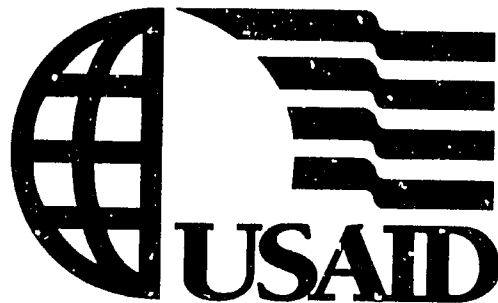


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**Guide to Doing Business with the
Agency
for
International Development**



**A manual for small, minority
and women-owned firms**

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Foreword

This booklet provides basic, non-technical information on doing business with the United States Agency for International Development (USAID). Potential contracting opportunities exist both for professional and technical services and for commodity exports. This booklet, a compilation of selected materials on how USAID purchases goods and services, is a consolidated guide explaining the procedures and requirements for doing business with USAID. It is not intended as a substitute for legislation, regulations, administrative decisions, etc., which control the Agency's contracting and purchasing procedures.

Any questions about this guide should be directed to:

U.S. Agency for International Development
Office of Small and Disadvantaged Business Utilization
Room 1200A, 3A-14
Washington, DC 20523-1414

Telephone (703) 875-1551
FAX (703) 875-1862

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Acronyms and Abbreviations

ACRIS	A.I.D. Consultant Registry Information System	FHA	Bureau for Food and Humanitarian Assistance
AID	United States Agency for International Development	GPO	Government Printing Office
AIDAR	United States Agency for International Development Acquisition Regulations	HBCU	Historically Black Colleges and Universities
ASHA	American Schools and Hospitals Abroad	IFB	Invitation for Bids
CBD	<i>Commerce Business Daily</i>	IQC	Indefinite Quantity Contracts
CDIE	Center for Development Information and Evaluation	LOP	Life of Project
CDSS	Country Development Strategy Statements	MRC	Minority Resource Center
CFR	Code of Federal Regulations	NAFEO	National Association for Equal Opportunity in Higher Education
CIP	Commodity Import Program	OFDA	Office of Foreign Disaster Assistance
CP	<i>Congressional Presentation</i>	OMB	Office of Management and Budget
CUCD	Center for University Cooperation in Development	OSDBU	Office of Small and Disadvantaged Business Utilization
DFA	Development Fund for Africa	PACD	Project Assistance Completion Date
EBB	Economic Bulletin Board	PASA	Participating Agency Service Agreement
ESF	Economic Support Funds	PIAS	Procurement Information Access System
FAR	Federal Acquisition Regulations	PIB	Procurement Information Bulletin

PID	Project Identification Documents	RIG	Regional Inspector General
PRE	Bureau for Private Enterprise	RSSA	Resources Support Services Agreement
PSC	Personal Services Contract	SAI	Special Assistance Initiatives
PVO	Private Voluntary Organization	SBA	United States Small Business Administration
R&D	Bureau for Research and Development	SF	Standard Forms
RDO	Regional Development Office	SIC	Standard Industrial Classification
REDSO	Regional Economic Development Services Office	USAID	United States Agency for International Development
RFP	Request for Proposals	XA	Office for External Affairs
RFTP	Request for Technical Proposals		

Office of Small and Disadvantaged Business Utilization

The Office of Small and Disadvantaged Business Utilization (OSDBU) at the United States Agency for International Development (USAID) administers the Agency's procurement set-aside programs. In accordance with governing legislation (Public Laws 95-507 and 100-656), the office is an initial point of contact at USAID for U.S. businesses, particularly small, minority and women-owned firms. The primary concern of the office, as required by law, is to help these firms participate fully in USAID-financed contracts and procurements. OSDBU offers in-depth information and counselling on the Agency's programs,

contracting and sub-contracting opportunities, and marketing and operational strategies for conducting business with the Agency. The Office coordinates the Agency's implementation of Gray Amendment and SBA Section 8(a) programs.

Within USAID, OSDBU is the advocate for U.S. small, minority and women-owned businesses. OSDBU ensures that these firms receive equal opportunity and appropriate consideration in USAID-financed procurement of goods and services.

