

Sent FM-9/1/87

CONTRACT/AGREEMENT DATA SHEET

B 15705

1. M/SER/AAM/A/SUP Action Monitor  
BAJ

2. Date PIO/T Received in M/SER/AAM/A/SUP  
6 / 5 / 87

COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS

1. Contract/Agreement/Number  
OTR-0705-P-AB-7221-00

PD-F-1-1-87

4 Contractor/Recipient Name  
Peace Corps

5 Contractor Acronym

6. Project Title  
A.I.D./PEACE CORPS FARMER-TO-FARMER PILOT PROJECT

7. Project Number  
938-0705

8. Project Officer's Name  
J.L. Langlois

9. Bureau or USAID Symbol  
FVA/FFP

10. PIO/T Number  
7387500

21. Budget Plan Code  
ECCX-87-13830-KG3B  
APP. 72-12X4336 ALL. 782-38-099-00-53-71

11. TYPE OF ACTION

- A. New Acquisition/Assistance
- B. Amendment/Modification
  - 1. New/Revised Scope
  - 2. Funded Extension
  - 3. No Cost Extension
  - 4. Transfer of action from AID/W to Mission/Mission to AID/W
  - 5. Incremental Funding
  - 6. Overhead Rate Adjustment
  - 7. Contract Closeout
  - 8. Other

A

22. Country or Region of Performance

WORLDWIDE

23. A. This Action Increases or Decreases TEC by  
\$ \_\_\_\_\_

B. Total Estimated Cost of Contractual Document  
\$ 194,700

24. Amount of Non-Federal Funds Pledged to the Project

N/A

C. FPR or FAR

FAR

12. Amount of this PIO/T

OBL U.S. \$ 194,700

25. Effective Date of this Action

9.1.187

13. Amount  Obligated  Subobligated  Deobligated by this Contract or Amendment

U.S. \$ 194,700

26. Estimated Completion/Expiration Date

8.31.88

14. Cumulative Obligation (Life of Contract)

U.S. \$ 194,700

ENTERED

N/A

15. This Action Funded Through

8.31.88

OCT 29 1987

27. Contractor DUNS Number

28. Consultant Type Award

YES  NO

16. Date Contractual Documents Signed by AID Official

8.31.88 87

COORS Section

29. Number of Person Months (PASA/RSSA only)

12

17. Incrementally Funded Contracts

YES  NO

30. Number of Persons (PASA/RSSA only)

2

18. Host Country/Counterpart Institution (University Contracts)

N/A

31. CONTRACT TYPE

- A. Fixed Price (specify:  FFP  FPRD  FPEPA  FPI)
- B. Cost Reimbursement (specify  CR  CPFF  CS  CPAF  CPIF)
- C. IQC and Requirements Contracts
- D. Grant/CA/PASA/RSSA
- E. Contracts with Individuals

D

19. Campus Coordinator (University Contracts)

N/A

20. ADVANCE

- A. No Advance
- B. Advance Non-FRLC
- C. Advance FRLC

A

32. Negotiator's Typed Name

C. Eldridge C Bennett

33. Negotiator's Signature

Carolyn R. Bennett

34. Date Signed

8.31.87

35. Contract/Grant Officer's Organization Symbol

W/MS

36. Contract/Grant Officer's Signature

Carolyn R. Eldridge

37. Date Signed

8.31.87

38. SUBJECT TO STATUTORY REQUIREMENT

E

- A. Walsh-Healey Act, Manufacturer\*
- B. Walsh-Healey Act, Regular Dealer\*
- C. Service Contract Act  
(U.S. ONLY - Guards, Maintenance, Laborers)
- D. Davis-Bacon Act (Construction)
- E. Not subject to Walsh-Bacon Act  
(Most AID Contracts)

\*Equipment, Supplies, Materials, and Commodities

39. Country of Manufacture

N/A

40. CURRENCY INDICATOR

A

- A. U.S. Dollar
- B. Local Currency
- C. Combination
- D. Unfunded

41. SUBCONTRACTS

Is there a provision for a subcontract? (Contracts only)

YES  NO

42. TYPE OF SERVICE

A

- A. Training of Participants
- B. Technical Assistance to Host Country  
(Program, Project related except A&E Services)
- C. A&E Services
- D. Construction
- E. Research
- F. Technical Services to AID  
(other than training; usually operating expense)
- G. Training Service for AID
- H. Equipment, Materials, Supplies, Commodities
- I. Translation Service

43. CONTRACT/AGREEMENT SOURCE

A

- A. U.S. Contractor/Grantee
- B. Non-U.S. Contractor/Grantee
- C. Combination of A & B

44. TYPE OF AMERICAN OWNERSHIP

(U.S. Persons or Firms Only)

N/A

Minority

- A. Asian/Pacific Islander
- B. Black American
- C. American Aleuts or Eskimos
- D. American Indian
- E. Hispanic

