Contractor shall

consult with the Contracting Officer on the nature of the acknowledgement or disclaimer prior to publication. The Contractor shall submit/deliver copies of each publication as directed by the Contracting Officer's Technical Representative. To the extent that A.I.D. funds are used to underwrite the cost of publication (in lieu of the publisher assuming the cost as is the normal practice), any royalties or profits up to the amount of such cost shall be credited to this contract.

C.4.(b)(3) Other Data

Pursuant to the clause of this contract entitled "Rights in Data - General" (FAR 52.227-14), the Contractor shall submit/deliver data to which A.I.D. has rights under this contract to the Contracting Officer's Technical Representative (COTR) and any other parties designated by the COTR or the Contracting Officer, when and as, and in the quantities, directed by the Contracting Officer's Technical Representative or the Contracting Officer.

C.4.(c) Contract Deliverables

The Contractor shall deliver the following deliverables, which are required by the indicated clauses of this contract, in the quantities, to the consignee(s), and at the times specified below.

C.4.(c)(1) Small Business and Small Disadvantaged Business Subcontracting Plan Reports

With respect to the clause of this contract entitled "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09), if applicable (see Section I.1. of this contract for applicability), reporting requirements are as follows:

C.4.(c)(1)(A) Standard Form 294, entitled "Subcontracting Report for Individual Contracts," shall be prepared by the Contractor semi-annually for this contract and one copy each submitted/delivered by the Contractor to both the Contracting Officer and to the A.I.D./Washington Office of Small and Disadvantaged Business Utilization (OSDBU/MRC) (see Section G. of this contract). Reports shall be submitted semiannually starting on the effective date of this contract, as well as at contract completion, and is due by the 30th day following the close of the reporting periods.

C.4.(c)(1)(B) Standard Form 295, entitled "Summary Subcontract Report," shall be prepared annually by the Contractor for all contracts subject to Public Law 95-507 (i.e., with the clause entitled, "Small Business and Small Disadvantaged Business Subcontracting Plan" [FAR 52.219-09]) and one copy each submitted/delivered by the Contractor to both the Contracting Officer and the A.I.D./Washington Office of Small and Disadvantaged Business Utilization (OSDBU/MRC) (see Section G. of this contract). The reporting period is the U.S. Government's fiscal year (October 1 through September 30). The report shall be submitted/delivered no later than 30 days after the end of the reporting period.

C.4.(c)(2) Property Reports

The Contractor shall submit/deliver three copies to the Contracting Officer of an annual property report containing the information required by the clauses of this contract entitled "Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)" (FAR 52.245-05) and "Government Property -- A.I.D. Reporting Requirements" (AIDAR 752.245-70). The reporting periods are for each year of this contract. The report shall be submitted/delivered by the Contractor within 30 days from the end of the reporting period.

C.4.(c)(3) Invention and Patent Reports

The Contractor shall comply with the reporting and notification requirements of the clause of this contract entitled "Patent Rights - Retention by the Contractor (Short Form)" (FAR 52.227-11).

C.4.(c)(4) Equal Opportunity

The Contractor shall comply with the reporting requirements of the clause of this contract entitled "Equal Opportunity" (FAR 52.222-26).

C.4.(c)(5) Special Disabled Veterans and Veterans of the Vietnam Era

The Contractor shall comply with the reporting requirements of the clause of this contract entitled "Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era" (FAR 52.222-37).

C.4.(c)(6) Participant Training

Participant training is defined as the training of a host country individual outside of his/her country. The clauses of this contract entitled "Health and Accident Coverage for A.I.D. Participant Trainees" (AIDAR 752.7018) and "Participant Training" (AIDAR 752.7019) require the Contractor to comply with A.I.D. Handbook 10. Chapter 5 of A.I.D. Handbook 10 prescribes Training Cost Analysis (TCA) Quarterly Reports, and Chapter 24 of A.I.D. Handbook 10 prescribes periodic reporting requirements using A.I.D. Form 1381-4 entitled "Participant Data Form (PDF)." If participant training is conducted under this contract, the Contractor shall comply with A.I.D. Handbook 10 reporting requirements.

C.4.(d) Language of Reports and Other Deliverables

In accordance with the clause of this contract entitled "Language and Measurement" (AIDAR 752.7005), all reports and other deliverables shall be in the English language, unless otherwise specified by the Contracting Officer or the Contracting Officer's Technical Representative.

C.5. CATEGORIES OF SPECIALISTS

C.5.(a) The following is a list of the essential functional labor specialties which represent the Government's minimum personnel requirements for this contract. The Contractor shall provide qualified personnel in all of the essential functional labor specialties. It is possible that one individual will have skills in more than one specialty.

1. Accountant
2. Audio/visual Materials Development Specialist
3. Acute Respiratory Infections Specialist
4. Control of Diarrheal Diseases Specialist
5. Cold Chain Specialist
6. Community organization/development Specialist
7. Computer Systems Analyst
8. Computer Programmer
9. Cultural Anthropologist
10. Debt-for-Development Specialist
11. Demographer
12. Disease Ecologist
13. Education Curriculum Specialist
14. Emergency and Humanitarian Assistance Specialist
15. Entomologist
16. Environmental Engineer
17. Environmental Health Specialist
18. Epidemiologist
19. Facilitator

20. Financial Management Specialist
21. Graphic Artist
22. Health Economist
23. Health Maintenance Organization Management Specialist
24. Health Policy Analyst
25. Health Insurance Specialist
26. Health Services Delivery Specialist
27. Health Services Researcher
28. Health System Finance Specialist
29. Hospital Management Specialist
30. Information, Education and Communication Specialist
31. Immunologist
32. Infectious Disease Specialist
33. Institutional Development Specialist
34. Librarian
35. Logistics and Supply Specialist
36. Malariologist
37. Management Information Specialist
38. Market Researcher
39. Marketing Specialist
40. Marketing and Demand Analysis and Research Specialist
41. Maternal and Child Health Specialist
42. Media Specialist
43. Medical Care Quality Assurance Specialist
44. Medical Logistics Specialist
45. Medical Anthropologist
46. Meeting Facilitator/Planner
47. Microbiologist
48. Midwifery Specialist
49. Neonatologist/Perinatologist, MD
50. Nurse
51. Nursing Education Specialist
52. Nutritionist
53. Obstetrics/Gynecology, MD
54. Operations Specialist
55. Operations Researcher
56. Oral Rehydration Salts Manufacturing Specialist
57. Oral Rehydration Therapy Specialist
58. Parasitologist
59. Pediatrician, MD
60. Pediatric Infectious Disease Specialist
61. Pharmaceutical Management/Procurement Specialist
62. Policy Development Specialist
63. Primary Health Care Physician
64. Program Evaluation Specialist
65. Program Planner
66. Program Development Specialist
67. Public Relations Design and Production Specialist
68. Sociologist
69. Statistician

70. Technical Writer/Editor
71. Training Specialist
72. Translator
73. Urban Planner
74. Urban Health Specialist
75. Vector Borne Disease Control Specialist
76. Video Producer
77. Virologist
78. Women-in-Development Specialist
79. Health Planning Specialist
80. GIS Specialist
81. Family Planning/Contraception Specialist
82. Regulation Specialist

C.5.(b) As set forth herein, these specialists are intended for use in providing technical assistance in developing countries. This list is not intended to supplement or modify home office core support. Labor categories not specified above will not be negotiated into delivery orders as burdened labor costs.

C.6 EQUIPMENT

Effective and efficient implementation of all activities under this contract requires adequate data management, communication and office equipment capability. This includes, at a minimum, microcomputers, modems, and software compatible with, but not limited to, existing AID/R&D/Health information processing equipment. Hardware and software shall be adequate to enter, store, manage, and produce required reports from the data required for monitoring and evaluation activities described in Section C.3 and for fulfillment of the reporting requirements set forth in Section C.4. This includes, at a minimum, one functional workstation for each headquarters staff member and regional advisor for performance of their duties in execution of the requirements of the contract, as well as sufficient portable computers for use when traveling. The contractor shall comply with the requirements of Section H, paragraphs H.4.(c) through H.4.(h), and any other applicable sections of this contract.

END OF SECTION C

SECTION D
PACKAGING AND MARKING
REQUIREMENTS CONTRACT

D.1. MARKING OF REPORTS

Pursuant to the clause of this contract entitled "Reports" (AIDAR 752.7026) (See Section F), the cover page of all reports prepared by the Contractor shall include a descriptive title, the author's name(s), the project name, the project number, the contract number, the Contractor's name, the name of the AID Project Office, and the publication or issuance date of the report.

D.2. SUPPLIES AND COMMODITIES

Any supplies and equipment/commodities purchased and shipped or provided by the Contractor hereunder shall be marked in accordance with the clause of this contract entitled, "Marking" (AIDAR 752.7009). Unless otherwise specified, all commodities shipped overseas shall be in accordance with the supplier's standard export packaging.

D.3. CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

752.7009

MARKING (APR 1984)

END OF SECTION D

SECTION E
INSPECTION AND ACCEPTANCE
REQUIREMENTS CONTRACT

E.1. RESPONSIBLE OFFICIAL

In accordance with the clause of this contract entitled "Inspection - Time-and-Material and Labor-Hour" (FAR 52.246-06), inspection of all services and reports and other deliverables required hereunder or by any delivery order issued hereunder shall be made by the Contracting Officer's Technical Representative (COTR) (see Section G.1. of this contract) or a member of the requisitioner's staff. Acceptance of services and reports and other deliverables shall be made only by the Contracting Officer's Technical Representative, and shall form the basis for payments to the Contractor.