The Work of OSDBU

- Serves as an information clearinghouse for U.S. businesses, organizations and institutions interested in participating in procurements for USAID-financed activities;
- Serves as liaison and counsels U.S. firms, organizations and institutions on how to do business with USAID;
- In cooperation with the U.S. Small Business Administration, the Department of Commerce's Minority Business Development Agency, and USAID's operating bureaus negotiates and establishes annual goals for USAID procurements with small and minority firms;
- Maintains the A.I.D. Consultant Registry Information System (ACRIS), an automated data base of companies, organizations, and institutions which have provided information on their capabilities to match USAID project requirements;
- Sponsors annual outreach conferences in selected cities throughout the U.S. for small, minority and women owned businesses; and
- Participates in conferences, workshops, and seminars, sponsored by business, professional and trade associations, and private and public organizations.

A.I.D. Consultant Registry Information System (ACRIS)

ACRIS is a database maintained by OSDBU to assist small, minority, and women-owned firms market their capabilities to the Agency. While inclusion in ACRIS is voluntary, it is recommended for those firms that have the capabilities for which the Agency may be looking.

ACRIS contains data on areas of expertise, corporate experience, and other items of interest to USAID. OSDBU uses the data in ACRIS to develop source lists for use by Bureaus and USAID Missions in determining whether a small business, 8(a), or Gray Amendment set-aside is appropriate for a particular procurement. A firm desiring to be considered for registration in ACRIS should submit its corporate capability statement to OSDBU for review. Once OSDBU has determined that a firm has the expertise and capabilities needed by USAID, the firm will be provided with forms necessary for registration. Again, while registration in ACRIS is not required to be considered for Agency contracting opportunities, this database is used by OSDBU to help identify potential contractors. (See the Appendix of this Guide for further information on ACRIS.)

The Agency for International Development

The Agency for International Development (USAID) administers most of the foreign economic and development assistance programs of the United States Government. Concentrating on the less developed countries and the emerging democracies, it operates from headquarters in Washington, DC. The Agency has field missions, representatives, or programs in more than 80 countries in Africa, Asia, the Near East, Latin America and the Caribbean, and Eastern Europe.

USAID programs are authorized by Congress under the Foreign Assistance Act of 1961, as amended. Funds for loans and grants to host

countries for these programs are appropriated annually by the Congress.

Foreign economic assistance administered by USAID fits into four main funding categories:

- *Development Assistance Funds* and the *Development Fund for Africa* aim at improving the lives of people in developing countries. These countries cover two-thirds of the earth's land and contain about three-quarters of the world's population. The majority of technical assistance opportunities, as well as significant commodity sale opportunities to support these programs, are provided by Development Assistance Funds. The Development Fund for Africa (DFA) is similar to Development Assistance, but funds activities only in the Africa region.
- *Economic Support Funds* promote economic progress and political stability in selected countries whose well-being is important to the security of the United States. When used in support of Commodity Import Programs, recipient countries purchase goods from U.S. sources.
- *Special Assistance Initiatives (SAI)* was established by legislation in FY 1990 and provides funding for extraordinary economic assistance in developing countries. These funds have been primarily used to finance the U.S. contribution to the Philippines Multilateral Assistance Initiative and to support the democratic evolution in Eastern Europe.
- *Food Aid* is provided in close cooperation with the U.S. Department of Agriculture

Key Reasons for Foreign Aid

Since 1961, the U.S. Agency for International Development (USAID) has provided assistance to help developing countries achieve sustainable economic growth and human progress.

- Foreign aid is designed to create a stable, peaceful world. It not only benefits the recipient of the aid, but also benefits the donor country by opening and helping develop new international markets.
- Helps build strong economies.
- Helps to improve the well-being of people throughout the world.
- Supports the growth of democratic government institutions.
- Encourages conservation and the prudent use of natural resources.
- Helps those who suffer from natural or man-made disasters.

through the Food for Peace Program, or Public Law 480, Titles I, II, and III. The food used in the program comes from surplus corn and wheat, thus providing a way for U.S. farmers to sell more of their products, while at the same time supplementing and improving the diets of people in recipient countries.

The History of A.I.D.

The history of United States foreign assistance is short, going back only to the post-World War II period. In 1947, the U.S. began the European Recovery Program, which became known as the Marshall Plan. It is difficult to point to a single undertaking by the United States since World War II that has done more to shape the world we live in today than the Marshall Plan. Within two years, it had helped European trade, industry and agriculture surpass pre-war production levels.