G. Non-Minority

45. METHOD OF SOLICITATION

D

- A. Sealed Bid
- B. Competitive Proposal
- C. Combination/Competition
- D. Other Competition
- E. Noncompetitive

46. LABOR SURPLUS AREA PREFERENCE

D

Labor Surplus Area

- A. No Preference
- B. Tie Bid Preference
- C. Total Set Aside
- D. Not a Labor Surplus Area Preference Award

47. TYPE OF BUSINESS

X

G

- A. Source: Non-U.S. and Used Outside U.S. & Possessions
- B. Source: Non-U.S. and Possessions  
(Foreign Purchases Used Inside U.S.)  
(If U.S. Source, complete C through Q)
- C. Firm - Profit Making & PSC's

Non-Profit Organizations

- D. Private Educational Organizations
- E. Hospitals
- F. Research Institutions, Foundations, and Laboratories
- G. Other

Private Voluntary Organizations

- H. U.S. Registered
- I. U.S. Non-Registered
- J. Foreign

State/Local Government

- K. Educational Institutions
- L. Hospitals
- M. Research Organizations
- N. Other

O. International Agricultural Research Organizations

- P. Public International Organizations
- Q. U.S. Cooperatives

48. Women Owned Business?

YES  NO

49. TYPE OF AWARD

F

Small Business

- A. Not Set Aside
- B. Partial Set Aside
- C. Total Set Aside

Other Than Small Business

- D. Personal Service Contract
- E. Individual Non-Personal Service Contract
- F. U.S. Government
- G. University
- H. Non-Profit Organizations and PVOs
- I. Large Businesses

50. Paying Office:

Payment will be made by

FM/PAFD

2

51. SYNOPSIS PRIOR TO AWARD

- A. Synopsized prior to awards
- B. Not synopsized due to emergency
- C. Not synopsized for other reasons

C

52. COMPETITIVE SOLICITATION PROCEDURES

- A. Normal full and open competition \*
  - B. Architect - Engineer
  - C. Basic Research Proposal
  - D. Multiple Award Schedule
  - E. Alternate Source - Reduced Cost
  - F. Alternate Source - Mobilization
  - G. Alternate Source - Engineering/R&D Capability
  - H. Small Business Set-Aside
  - J. Labor Surplus Area Set-Aside
  - K. LSA/Small Business Set-Aside
  - L. Other than full and open competition
  - M. Small Purchases
  - N. 8(a) Program
  - P. Otherwise authorized by statute
- \*If, 'A', block 57 must be completed*

P

53. NUMBER OF OFFERORS

- 1. Only one offeror
- 2. More than one offeror

1

54. APPLICABILITY OF COMPETITION IN CONTRACT ACT (CICA)

- 1. Pre-CICA
- 2. Post-CICA

2

55. AUTHORITY FOR OTHER THAN FULL & OPEN COMPETITION

- A. Unique Source
- B. Follow-on Contract
- C. Unsolicited Research Proposal
- D. Patent/Data Rights
- E. Utilities
- F. Standardization
- G. Only One Source - Other
- H. Urgency
- J. Mobilization
- K. Essential R&D Capability
- L. International Agreement
- M. Authorized by Statute \*
- N. Authorized Resale
- P. National Security
- Q. Public Interest

M

*\*If 'M', block 56 must be completed*

56. SPECIAL AUTHORITY FOR NON-COMPETITIVE ACTIONS

*(Impairment of Foreign AID Programs) Authorized Under AIDAR Sec. 706,302.70(b)(3)*

- 1. PSC's Awarded Under Sec. 636(a)(3)
- 2. An Award of \$100,000 or Less by an Overseas Contracting Activity
- 3. Written Determination by Assistant Administrator or Administrator
- 4. None of the above.

4

57. SPECIAL SELECTION PROCEDURES

- 1. University Selection Procedures
- 2. Collaborative Assistance Procedures
- 3. None of the above

3

3

# BEST AVAILABLE DOCUMENT

AID 1350-T  
(3-87)

\*PIO/T

AGENCY FOR  
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION  
ORDER/TECHNICAL  
SERVICES

1. Cooperating Country

Centrally-Funded

Page 1 of 7 Pages

2. PIO/T No

738-7500

3.  Original or  
Amendment No.

4. Project/Activity No. and Title

A.I.D./Peace Corps Farmer-to-Farmer Pilot  
Project (938-0705)

**DISTRIBUTION**

SER/OP - 4

FM - 1

FVA/PPM - 1

FVA/FFP/PCD - 2

5. Appropriation Symbol

72-12X4336

6. Budget Plan Code (782-38-099-00-53-71)

ECCX 87 13830-KG 3B

7. Obligation Status

Administrative Reservation

Implementing Document

8. Project Assistance Completion Date  
(Mo., Day, Yr.)

N.A.

9. Authorized Agent

SER/OP/W/CO

10. This PIO/T is in full conformance with PRO/AG No  
Date

N.A.