E.2. PLACE OF INSPECTION AND ACCEPTANCE

A.I.D. inspection and testing of services and reports and other deliverables required hereunder, if any, shall take place in the Washington, DC metropolitan area or at any other location where the services are provided/performed and reports and other deliverables are produced or submitted/delivered. Acceptance of services and reports and other deliverables required hereunder shall take place in the Washington, DC metropolitan area or at any other location where the services are provided/performed and reports and other deliverables are produced or submitted/delivered.

E.3. MONITORING AND EVALUATION

The progress/success and impact of the services provided/performed, and reports and other deliverables submitted/delivered, as well as the Contractor's performance, under this contract will be monitored and evaluated as part of the overall BASICS project. Sections C.3. and E.3. of the core contract describes the mechanisms and criteria for monitoring and evaluation.

E.4. FEDERAL ACQUISITION REGULATION CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

52.246-06

INSPECTION - TIME-AND-MATERIALS AND
LABOR-HOUR (JAN 1986)

END OF SECTION E

**SECTION F
DELIVERIES OR PERFORMANCE
REQUIREMENTS CONTRACT**

F.1. PERIOD OF CONTRACT

The effective date of this contract is the date of the Contracting Officer's signature on the cover page, and the estimated completion date is five years thereafter. All delivery orders issued hereunder must be completed no later than the estimated completion date. This contract shall remain in full force and effect until all delivery orders have been completed.

F.2. CHANGES

In addition to the changes which the Contracting Officer may make pursuant to paragraph (a) of the clause of this contract entitled "Changes - Time-and-Materials or Labor-Hours" (FAR 52.243-03), the Contracting Officer may also, at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract or any delivery order issued hereunder in the description of services to be performed, the time of performance (i.e., days of the week, etc.), and the place of performance of the services. The rights and obligations of A.I.D. and the Contractor in such instances shall be the same as those described in paragraphs (b), (c), and (d) of the clause of this contract entitled "Changes - Time-and-Materials or Labor-Hours" (FAR 52.243-03).

F.3. DELIVERY ORDER PERFORMANCE

Delivery Orders shall be performed in accordance with the Terms and Conditions set forth in each individual Delivery Order and with the Terms and Conditions set forth in "Ordering" and "Delivery Order Performance", contained in Section H.

F.4. DOCUMENTATION REQUIREMENTS

In addition to the requirements set forth for submission of reports in the clause of this contract entitled "Reports" (AIDAR 752.7026), the Contractor shall submit all reports called for in the individual Delivery Orders.

F.5. OTHER REPORTING REQUIREMENTS

F.5.(a) In addition to the requirements set forth under the clause of this contract entitled "Rights in Data - General" (FAR 52.227-14), the Agency for International Development reserves the right to review and approve for publication any and all contract publications and documents prior to their issuance as well as production of any audio-visual materials to be funded by the contract. One copy of all papers and documents on subprojects funded by this contract to be presented at conferences or submitted for publication shall be sent to the COTR prior to presentation or submission.

F.5.(b) The Contractor shall immediately notify the COTR and the Contracting Officer, in writing, in the event that circumstances arise that have or may have an adverse impact on timely performance of the any delivery order or the occurrence of unanticipated costs under this contract. This provision is applicable to all subcontracts as well as to the prime contract, except that the subcontractor shall notify the prime contractor and the prime contractor shall notify A.I.D.

F.6. AIDAR 752.7027 REPORTS (OCT 1989)

(a) Reports required. The Contractor shall prepare the following reports:

(1) A semi-annual, substantive report submitted within 45 days of the end of the period being covered, covering the status of the work under the contract, indicating progress, setting forth plans for the ensuing period, and including recommendations covering the current needs in the fields of activity covered under the terms of this contract.

(2) A semi-annual, administrative report submitted within 45 days of the end of the period being covered, covering expenditures by contract budget category, personnel employed under the contract, and foreign nationals being trained under the contract (if any).

(3) A final report which summarizes the accomplishments of the assignment, methods of work used, and recommendations regarding unfinished work and/or program continuation. The final report shall be submitted within 60 days after completion of the work hereunder unless required date of submission is extended by the Contracting Officer.

(4) Any other reports specified in the Schedule of this contract.

(b) Distribution of reports. Copies of reports required under paragraph (a) shall be distributed as follows:

(1) 3 copies to the Contracting Officer;

(2) 4 copies to the Project Officer; and

(3) 2 copies to the Directorate for Policy, Center for Development Information and Evaluation, Office of Development Information, addressed as follows: POL/CDIE/DI, ACQUISITIONS, Room 209, SA-18, Agency for International Development, Washington, D.C. 20523-1802.

(c) General.

(1) The title page of all reports shall include a descriptive title, the author's name(s), contract number, project number and title, contractor's name, name of the AID project office, and the publication or issuance date of the report.

(2) When preparing reports, the Contractor shall refrain from using elaborate art work, multicolor printing and expensive paper/binding, unless it is specifically authorized in the Contract Schedule. Wherever possible, pages should be printed on both sides using single spaced type.

F.7. FEDERAL ACQUISITION REGULATION CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

52.212-13

STOP WORK ORDER (AUG 1989)

END OF SECTION F

SECTION G
CONTRACT ADMINISTRATION DATA
REQUIREMENTS CONTRACT

G.1. DESIGNATION OF CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

G.1.(a) DESIGNATION OF CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR):

Dr. Alfred Bartlett
Agency for International Development
Research and Development Bureau
Office of Health, HSD
Room 1264, SA-18
Washington, D.C. 20523
(703) 875-4530

G.1.(b) The above named individual is delegated as the authorized COTR for this contract/order. As such, this individual is responsible for monitoring, progressing, and overall technical surveillance of services to be performed under this contract/order. In no event shall any understanding or agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contract and any person other than the Contracting Officer (CO) be effective or binding upon the government.

G.1.(b)(1) When in the opinion of the contractor, the COTR requests effort outside the existing scope of the contract, the contractor will promptly notify the CO in writing.

G.1.(b)(2) No action will be taken by the contractor under such technical instruction unless the CO has issued a contractual change.

G.1.(c) List of duties to be performed by COTR in the administration of the contract:

G.1.(c)(1) Serve as the contact point through which the contractor can relay questions or problems of a technical nature to the Contracting Officer.

G.1.(c)(2) Monitor services being performed to assure the contractor uses personnel meeting the requisite qualifications cited in the contract/order and require the contractor's justification when using categories of personnel that are not in proportion to approved estimates.

G.1.(c)(3) Review and evaluate contractor's estimates in order to furnish comments and recommendations to the CO as appropriate.

G.1.(c)(4) Alert the CO, as appropriate, to any potential problems which may affect cost of performance schedules. Determine if percentage of work performed reasonably corresponds to the percentage of funds expended.

G.1.(c)(5) Review and certify invoices in accordance with the invoicing instructions of the contract. See Section G for details regarding invoicing.

G.1.(c)(6) Determine causative factors for any slippage in the performance schedule and report to the CO making recommendations for corrective action to eliminate the cause of the slippage. In addition, the contractor's performance should be monitored to assure corrective action is being taken.

G.1.(c)(7) Furnish CO any requests for change, deviation, or waiver (whether generated by Government personnel or contractor personnel), including all supporting paperwork in connection with such change, deviation, or waiver.

G.1.(c)(8) Be responsible for the inspection and acceptance of the services performed. Ensure compliance with the clause at FAR 52.246-5 or 6 which provides the Government the right to perform the services again, in conformity with the contract requirements, without payment of additional profit/fee.

G.1.(c)(9) Conduct an annual management review of the contract and submit to the CO a written evaluation of (1) the performance of the contractor and (2) a statement as to the uses made of any deliverables furnished by the contractor. This report shall be made annually on the anniversary date of the contract and within 60 days of contract completion. The written evaluation of performance shall address the cost effectiveness, quality, and timeliness of contractor performance. The following questions shall be considered:

G.1.(c)(9)(i) Did the contractor use the key personnel in its proposal?

- G.1.(c)(9)(ii) Were the number of person-months expended and the mix of labor categories used consistent with efficient and cost effective performance?
- G.1.(c)(9)(iii) Were the deliverables submitted in a timely manner?
- G.1.(c)(9)(iv) Was the quality of the deliverables excellent, satisfactory, or poor?
- G.1.(c)(10) Submit to the CO on a quarterly basis a status report addressing contract funding, contract schedule, labor categories and person-months used, and contractor performance.
- G.1.(c)(11) Provide written approval, 30 days in advance, of all Contractor travel, both international and domestic to the CO.
- G.1.(c)(12) Provide written approval to the CO in advance of the use of any individual for non-key personnel including the Country Advisor positions.

