

CONTRACT/AGREEMENT DATA SHEET	B 21989	1. M/SER/AAM/A/SUP Action Modifier DRV	2. Date PIO/T Received in M/SER/AAM/A/SUP 08 / 18 ' 88
		COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS	

1. Contract/Agreement/Number PDC-0800-C-00-8194-00		PDF/BP462	
4. Contractor/Recipient Name SBA/Synetics Corporation		5. Contractor Acronym	
6. Project Title International Trade and Investment		7. Project Number 930-0800	
8. Project Officer's Name V. Anderson		9. Bureau or USAID Symbol ITIP	

10. PIO/T Number Advance 85C 3E C02	21. Budget Plan Code FDSA-88-13000-KG 11 APP. 12-11810-21.6. ALL 846 36 099-00-200
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  C.FPR or FAR FAR	22. Country or Region of Performance USA
	23. A. This Action Increases or Decreases TEC by \$ 139,782  B. Total Estimated Cost of Contractual Document \$ 139,782
	24. Amount of Non-Federal Funds Pledged to the Project N/A

12. Amount of this PIO/T 0bl. U.S. \$ 173,000	25. Effective Date of this Action 9, 19, 88
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13. Amount <input checked="" type="checkbox"/> Obligated <input type="checkbox"/> Suuobligated <input type="checkbox"/> Deobligated by this Contract or Amendment U.S. \$ 139,782	26. Estimated Completion/Expiration Date 5, 15, 89
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14. Cumulative Obligation (Life of Contract) U.S. \$ 139,782	27. Contractor DUNS Number 12-100-5680
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15. This Action Funded Through 5, 15, 89	28. Consultant Type Award <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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16. Date Contractual Documents Signed by AID Official 9, 20, 88	29. Number of Person Months (PASA/RSSA only) N/A
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17. Incrementally Funded Contracts <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	30. Number of Persons (PASA/RSSA only) N/A
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18. Host Country/Counterpart Institution (University Contracts) N/A	31. CONTRACT TYPE A. Fixed Price (specify: <input type="checkbox"/> FFP <input type="checkbox"/> FBD <input type="checkbox"/> FPEPA <input type="checkbox"/> FPI B. Cost Reimbursement (specify: <input type="checkbox"/> ICN <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> CCAF <input type="checkbox"/> CPIF) C. IQC and Requirements Contracts D. Grant/CA/PASA/RSSA E. Contracts with Individuals
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20. ADVANCE A. No Advance B. Advance Non-FRLC C. Advance FRLC A	32. Negotiator's Typed Name A. Scott	33. Negotiator's Signature Anna Marie Scott	34. Date Signed 9, 27, 88
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25. Contract/Grant Officer's Organization Symbol W/CO	36. Contract/Grant Officer's Signature K. Jackson	37. Date Signed 9, 27, 88
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ENTERED  
OCT 1 1988  
COORS Section  
B

38. SUBJECT TO STATUTORY REQUIREMENT

- 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)*

E

\*Equipment, Supplies, Materials, and Commodities

39. Country of Manufacture

N/A

40. CURRENCY INDICATOR

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

A

41. SUBCONTRACTS

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

YES  NO

42. TYPE OF SERVICE

- 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

F

43. CONTRACT/AGREEMENT SOURCE

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

A

44. TYPE OF AMERICAN OWNERSHIP

*(U.S. Persons or Firms Only)*

Minority

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

G. Non-Minority

A

45. METHOD OF SOLICITATION

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

1  
b

F

46. LABOR SURPLUS AREA PREFERENCE

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

D

47. TYPE OF BUSINESS

- 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

C

48. Women Owned Business?

YES  NO

49. TYPE OF AWARD

- 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

C

50. Paying Office:

Payment will be made by

FM/PSFD

2

**51. SYNOPSIS PRIOR TO AWARD** C

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

**52. COMPETITIVE SOLICITATION PROCEDURES** N

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*

**53. NUMBER OF OFFERORS** 1

1. Only one offeror  
 2. More than one offeror

**54. APPLICABILITY OF COMPETITION IN CONTRACT ACT (CICA)** 2

1. Pre-CICA  
 2. Post-CICA

**55. AUTHORITY FOR OTHER THAN FULL & OPEN COMPETITION** M

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  
*\*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.

**57. SPECIAL SELECTION PROCEDURES** 3

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

<b>AWARD/CONTRACT</b>	1 THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING <b>N/A</b>	PAGE OF PAGES <b>1   32</b>
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2 CONTRACT (Proc. Inst. Ident.) NO. <b>1881015</b>	3. EFFECTIVE DATE <b>September 19, 1988</b>	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. <b>8303000</b>
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5. ISSUED BY U.S. Small Business Administration 60 Batterymarch Boston, MA 02110-3298	6. ADMINISTERED BY (If other than Item 5) Agency for International Development Office of Procurement Central Operations Branch Washington, DC 20523-1428
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7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)  Synetics Corporation 540 Edgewater Drive Wakefield, MA 01880  DUNS No.: 12-100-5680	8 DELIVERY <input type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)
ORIGINAL	9. DISCOUNT FOR PROMPT PAYMENT  N/A
10 SUBMIT INVOICES (1 copies unless otherwise specified) TO THE ADDRESS SHOWN IN	ITEM <b>See Block 12</b>

CODE	FACILITY CODE	11. SHIP TO/MARK FOR  N/A
12. PAYMENT WILL BE MADE BY Agency for International Development Office of Financial Management, M/PFM/FM/PAFD Washington, DC 20523		13 AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 USC 2304(c) ) <input type="checkbox"/> 41 USC 253(c) )
14. ACCOUNTING AND APPROPRIATION DATA See Section G		

15A ITEM NO	15B SUPPLIES/SERVICES	15C QUANTITY	15D UNIT	15E UNIT PRICE	15F AMOUNT
	The Contractor shall provide services as described in the attached Contract No. PDC-0800-C-00-8194-00.				