In 1949, President Truman expanded U.S. foreign assistance to the underdeveloped world through the Point Four program. In 1951, military and economic aid were united with technical assistance programs under the Mutual Security Agency. In response to the Korean War, this program concentrated on Taiwan, South Korea and Indochina. This effort was supplemented in 1954 by the Food for Peace Act, making America's agricultural surplus available to feed hungry people in other countries.

In 1961, the Agency for International Development was established to coordinate the various U.S. foreign assistance programs. By that time the United States was directing its foreign aid mainly to the developing world on the premise that U.S. prosperity and security were linked to those countries' economic and social progress.

The philosophy and conduct of foreign aid changed in 1973 with the passage of the "new directions" legislation by Congress. USAID's emphasis shifted from capital intensive infrastructure programs to programs targeted directly to the very poorest people. Further, "new directions" meant increasing the access of the poor to such productive resources as land, water, fertilizer, seeds, tools, credit and renewable sources of energy. It also meant expanding health, nutrition and family planning services and education to improve, over time, the productive capacity and employment potential for the poor.

Beginning with the Reagan Administration, the focus of foreign aid began to shift again. It had become clear that sustained economic growth was indispensable if developing countries were to achieve their goal of better lives for their people. Statist economic policies had failed to provide that needed economic growth; only broadly based, market-driven economic growth led by a strong private sector could improve the well-being of the poor of any country.

During the Bush Administration, the emphasis on private-sector led economic growth has been complemented by initiatives to strengthen democratic institutions and values in developing countries as providing the best — and often the only way for the people of these countries to advance socially and economically. Moreover, the world donor community at large, and developing nations themselves, now recognize that it is a country's own economic and political policies that most influence its rate of growth and the lot of its people.

The Agency made significant organizational and management changes in keeping with our remarkably different world, particularly changes in Eastern Europe and the former Soviet Union. The restructuring of the Agency was based on the events of the past several months

and have underscored the need for flexible and rapidly available economic, political and humanitarian assistance as a vital instrument of American foreign policy. The 1990s are a time of great challenge to the United States and the management of American foreign assistance. The Agency now faces the challenge of linking this development momentum and matchless personnel resources to a dramatically altered foreign policy environment and new development issues.

A.I.D. Makes a Difference

USAID has brought about substantial improvements in the quality of life in developing countries. United States development assistance is one of the most important and visible means of promoting the humanitarian ideals and democratic values of the American people, as well as helping developing nations become valued trading partners of the United States.

With other international donors, USAID continues to supply food and economic support to famine-plagued areas in Africa. For example, food aid contributed by America in 1985 helped 20 million people survive one of the worst sub-Saharan Africa droughts in history. At the same time, the U.S. foreign assistance program has worked with international donor organizations to help bring about breakthroughs in agriculture that have enabled many nations to become self-reliant in food production.

In health care, the Agency's efforts have led to the development and promotion of life-saving technologies. A variety of programs combat diseases and conditions that kill millions of children in developing countries.

The results of U.S. foreign assistance programs are evident in many countries. Agency

programs have helped increase literacy rates in USAID-assisted developing countries by 33 percent. Primary school enrollment has tripled, and secondary school enrollment has expanded by an even larger amount.

USAID-sponsored programs also have helped to bring about economic reforms leading to improved investment climates, job creation and expansion of non-traditional exports. These, in turn, have contributed to the increasing ability of developing countries to finance productive activities leading to economic growth.

Thus, it is not enough to vaccinate children against disease or give them food for a day. Rather, America's goal is to help developing countries foster and manage their own development efforts so they can provide economic opportunities for their people.

U.S. foreign aid programs are designed to develop and strengthen democratic institutions and stimulate economic growth in developing countries. This growth makes it possible for these countries to make permanent inroads toward solving long-term problems such as hunger, health deficiencies, illiteracy and unmanageable population pressures.

USAID, for example, works with host governments to eliminate inappropriate subsidies, price and wage controls, trade restrictions, overvalued exchange rates and interest rate ceilings that limit positive economic performance. It also helps develop and implement projects in areas such as agriculture, health, education, population, nutrition and the environment which contribute to the economy's and society's ability to sustain economic growth. U.S. economic assistance, furthermore, promotes open and competitive markets in developing countries and advocates policies in those countries that permit the expansion of the indigenous private sector.

The U.S. foreign aid program also supports private and voluntary organizations, cooperatives, credit unions and other institutions that give people in developing countries the means to participate in choosing their leaders and working for needed changes.