G.2. PAYMENT OFFICE

- G.2.(a) The payment office for each delivery order will be indicated in each delivery order. Generally, this will be the USAID Mission from which the funds for the delivery order are provided.
- G.2.(b) If the clause of this contract entitled "Letter of Credit Advance Payments" (AIDAR 752.232-70) applies to this contract (see Section I. for applicability), the payment office will be FA/FM/CMP/DC, A.I.D., Washington, DC 20523-0209, unless the delivery order uses "loan funds" (see Section B.5.[a][5] of this contract), in which case, Section G.2.(a) will apply.

G.3. POST-AWARD CONTRACT ADMINISTRATION OFFICE

The post-award contract administration office is:

AGENCY FOR INTERNATIONAL DEVELOPMENT
FA/OP/A/HRN
Room 1532, SA-14
Washington, DC 20523-1427.
(703) 875-1155

G.4. ACCOUNTING AND APPROPRIATION DATA

Accounting and Appropriation Data will be included in each Delivery Order issued under this contract.

G.5. SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS
SUBCONTRACTING

The Director of the Office of Small and Disadvantaged Business Utilization (OSDBU), A.I.D., Washington, DC 20523-1414 is hereby designated as the Contracting Officer's representative, responsible for assisting the Contracting Officer in monitoring, evaluating, and documenting the Contractor's performance under the clause of this contract entitled "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09).

G.6. CONTRACTOR'S PAYMENT ADDRESS

Payments shall be made to the joint venture Contractor either by Letter of Credit. The contractor's mailing address is shown below:

THE PARTNERSHIP FOR CHILD HEALTH CARE, INC.
c/o Academy for Educational Development*
1255 23rd Street, N.W.
Washington, D.C. (20037
phone: (202) 862-1940

*Note: The Academy for Educational Development will be the Administering Agent on behalf of the joint venture for billing, vouchering and related issues.

G.7. LINES OF AUTHORITY

G.7.(a) A.I.D. and other liaison officials for delivery orders will be designated in the delivery order. Liaison officials are separate and distinct from the Contracting Officer's Technical Representative (COTR) described in Section G.1 above, and are not empowered to act on behalf of the COTR or the Contracting Officer, nor is the COTR empowered to act on behalf of the Contracting Officer, unless otherwise specifically stated in this contract or any delivery order. Any acts by liaison officials which are reserved in this contract or any delivery order to the COTR or the Contracting Officer, and are not specifically delegated in this contract or any delivery order to the liaison official, shall be considered an informal commitment. Similarly, any acts by the COTR which are reserved in this contract or any delivery order to the Contracting

Officer, and are not specifically delegated in this contract or any delivery order to the COTR, shall also be considered an informal commitment. [Formalization of such informal commitments by the A.I.D. Procurement Executive shall be required if the ceiling price or any other terms and conditions of the delivery order or this contract are to be adjusted on the basis of the informal commitment. Formalization of an informal commitment requires, *inter alia*, a finding that the Contractor, responding to an A.I.D. official's written or oral instructions, and relying in good faith upon the official's apparent authority to issue such instructions, has furnished or arranged to furnish supplies or services to A.I.D. without formal contractual coverage. Since this provision removes any doubt the Contractor may have about lines of authority, the Contracting Officer will generally be reluctant to pursue formalization of an informal commitment.]

G.6.(b) USAID Missions are not authorized to discuss potential or upcoming buy-ins directly with the Contractor. Accordingly, if the Contractor receives any pre-delivery order communications directly from a USAID Mission, the Contractor shall refer the USAID Mission to the Contracting Officer's Technical Representative (see Section G.1. above) if a proposal has not yet been solicited by the Contracting Officer, or to the Contracting Officer if a proposal has already been solicited.

END OF SECTION G

SECTION H
SPECIAL CONTRACT REQUIREMENTS
REQUIREMENTS CONTRACT

H.1. SPECIAL PROVISION REGARDING THE CLAUSES ENTITLED
"INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION
REQUIREMENTS" (AIDAR 752.7032) AND "PERSONNEL" (AIDAR
752.7027, ALTERNATE 71)

H.1.(a) In accordance with each of the above clauses of this contract, whereunder the Contractor must obtain the Contracting Officer's prior written approval for all international travel under this contract, the Contracting Officer does, hereby, provide said approval for those individuals required to travel outside the United States; provided, however, that concurrence with the assignment of any and all said individuals outside the United States is obtained by the Contractor, in writing, from the Contracting Officer's Technical Representative (COTR) prior to their assignment abroad. Such approval must be within the terms of this contract, is subject to availability of funds, and should not be construed as authorization to increase the total estimated cost of this contract or to exceed the obligated amount whichever is less, which are subject to the clauses of this contract entitled "Limitation of Cost" (FAR 52.232.20) and "Limitation of Funds" (FAR 52.232-22), respectively. A copy of each approval issued pursuant to this paragraph shall be retained by the Contractor for audit purposes.

H.1.(b) After approval of the proposed international travel, the Contractor shall notify the U.S.A.I.D. Missions and the COTR, of the arrival date and time and flight identification of A.I.D. financed travellers.

H.2. INSURANCE REQUIREMENTS

H.2.(a) Workers' Compensation and Employer's Liability

Pursuant to the clause of this contract entitled "Insurance - Liability to Third Persons" (FAR 52.228-07), the Contractor shall, during the period of this contract, comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the Contractor's

insurance policy. Employer's liability coverage of at least \$100,000 is required to be provided and maintained by the Contractor during the period of this contract, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers. To the extent that this insurance exceeds the insurance maintained by the Contractor in connection with the general conduct of its business, the costs of such insurance are allowable as a direct cost to this contract.

H.2.(b) General Liability

Pursuant to the clause of this contract entitled "Insurance - Liability to Third Persons" (FAR 52.228-07), the Contractor shall, during the period of this contract, provide and maintain bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence. Property damage liability insurance is not required by this contract. To the extent that this insurance exceeds the insurance maintained by the Contractor in connection with the general conduct of its business, the costs of such insurance are allowable as a direct cost to this contract.

H.2.(c) Automobile Liability

Pursuant to the clause of this contract entitled "Insurance - Liability to Third Persons" (FAR 52.228-07), the Contractor shall, during the period of this contract, provide and maintain automobile liability insurance (other than privately-owned vehicles of the Contractor's employees or consultants, which are discussed in Section H.2.[f] below) written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing this contract. The policy shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, and \$20,000 per occurrence for property damage. To the extent that this insurance exceeds the insurance maintained by the Contractor in connection with the general conduct of its business, the costs of such insurance are allowable as a direct cost to this contract.

H.2.(d) Defense Base Act (DBA) Insurance

Pursuant to the clause of this contract entitled "Workers' Compensation Insurance (Defense Base Act)" (FAR 52.228-03), the Contractor shall, during the period of this contract, provide and maintain such workers' compensation insurance or security

as the Defense Base Act (42 U.S.C. 1651, et seq.) requires (U.S. citizens and U.S. residents who are hired in the U.S. must be covered by DBA insurance during the period they are performing outside the U.S.). Pursuant to the clause of this contract entitled "Worker's Compensation Insurance (Defense Base Act)" (AIDAR 752.228-03), the Contractor shall obtain such coverage from A.I.D.'s current insurance carrier for such insurance. This insurance carrier is:

Wright & Co.
1400 I Street, N.W.
Washington, D.C. 20005
Telex 440508
(202) 289-0200
(800) 424-9801

The costs of DBA insurance are allowable as a direct cost to this contract.

H.2.(e) Workers' Compensation and War-Hazard Insurance

If the requirement for Defense Base Act insurance is waived for any employee or consultant of the Contractor, the Contractor shall, pursuant to paragraph (a) of the clause of this contract entitled "Workers' Compensation and War-Hazard Insurance Overseas" (FAR 52.228-04), provide at least that workers' compensation insurance or the equivalent as the laws of the country of which these employees or consultants are nationals may require, and shall continue to maintain it until performance is complete. The costs of such insurance are allowable as a direct cost to this contract.

H.2.(f) Insurance on Private Automobiles

Pursuant to the clause of this contract entitled "Insurance - Liability to Third Persons" (AIDAR 752.228-07), if the Contractor or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at contract expense) privately-owned automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Contractor shall, during the period of this contract (see Section F.1.), ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of \$10,000/\$20,000 for injury to persons and \$5,000 for property damage, or such other minimum coverages as may be set by the Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this contract.

H.2.(g) Cargo Insurance

Pursuant to the clause of this contract entitled "Cargo Insurance" (AIDAR 752.228-09), if the Contractor ships project goods or commodities (but not household or personal effects of the Contractor's employees or consultants) on ocean vessels, the Contractor shall secure marine insurance equivalent to 110% of the CIF value of the shipment see also Section H.4.[a][2][E] of this contract). The costs of such insurance are allowable as a direct cost to this contract.

H.2.(h) Medical Evacuation (MEDEVAC) Services (Mar 93)

(1) The Contractor agrees to provide medevac service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents while overseas under an A.I.D. financed direct contract. Coverage shall be obtained pursuant to the terms of the contract between AID and AID's medevac service provider unless exempted in accordance with paragraph (2) of this clause.

(2) The following are exempted from the requirements in paragraph (1) of this clause:

(i) Eligible employees and their dependents with a health insurance program that includes sufficient medevac coverage as approved by the Contracting Officer.

(ii) Eligible employees and their dependents located at Missions where the Mission Director makes a written determination to waive the requirement for such coverage based on findings that the quality of local medical services or other circumstances obviate the need for such coverage.