**15G. TOTAL AMOUNT OF CONTRACT** ▶ \$ **139,782.00**

16. TABLE OF CONTENTS							
(W)	SEC	DESCRIPTION	PAGE(S)	(W)	SEC	DESCRIPTION	PAGE(S)
PART I -- THE SCHEDULE				PART II -- CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1-4	X	I	CONTRACT CLAUSES	25-32
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	5-12	PART III -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS /WORK STATEMENT	13-17	J		LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV -- REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	17-18	K		REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
X	F	DELIVERIES OR PERFORMANCE	18-22	L		INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	G	CONTRACT ADMINISTRATION DATA	23	M		EVALUATION FACTORS FOR AWARD	
X	H	SPECIAL CONTRACT REQUIREMENTS	23-24				

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

17 <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return original copies to issuing office) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein)	18 <input type="checkbox"/> AWARD (Contractor is not required to sign this document) Your 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 and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
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19A. NAME AND TITLE OF SIGNER (Type or print) John H. Fagan Senior Vice President	20A. NAME OF CONTRACTING OFFICER PHILIP H. COLES Contracting Officer
19B. NAME OF CONTRACTOR BY <i>John H. Fagan</i> (Signature of person authorized to sign)	20B. UNITED STATES OF AMERICA BY <i>Philip H. Coles</i> (Signature of Contracting Officer)
19C. DATE SIGNED 9-21-88	20C. DATE SIGNED 9/23/88

**SPECIAL 8(a) CONTRACT  
CONDITIONS (APR 1984)**

The Small Business Administration (SBA) agrees to the following:

(a) To furnish the supplies or services set forth in this contract according to the specifications and the terms and conditions hereof by subcontracting with an eligible concern pursuant to the provisions of Section 8(a) of the Small Business Act, as amended (15 U.S.C. 637 (a)).

(b) That in the event SBA does not award a subcontract for all or a part of the work hereunder, this contract may be terminated either in whole or in part without cost to either party.

(c) Delegates to the Agency for International Development the responsibility for administering the subcontract to be awarded hereunder with complete authority to take any action on behalf of the Government under the terms and conditions of the subcontract; provided, however, that the Agency for International Development shall give advance notice to the SBA before it issued a final notice terminating the right of a subcontractor to proceed with further performance, either in whole or in part, under the subcontract for default or for the convenience of the Government.

(d) That payments to be made under any subcontract awarded under this contract will be made directly to the subcontractor by the Agency for International Development.

(e) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the Contracting Officer cognizable under the "Disputes" clause of said subcontract.

<b>AWARD/CONTRACT</b>	1 THIS CONTRACT IS A RATE ORDER UNDER DPAS (15 CFR 350)	<b>RATING</b> N/A	<b>PAGE OF PAGES</b> 3   32
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2. CONTRACT (Proc Inst Ident.) NO. PDC-0800-C-00-8194-00	3. EFFECTIVE DATE September 19, 1988	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 8303000
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5. ISSUED BY Agency for International Development Office of Procurement Central Operations Branch Washington, D.C. 20523-1428	6. ADMINISTERED BY (If other than Item 5) Technical Office: ITIP
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7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code) PRIME: U.S. Small Business Administration 60 Batterymarch Boston, Massachusetts, 02110-3298 SUB: Synetics Corporation 540 Edgewater Drive Wakefield, Massachusetts 01880 DUNS No.: 12-100-5680	8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)
	9. DISCOUNT FOR PROMPT PAYMENT N/A
	10. SUBMIT INVOICES (1 copy unless otherwise specified) TO THE ADDRESS SHOWN IN ITEM See Block 12

11. SHIP TO/MARK FOR N/A	12. PAYMENT WILL BE MADE BY Agency for International Development Office of Financial Management, M/PFM/FM/PAFD Washington, D.C. 20523
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13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 USC 2304(c) <input type="checkbox"/> 41 USC 253(c)	14. ACCOUNTING AND APPROPRIATION DATA See Section G
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15A ITEM NO	15B SUPPLIES/SERVICES	15C QUANTITY	15D UNIT	15E UNIT PRICE	15F AMOUNT
	The Contractor shall provide services as described within this contract document and perform in accordance with the terms specified herein.				Amount Obligated: \$139,782.00
15G. TOTAL AMOUNT OF CONTRACT					\$ 139,782.00