USAID continues to spearhead efforts to shift from reliance on government to private sector initiatives. A new USAID program, the Partnership for Business and Development, is designed to engage the U.S. private sector in the effort to develop and sustain free-market economies in developing nations as beneficial to both America and these countries. The Agency supports private enterprise development, private provision of social services, policy reform, improved financial markets and technology transfers, all contributing to a worldwide shift from inefficient statist to more productive private sector activities — changes reflected dramatically now by events in Central and Eastern Europe.

Because of its higher efficiency, productivity and responsiveness to price signals vis-a-vis the public sector, private enterprise development promotes more efficient use of resources. Enhancing indigenous private enterprises typically involves privatization, expanding competition and permitting unrestricted market entry. Donors can assist the local private sector develop the capacity to offer services previously provided by government. Donors also can encourage government policies favoring economic and political openness. Competitive markets and the expansion of efficient private enterprises generate increased income, purchasing power, employment opportunities and overall economic growth.

Organizational Structure

The organizational structure of the Agency for International Development is depicted on page seven.

Most USAID activities revolve around programs and projects conducted by USAID field missions. A USAID field mission works collaboratively with host country government, public and private sector organizations. USAID helps countries identify their problems and helps plan programs using U.S. and other foreign donor assistance, as well as the host country's own resources. USAID's field staff provide on-going technical assistance, monitor and evaluate the programs and projects that USAID implements, and also serve as liaison with other donor agencies in the assisted country.

Because of the distinct differences in needs from one country to another, the specific makeup of each mission varies. Each reflect the development needs and the nature of the programs in that country. The staff, for example, may include health officers, engineers, agricultural advisors, private sector development officers, and other personnel, as needed, to implement responsive foreign assistance programs.

The Mission Director heads up a USAID Mission. The Mission Director reports directly to the Ambassador, who in turn reports to the Secretary of State. The USAID Director represents the USAID Mission at regularly scheduled Embassy policy and strategy discussions. The Mission Director also reports to an Assistant Administrator who directs a Regional Bureau from USAID headquarters in Washington.

Center for Development Information and Evaluation (CDIE)

The Center for Development Information and Evaluation (CDIE) is located in the Policy Directorate and has the Agency responsibility for:

- Evaluating and reporting to the Administrator, senior Agency management and external groups on USAID's program performance.
- Acquiring and analyzing information on USAID's development experience to be used for meaningful program planning guidance.
- Promoting the application of lessons of experience in program planning and management and in policy formulation.
- Increasing USAID staff awareness and use of evaluation and development information.
- Extending development information and evaluation experience and methods to developing countries and other donors as an integral part of program management.

CDIE is located at:

601 North Kent Street, Room 203
Arlington, Virginia 22207

Telephone: (703) 875-4818.