11a. Type of Action and Governing AID Handbook

AID Contract  
(HB 14)

AID Grant or  
Cooperative Agreement  
(HB 13)

PABA/RBBA  
(HB 12)

Other

11b. Contract/Grant/Cooperative Agreement/  
PABA/RBBA Reference Number (if this is  
an Amendment)

N.A.

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

Maximum AID Financing Available	A. Dollars	(1) Previous Total			
		(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		0	94,700	-	194,700.00
	B. U.S. Own- Local Currency	0	94,700	-	194,700.00

**13. Mission  
References**

1. VOCA Farmer-to-Farmer Grant Agreement (PDC-000-GSS-6204)

2. PIO/T No. 638-7501 (VOCA)

3. HB-12

14A. Instructions to Authorized Agent

SER/OP is requested to initiate a PABA with the Peace Corps to enable that Agency to work in conjunction with Volunteers in Overseas Cooperative Assistance (VOCA) to create and implement a two-year Pilot Farmer-to-Farmer Program in selected countries. Activity is hereby Program-Funded for the first year. Funding will be provided for the second year subsequent to review for satisfactory progress and continued feasibility.

The Agreement is to start approximately August 1, 1987, and end July 31, 1989.

14B. Address of Voucher Paying Office

A.I.D./FM/PAFD; Room 638, SA-12; Washington, D.C. 20523

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

A. The Project Officer certifies that the specifications in the statement of work or program description are technically adequate.

Joseph L. Langlois, FVA/FFP/PCD

Phone No. 235-9193

Date 5/27/87

B. The statement of work or program description is within the purview of the initiating office approved agency programs.

James T. O'Meara, FVA/FFP/DC

Date

5/27/87

C. Gladys Frazer, FVA/FFP/PCD

Date 5/27/87

D. Funds for the services requested are available

FUNDS RESERVED BY

Date

Kathy Kosar, FVA/PPM

Date 5/27/87

FM/PAFD

Hue Tran

5/28/87

16. For the Cooperating Country The terms and conditions set forth herein are hereby agreed to

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

Title \_\_\_\_\_

17. For the Agency for International Development

Signature Walter G. Hollinger

Date 5/28/87

Title A-AA/FVA

\*See HB 3, Sup. A, App. C, Att. B, for preparation instructions. Note: This completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action.

F. Louis C. Stamborg, FVA/PPM; *LC Stamborg* Date: 5/28/87

AID 1350 1 (3 87)	AGENCY FOR INTERNATIONAL DEVELOPMENT	1 Cooperating Country	Page 1 of 7 Pages
		2 PIO/T No	3 <input checked="" type="checkbox"/> Original or Amendment No. _____
		4 Project/Activity No and Title	

**Centrally-Funded**

738-7500

A.I.D./Peace Corps Farmer-to-Farmer Pilot Project (938-0705)

**DISTRIBUTION**

SER/OP - 4

FM - 1

FVA/PPM - 1

FVA/FFP/PCD - 2

5 Appropriation Symbol	6. Budget Plan Code
72-12X4336	(782-38-009-00-53-71) ECCX 87 13830-KG 3B
7 Obligation Status	8 Project Assistance Completion Date
<input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	(Mo, Day, Yr) N.A.
9 Authorized Agent	10 This PIO/T is in full conformance with PRO/AG No
SER/OP/W/CO	N.A. Date
11a Type of Action and Governing AID Handbook	11b Contract/Grant/Cooperative Agreement/ PASA/RSSA Reference Number (if this is an Amendment)
<input type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input checked="" type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> Other	N.A.

12 Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No _____)					
Maximum AID Financing Available	A Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		0	194,700	-	194,700.00
	B U.S. Owned Local Currency	0	194,700	-	194,700.00

13 Mission References

. VOCA Farmer-c-Farmer Grant agreement (PDC-00-GSS-6204)

. PIO/T No. 38-7501 (VOCA)

. HB-12

14A Instructions to Authorized Agent

SER/OP is requested to initiate a PASA with the Peace Corps to enable that Agency to work in conjunction with Volunteers in Overseas Cooperative Assistance (VOCA) to create and implement a two-year Pilot Farmer-to-Farmer Program in selected countries. Activity is hereby Program-Funded for the first year. Funding will be provided for the second year subsequent to review for satisfactory progress and continued feasibility.

The Agreement is to start approximately August 1, 1987, and end July 31, 1989.