(3) The Contractor further agrees to insert in all subcontracts hereunder to which the medevac coverage is applicable, a clause similar to this clause, including this sentence, imposing on all subcontractors a like requirement to provide medical evacuation services coverage and obtain medevac coverage in accordance with the contract between AID and AID's medevac service provider.

The provider of the medevac insurance is Medex Assistance Corporation of Baltimore. The administrator for this policy is Wright & Co.; 1400 I Street, N.W.; Washington, D.C. 20005; telex 440508; telephone (202) 289-0200, or (800) 424-9801 outside the Washington area (toll-free). Applications should be sent directly to Wright & Co. citing relevant AID Contract No. The costs of such insurance are allowable and reimbursable as a direct cost to the contract.

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H.3. LIMITATION ON PERSONNEL COMPENSATION

H.3.(a) Annual Compensation Increases

H.3.(a)(1) The Contractor's established multiplier may include in its development, a factor for annual compensation increases, as stated in paragraph B.3.(a)(1)(B), "Multiplier". The multiplier in affect at the time the delivery order is issued shall apply for the full term of that delivery order.

H.3.(a)(2) N/A

H.3.(b) Third Country Nationals (TCNs) and Cooperating Country Nationals (CCNs)

Personnel compensation for CCNs shall not exceed the prevailing rate for CCNs of equivalent qualifications employed by the USAID Mission or U.S. Embassy in accordance with the local Foreign Service National (FSN) pay scale. Unless otherwise authorized by the Contracting Officer, no compensation shall be paid to employees of the host government or any agency thereof. Unless otherwise authorized by the Mission Director in the Cooperating Country, compensation shall be paid to CCNs and TCNs in the currency of the Cooperating Country.

H.4. PROCUREMENT AND SUBCONTRACTING

A.I.D. has eligibility rules concerning goods and commodities, commodity-related services, and suppliers of goods and services (other than commodity-related services). These rules are set forth in A.I.D. Handbook 1, Supplement B, which, as amended from time to time, is incorporated by reference as a part of this contract (see the clause of this contract entitled "Source and Nationality Requirements" [AIDAR 752.7004]). For the purposes of this contract, the following applies:

H.4.(a) Authorized Geographic Code

H.4.(a)(1) Source, Origin, and Componentry of Goods and Commodities

H.4.(a)(1)(A) Source, Origin, and Componentry

Except as specified in Sections H.4.(a)(1)(B), H.4.(a)(1)(C), H.4.(a)(4), H.4.(a)(5), and H.4.(c) below, all goods/commodities shall have their source and origin in the United States (A.I.D. Geographic Code 000) or the Cooperating Country*, and shall meet A.I.D.'s componentry requirements, except as the Contracting Officer may otherwise agree in writing.

*Each developing country where research, training or other assistance takes place under this project shall be deemed to be a cooperating country for the activity being conducted in such

H.4.(a)(1)(B) Local Cost Financing With U.S. Dollars

Because the Cooperating Country is authorized for source and origin purposes, the clause of this contract entitled "Local Cost Financing With U.S. Dollars" (AIDAR 752.7017) applies. Pursuant to said clause, indigenous goods and imported items are eligible for local cost financing in quantities up to the total estimated cost of this contract, subject to the restrictions stated in said clause, and Chapter 18 of Supplement B to A.I.D. Handbook 1, which, as may from time to time be amended, is incorporated herein as a part of this contract by reference.

H.4.(a)(1)(C) Restricted Goods

Pursuant to the clause of this contract entitled "Source and Nationality Requirements" (AIDAR 752.7004), the following restricted goods must be specifically approved by the Contracting Officer:

Agricultural Commodities
Motor Vehicles
Pharmaceuticals
Pesticides
Rubber Compounding & Plasticizers
Used Equipment
Fertilizer

H.4.(a)(2) Eligibility of Commodity-Related Services

H.4.(a)(2)(A) Ocean Transportation

The eligibility of ocean transportation services is determined by the flag registry of the vessel. Ocean shipping financed hereunder shall, except as the Contracting Officer may otherwise agree in writing, be financed only on flag vessels of the United States (A.I.D. Geographic Code 000), and Alternate I of the clause entitled "Preference for Privately Owned U.S.-Flag Commercial Vessels" (FAR 52.247-64) will apply. Notwithstanding any waiver of the requirement for use of privately owned U.S.-Flag commercial vessels which may be provided by the Contracting Officer, the Contractor shall ensure that at least 50% of the gross tonnage of all goods purchased under this contract and transported on ocean vessels to the Cooperating Country shall still be transported on, and at least 50% of the gross freight revenues generated by shipments of goods purchased under this contract and transported to the Cooperating Country on dry cargo liners

shall still be paid to or for the benefit of, privately owned U.S.-Flag commercial vessels to the extent such vessels are available, except that preference will be given to direct U.S.-Flag service over U.S.-Flag service with foreign-flag feeder service (and the clause entitled "Preference for Privately Owned U.S.-Flag Commercial Vessels" [FAR 52.247-64] without Alternate I will apply). When U.S.-Flag vessels are not available or their use would result in a significant delay, approval of the Contracting Officer for a waiver of the foregoing 50% requirements must be obtained by the Contractor. Such approval must be based on an A.I.D. determination that U.S.-Flag service is unavailable. In no event shall ocean transportation be financed on flag vessels of countries not included in Geographic Code 935 (see Sections H.4.[b][2] and H.4.[c][1] below). See also the clauses of this contract entitled "Preference for Privately Owned U.S.-Flag Commercial Vessels" (FAR 52.247-64) and "Source and Nationality Requirements" (AIDAR 752.7004).

H.4.(a)(2)(B) Dead Freight

Transportation costs attributable to dead freight are not eligible for A.I.D. financing.

H.4.(a)(2)(C) Despatch and Demurrage

If the Contractor is required to finance the delivery costs beyond the port of loading, the Contractor must refund to A.I.D. all despatch earned at the port of unloading. Demurrage costs are ineligible for A.I.D. financing.

H.4.(a)(2)(D) Air Transportation

The eligibility of air travel and transportation services is determined by the flag registry of the aircraft. U.S.-Flag air carriers must be used when available (see Section 47.403 of the Federal Acquisition Regulation). If U.S.-Flag air carriers are not available, foreign-flag air carriers may be used, provided that the contractor's invoices certify that U.S.-Flag air carriers were not available (with supporting reasons). In no event shall air travel be financed on air carriers registered in countries not included in Geographic Code 935 (see Sections H.4.[b][2] and H.4.[c][1] below). See also the clauses of this contract entitled "Preference for U.S.-Flag Air Carriers" (FAR 52.247-63) and "Source and Nationality Requirements" (AIDAR 752.7004).

H.4.(a)(2)(E) Marine Insurance

The eligibility of marine insurance is determined by the country in which it is "placed." Insurance is "placed" in a country if payment of the insurance premium is made to, and the insurance policy is issued by, an insurance company office located in that country. To be eligible for A.I.D. financing, marine insurance must be placed in either the United States or the Cooperating Country (however, see also paragraph H.4.(c)[3] below). Citizens or firms of any country not included in Geographic Code 935 (see Section H.4.(b)[2] below) are ineligible as suppliers of marine insurance.

H.4.(a)(2)(F) Other Delivery Services

No special eligibility requirements pertain to other delivery services (such as export packing, loading, commodity inspection services, and services of a freight forwarder) except that citizens or firms of any country not included in Geographic Code 935 (see Section H.4.(b)[2] below) are ineligible as suppliers of delivery services, and non-U.S. citizens lawfully admitted for permanent residence in the U.S. are eligible regardless of their citizenship.

H.4.(a)(2)(G) Incidental Services

Incidental services are defined as installation or erection of A.I.D.-financed equipment or the training of personnel in the maintenance, operation, and use of such equipment. No special eligibility requirements pertain to incidental services except that citizens or firms of any country not included in Geographic Code 935 (see Section H.4.(b)[2] below) are ineligible as suppliers of incidental services, and non-U.S. citizens lawfully admitted for permanent residence in the U.S. are eligible regardless of their citizenship.

H.4.(a)(3) Nationality of Supplier

H.4.(a)(3)(A) Suppliers of Goods and Commodities

Except as specified in Sections H.4.(a)(4), H.4.(a)(5), and H.4.(c) below, the suppliers of goods and commodities shall have their nationality in the United States (A.I.D. Geographic Code 000), or the Cooperating Country, except as the Contracting Officer may otherwise agree in writing.

H.4.(a)(3)(B) Suppliers of Services (Other Than
Commodity-Related Services)

Except as specified in Sections H.4.(a)(4), H.4.(a)(5), and H.4.(c) below, the suppliers of services (other than commodity-related services) shall have their nationality in the United States (A.I.D. Geographic Code 000), or the Cooperating Country, except as the Contracting Officer may otherwise agree in writing.