(V)	SEC	DESCRIPTION	PAGE(S)	(V)	SEC	DESCRIPTION	PAGE(S)
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 10 copies to issuing office) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein)	18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document) Your 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 and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
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19A. NAME AND TITLE OF SIGNER (Type or print) PHILIP H. COLES Contracting Officer	20A. NAME OF CONTRACTING OFFICER Christine K. Faschini
19B. NAME OF CONTRACTOR BY <i>Philip H. Coles</i> (Signature of person authorized to sign)	19C. DATE SIGNED 9/22/88
20B. UNITED STATES OF AMERICA BY <i>Christine K. Faschini</i> (Signature of Contracting Officer)	20C. DATE SIGNED 9-20-88

**SPECIAL 8(a) SUBCONTRACT  
CONDITIONS (APR 1984)**

- (a) The Small Business Administration (SBA) has entered into Contract No. PDC-0000-C-00-8135-00 with the Agency for International Development to furnish the supplies or services as described therein. A copy of the contract is attached hereto and made a part hereof.
- (b) DAC International, Inc., hereinafter referred to as the subcontractor, agrees and acknowledges as follows:
1. That it will, for and on behalf of the SBA, fulfill and perform all of the requirements of Contract No. PDC-0000-C-8135-00 for the consideration stated therein and that it has read and is familiar with each and every part of the contract.
  2. That the SBA has delegated responsibility for the administration of this subcontract to A.I.D. with complete authority to take any action on behalf of the Government under the terms and conditions of this subcontract.
  3. That it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the designated Contracting Officer of A.I.D.
- (c) Payments, including any progress payments under this subcontract, will be made directly to the subcontractor by A.I.D.

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

The Contractor shall furnish all necessary facilities, materials, and personnel and shall perform all services necessary to carry out the scope of work identified in Section C.

B.1 Estimated Cost and Fixed Fee

The Total Estimated Cost of this contract is \$130,638.00

The Fixed Fee is \$ 9,144.00

The Total Estimated Cost + Fixed Fee is \$139,782.00

B.2. Budget

(a) The following itemized budget sets forth the fixed fee and estimates for reimbursement of dollar costs for individual line items of cost. Without the prior written approval of the Contracting Officer, the Contractor may not exceed the total estimated cost set forth in the budget hereunder, or the obligated amount, whichever is less. Without the prior written approval of the A.I.D. Contracting Officer (which must be retained by the Contractor for audit purposes), 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.

The Fee is fixed.

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B.2. Budget, (Continued)

(b) Itemized Budget

<u>Category</u>	<u>Total Contract Value</u>
Salaries and Wages	\$ 41,070
Fringe Benefits	14,785
Overhead	29,045
Travel, Transportation, and Allowances	8,804
Other Direct Costs	23,988
General and Administrative Costs	<u>12,946</u>
TOTAL ESTIMATED COST	\$130,638
Fixed Fee	<u>9,144</u>
TOTAL ESTIMATED COST PLUS FIXED FEE	\$139,782 =====

NOTE:

The costs of parking are not considered an allowable cost under this contract and are, therefore, not considered reimbursable.

(c) The Contractor 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.

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**B.3. Payment of Fixed Fee**

At the time of each payment to the Contractor on account of allowable dollar costs, the Contractor shall be paid a dollar amount which is in the same ratio to the total fixed fee as the related payment being made on account of allowable dollar costs is to the total estimated costs, 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 clause of this contract entitled "Allowable Cost and Payment" APR 1984, will be followed.

In the event that the contractor provides less than 90% of the Level of Effort specified in Section B.7. of this contract, the Fixed Fee of this contract shall be reduced in proportion to the ratio of person days actually provided to the person days contained in the contract as follows:

$$\frac{\text{Person Days Actually Provided}}{\text{Person Days per the Contract}} \times \$\text{Fixed Fee} = \$\text{Adjusted Fixed Fee}$$

**B.4. Establishment of Indirect Cost Rates**

Pursuant to the provisions of the clause of this contract entitled "Allowable Cost and Payment (APR 1984)," a rate or rates shall be established for each of the Contractor's accounting periods which apply to this contract. Pending establishment of revised provisional or final indirect cost rates for each of the Contractor's accounting periods which apply to this contract, provisional payment on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base(s) which are set forth below:

<u>Type of Rate</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Fringe Benefit	36%	Direct labor	Until amended
Overhead	52%	Direct labor plus fringe benefits	Until amended
G & A	11%	Total direct costs	Until amended

10

**B.5. Final Reimbursement for Indirect Costs**

Reimbursement for indirect costs shall be at final negotiated rates, but not in excess of the following ceiling rates during the life of this contract:

<u>Fringe Benefit Rate</u>	<u>Base</u>	<u>Overhead Rate</u>	<u>Base</u>	<u>G &amp; A Rate</u>	<u>Base</u>
38%	Direct Labor	54%	Direct Labor plus Fringe Benefits	14%	Total Direct Costs

The Government shall not be obligated to pay any additional amount on account of indirect costs above the ceiling rates established in this contract. Final indirect costs exceeding the rate(s) applied to the base(s) shown above shall be absorbed by the contractor and considered cost sharing. Other U.S. Government Agreements shall not absorb these costs.

In the event final rates are lower than the provisional or ceiling rates established hereunder, the Government shall pay the lower rate.