14B Address of Voucher Paying Office

A.I.D./FM/PAFD; Room 638, SA-12; Washington, D.C. 20523

15 Clearances - Include typed name, office symbol, telephone number and date for all clearances			
A The Project Officer certifies that the specifications in the statement of work or program description are technically adequate	Phone No 235-9198	B The statement of work or program description is within the purview of the initiating office and approved agency programs	Date
Joseph L. Langlois, FVA/FFP/PCD	Date 5/27/87	James T. O'Meara, FVA/FFP/DC	5/27/87
C Gladys Frazier, FVA/FFP/PCD	Date 5/27/87	D Funds for the services requested are available	Date
E Kathy Kosar, FVA/PPM	Date 5/27/87	FM/PAFD	

16 For the Cooperating Country The terms and conditions set forth herein are hereby agreed to	17 For the Agency for International Development
Signature _____ Date _____	Signature <u>Walter G. Bollinger</u> Date <u>5/28/87</u>
Title _____	Title A-AA/FVA

\*See HB 3 Sup A, App C, Att B, for preparation instructions. Note The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action

F. Louis C. Stamberg, FVA/PPM: LCStamberg Date: 5/28/87

5

18 Statement of work or program description for this project is described in Attachment No. 2

19 Special Provisions

A  Language Requirements (specify) N.A.  
(If marked, testing must be accomplished by AID to assure desired level of proficiency)

B  Access to classified information  will  will not be required by technical specialists (Indicate level) N.A.

C  Duty post(s) and duration of technical specialist(s) services at post(s) (months) N.A.

D  Dependents  will  will not be permitted to accompany technical specialist(s) N.A.

E  Geographic code applicable to procurement under this PIO/T is  000  899  935  941  Other (specify) Countries with Peace Corps Programs  
(If other than authorized in HB 1, Sup B, Chap 5 Para 5A1d, attach waiver(s))

F  Salary approval(s) to exceed FS 1 salary ceiling are  attached  in process  N/A. (See Attachment 2)

G  Cooperating country acceptance of this project (applicable to AID/W projects only)  
 has been obtained  is in process  is not applicable to services required by PIO/T.

H  Justification for use of external resources for consulting services is  attached  N/A

I  Clearance for procurement of ADP equipment, software, and services is  attached  in process  N/A.

J  OMB approval of any report to be completed by ten or more members of the general public under the statement of work is  
 attached  in process  N/A

K  Participant training  is  is not being funded as part of this PIO/T N.A.

L  Requirement (contracts only) is recommended for  small business set aside  SBA 8(a) Program,  neither. N.A.

M  Other (specify) See Sections V. and IX. of the Scope of Work (Attachment 2). The proposed agreement is exempt from the provisions of OMB Circular A-76 because (1) it is for the provision of technical assistance and (2) the facilities and resources of the Peace Corps are particularly suitable for the TA to be provided and are non-competitive with private enterprise.

20 Provisions for Logistic Support

A Specific Items (Insert X in applicable column at right  
If entry needs qualification insert asterisk and explain  
below in Comments')

	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER	N/A
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY		
(1) Office Space					X	
(2) Office Equipment					X	
(3) Housing and Utilities						X
(4) Furniture						X
(5) Household Appliances (Stoves, Refrig., etc.)						X
(6) Transportation in Cooperating Country					X	
(7) Transportation To and From Country					X	
(8) Interpreter Services/Secretarial					X	
(9) Medical Facilities (Health Room)					X	
(10) Vehicles (official)					X	
(11) Travel Arrangements/Tickets					X	
(12) Nightwatchman for Living Quarters						X
(13)						
(14)						
(15)						

(OTHER SPECIFY

6

20. Provisions for Logistic Support (Continued)

B. Additional Facilities Available From Other Sources

Diplomatic pouch

PX

Commissary

Other (specify, e.g., duty free, entry, tax exemption)

C. Comments N.A.

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

A. Relationships and Responsibilities See Scope of Work

B. Cooperating Country Liaison Officials

C. AID Liaison Officials Joseph L. Langlois, Project Officer, FVA/FFP/PCD  
Gladys Frazier, Division Director, FVA/FFP/PCD  
(Overseas: USAID officials on a case-by-case basis)

A.I.D.; SA-8; Washington, D.C. 20523 Telephone: (703)235-9198/9

22. Background information (additional information useful to authorized agent)

In addition to documentation mentioned in item 13 of this paper, assorted documentation (e.g. authorizations, reports, publications, general information, etc. for the Congressionally-mandated Farmer-to-Farmer Program and Peace Corps and VOCA involvement) is available from FVA/FFP/PCD.

23. Summary of attachments that accompany the PIO/T (check applicable boxes)

A Detailed budget estimate in support of increased funding (Block 12)

B Evaluation criteria for competitive procurement (Block 14A)

C Justification for procurement by other than full and open competition or noncompetitive assistance

D. Statement of work or program description (Block 18)

E Waiver(s) justification(s), clearance(s), certification(s) (Block 19) (specify number \_\_\_\_\_)

7

ILLUSTRATIVE BUDGET FOR A.I.D.  
FARMER-TO-FARMER PROJECT (2 years)