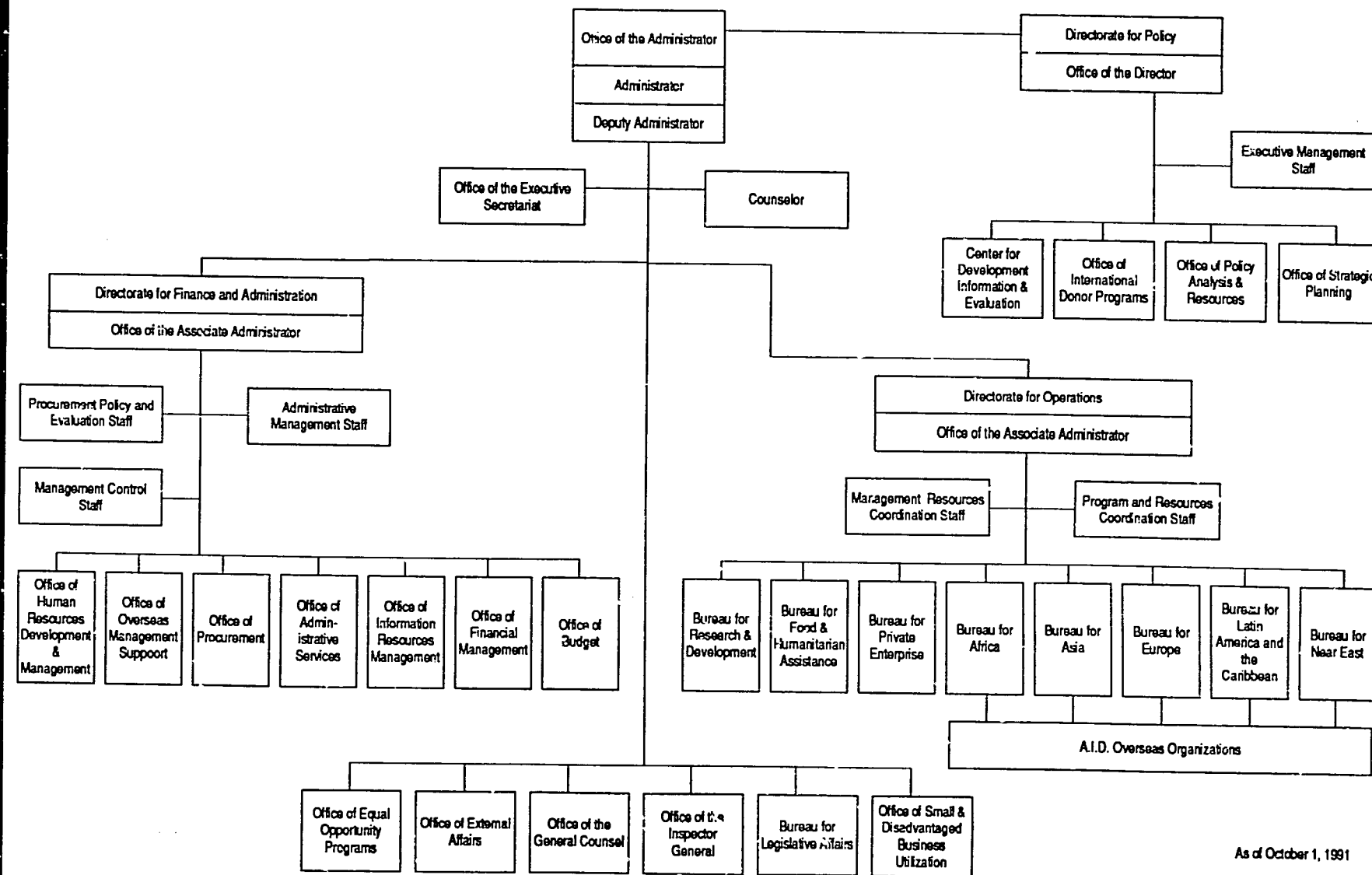
Within the Operations Directorate, the reorganization of USAID shifts allocation of countries among the following geographic bureaus: Africa, Latin America/Caribbean, Asia, Eu-

rope, and the Near East. In an effort to bring together everyone in USAID directly involved in overseas programs, other bureaus will also be part of the Operations Directorate, including: Food and Humanitarian Assistance, the Private Enterprise Bureau, and the Research and Development Bureau.

The Policy Directorate has the central responsibility for policy formulation within USAID and interacts with all organizational elements of the Agency in Washington and overseas, as appropriate. Within the Policy Directorate, the Center for Development Information and Evaluation (CDIE) deals with information on program and project activities. This office acquires and analyzes information on USAID's development experience to be used in program planning guidance. In addition, it oversees and participates in the Agency's evaluation and reporting process on USAID's program performance. While increasing USAID staff awareness and use of evaluation and development information, it promotes the application of lessons learned in program planning and management and in policy formulation. Finally, CDIE extends development information and evaluation experience and methods to developing countries and other donors.

The Bureau for Food and Humanitarian Assistance (FHA) has primary responsibility for four major functions within the Agency. FHA is responsible for (1) coordinating USAID's role in the Food for Peace Program, (2) encouraging and strengthening the effective participation of nongovernmental voluntary organizations and institutions, (3) administering the American Schools and Hospitals Abroad program (ASHA), and (4) implementing U.S. Government overseas disaster preparedness, relief and rehabilitation programs through the Office of Foreign Disaster Assistance (OFDA), which is established as a distinct unit within FHA.

Agency for International Development



As of October 1, 1991

The Bureau for Private Enterprise (PRE) is responsible for designing and implementing both loan and technical assistance projects which effectively incorporate private enterprise mechanisms, both in the U.S. and overseas, in delivering economic assistance and achieving development objectives. Similar assistance is provided by PRE to other bureaus and USAID missions as they develop projects which incorporate private enterprise into project design and development.