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

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**B.6. Personnel Compensation**

In addition to the requirements set forth in AIDAR clause entitled "Personnel Compensation" (Section I), the following is required:

**Consultants:**

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

NOTE: Any approvals issued by the A.I.D. Project Officer pursuant to the above paragraph shall be retained by the Contractor for audit purposes and a copy of each and every such approval shall be furnished to the Contracting Officer by the Contractor. Approvals issued by the A.I.D. Project Officer pursuant to the above must be within the terms of this contract, and shall not serve to increase the authorized level of effort; or the total estimated cost or the obligated amount of this contract, whichever is less.

**Annual Salary Increases:**

Salary increases will not be allowed under this contract.

**B.7. Level of Effort**

(a) The level of effort for the performance of this contract, on which the budget is predicated, shall be 2720 total hours of direct employee and/or consultant and/or subcontract (if approved) labor.

(b) The estimated composition of the total hours of the direct labor for the entire contract period is as follows:

<u>Position</u>	<u>Hours</u>
International Trade and Development Specialist/Economist	640
Principal Engineer	160
Senior Engineer	900
Engineer	860
Technical Typist	<u>160</u>
 TOTAL PERSON HOURS	 2,720 =====

**NOTES:**

1. The provision of some of this effort may be provided through subcontracts and or/consultants. However, pursuant to the clause of this contract entitled "Subcontracts Under Cost Reimbursement and Letter Contracts (APR 1984)," such subcontracts may require the prior written approval of the Contracting Officer; and, pursuant to the clause of this section entitled "Personnel Compensation", consultants may require the prior written approval of the A.I.D. Project Officer or the Contracting Officer, as specified herein.

2. In the event that the contractor provides less than 90% of the Level of Effort specified in this section of this contract, the Fixed Fee of this contract shall be reduced in proportion to the ratio of person days actually provided to the person days contained in the contract as follows:

$$\frac{\text{Person Days Actually Provided}}{\text{Person Days per the Contract}} \times \$\text{Fixed Fee} = \$\text{Adjusted Fixed Fee}$$

**B.7. Level of Effort (continued)**

(c) With the exception of Key Personnel, (See Clause B.8.) it is understood and agreed that the rate of person days may fluctuate in pursuit of the technical objective provided such fluctuation does not result in the utilization of the total person-days of effort prior to the expiration of the term hereof, and it is further understood and agreed that the number of person-days of effort for any classification, except for the person-days of the Key Personnel, may be utilized by the Contractor in any other labor classification if necessary in the performance of the work.

(d) The Contracting Officer may, by written order, direct the contractor to increase the average daily rate of utilization of effort to such an extent that the total person-days of effort, specified above, would be utilized prior to the expiration of the term hereof. Any such order shall specify the degree of acceleration required, and the revised term hereof resulting therefrom.

(e) Definitions: As used herein, the terms "Salaries," "Wages," and "Compensation" mean the periodic remuneration received for professional or technical services rendered exclusive of overseas differential or other allowances associated with overseas service unless otherwise stated. The term "compensation" includes 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.

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**B.8. Key Personnel**

The following personnel are considered essential to the success of the work to be performed under this contract and shall be furnished for the performance of this contract:

<u>Position Title</u>	<u>Minimum Acceptable Qualifications</u>
International Trade and Development Specialist/Economist	Master of Science/Arts in Development Finance/Economics
Principal Engineer	Master of Science/Arts in Computer Science/Engineering

The personnel specified above are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified positions to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without written consent of the Contracting Officer; provided, that the Contracting Officer may ratify in writing consent of the Contracting Officer and the Project Officer not later than 30 days after the diversion of any of the specified individuals. Failure to comply with these terms may be considered non-performance by the Contractor. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during the course of this contract to either add or delete personnel, as appropriate.

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## SECTION C - STATEMENT OF WORK

### 1. BACKGROUND

To be fully effective, a development assistance program should address the entire economic system, i.e. the public and capital market sectors. The Administrator therefore determined that in addition to the basic humanitarian and economic development activities traditional to A.I.D., there should be also a fully coordinated effort to stimulate and foster participation by the U.S. private sector in the Agency's efforts in LDCs that result in increases in goods, services, production, and income.

The Administrator consequently established a staff function designated as "Assistant to the Administrator for International Trade and Investment Promotion" (ITIP) to assure that there are resources to devote fully to increasing U. S. private sector participation in the Agency's development assistance programs. This staff function augments private sector initiatives in implementation elsewhere throughout the Agency.

### 2. PURPOSE/OBJECTIVE

The purpose of this contract is to establish, under the guidance of ITIP, a computer based information support facility that will provide Agency staff involved in trade and investment promotion activities, and the U.S. business and investment community, ready access to available data concerning trade and investment potential in LDCs.

The objective is to collect for dissemination appropriate information about private sectors in LDCs. Such information will describe the terms and conditions for doing business in targeted countries and will help the Agency reach out to the U. S. private sector.