<u>Personnel</u>	<u>Year 1</u>	<u>Year 2</u>
<b>Salaries:</b>		
100% of salary & benefits of new professional employee	40,000	42,000
100% of salary & benefits of new clerical employee	20,000	21,000
<u>Direct Costs</u>	25,000	25,000
Telephones, cable correspondence, printing, duplicating, etc.		
<u>Training</u>		
Pre-service orientation and training of U.S. farmers in PC philosophy and cross culture	32,000	32,000
Development of model for PC Short-Term Volunteer Program		
<u>Monitoring &amp; Evaluation</u>		
Staff Travel, Evaluation Teams	30,000	30,000
<u>Staff Support</u>		
Costs at post	<u>30,000</u>	<u>30,000</u>
	SUBTOTAL: 177,000	180,000
Indirect costs (10%)	17,700	18,000
	<b>TOTAL \$194,700</b>	<b>198,000</b>

84

SCOPE OF WORK

A.I.D./PEACE CORPS PILOT

FARMER-TO-FARMER PROGRAM

I. LEGISLATIVE INTENT

Section 406 of The Agriculture Trade Development and Assistance Act of 1954 (P.L. 480) created the Farmer-to-Farmer Program designed to send U.S. farmers as volunteers to developing countries for short-term assistance. Section 1107 of Public Law 99-198 (The Food Security Act of 1985) established minimum funding levels to carry out the provisions of Section 406.

9

# ORIGINAL

1. Initial Starting Date (Mo., Day, Yr.) 9/1/87	<b>PASA</b> <b>PARTICIPATING AGENCY SERVICE AGREEMENT</b> <b>BETWEEN THE AGENCY FOR INTERNATIONAL DEVELOPMENT</b> <b>AND</b> <b>THE PEACE CORPS</b>	6 IAG PC 687-1021 <input checked="" type="checkbox"/> PASA ORIGINAL <input type="checkbox"/> PASA AMENDMENT
2. Projected Completion Date (Mo., Day, Yr.) 8/31/89		7 PASA Number OTR-0705-P-AG-7221-00
3. Category <input checked="" type="checkbox"/> TDY <input type="checkbox"/> ASSIGNED		8. Country/AID/W Office Worldwide
4. Duration of Funding <input checked="" type="checkbox"/> CURRENT YEAR <input type="checkbox"/> FORWARD FUNDING	5. Project Number and Title A.I.D./Peace Corps Farmer-to-Farmer Pilot Project (938-0705)	9. Type <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> LOAN <input type="checkbox"/> COUNTRY FINANCED
		10. Year FY 1987

11 FUNDING			
A. CITATIONS	(1) Appropriation Number 72-12X4336	(2) Allotment Number 782-38-099-00-53-71	(3) PIC/T, Obligation Number 7387500
B. FOR PARTICIPATING AGENCY	(1) Initial or Current \$194,700	(2) Change (+ or -) -	(3) New Total \$194,700
C. RETAINED FOR AID DIRECT DISBURSEMENT	(1) Initial or Current -	(2) Change (+ or -) -	(3) New Total -
D. TOTAL AMOUNT OBLIGATED (Blocks B + C)	(1) Initial or Current \$194,700	(2) Change (+ or -) -	(3) New Total \$194,700
E. PRINCIPAL COST COMPONENTS OF (Block B)	(1) Salaries, Differential and Benefits \$58,367	(2) Transportation Including Per Diem \$30,000	(3) Miscellaneous \$88,633
			(4) Overhead \$17,700

12. Statement of Purpose Budget Plan Code: ECCX87-13830-KG3B

FUNDS AVAILABLE  
Program Acctg. Division

Article I. SUMMARY

The purpose of this agreement between A.I.D. and the Peace Corps is to provide funding for the services and expertise of the Peace Corps in the Farmer-to-Farmer Program. The Farmer-to-Farmer Program represents an important resource through which individual farmers from throughout the United States can provide much-needed agricultural expertise to Third World farmers and to Peace Corps Volunteers with whom they work. A.I.D. has encouraged Peace Corps involvement in the A.I.D. Farmer-to-Farmer Program for a two-year trial period. Under this program, Peace Corps will identify specific Peace Corps projects which involve host country farmers, and Volunteers in Overseas Cooperative Assistance (VOCA) will identify and fund American Volunteer Farmers to work, on a short-term basis, on identified Peace Corps activities.

SEP 2 1987  
HT  
OFFICE OF FINANCIAL MANAGEMENT

13. GOVERNING PROVISIONS Pursuant to the General Agreement dated 1961 between AID and the The Peace Corps, the Agency named above agrees to provide the services outlined in Block 12 amplified as needed by Appendix A, unless otherwise authorized by AID, all services shall be of U.S. origin. Any appendices attached hereto are considered part of this PASA & Sec. 632(b) of the Foreign Assistance Act of 1961, as amended.