The Bureau for Research and Development (R&D) has multi-disciplinary expertise in several sectors and both conducts its own projects and, as needed, supports those of geographic Bureaus and Missions.

The Office for External Affairs (XA) is responsible for keeping the public informed on the activities of the Agency.

USAID Programs

The assistance provided by the U.S. Agency for International Development is divided into five major funding categories: Development Assistance, Development Fund for Africa, Economic Support Funds, Special Assistance Initiatives, and Food for Peace.

Development Assistance

Development Assistance projects are designed to help recipient countries achieve economic progress on their own. Aid in the form of grants and loans, is given for agriculture, rural development, nutrition, voluntary family planning, health, education, human resource development, energy, science, technology and private sector development.

Development Assistance is provided to those countries where U.S. assistance is needed most and where there is a clear commitment to broadly-based economic growth. USAID

Examples of USAID Development Programs

Agriculture, Nutrition and Rural Development:

- Institutions providing small farmers access to improved markets and technologies, including seeds, fertilizer, and tools, and credit to obtain them;
- Economic policy reforms which ensure that small farmers have adequate incentives to grow more food;
- Agricultural research and extension programs which develop and adapt new technology to local conditions;
- Institutions and policies which increase the access of small rural industry to raw materials, credit and technical assistance to expand opportunities for off-farm employment.

Health and Population:

- Basic integrated health, nutrition and family planning services that are safe, effective and affordable;
- Provision of safe drinking water and sanitation services;
- Control of parasitic diseases;
- Programs to improve the health and survival of infants and children;
- Support for family planning through research, training of personnel and development of service and contraceptive delivery systems.

Education and Human Resource Development:

- Developing innovative alternatives to traditional education organization, systems, and methods;
- Increasing functional literacy among the rural poor;
- Assistance in building developing countries public administration and management capability to extend services to the poor.

supports over 1,500 active development assistance projects in more than 80 countries.

Development Fund for Africa

The Development Fund for Africa (DFA) enables flexible and effective response to the needs of the more than 500 million people living in sub-Saharan Africa. These funds target African countries whose economic policies and performance justify substantial levels of assistance. The types of projects funded through DFA are similar to those funded by Development Assistance.

Economic Support Funds

Economic Support Funds (ESF) address economic, structural and development problems in countries of particular security and political interest to the United States. To the extent possible, activities funded by ESF conform to the basic policy directions underlying Development Assistance. Often, ESF finances balance-of-payments and other general support in the context of structural adjustment programs funded by multiple donors.

Major recipients of ESF are Israel, Egypt, Pakistan, the Philippines and the countries of Central America. A key part of the Andean Narcotics Initiative is also financed through ESF funds, as is recent assistance to the emerging Eastern European democracies.

Special Assistance Initiatives

Special Assistance Initiatives (SAI) support open and competitive markets through a variety of programs such as Private Enterprise

Policy Support, Private Investment and Trade Opportunities, Small Enterprise Credit and Privatization projects. In essence, they further the expansion of private sector activities; allow for a more efficient, sustainable management of natural resources with efficient utilization of the natural resource base to promote economic development and ecological stability. This program is currently being implemented in the Philippines, Eastern Europe and the Near East.

Food For Peace (P.L. 480) and Other Food Programs

The U.S. Government's food aid program serves a variety of objectives — humanitarian, economic development, foreign policy and U.S. market development. The program is best known for providing food aid for the destitute and hungry, especially in critical emergency situations. The program is also used to support policy reform agendas, particularly in the agriculture sector. The Food for Peace Program includes both food sales and grants. Funds for the P.L. 480 Food for Peace Program are appropriated through the U.S. Department of Agriculture; its programs are managed by USAID. Title II and Title III of this program are managed by USAID; Title I is managed by the U.S. Department of Agriculture.

Section 8(a) Program

The Program

The SBA 8(a) Business Development Program provides Federal Government contracts and other assistance to small companies owned by socially and economically disadvantaged persons.

The U.S. Small Business Administration (SBA) acts as a prime contractor and enters into contracts with other federal departments and agencies, negotiating subcontracts with small companies in the 8(a) program. Generally, contracts with an anticipated award value, including options, of less than \$5 million for Standard Industrial Classification (SIC) codes involving manufacturing and \$3 million for all other SIC codes, are awarded on a noncompetitive basis. Contracts greater than those amounts are awarded after competition among eligible 8(a) participants.