### 3. TASKS

- a. Under the guidance of ITIP staff, the contractor shall design and establish (collect and computer file) an information support facility that will enable ITIP to construct, on an as required basis, country-by-country compendiums of a variety of information on each of the specified target countries as follows:

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- 1) The compendiums to be produced from the computer file shall be suitable for use by businessmen, investors, and A.I.D. employees who work with private sector entities.
- 2) Each country file included in the database shall be a brief, orderly collection of current facts about the business and investment climate of the identified country and shall contain, at minimum, the following information:
  - a) Current data on financial and investment trends, investment incentives, banking/licensing requirements and procedures for the identified country;
  - b) Statistical data on resource flows including export credits;
  - c) Data on outstanding debt and debt service performance;
  - d) Identification of the large dollar value (\$1 million or more) international investments in the country, if accessible, and the identity of the traditional international exporters to the country;
  - e) Identification of the types of international investments by country, (i.e. mines, fisheries, forestry, and so forth), if accessible, and identification of the large dollar value (\$500,000 and over) commodities imported by the identified country.
  - f) Identification of all U.S. investors and exporters to the identified country.
  - g) Identification of risk factors, i.e. constraints including known trade barriers;
  - h) Statement about expropriations if any;

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- i) Short readable textual explanation of statistical and policy information used in the database including repatriation of profits, and a point of reference for information on the general economic status and the political situation of the identified country;
- j) Identification of possible trade and investment opportunities including those identified in the CDSS of the identified country;
- k) Listing of in-country support to investors and exporters from the USAID and the U.S. Embassy of the identified country;
- l) Probable point of contact in the Washington D. C. Embassy of the identified country; and
- m) Other pertinent supporting information as determined by ITIP.

From the above information, compendiums containing information requested by businessmen and investors can be constructed on an as needed basis.

- 3) Textual information compiled describing incentives, possible constraints and other factors affecting expansion of trade and investments by U.S. businesses and companies (see Items 2)a), 2)g), 2)h), 2)i), and 2)j) above) shall carry a coded index or other designation to permit rapid access to terms of reference for more detailed information. The text should provide reference to the possible impact of the current political situation on trade and investment expansion.
- 4) Target Countries:
  - a) Yemen
  - b) Jordan
  - c) Morocco
  - d) Senegal
  - e) Nigeria
  - f) Cameroon
  - g) The Philippines
  - h) Indonesia
  - i) Thailand
  - j) Costa Rica

- 5) The contractor shall compile the database by using data from the Agency's Economic and Social Data System (ESDS), CDSS's of targeted countries, IBRD, IMF, OECD/DAC, UNSO, UNIDO, other U. S. Government entities (Commerce Department, USTR, Treasury, Export/Import Bank; OPIC, etc.) and other recognized sources. The type of information to be gathered shall be that which can be used to highlight or reflect key aspects of the targeted LDCs trade opportunities and investment openings. It shall also include negative information on an as warranted basis for the purpose of helping businessmen and investors make informed decisions.
- b. The information support facility system design shall provide for the following:
- 1) A process/procedure for the collection and entry of updates as required;
  - 2) A functional retrieval system;
  - 3) A layout for dissemination of collected information; and
  - 4) The use of color, graphs, charts and other techniques of illumination both on the compendium cover page and in the contents.
- c. The support facility system design shall provide for the use of desk-top publishing and graphics in the production of the country-specific compendiums. To that end, the contractor must provide (at his own expense) and use the same or compatible hardware and software that ITIP expects to have installed in its own office space so that upon delivery of the software developed by the contractor at the completion of this contract ITIP can continue to use it without interruption or the need for merging or other transfer actions. The following is a list of the hardware and software ITIP anticipates utilizing in conjunction with the information support facility to be provided by the contractor:

ITIP Hardware and Software

80286/87, IM, 11Mhz Microcomputer, 40M Hard Disk  
80386, IM, 20Mhz Microcomputer, 130 Hard Disk  
80387 Math Coprocessor 20Mhz  
Enhanced Graphics Adaptor, Multisync Monitor  
9600 Baud Internal Modem, Hayes software\*  
HP Laserjet Series II Printer, 2M graphics  
HP7550 8 pen plotter, supplies, cable  
DOS 3.3  
Lotus 123  
Statgraphics  
Word Perfect  
DBASE III  
Ventura Publisher  
Printer Sharing Device, 3 user

\*Note: Hayes Compatible Modem required for accessing A.I.D.  
Mainframe.

SECTION D - PACKAGING AND MARKING

This section is not applicable to this procurement.

SECTION E - INSPECTION AND ACCEPTANCE

E.1. Inspection and Acceptance

Pursuant to the following clause, final inspection and acceptance of all items called for by the contract shall be made by the AID Project Officer listed in Section G.1.

E.2. 52.246-5 Inspection of Services--Cost-Reimbursement (APR 1984).

(a) Definition. "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

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(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by re-performance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce any fee payable under the contract to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances or (2) terminate the contract for default.