14. Signatures

NAME <u>Joseph F. Radford</u>	NAME <u>Carolyn R. Eldridge</u>
TITLE/OFFICE <u>DIRECTOR OF CONTRACTS</u>	TITLE/OFFICE <u>Chief, Management Services Branch</u>
DATE <u>8/31/87</u>	DATE <u>AUG 31 1987</u>

15. Appendices
- APPENDIX A - SCOPE OF WORK
  - APPENDIX B - BUDGET PLAN
  - APPENDIX C - USE OF AID PERSONNEL/FACILITIES
  - APPENDIX D - SUBCONTRACTING
  - OTHER/REFERENCE Appendix E - Payment
  - Appendices F & G Special Provisions

16. Negotiating Officers

AID: Carlton M. Bennett

AGENCY: The Peace Corps, Phil Jones

JD

APPENDIX A SCOPE OF WORK  PAGE <u>2</u> OF <u>4</u>	<b>PARTICIPATING AGENCY SERVICE AGREEMENT  BETWEEN  THE AGENCY FOR INTERNATIONAL DEVELOPMENT AND   THE PEACE CORPS</b>	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMEND NO. _____
		PASA NO. OTR-0705-P-AG-7221-00
		FISCAL YEAR 1987

## STATEMENT OF WORK

ARTICLE II. OBJECTIVE

The goal of the program is to facilitate the transfer of technical expertise from experienced American farmers to host country farmers and to Peace Corps Volunteers who are assigned to agriculture projects. (Progress Indicators: Peace Corps involvement in the A.I.D. Farmer-to-Farmer Program should lead to an increase in the level of agricultural expertise available to the Peace Corps, an expansion and diversification of the Peace Corps Program itself, and a broader range of participation in Peace Corps activities and exposure to foreign affairs by U.S. citizens).

A key element of this project relates to the nature of Peace Corps' initial involvement in the Farmer-to-Farmer Program. VOCA's participation is unique in that it shares Peace Corps' people-to-people approach for providing development assistance; it operates nationwide; and it has a proven record of success in facilitating the input of volunteer-agriculturalists on a short-term basis in developing countries. The current A.I.D. agreement with VOCA for management of the Farmer-to-Farmer Program will be amended to include funding for the recruitment and overseas support costs of the farmer-volunteers who will be assigned to Peace Corps projects.

Example of Projects

-- An experienced American dairyman could assist PCVs who are working with dairy cattle farmers in Ecuador by introducing the latest ration formulations and animal health practices.

--In Gambia, American farmers could assist PCVs and their client farmers by providing training in the construction of grain storage bins.

--An American farmer assigned to Nepal could work with Nepalese farmers and PCVs to increase vegetable production through the use of low-cost irrigation techniques.

APPENDIX A SCOPE OF WORK 3      4 PAGE    OF	<b>PARTICIPATING AGENCY SERVICE AGREEMENT  BETWEEN  THE AGENCY FOR INTERNATIONAL DEVELOPMENT AND    THE PEACE CORPS</b>	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMEND NO.                      NO.
		PASA NO. OTR-0705-P-AG-7221-00
		FISCAL YEAR 1987

**ARTICLE III. SCOPE OF WORK**

The Peace Corps will be responsible for the following activities:

1. Peace Corps/ Washington and Peace Corps/Field will identify Peace Corps projects where PCVs are working with host country farmers and solicit requests for Farmer-to-Farmer Volunteers.
2. PC/W will review requests received and evaluate the potential effectiveness of a farmer-to-farmer project in the requesting country; and program 50 volunteer-farmers per year into these selected projects.
3. PC/W will conduct final screening of volunteer-farmers proposed by VOCA.
4. PC/W will develop pre-service orientation and appropriate training for the volunteer-farmers.
5. PC/W will monitor and evaluate farmer-to-farmer projects in terms of the volunteer-farmers; and impact on projects and host country farmers.
6. Debrief the volunteer-farmers upon completion of their overseas consultancies.
7. Develop a model Peace Corps Short-Term Volunteer Program based on experience derived from the Farmer-to-Farmer Program.

**ARTICLE IV. REPORTING REQUIREMENTS**

Peace Corps is required to submit Quarterly Progress and Financial Reports, using a format to be agreed upon between A.I.D. and Peace Corps within the first quarter after signature of this document. A final report will also be during the tenth month, to be used for evaluating any continuation of the activity.

**ARTICLE V. RELATIONS AND RESPONSIBILITIES**

Both VOCA and Peace Corps will be responsible to A.I.D./FVA/FFP.

12

APPENDIX A SCOPE OF WORK	PARTICIPATING AGENCY SERVICE AGREEMENT BETWEEN THE AGENCY FOR INTERNATIONAL DEVELOPMENT AND  The Peace Corps	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMEND NO. _____
		PASA NO. OTR-0705-P-AG-7221-00
		FISCAL YEAR 1987

PAGE 4 OF 4ARTICLE VI. LIAISON OFFICIALS

1. Gladys Fraizer, A.I.D./FVA/FFP
2. Phil Jones , Peace Corps
3. Paul Hebert, VOCA

ARTICLE VII. CONDITION, LIMITATION, AND MONITORING REQUIREMENTS

Funds provided under this Agreement are to be used in furthering the volunteer program known as the Farmer-to-Farmer Program. Costs include, but are not limited to travel, training, transportation, evaluation, or general support costs.