H.4.(a)(4) Exception for Purchase/Procurement Transactions
not Exceeding \$5,000

H.4.(a)(4)(A) If the proposed purchase/procurement transaction does not exceed \$5,000 excluding transportation costs, all goods and commodities must have their source and origin in any Geographic Code 935 (see Section H.4.[b][2] below) country, may not contain any components from a non-Free World country, and must meet other A.I.D. commodity eligibility requirements as set forth in Section H.4.(c) below. Notwithstanding the foregoing, such purchases shall follow the following descending order of preference:

H.4.(a)(4)(A)(i) The United States (A.I.D. Geographic Code 000)

H.4.(a)(4)(A)(ii) The Cooperating Country

H.4.(a)(4)(A)(iii) "Selected Free World" Countries (A.I.D. Geographic Code 941)

H.4.(a)(4)(A)(iv) "Special Free World" Countries (A.I.D. Geographic Code 935)

H.4.(a)(4)(B) When the Contractor procures goods or services from other than U.S. sources under the foregoing order of preference, the Contractor shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement, and shall be based on one or more of the following reasons, which shall be set forth in the Contractor's documentation:

H.4.(a)(4)(B)(i) The procurement was of an emergency nature, which would not allow for the delay in soliciting U.S. sources;

H.4.(a)(4)(B)(ii) The price differential for procurement from U.S. sources exceeded by more than 50% or more the delivered price from the non-U.S. source;

H.4.(a)(4)(B)(iii) Impelling local political considerations precluded consideration of U.S. sources;

H.4.(a)(4)(B)(iv) The goods or services were not available from U.S. sources; or

H.4.(a)(4)(B)(v) Procurement of locally available goods or services, as opposed to procurement of U.S. goods or services, would best promote the objectives of the Foreign Assistance program under the contract.

H.4.(a)(5) Government Owned Organizations

Except as the Contracting Officer may otherwise agree in writing, a Government Owned Organization, i.e., a firm operated as a commercial company or other organizations (including nonprofit organizations other than public educational institutions) which are wholly or partially owned by governments or agencies thereof, are not eligible for A.I.D. financing hereunder.

H.4.(b) Definitions

H.4.(b)(1) Source, Origin, Componentry, and Nationality of Supplier

Source, origin, componentry requirements, and nationality of suppliers are defined in Chapter 5 of A.I.D. Handbook 1, Supplement B, which, as may be amended from time to time, is incorporated herein as a part of this contract by reference.

H.4.(b)(2) A.I.D. Geographic Codes

A.I.D. Geographic Codes are defined in Appendix D of A.I.D. Handbook 18, which, as may be amended from time to time, is incorporated herein as a part of this contract by reference.

H.4.(c) Eligibility of Commodities Determined by Ineligibility of Commodity-Related Services

H.4.(c)(1) Notwithstanding the authorized geographic code set forth above, commodities shipped by a transportation medium owned, operated, or under the control of any country not included in A.I.D. Geographic Code 935 (see Section H.4.[b][2] above) are ineligible for A.I.D. financing hereunder, regardless of whether such transportation costs are financed hereunder.

H.4.(c)(2) Commodities are ineligible for A.I.D. financing hereunder if shipped on a vessel which A.I.D. has designated as ineligible, regardless of whether such transportation costs are financed hereunder.

H.4.(c)(3) With respect to Paragraph (c) of the clause of this contract entitled, "Source and Nationality Requirements" (AIDAR 752.7004), if the Cooperating Country discriminates against any marine insurance company authorized to do business in any state of the United States, failure to insure all A.I.D.-financed commodities with U.S. insurance companies shall render the commodities ineligible for A.I.D. financing hereunder.

H.4.(c)(4) Commodities are ineligible for A.I.D. financing hereunder if shipped under an ocean or air charter that has not received prior approval of A.I.D./Washington, regardless of whether such transportation costs are financed hereunder (see Paragraph [b][2] of the clause of this contract entitled, "Source and Nationality Requirements" [AIDAR 752.7004]).

H.4.(d) Approvals

All purchases of nonexpendable equipment (i.e., 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) will require approval of the Contracting Officer, except as specified in Sections H.4.(e), H.4.(f), and H.4.(g) below. Any approvals given pursuant to this paragraph must be within the terms of this contract, and shall not serve to change them in any way. The Contractor shall retain copies of all such approvals for audit purposes.

H.4.(e) Competition and Subcontracting

The Contractor shall secure competition to the maximum practical extent, as required by the clause of this contract entitled "Competition in Subcontracting" (FAR 52.244-05). Notwithstanding any approvals issued by the Contracting Officer pursuant to Sections H.4.(d) above, the Contractor shall obtain the Contracting Officer's consent for purchases/subcontracts, if required by the clause of this contract entitled, "Subcontracts (Cost-Reimbursement and Letter Contracts)" (FAR 52.244-02). With the exception of any subcontractors identified in the Contractor's proposal and/or best and final offer which was accepted by A.I.D. through award of this contract, additional subcontracting by the Contractor is not anticipated, except to the extent necessary to comply with

Section C.3. of this contract. However, should additional subcontracting become necessary, the Contractor shall compete all such subcontracting opportunities or provide the Contracting Officer with justification for the lack of competition.

H.4.(f) N/A (see section C.6 on Equipment)

H.4.(g) General Operational Expenses

H.4.(g)(1) The cost of general purpose items required for the conduct of the contractor's normal business operations will normally be considered unallowable other direct costs in the performance of the contract. This includes, but is not limited to, the cost for items such as telephones and telephone charges, typewriters, reproduction machines, word processing equipment, personal computers, and other office equipment and office supplies. Any material remaining after completion of the contract, the cost of which has been reimbursed by the government, will remain government property and disposition instructions must be sought from the contracting officer. Materials considered to be a normal cost of doing business shall be considered overhead, which is included in the rates shown in Section B.

H.4.(g)(2) COST ACCOUNTING

Nothing in this clause shall be construed to require the contractor to allocate costs contrary to its Government approved cost accounting system.

H.4.(h) Government Property

With respect to nonexpendable equipment purchased by the Contractor hereunder, the Contractor shall comply with all requirements of the clauses of this contract entitled "Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)" (FAR 52.245-05) "Government Property -- AID Reporting Requirements" (AIDAR 752.245-70), and "Title To and Care of Property" (AIDAR 752.245-71).

H.4.(i) Small Business and Small Disadvantaged Business Subcontracting

The Contractor shall comply with the requirements of the clauses of this contract entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" (FAR 52.219-08 and AIDAR 752.219-08) and, if applicable, "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09). With respect to the latter clause, reporting requirements are specified in Section C.4. of this contract.

H.4.(j) Gray Amendment Subcontracting

The Contractor shall comply with the requirements of the clause of this contract entitled "Subcontracting with Disadvantaged Enterprises" (AIDAR 752.226-02) which requires that not less than ten (10) percent of the dollar value of this contract must be subcontracted to disadvantaged enterprises, as defined in the clause. This requirement is in addition to that described in Section H.4.(i) above, except that women-owned small business concerns and small disadvantaged business concerns qualify for both the small business and small disadvantaged business subcontracting plan, respectively, and for Gray Amendment subcontracting.

H.5. LANGUAGE REQUIREMENTS

H.5.(a) Language requirements for personnel performing under any delivery order shall be specified in the request for proposal and the delivery order.

H.5.(b) A.I.D. reserves the right to test proposed individuals to ensure that they have the required language capability. In the event that the individual(s) possess(es) the required language capability, expenses for language testing shall be an allowable charge to this contract. However, if the individual(s) do(es) not have the required language capability, expenses for language testing for such individual(s) shall be borne by the Contractor.

H.6. ORDINARY COURSE OF BUSINESS

With respect to the clause of this contract entitled "Payments Under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07), the Contractor, if it is a small business concern, may, pursuant to paragraph (b)(2) of the aforesaid FAR clause, be reimbursed for the costs of subcontracts or the "other direct costs" portion of subcontracts (see Section B.3.[a] of this contract) even though cash, check, or other form of actual payment has been made; provided, that such payments are made 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 A.I.D. for such costs. In those instances where the Contractor properly invoices and is paid for such costs, the Contractor agrees to pay all such costs, and especially 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.7. TRAVEL EXPENSES

H.7.(a) Notwithstanding any other provision of this contract, if any of the personnel performing services under a delivery order are discharged by the Contractor for misconduct or inexcusable nonperformance, travel and transportation costs associated with the assignment of substitute personnel therefor shall not be an allowable cost under this contract.

H.7.(b) Misconduct shall be defined as the deliberate and/or repeated disregard for the laws and regulations of the Cooperating Country or of A.I.D., the continued existence of conflict of interest after advice that such conflict exists (see also Section H.9. of this contract), or general behavior unbecoming a professional serving as a part of the U.S. foreign assistance program (see also the clause of this contract entitled "Personnel" [AIDAR 752.7027]).

H.7.(c) Inexcusable nonperformance shall be defined as unauthorized absences or failure to undertake and/or complete assigned tasks which are within the scope of this contract and any delivery order, when such absences or failures are within the control of the individual.

H.8. SUBMISSION OF COMPLETION VOUCHER

The clause of this contract entitled "Payments Under Time-and-Materials and Labor-Hour Contracts" (FAR 52.232-07), provides in paragraph (c) that "...the completion invoice or voucher...shall be submitted by the Contractor as promptly as practicable following 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 delivery orders, 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 delivery order effort (or longer, as the Contracting Officer may approve in writing), or until a mutually acceptable final release has been signed (see paragraph [f] of the aforesaid FAR clause), 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 delivery order. Processing of the final voucher for payment shall not begin until compliance by the Contractor with all terms and conditions of the contract.