SECTION F - DELIVERIES OR PERFORMANCE

F.1. Project Task Schedule

<u>Task</u>	<u>Due Date</u>
1) <u>Output Specification</u> Define the structure and content of the tabular and textual material to be produced by the system.	10/15/88

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<u>Task</u>	<u>Due Date</u>
2) <u>Data Source Identification</u> Define the sources of the data to support Task 1-defined output including agency, point-of-contact, telephone number, media of data (electronic/non-electronic), frequency of update, restrictions on data use or availability.	11/15/88
3) <u>Data Extraction Process Development</u> Develop manual and computerized elements of processes to acquire and extract data and to import the data into the system being developed.	11/30/88
4) <u>Data Acquisition</u> Acquire the data by the means defined in Task 3 from the sources identified in Task 2.	4/15/89
5) <u>Data Architecture Development</u> Develop the data architectures for organizing the storage and logical access of the data.	12/21/88
6) <u>System Design</u> Define the system hardware and software elements, their integration mechanisms, and the intended general operation of the system; present the definition in the form of a recommended system design at a Critical Design Review (CDR) to be held at A.I.D. offices in Washington, D.C.	1/15/89
7) <u>Interim Hard Copy Deliverables</u> Deliver a compendium of information on four (4) countries selected by the COTR (twenty (20) hard copies plus one (1) diskette copy). The information to be included in the compendium is that specified in Items 2)a), c), e), g), h), & j) above.	1/31/89

<u>Task</u>	<u>Due Date</u>
8) <u>Software Development</u> Develop the software integration mechanisms to import and process the data acquired in Task 6.	4/15/89
9) <u>System Testing</u> Test the integrated system for proper functionality and system usability.	4/1/89
10) <u>Final Hard Copy Deliverables</u> Using the complete system, prepare compendiums of information on the ten (10) countries specified in Item 3.a.4) above (twenty (20) hard copies plus one (1) diskette copy). The COTR shall specify the information required in and the format of the compendiums.	4/30/89
11) <u>Documentation and Training</u> Develop system documentation, install system at ITIP offices in Washington, D.C., and train ITIP personnel in system operation, maintenance and modification.	5/15/89
12) <u>Summary and Recommendations</u> Prepare a brief summary of project performance and develop recommendations for system use, growth and migration.	5/15/89

In all instances in the performance of the tasks identified above, the contractor shall promptly advise, inform and instruct ITIP of any unusual procedures and/or equipment used in the compilation of the information support facility and/or in the production of the individual country compendiums.

F.2. Reporting Requirements

In addition to the deliverables identified in Paragraph F.1. above, the Contractor shall submit to the Project Officer the following reports and documentation:

JB

- a. Monthly activity reports summarizing the progress, problems and major accomplishments achieved in pursuing the tasks outlined in the Statement of Work included in Section C. Also included in this report should be a report similar to that shown in this Section, B. II, and should also list expenditures pending, ie., equipment and supplies on order.
- b. Thirty (30) calendar days following the end of the contract, a level of effort report and a status report as follows:

I. Level of Effort Report

<u>Position</u>	<u>Cumulative Hours</u>		
	<u>Budgeted</u>	<u>Actual</u>	<u>% Diff.</u>
International Trade and Development Specialist/Economist			
Principal Engineer			
Senior Engineer			
Engineer			
Technical Typist			
Totals	_____	_____	
	=====	=====	

Note: Explain the reason for any variance greater than or equal to (+ or -) 5%.

II. Status of Funds Report\*

Report Period: From \_\_\_/\_\_\_/\_\_\_ Through \_\_\_/\_\_\_/\_\_\_

	<u>Cumulative Funding Level</u>		<u>Difference</u>	
	<u>Budgeted Amount**</u>	<u>Actual</u>	<u>\$</u>	<u>%</u>
Salaries				
Fringe Benefits				
Overhead				
Travel/Trans				
Other Direct Costs				
G & A				
Total Estimated				
Costs				
Fixed Fee				
Total Costs				
Plus Fixed Fee				

Note: Explain the reason for any variance in any line item greater or equal to (+ or -) 10%.

\*\* From Contract Clause B.2.

The reports shown in I. and II. of this Section should be submitted to the Contracting Office shown in Block 7 of the SF 33 with copies to the Project Office shown in Section G.1. listed in Section

F.2. 52.212-13 Stop-Work Order (APR 1984).

F.3. 52.212-13 Stop-Work Order (APR 1984)--Alternate I (APR 1984).

F.4. Period of Performance

The period of performance for this contract will be from the effective date through May 15, 1989.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1. Technical Direction/Project Officer

Performance of the work hereunder shall be subject to the "Technical Directions" of the cognizant A.I.D. Project Officer. As used herein, "Technical Directions" are instructions to the Contractor which fill in details, suggest possible lines of inquiry, or otherwise complete the general Scope of Work. "Technical Directions" must be within the terms and conditions of this contract, shall not change or modify the Scope of Work in any way, and shall not constitute changes within the meaning of the contract clause entitled "Changes - Cost Reimbursement," (AUG 1987) (See Section I). The Project Officer currently responsible for the technical direction under this contract is as follows:

Vivian Anderson, Project Officer  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
ITIP  
Room 5891 NS  
Washington, DC 20523

G.2. Payment Office

AGENCY FOR INTERNATIONAL DEVELOPMENT  
OFFICE OF FINANCIAL MANAGEMENT  
M/PFM/FM/PAFD  
ROOM 703, SA - 2  
WASHINGTON, DC 20523

G.3. Appropriation and Obligation Information

PIO/T #: 8303000  
APPROPRIATION #: 72-1181021.6  
ALLOTMENT #: 846-30-099-00-20-81  
BUDGET PLAN CODE: FDSA-88-13000-KG-11  
\$ AMOUNT: \$139,782

**FUNDS AVAILABLE**

*Gloria Craig*

**SEP 27 1988**

*11/2590*

**Program Acctg Division  
Office of Financial Management**

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 Security

The Contractor will not have access to classified information during the term of this contract.