Peace Corps shall provide revised budgets at A.I.D. request or whenever they determine that significant budget changes are appropriate.

ARTICLE VIII. LOGISTICS

Travel arrangements for all program participants will be handled by Peace Corps.

ARTICLE IX. SUBCONTRACTING

The Peace Corps is authorized to sign an agreement with VOCA whereby VOCA will assume responsibility for recruiting volunteer-farmers and handling the processing of all volunteers before delivery to PC/W. VOCA will also cover all recruitment costs including: volunteer travel, living allowance, insurance (including SOS or similar), and out-of-pocket costs. The subagreement will further identify specific responsibilities.

Peace Corps is authorized to subcontract in accordance with A.I.D. procedures using its own contracting authority. See A.I.D. Handbook 12, pages 1-21, item 1C7, "Contracting" paragraph (a) through (f) and Appendix D attached.

BUDGET PLAN APPENDIX B Page <u>1</u> of <u>1</u>	PARTICIPATING AGENCY SERVICE AGREEMENT BETWEEN THE AGENCY FOR INTERNATIONAL DEVELOPMENT AND THE PEACE CORPS		1 PASA Number <u>OTR-0705</u>	2 Amendment Number	3. Fiscal Year
			<u>P-AP-7221-00</u>		<u>1987</u>
7. Funded By	PIO/T - OBLIG NO.	AMOUNT	4 Appropriation Number <u>72-12X4336</u>	5 Allotment Number <u>ECCX</u>	6. Amount Currently Funded
FVA/FFP	<u>7387500</u>	<u>\$194,700.00</u>	AMOUNT	PIO/T-OBLIG. NO	AMOUNT

## 8. PASA BUDGET PLAN - FUNDING

## 9. STAFFING

Description	Amount	Name and Title	Grade	Period (People Days/ Months)	Amount
Salaries	\$50,100 /a	Farmer-to-Farmer Program Specialist	FP 7	12 m	\$20,875
Benefits ( <u>16.5</u> % of salaries)	8,267	Farmer-to-Farmer Program Specialist	FP 4	12 m	\$29,225
Differential ( _____ % of salaries)					
Leave Factor ( _____ % of salaries & benefits)					
Travel (explain below)	\$16,550/b				
Per Diem (explain below)	\$13,450/c	Farmer-to-Farmer Monitoring and Evaluation trips			
Movement Effects (International) (normally only movement to Post)					
Movement/Storage of Effects (domestic)					
Other (specify below)	\$88,633 /d				
Overhead <input type="checkbox"/> Salaries & Benefits <u>10</u> % <input type="checkbox"/> Personnel Costs <input checked="" type="checkbox"/> All Costs	\$17,700				
<b>TOTAL</b> (includes _____ to be funded by future PASA Amendments)	\$194,700				

## Explanatory Comments

- a. NOTE: Salary plus 16.5% (or \$8,267/yr) of salaries for benefits equals the \$58,367/yr line item for personnel.
- b. Figure based on estimated 8 trips/year: 3 to Africa, 3 to Inter-America, 2 to North Africa, Near East Asia Pacific Region.
- c. Figure based on estimate of 8 trips, 21 days each, at \$80.00/day per diem.
- d. Other Items: Direct Costs: telephones, cables, correspondences, printing, duplicating, computers - \$25,000  
 Training: Pre-service Orientation and Training Development of model for short term  
 Volunteer Program  
 Staff Support: Costs at Post - \$33,633  
 - \$30,000

APPENDIX C

"AID Facilities and/or Personnel

- a. Participating agencies, their employees, and consultants are prohibited from using AID facilities (such as office space or equipment) and AID clerical/technical personnel in the performance of services specified in a Resources Support Service Agreement (RSSA) or Participating Agency Service Agreement (PASA), unless the use of such personnel and/or facilities is/are specifically authorized in the RSSA/PASA agreement.
  
- b. If at any time it is determined that the participating agency has used AID facilities or personnel without authorization in the RSSA or PASA, then the amount payable under the RSSA or PASA agreement shall be reduced by an amount equal to the value of the AID facilities or personnel used by the participating agency as determined by the AID Agreement Officer."

APPENDIX D

"Subcontracting"

- a. As used herein, the term "subcontracting" includes purchase orders.
- b. Subcontracting by the participating agency with AID funds must be specifically authorized in the PASA or RSSA involved or, separately requested in writing and approved by the AID Agreements Officer prior to negotiations. Accordingly, participating agencies are required to clearly indicate in their budget submission to AID for a particular PASA or RSSA the extent of anticipated subcontracting. Where such subcontracting arises during performance an amended budget and amendment to the PASA or RSSA to cover subcontracting may be necessary prior to entering into a subcontract. All subcontracting under PASA and RSSA agreements using AID funds is subject to the provisions on contracting as stated in AID Handbook 12, 1C7. a. through f. pages 1-21 and 1-21a.
- c. AID authorized subcontracting shall be undertaken using the participating agency's own contracting authority and its own contracting regulations. Such authority shall be cited in the subcontract. When subcontracts are negotiated, the circumstances permitting negotiation shall also be cited. AID may, when it is in the best interest of the Government, authorize a participating agency to subcontract with an individual for personal services abroad under a subcontract in which the participating agency may, absent its own authority to contract for personal services, cite Section 636 (a) (3) of the Foreign Assistance Act of 1961, as amended (FAA). In such event, the circumstance permitting negotiation is 41 U.S.C. 252 (c) (15). Where the FAA is used as authority, the participating agency shall also use applicable AID contracting regulations."