H.9. ORGANIZATIONAL CONFLICTS OF INTEREST

Some of the work required under this contract may result in the Contractor (or its personnel or its subcontractors or their

personnel) having an organizational conflict of interest, i.e., may (a) result in an unfair competitive advantage to the Contractor (and its or its subcontractors' personnel), or (b) impair the contractor's (and its or its subcontractors' personnel's) objectivity in performing the contract work. To preclude or mitigate any potential conflicts of interest, the Contractor agrees not to undertake any activity which may result in an organizational conflict of interest (further discussion of organizational conflicts of interest may be found in FAR 9.5) without first notifying the Contracting Officer of such potential conflict of interest and receiving the Contracting Officer's approval to undertake such activities. The Contracting Officer's approval to undertake such activities may be based on the Contracting Officer's determination that an organizational conflict of interest does not exist, or may be conditioned on the placement by the Contracting Officer and acceptance by the Contractor of restrictions on the Contractor's (or those of its personnel or its subcontractors or their personnel) future activities, as permitted by FAR 9.5. If the Contracting Officer notifies the Contractor that restrictions may be placed on future activities, the Contractor may decline to perform the applicable work, and such refusal shall not be considered nonperformance by the Contractor. Alternatively, the Contractor may perform the work, but will be subject to such restrictions. If it is discovered that the Contractor (or its personnel or their subcontractors personnel) engaged in any activities which constitute an organizational conflict of interest without having first obtained the Contracting Officer's approval to undertake such activities, restrictions, as permitted by FAR 9.5, on the Contractor's (or those of its personnel or its subcontractors or their personnel) future activities may be placed unilaterally by the Contracting Officer, and such unauthorized performance may be grounds for termination for default. If it is discovered that the Contractor (or its personnel or its subcontractors or their personnel) engaged in any activities in violation of the restrictions placed by the Contracting Officer on the Contractor's (or its personnel or its subcontractors or their personnel) future activities, such unauthorized performance may be grounds for termination for default. Nothing in this provision precludes the application of any other remedies available to A.I.D. by law, regulation, or other provisions of this contract.

H.10. DELIVERY ORDER PROCEDURES

H.10.(a) ORDERING. Supplies or services furnished under this contract shall be furnished at such times as ordered by the issuance of Delivery Orders by the Contracting Officer.

H.10.(a)(1) The Contracting Officer is also responsible for administering Delivery Orders placed hereunder. Any requests for deviations from the terms of this contract must be submitted to the Contracting Officer for contractual action.

H.10.(a)(2) All Delivery Orders issued are subject to the terms and conditions of this contract. This contract shall control in the event of a conflict with any Delivery Order. When mailed, a Delivery Order shall be "issued" for the purposes of this contract at the time the Government deposits the order in the mail, or, if transmitted by other means, when physically delivered to the contractor.

H.10.(a)(3) In addition, to any other data that may be called for in the contract, the following information shall be specified in each order:

- (a) The PIO/T number,
- (b) Budget Plan Code,
- (c) Project Assistance Completion Date (PACD) and other required accounting data,
- (d) The contract number,
- (e) The delivery order number and date,
- (f) Task to be performed or scope of work,
- (g) Place of performance,
- (h) Period of performance,
- (i) Categories of labor with personnel requirements,
- (j) Estimated number of days for each category,
- (k) The fixed daily rate by labor category,
- (l) Estimated other direct costs, including non-expendable property or commodities, if any
- (m) Estimated ceiling amount for other direct costs
- (n) Logistic support
- (o) Language requirement, if any
- (p) Reports and other deliverables
- (q) Special requirements/relevant information
- (r) Authorized work week
- (s) Ceiling amount of order and obligated amount,
- (t) Source of funds and fiscal data,
- (u) Inspection and delivery dates;
- (v) Invoice and payment provisions to the extent not covered in the contract:

H.10.(a)(4) The total estimated dollar amount of the each order constitutes a ceiling price for that order. If at any time the contractor has reason to believe that the daily rate

payments and support costs which will accrue in the performance of the order in the next succeeding 30 days, when added to all other payments previously accrued, will exceed 75% of the ceiling price set forth in the order, the contractor shall notify the contracting officer in writing to that effect, giving a revised estimate of the total price to the Government for performance of the order, together with supporting reasons and documentation.

H.10.(b) PROCESSING CYCLE. The tasks to be performed under this contract shall be determined by A.I.D.. The Contracting Officer's Technical Representative (COTR) shall forward all required documentation to the Contracting Officer. The Contracting Officer will solicit a proposal from the contractor. The contractor shall submit its proposal within 10 days. Negotiations will be held as received between Contracting Officer and the Contractor. However, the Government reserves the right to unilaterally issue the Delivery Order. In this event, upon receipt of the Delivery Order, if the Contractor considers the estimate or specified completion date to be unreasonable, he shall promptly notify the Contracting Officer in writing stating why the estimate or specified completion date is unreasonable. Notwithstanding the notification, the contractor shall without delay provide the services ordered and accomplish the work to the best of its ability.

H.10.(c) AMENDMENTS TO ORDERS. Orders may be amended by agreement between the Contracting Officer and the contractor. Amendments to Delivery Orders shall effected on a Standard Form 30 and shall include the information set forth in paragraph (a)(3) above, as applicable.

H.10.(d) CEILING AMOUNT. The ceiling amount for each Delivery Order will be the ceiling price stated in the Delivery Order and may not be exceeded unless authorized by a modification to the Delivery Order.

H.11. CONTENTS OF PROPOSALS

Each cost/management proposal for a delivery order shall, at a minimum, contain the following:

H.11.(a) Contract Pricing Proposal Cover Sheet (see Section J.);

- H.11.(b) Contractor Employee Biographical Data Sheet (see Section J.) for each individual whose personnel compensation will be charged as a direct cost to the delivery order, completed and signed by both the individual and the Contractor (NB: use of Contractor Employee Biographical Data Sheets which do not contain the additional certification at the bottom of the front page, or which are signed by the individual more than six months prior to the date it is submitted, is not acceptable; moreover, the information contained in Block 17 must be supplemented by indicating the number of work-days included in each consulting assignment if the information contained therein is to be considered in negotiating personnel compensation for that delivery order);
- H.11.(c) Certificate of Current Cost or Pricing Data, if the proposal is over \$100,000 (see Section J.);
- H.11.(d) Statement of Contingency Fees, if required (see Section J.);
- H.11.(e) Procurement Integrity Certification for Procurement Officials, if the personnel will serve as Procurement Officials (see Section J.);
- H.11.(f) Disclosure of Lobbying Activities, if the proposal is over \$100,000 and disclosures are required by the clause of this contract entitled "Limitation in Payments to Influence Certain Federal Transactions" (FAR 52.203-12) to be made (see Section J.);
- H.11.(g) Organizational Conflicts of Interest Certificate - Advisory and Assistance Services, and, if the proposal is over \$200,000, Organizational Conflicts of Interest Certificate - Marketing Consultants (see Section J.);
- H.11.(h) Certification Regarding a Drug-Free Workplace (see Section J.);
- H.11.(i) A certification that the proposed personnel were not suggested or requested by A.I.D.; and
- H.11.(j) A cost proposal as follows:

H.11.(j)(1) For each individual who will perform directly under the delivery order, the following information in the following format:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
<u>Name & Title</u>	<u>Daily Sal/Fee (Basic Rate)</u>	<u>Multiplier</u>	<u>Fixed Daily Rate (AxB)</u>	<u>Number of Days</u>	<u>Total (CxD)</u>	<u>DBA Base (AxD)</u>

H.11.(j)(2) For other direct costs, a complete breakdown as follows:

H.11.(j)(2)(A) Travel, Transportation, and Per Diem

Estimated travel and transportation costs shall be in accordance with the clause of this contract entitled "Travel and Transportation" (AIDAR 752.7002). The proposal shall specify, for each traveler, the itinerary (in terms of locations, and, if possible, dates), the estimated air fares, any transportation (e.g., excess baggage) costs (to include the weights, mode of transportation [air, vessel], and unit prices), and the subtotal of all travel and transportation costs. Estimated per diem rates shall be in accordance with A.I.D. Handbook 22 and Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas) as amended from time to time. The breakdown of per diem costs shall be tied to the travel itinerary and work-days, and shall specify, for each traveler, location(s), number of days in each location, the per diem rate for each location, and the subtotal for all per diem costs. The proposal shall also include the total travel, transportation, and per diem costs.

H.11.(j)(2)(B) Overseas Allowances

Overseas allowances (other than per diem), if any, shall be in accordance with the clause of this contract entitled "Differentials and Allowances" (AIDAR 752.7028) and the Standardized Regulations (Government Civilians, Foreign Areas), and shall include, for each individual for whom the allowance will apply, the type of allowance; the number of units (i.e., days, months, etc.); the unit rate; number, names, ages, and relationship of dependents (if the allowance is based on the number of accompanying dependents); and the total overseas allowances costs.