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## H.2. Government-Furnished Facilities, Assistance and Training

A.I.D. will make available to the Contractor, at reasonable times, the data sources and systems listed in Paragraph C.3.a.5) above. A.I.D. personnel shall also assist the contractor in identifying and contacting other government agencies as potential sources of data and shall have primary responsibility for the resolution of interagency issues regarding access to those data sources.

## H.3. Travel

No long distance or overseas travel is authorized under this contract.

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SECTION I - CONTRACT CLAUSES

I.1. Clauses Incorporated by Reference (52.252-2) (April 1984).  
The contract incorporates the following 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.

A. Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

- 52.202-1 Definitions (APR 1984).
- 52.203-1 Officials Not to Benefit (APR 1984).
- 52.203-3 Gratuities (APR 1984).
- 52.203-5 Covenant Against Contingent Fees (APR 1984).
- 52.203-6 Restrictions on Subcontractor Sales to the Government (JUL 1985).
- 52.203-7 Anti-Kickback Procedures (FEB 1987)
- 52.204-2 Security Requirements (APR 1984).
- 52.215-1 Examination of Records by Comptroller General (APR 1984).
- 52.215-2 Audit--Negotiation (APR 1984).
- 52.215-22 Price Reduction for Defective Cost or Pricing Data (APR 1984).
- 52.215-23 Price Reduction for Defective Cost or Pricing Data-Modifications (APR 1985).
- 52.215-31 Waiver of Facilities Capital Cost of Money (SEP 1987).
- 52.215-33 Order of Precedence (JAN 1986)
- 52.216-7 Allowable Cost and Payment (APR 1984).
- 52.216-8 Fixed Fee (APR 1984)
- 52.219-14 Limitation on Subcontracting (OCT 1987)
- 52.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (JUN 1985).

52.219-13 Utilization of Women-Owned Small Businesses  
(AUG 1986).

52.220-3 Utilization of Labor Surplus Area Concerns  
(APR 1984).

52.222-2 Payment for Overtime Premiums (APR 1984).

52.222-3 Convict Labor (APR 1984).

52.222-26 Equal Opportunity (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).

52.223-2 Clean Air and Water (APR 1984).

52.224-1 Privacy Act Notification (APR 1984).

52.224-2 Privacy Act (APR 1984).

52.225-11 Certain Communist Areas (APR 1984)

52.227-1 Authorization and Consent (APR 1984).

52.227-1 Authorization and Consent (APR  
1984)--Alternate I (APR 1984).

52.227-2 Notice and Assistance Regarding Patent and  
Copyright Infringement (APR 1984).

52.227-3 Patent Indemnity (APR 1984)

52.227-8 Reporting of Royalties (Foreign).

52.227-14 Rights in Data--General (JUN 1987)

52.232-23 Assignment of Claims (JAN 1986).

52.233-1 Disputes (APR 1984).

52.233-3 Protest after Award (JUN 1985). Alternate  
I.

- 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984).
- 52.242-1 Notice of Intent to Disallow Costs (APR 1984).
- 52.243-2 Changes--Cost Reimbursement (Alt 1) (AUG 1987)
- 52.243-7 Notification of Changes (APR 1984).
- 52.244-2 Subcontracts under Cost Reimbursement and Letter Contract (APR 1984)
- 52.245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts) (JAN 86) (Alternate I) (JAN 1986)
- 52.246-25 Limitation of Liability--Services (APR 1984)
- 52.247-63 Preference for U.S.--Flag Air Carriers (APR 1984)
- 52.251-1 Government Supply Sources (APR 1984)
- 52.249-6 Termination (Cost-Reimbursement) (MAY 1986)

B. Agency for International Development Acquisition Regulation (48 CFR Chapter 7) Clauses

- 752.202-1 Definitions (APR 1984). (Alternate 70)
- 752.204-2 Security Requirements.
- 752.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns.
- 752.228-70 Insurance-Workers' Compensation, Private Automobile, Marine and Air Cargo (Alt 70) (APR 1984)

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752.7001 Biographical Data (APR 1984)

752.7003 Documentation for Payment (APR 1984)

752.7004 Source and Nationality Requirements (MAY 1986).

752.7005 Language, Weights and Measures (APR 1984)

752.7006 Notices (APR 1984)

752.7007 Personnel Compensation (AUG 1984)

752.7008 Use of Government Facilities or Personnel (APR 1984).

752.7020 Organizational Conflicts of Interest (MAR 1985)

752.7025 Approvals (APR 1984)

752.7026-70 Reports (APR 1984)

752.7031-70 Leave and Holidays (APR 1984)

C. Alterations in Contract (APR 1984)

Portions of this contract are altered as follows:

1. FAR 52.203-1, "Officials Not to Benefit," (APR 1984) is hereby modified to specify that it refers to United States Officials.
2. FAR 52.219-8, "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (APR 1984)," is amended to add the following paragraph:

"AID small business provision. To permit AID, in accordance with the small business provisions of the Foreign Assistance Act, to give small business firms an opportunity to participate in supplying equipment supplies and services financed under this contract, the Contractor shall, to the maximum extent possible, provide the following information to the Office of Small and Disadvantaged Business Utilization (OSD/BU), AID, Washington, D.C. 20523, at least 45 days prior to placing any order in excess of five thousand dollars (\$5,000), except where a shorter time is requested of, and granted by OSD/BU:

- (1) Brief general description and quantity of commodities or services;
- (2) Closing date for receiving quotations or bids; and
- (3) Address where invitations or specifications may be obtained."