APPENDIX E

BILLINGS

- A. Billings should be submitted for payment to A.I.D. on Standard Form 1080 or 1081, together with dates of services rendered and a breakdown of accrued expenses. Submissions should be made on a monthly or quarterly basis.
- B. The format of the report accompanying the FS 1080 or 1081 should be substantially as indicated below. Disbursements will not be made without the following identifying information:

DEPARTMENT OR AGENCY  
FINANCIAL STATUS REPORT  
On an Accrual Basis

PASA/RSSA NO: \_\_\_\_\_ Period Covered: From: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ To: \_\_\_\_\_  
 Project Number: \_\_\_\_\_ PASA/RSSA Agreement Period: From: \_\_\_\_\_  
 Fiscal Data: PIO/T Oblig. No. \_\_\_\_\_ To: \_\_\_\_\_  
 Appropriation No. \_\_\_\_\_  
 Allotment No. \_\_\_\_\_

<u>Description of Budget Line Items</u>	<u>Current Billing</u>	<u>Cumulative Billing to Date</u>
Salaries		
Benefits		
Travel		
Transportation		
Supplies & Materials		
Other		
Overhead		
Totals	_____	_____
	_____	_____

Cumulative Funds Authorized in PASA/RSSA through Amendment Number \_\_\_\_\_

Billings for services rendered under this agreement should be addressed to:

## APPENDIX F

### 1. IDENTIFICATION, SELECTION AND USE OF CONTRACTORS AND CONSULTANTS

(a) It is the responsibility of the participating agency to identify and select contractors and consultants in accordance with participating agency procedures and, to the maximum extent practicable, under competitive procedures. AID employees are not authorized to suggest or recommend specific individuals or organizations. The participating agency agrees not to solicit suggestions or recommendations of potential contractors or consultants from AID employees. Discussions between AID employees and the participating agency on specific individuals or organizations are permitted only after an individual or organization has been identified as a potential contractor or consultant by the participating agency.

(b) Contractor (nonfederal) employees or consultants performing services under PASA or RSSA agreements shall not participate in policy formulation, budgeting, or supervision of AID personnel.

### 2. LIMITATION ON COMPENSATION OF PARTICIPATING AGENCY PERSONNEL, CONTRACTOR EMPLOYEES, OR CONSULTANTS

(a) Salaries and wages or consultant fees which exceed the maximum level of the Foreign Service Officer Class 1 (FS-1), or the equivalent daily rate, as established in the payment schedule of the uniform State/AID/USIA Regulations, as from time to time amended, must be specifically authorized in advance by the AID Agreement Officer.

(b) Reimbursement will not be made for unauthorized salary and wage, or consultant fee amounts which exceed the maximum FS-1 level.

### 3. RELOCATION WITHIN THE U.S. OF PARTICIPATING AGENCY EMPLOYEES, CONTRACTOR EMPLOYEES, OR CONSULTANTS

(a) Relocation within the United States of participating agency employees, contractor employees, or consultants must be specifically authorized in advance by the AID Agreement Officer

(b) Relocation allowances for authorized participating agency employees will be reimbursed as provided in the Federal Travel Regulations.

(c) Relocation costs for authorized contractor employees, or consultants will be reimbursed in accordance with Section 31.205-35 of the Federal Acquisition Regulations (FAR).

4. PARTICIPANT TRAINING COSTS

All participant training shall be conducted in accordance with the policies and procedures established in AID Handbook 10 - Participant Training unless otherwise specifically authorized in advance by the AID Agreement Officer.

5. WORKSHOP/CONFERENCE COSTS

Meetings and conferences, including meals, transportation, rental of meeting facilities and other incidental costs are allowable when the primary purposes of the incurrence of the costs is the dissemination of technical information.

6. ENTERTAINMENT COSTS

Costs of amusement, diversion, social activities, and any directly associated costs such as tickets to shows, sports events, meals, lodging, rentals, transportation, and gratuities are not allowable.

FEBRUARY 11, 1985

APPENDIX G

PASA and RSSA personnel shall not, repeat, not perform services similar to those performed by direct hire A.I.D. employees. PASA and RSSA employees shall not:

- - officially represent the agency at any function
- - approve policy documents
- - supervise A.I.D. employees
- - negotiate, review or sign contracts on behalf of the Agency
- - certify vouchers
- - select and recruit A.I.D. employees
- - prepare A.I.D. funding or budget documents

20