H.11.(j)(2)(C) Nonexpendable Property and Commodities

Estimated costs of any nonexpendable property and commodities to be purchased, if applicable, shall be based on quotes from suppliers, and shall reflect the quantity and types (no brand names) of such property or commodities, the unit price(s) for each, the extended amounts (quantity x unit price), and the total cost of nonexpendable property and commodities. The proposal shall also include an explanation of the need for such property and commodities, a lease vs. purchase analysis, an explanation of how and why the vendor/supplier/subcontractor was selected and why it is responsible (see FAR 9.104-1), a demonstration that the price(s) is/are fair and reasonable, the proposed location(s) of the property, and an explanation of the use(s) to which such property and commodities will be put, and proposed disposition (see also Section H.4. of this contract).

H.11.(j)(2)(D) Subcontracts for Professional Services

It is not expected that there will be any subcontracting for professional services beyond the subcontracting identified in the Contractor's original proposal and/or best and final offer which was accepted by A.I.D. through award of this contract. However, if, under exceptional circumstances, additional subcontracting is necessary, the proposal shall also include a complete cost breakdown in sufficient detail to permit cost analysis, a certification that the use of such subcontractor(s) was not suggested or requested by A.I.D., an explanation of how and why the subcontractor was selected, a demonstration that the proposed subcontract costs and fee (if applicable) or price is fair and reasonable and the subcontractor is responsible (see FAR 9.104-1), a copy of the subcontract, the information set forth in Sections F.8.(a) through F.8.(j) above, and a complete set of "Representations, Certifications, and Other Statements of Offerors," a copy of which will be provided to the Contractor by the Contracting Officer upon request. See also Section H.4. of this contract.

H.11.(j)(2)(E) Participant Training

Participant training costs shall be in accordance with A.I.D. Handbook 10. The Contractor shall utilize the Training Cost Analysis (TCA) Proposal Worksheet, set forth in Chapter 5 of A.I.D. Handbook 10, to reflect participant training costs, and shall include the checklist included in the same chapter for delineating responsibilities.

H.11.(j)(2)(F) Other Direct Costs (ODCs)

Each item of estimated ODCs (e.g., DBA insurance, medivac insurance, passports and visas, medical examinations and inoculations, communications, etc.) which are not included in the multiplier shall be separately identified, and shall include the basis for the cost estimate (e.g., DBA insurance shall specify the salaries and/or consultant fees which are subject to DBA, and the rate; similarly, communications costs shall specify the number of units [days, months] and the estimated unit cost).

H.12. ORDERING (FAR 52.216-18)

H.12.(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders by the individuals or activities designated in the Schedule. Such orders may be issued at any time during the period of this contract.

H.12.(b) All delivery orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order and this contract, the contract shall control.

H.12.(c) If mailed, a delivery order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally or by written telecommunications only if authorized in the Schedule.

H.13. KEY/ESSENTIAL PERSONNEL

The personnel identified in each delivery order may be designated as key personnel and essential to the work being performed thereunder. Prior to diverting any of these individuals to other duties, the Contractor shall simultaneously notify the Contracting Officer and the cognizant A.I.D. Project Officer reasonably in advance and shall submit justification and explanation (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the delivery order (including budget implications). No diversion or replacement of personnel shall be made by the Contractor without the prior written consent of the Contracting Officer; provided, that the Contracting Officer may ratify in writing such replacement and such ratification shall constitute the consent of the Contracting Officer required by this clause. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during

the course of a delivery order to either add, change, or delete personnel and positions, as appropriate. A.I.D. will not pay for repatriation or fielding costs of departing or replacement personnel, respectively, without prior written approval by the Contracting Officer.

H.14. PERFORMANCE OF DELIVERY ORDERS

H.14.(a) The Contractor shall, upon issuance of a delivery order, promptly commence performance of the work specified. It is anticipated that there will be very short notice of requirements for services under this contract and the Contractor's prompt response is required.

H.14.(b) Subject to the prior written approval of the Contracting Officer's Technical Representative (COTR) (see Section G.1. of this contract), the Contractor may be authorized to continue performance under a delivery order beyond the estimated completion date set forth; provided that performance shall not extend beyond 60 calendar days from the original estimated completion date set forth in the delivery order. The Contractor shall attach a copy of the COTR's approval for such continued performance under the delivery order to the final voucher submitted for payment.

H.14.(c) It is the Contractor's responsibility to ensure that such COTR-approved continuations of performance do not result in costs which exceed the ceiling price (see Section B.3.[a] of this contract) or the obligated amount (see Section B.3.[b] of this contract) of the delivery order, whichever is less. Under no circumstances shall such COTR-approved continuations of performance authorize the Contractor to be paid any sum in excess of the ceiling price or obligated amount of the delivery order, whichever is less.

H.14.(d) Proposed adjustments to the period of performance of a delivery order which would cause the elapsed time for completion of the work to exceed 60 calendar days beyond the original estimated completion date must be approved in writing, and in advance, by the Contracting Officer.

H.14.(e) Subject to the prior written approval of the COTR, the Contractor may be authorized to adjust the number of days actually employed in the performance of the work by each functional position specified in a delivery order. The Contractor shall attach a copy of the COTR's approval to the voucher submitted for payment.

H.14.(f) It is the Contractor's responsibility to ensure that COTR-approved adjustments to the work-days ordered for each functional position does not result in costs which exceed the ceiling price (see Section B.3.[a] of this contract) or the obligated amount (see Section B.3.[b] of this contract) of the delivery order, whichever is less. Under no circumstances shall such COTR-approved adjustment authorize the Contractor to be paid any sum in excess of the ceiling price or the obligated amount of the delivery order, whichever is less.

H.14.(g) If, after issuance of a delivery order, it becomes necessary to replace or add personnel, the Contractor shall submit a Contractor Employee Biographical Data Sheet for such individual(s), to the Contracting Officer for his/her approval, in advance and in writing, of a daily rate. The Contractor must also obtain the prior written technical approval of the COTR for the use (but not compensation) of such replacement/additional personnel.

H.15. FAR 52.217-8 OPTION TO EXTEND SERVICES (AUG 1989)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

H.16. PERIOD FOR OPTION EXERCISE

The option referenced in FAR 52.217-8 may be executed by written notice from the contracting officer prior to the expiration of the contract.

H.17. LOCATION OF CONTRACTOR'S FACILITY

The nature of the work requires close liaison and/or quick response. Therefore, the Contractor's facility in which the significant portion of the work under the contract is performed must be located within a thirty-minute commute to the Office of Health by surface travel during normal weekday working hours.

Contractors located beyond this commuting time shall submit a letter of intent to establish a facility within the above stated commuting time. The letter of intent must state the offeror's anticipated date (within 30 days after contract award) for establishing such facility, the geographic location, commuting time and description of the facility.

END OF SECTION H

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SECTION I
CONTRACT CLAUSES
REQUIREMENTS CONTRACT

I.1. 52.203-09 Certificate of Procurement Integrity --
Modification (NOV 1990)

(1) I, [Name of certifier] _____ am the officer or employee responsible for the preparation of this modification proposal and hereby certify that, to the best of my knowledge and belief, with the exception of any information described in this certification, I have no information concerning a violation or possible violation of subsection 27(a), (b), (d), or (f) of the Office of Federal Procurement Policy Act, as amended* (41 U.S.C. 423), (hereinafter referred to as "the Act"), as implemented in the FAR, occurring during the conduct of this procurement (contract and modification number) _____.

(2) As required by subsection 27(e)(1)(B) of the Act, I further certify that to the best of my knowledge and belief, each officer, employee, agent, representative, and consultant of [Name of Offeror] _____ who has participated personally and substantially in the preparation or submission of this proposal has certified that he or she is familiar with, and will comply with, the requirements of subsection 27(a) of the Act, as implemented in the FAR, and will report immediately to me any information concerning a violation or possible violation of subsections 27(a), (b), (d), or (f) of the Act, as implemented in the FAR, pertaining to this procurement.

(3) Violations or possible violations: (Continue on plain bond paper if necessary and label Certificate of Procurement Integrity -- Modification (Continuation Sheet), ENTER "NONE" IF NONE EXISTS) _____

[Signature of the officer or employee responsible for the modification proposal and date] _____

[Typed name of the officer or employee responsible for the modification proposal] _____

*Subsections 27(a), (b) and (d) are effective on December 1, 1990. Subsection 27(f) is effective on June 1, 1991.

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THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

(End of certification)

(d) In making the certification in paragraph (2) of the certificate, the officer or employee of the competing Contractor responsible for the offer or bid, may rely upon a one-time certification from each individual required to submit a certification to the competing Contractor, supplemented by periodic training. These certifications shall be obtained at the earliest possible date after an individual required to certify begins employment or association with the contractor. If a contractor decides to rely on a certification executed prior to the suspension of section 27 (i.e., prior to December 1, 1989), the Contractor shall ensure that an individual who has so certified is notified that section 27 has been reinstated. These certifications shall be maintained by the Contractor for a period of 6 years from the date a certifying employee's employment with the company ends or, for an agency, representative, or consultant, 6 years from the date such individual ceases to act on behalf of the contractor.

(e) The certification required by paragraph (c) of this clause is a material representation of fact upon which reliance will be placed in executing this modification.