3. FAR 52.216-7, "Allowable Cost and Payment (APR 1984)," is clarified as follows:

"The general provision of this contract entitled 'Allowable Cost and Payment' (F.A.R. 52.216-7) provides in paragraph (h)(1) that the Contractor shall submit a completion invoice or voucher, designated as such, promptly [emphasis added] upon completion of the work.... The term 'promptly' is not defined in the clause. In order to avoid ambiguity, and to insure expeditious closeout of completed contracts, the term 'promptly' is defined as 60 days from the actual completion date of the contract, unless otherwise approved in writing by the Contracting Officer. The Contractor will have up to one (1) year after completion of the Contract effort, (or longer, as the Contracting Office may approve in writing) or until mutually acceptable final release has been signed to submit a revised completion voucher, should circumstances warrant. Upon receipt of the final voucher, the Contracting Officer shall begin actions necessary to properly close the Contract. Processing of the final voucher for payment shall not begin until compliance by the Contractor with all terms and conditions of the contract."

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4. 752.245-70 Government Property -- AID Reporting Requirements.

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

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

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

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

ANNUAL REPORT OF GOVERNMENT PROPERTY  
IN CONTRACTOR'S CUSTODY

(Name of Contractor)

As of (End of Contract Year), 19xx

---

	Motor Vehicles	Furniture and Furnishings -- Office Living Quarters	Other Non- Expendable Property
--	-------------------	--	---

---

- A. Value of property as of last report.
- B. Transactions during this reporting period.
1. Acquisitions (add):
    - a. Purchased by contractor 1/
    - b. Transferred from AID 2/
    - c. Transferred from others  
-Without reimbursement 3/
  2. Disposals (deduct):
    - a. Returned to AID
    - b. Transferred to AID  
-Contractor Purchased
    - c. Transferred to other  
Government agencies 3/
    - d. Other disposals 3/
- C. Value of property as of reporting date.
- D. Estimated average age of contractor held property.

1/ Property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500.

2/ Government furnished property listed in this Contract as non-expendable.

3/ Explain if transactions were not processed through or otherwise authorized by AID.

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PROPERTY INVENTORY VERIFICATIONS

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

---

Authorized Signature.

35

AID 1350 1  
(3 87)

\*PIO T

AGENCY FOR  
INTERNATIONAL DEVELOPMENT  
  
PROJECT IMPLEMENTATION  
ORDER/TECHNICAL  
SERVICES

1 Cooperating Country

Worldwide

Page 1 of 12 Pages

2 PIO T No

930-0800-8303000

Original or  
Amendment No \_\_\_\_\_

4 Project Activity No and Title

930 0800

International Trade and Investment

DISTRIBUTION

M/FM/PAFD

POSTED

9/2/88

FUNDS RESERVED BY

5 Appropriation Symbol

72-1181021.6

6 Budget Plan Code

FDSA-88-13000-KG=11

(846-30-019-00-20-81)

7 Obligation Status

Administrative Reservation

Implementing Document

8 Project Assistance Completion Date

(Mo., Day, Yr.) 3/31/89

9 Authorized Agent

A.I.D./W

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

NA

Date

11a Type of Action and Governing AID Handbook

AID Contract  
(HB 14)

AID Grant or  
Cooperative Agreement  
(HB 13)

PASA RSSA  
(HB 12)

Other

11b Contract Grant Cooperative Agreement  
PASA RSSA Reference Number if this is  
an Amendment)

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
					\$174,000
	B U.S. Owned Local Currency				

13 Mission  
References

Hill to  
Bissel  
Memo  
Dated  
8/10/88

14A Instructions to Authorized Agent

M/SER/OP/W/CO is requested to negotiate a contract with Synthetics,  
an 8(a) Firm in accordance with the scope of work attached.  
Illustrative budget and approval for use of external resources  
are attached.

BALANCE OF FUNDS TO BE

14B Address of Voucher Paying Office

A.I.D./Washington

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 <i>Vivian L. C. Anderson</i> ITIP, Vivian L. C. Anderson	Phone No 7 9827	B The statement of work or program description lies within the purview of the existing office and approved agency programs <i>Nancy K Ellis</i> AA/ITIP, Nancy K Ellis	Date 8/16/88
	Date 8/12/88		
C	Date	D Funds for the services requested are available <i>Gloria Craig</i> PFM/FM/PAFD: Gloria Craig	Date 9/2/88
E	Date		

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

Thomas J. O'Keefe

Signature *Thomas J. O'Keefe* 9/2/88

Title Program Officer

\*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.

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