I.2. 52.220-01 Preference for Labor Surplus Area Concerns
(APR 1984)

(a) This acquisition is not a set-aside for labor surplus area (LSA) concerns. However, the offeror's status as such a concern may affect (1) entitlement to award in case of tie offers, or (2) offer evaluation in accordance with the Buy American Act clause of this solicitation. In order to determine whether the offeror is entitled to a preference under (1) or (2) above, the offeror must identify, below, the LSA in which costs to be incurred on account of manufacturing or production (by the offeror or the first-tier subcontractors) amount to more than 50% of the contract price.

(b) Failure to identify the locations as specified above will preclude consideration of the offeror as an LSA concern. If the offeror is awarded a contract as an LSA concern and would not have otherwise qualified for award, the offeror shall perform the contract or cause the contract to be performed in accordance with the obligations of an LSA concern.

I.3. 52.252-02 Clauses Incorporated by Reference (JUN 1988)

This contract incorporates one or more clauses 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.

I.3.(a) FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
CLAUSES

52.202-01	Definitions (SEP 1991)
52.203-01	Officials Not to Benefit (APR 1984)
52.203-03	Gratuities (APR 1984)
52.203-05	Covenant Against Contingent Fees (APR 1984)
52.203-06	Restrictions on Subcontractor Sales to the Government (JUL 1985)
52.203-07	Anti-Kickback Procedures (OCT 1988)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (SEP 1990)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (JAN 1990)
52.203-13	Procurement Integrity - Service Contracting (SEP 1990)
52.204-02	Security Requirements (APR 1984)
52.207-03	Right of First Refusal of Employment (NOV 1991)
52.209-06	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (JUN 1991)
52.215-01	Examination of Records by Comptroller General (FEB 1993)
52.215-02	Audit-Negotiation (FEB 1993)
52.215-22	Price Reduction for Defective Cost or Pricing Data (JAN 1991)
52.215-24	Subcontractor Cost or Pricing Data (APR 1985)
52.215-26	Integrity of Unit Prices (APR 1991)
52.215-27	Termination of Defined Benefit Pension Plans (SEP 1989)
52.215-30	Facilities Capital Cost of Money (SEP 1987)
52.215-31	Waiver of Facilities Capital Cost of Money (SEP 1987)

52.215-33 Order of Precedence (JAN 1986)
52.216-07 Allowable Cost and Payment (JUL 1991)
52.216-08 Fixed Fee (APR 1984)
52.219-08 Utilization of Small Business Concerns and Small
Disadvantaged Business Concerns (FEB 1990)
52.219-09 Small Business and Small Disadvantaged Business
Subcontracting Plan (JAN 1991)
52.219-13 Utilization of Women-Owned Small Businesses (AUG
1986)
52.219-14 Limitations on Subcontracting (JAN 1991)
52.220-03 Utilization of Labor Surplus Area Concerns (APR
1984)
52.220-04 Labor Surplus Area Subcontracting Program (APR
1984)
52.222-01 Notice to the Government of Labor Disputes (APR
1984)
52.222-02 Payment for Overtime Premiums (JUL 1990)
52.222-03 Convict Labor (APR 1984)
52.222-18 Notification of Employee Rights Concerning
Payment of Union Dues or Fees (MAY 1992)
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)
52.223-02 Clean Air and Water (APR 1984)
52.223-06 Drug-Free Workplace (JUL 1990)
52.224-01 Privacy Act Notification (APR 1984)
52.224-02 Privacy Act (APR 1984)
52.225-11 Restrictions on Certain Foreign Purchases (MAY
1992)
52.225-14 Inconsistency Between English Version and
Translation of Contract (AUG 1989)
52.226-01 Utilization of Indian Organizations and
Indian-Owned Economic Enterprises (AUG 1991)
52.227-02 Notice and Assistance Regarding Patent and
Copyright Infringement (APR 1984)
52.227-03 Patent Indemnity (APR 1984)
52.227-14 Rights in Data - General (JUN 1987)
52.228-03 Workers' Compensation Insurance (Defense Base
Act) (APR 1984)
52.228-07 Insurance-Liability to Third Persons (APR 1984)
52.229-08 Taxes-Foreign Cost-Reimbursement Contracts (MAR
1990)

52.230-02 Cost Accounting Standards (AUG 1992)
52.230-03 Disclosure and Consistency of Cost Accounting Practices (AUG 1992)
52.230-05 Administration of Cost Accounting Standards (AUG 1992)
52.232-07 Payments Under Time-and-Materials and Labor-Hour Contracts (APR 1984)
52.232-09 Limitation on Withholding of Payments (APR 1984)
52.232-12 Advance Payments, Alt II
52.232-17 Interest (JAN 1991)
52.232-20 Limitation of Cost (APR 1984)
52.232-22 Limitation of Funds (APR 1984)
52.232-23 Assignment of Claims (JAN 1986)
52.232-25 Prompt Payment (SEP 1992)
52.232-28 Electronic Funds Transfer Payment Methods (APR 1989)
52.233-01 Disputes (DEC 1991) - Alternate I (DEC 1991)
52.233-03 Protest After Award (AUG 1989) - Alternate I (JUN 1985)
52.237-03 Continuity of Services (JAN 1991)
52.242-01 Notice of Intent to Disallow Costs (APR 1984)
52.242-13 Bankruptcy (APR 1991)
52.243-02 Changes-Cost Reimbursement (AUG 1987) - Alternate I (APR 1984)
52.243-07 Notification of Changes (APR 1984)
52.244-02 Subcontracts (Cost-Reimbursement and Letter Contracts) (JUL 1985)
52.244-05 Competition in Subcontracting (APR 1984)
52.245-05 Government Property (Cost Reimbursement, Time-and-Material, or Labor Hour Contracts) (JAN 1986)
52.246-25 Limitation of Liability - Services (APR 1984)
52.247-01 Commercial Bill of Lading Notations (APR 1984)
52.247-63 Preference for U.S.-Flag Air Carriers (APR 1984)
52.247-64 Preference for Privately-Owned U.S.-Flag Commercial Vessels (APR 1984)
52.249-06 Termination (Cost-Reimbursement) (MAY 1986)
52.249-14 Excusable Delays (APR 1984)
52.251-01 Government Supply Sources (APR 1984)
52.253-01 Computer Generated Forms (JAN 1991)

I.3.(b) A.I.D. ACQUISITION REGULATION (48 CFR CHAPTER 7)
CLAUSES

752.202
Alt. 70 AID Definitions Clause -- General Supplement for Use in All AID Contracts (JAN 1990)
752.202,
Alt. 72 AID Definitions Clause -- Supplement for AID Contracts Involving Performance Overseas (DEC 1986)

752.210-70 Language and Measurement (JUN 1992)
752.226-01 Subcontracting With Disadvantaged Enterprises
(APR 1991)
745.247-70 Government Property -- AID Reporting Requirements
752.232-70 Letter of Credit Advance Payment
752.245-71 Title To and Care of Property (APR 1984)
752.7001 Biographical Data (DEC 1988)
752.7002 Travel and Transportation (JAN 1990)
752.7003 Documentation for Payment (APR 1984)
752.7004 Source and Nationality Requirements (APR 1989)
752.7006 Notices (APR 1984)
752.7007 Personnel Compensation (AUG 1984)
752.7008 Use of Government Facilities or Personnel (APR
1984)
752.7015 Use of Pouch Facilities (JUN 1991)
752.7017 Local Cost Financing with U.S. Dollars (APR 1984)
752.7018 Health and Accident Coverage for A.I.D.
Participant Trainees (OCT 1989)
752.7019 Participant Training (OCT 1989)
752.7023 Required Visa Form for A.I.D. Participants (APR
1984)
752.7025 Approvals (APR 1984)
752.7027 Personnel (DEC 1990)
752.7028 Differential and Allowances (DEC 1988)
752.7029 Post Privileges (DEC 1990)
752.7031 Leave and Holidays (OCT 1989)
752.7032 International Travel Approval and Notification
Requirements (JAN 1990)
752.7033 Physical Fitness (DEC 1990)
752.7034 Acknowledgement & Disclaimer (DEC 1991)
752.7035 Public Notices

I.4. 52.252.04 Alterations in Contract (APR 1984)

Portions of this contract are altered as follows:

(a) In the clause entitled "Payment for Overtime Premiums"
(FAR 52.222-02), insert "zero" in the blank in paragraph (a).

(b) In the clause entitled "Cargo Insurance" (FAR
52.228-09) applies, insert "\$_____" and "\$_____" in the
blanks in paragraph (a), and "A.I.D." in the blanks in
paragraphs (b) and (c).

(c) In the clause entitled "Taxes - Foreign Cost
Reimbursement Contracts (FAR 52.229-08), insert "the
Cooperating Country" and "the Cooperating Country",
respectively, in the blanks.

(d) In the clause entitled "Notification of Changes" (FAR 52.243-07), insert "14 days" in the blank in paragraph (b).

(e) If the Contractor is an educational institution, in the clause entitled "Allowable Cost and Payment" (FAR 52.216-07), delete "...Subpart 31.2...", and in lieu thereof, substitute "...Subpart 31.3...".

W4 (f) If the Contractor is a not-for-profit organization, other than an educational institution, in the clause entitled "Allowable Cost and Payment" (FAR 52.216-07), delete "...Subpart 31.2...", and in lieu thereof, substitute "...Subpart 31.7...".

END OF SECTION I