The purposes of the 8(a) program are to foster business ownership and the competitive viability of firms owned by individuals who are socially and economically disadvantaged, and to expand their participation in federal procurement of equipment, products and services.

Eligibility

To participate in the 8(a) program, a business must be at least 51 percent unconditionally owned by either:

- An individual(s) who is a socially and economically disadvantaged citizen of the United States; or
- An economically disadvantaged Indian tribe, including an Alaska native corpora-

tion or an economically disadvantaged native Hawaiian organization.

Management and daily business operations must be controlled by an individual or individuals who have been identified as socially and economically disadvantaged, and such individual(s) must be engaged in the daily management and operation of the business. The individual must have management or technical expertise directly related to the primary product or service (according to SIC codes) of the business.

An applicant firm must qualify as a small business based on industry classification size standards and, except for tribe-owned concerns, must have been in business for two full years. Brokers, packagers and franchises are ineligible for 8(a) program participation.

Social Disadvantage

Socially disadvantaged individuals have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.

Without evidence to the contrary, the following individuals are presumed to be socially disadvantaged:

Black Americans, Native Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans and members of other groups designated from time to time by the SBA.

Individuals who are not members of the above-named groups must establish their social

disadvantage on the basis of clear and convincing evidence.

Economic Disadvantage

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities, as compared to others in the same or similar line of business and competitive market area who are not socially disadvantaged.

In determining the degree of economic disadvantage, the SBA considers the financial condition of the business, its access to capital, credit and markets, as well as the applicant's personal financial worth and access to capital and credit.

An individual whose personal net worth exceeds \$250,000, excluding ownership interest in the applicant firm and equity in his or her personal residence will not be considered economically disadvantaged for the purposes of program eligibility.

Term of Program Participation

Every 8(a) certified business participates in the program for nine years from the date of approval for 8(a) program participation.

The term is divided into two stages: a four-year developmental stage, and a five-year transitional stage. A variety of program benefits are available during both stages.

Other Assistance Available

Financial assistance is available to 8(a) firms through the SBA's many lending programs, including the 8(a) loan program only for eligible, certified firms. Loans can be made directly or through lending institutions under the SBA's immediate participation or guaranty programs. Applicants must be participants in the 8(a) program and eligible for 8(a) contractual assistance.

The maximum SBA guaranty of a loan secured from a private lending institution is \$750,000. The SBA's share of direct or immediate participation loans is limited to \$150,000. Loans may be used for facilities and equipment, or for working capital.

Interest rates on guaranteed loans are limited to 2.75 percentage points above the New York prime interest rate. Interest rates on direct 8(a) loans are one percentage point less than the Agency's regular direct loan rate, which is adjusted quarterly. Collateral requirements for guaranteed loans are the same as SBA's regular program.

The SBA may provide advance payments on 8(a) contracts to cover extraordinary start-up costs. Contractors in the program can receive a wide range of assistance in managing their firms, including pamphlets, individual counseling, seminars and professional guidance. In addition, these companies may be eligible to receive the bonding necessary to perform on government contracts through the Surety Bond Guarantee Program or, in special circumstances, a waiver of the bonding requirement.

How To Apply

Any individual or business has the right to apply for Section 8(a) assistance, whether or not there is an appearance of eligibility. Applications must be filed, and approved cases must be serviced, in the SBA district office serving the area in which the firm's principal place of business is located.

Additional Information

The SBA has a number of programs and services available. They include training and educational programs, advisory services, publications, financial programs and contract assistance. The SBA also offers specialized programs for women business owners, veterans, international trade and rural development.

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government, or call the Small Business Answer Desk at 1-800-U ASK SBA.

The Gray Amendment

Unique to USAID is the Gray Amendment, which contains set-aside requirements of not less than 10 percent for Agency prime contracting and subcontracting. It also provides implementing legislation which allows USAID to contract with small, disadvantaged firms and minority entities using less than full-and-open competition. All these programs are aimed at encouraging and assisting small, minority and women-owned entities to do business with USAID.

In addition to small and minority contracting requirements common to all Federal government agencies, USAID operates under the requirements of the Gray Amendment. This legislation, first passed in August, 1984, was amended in Fiscal Year 1990 to change what had been a 10 percent *target* to a 10 percent set-aside for *both* prime contracts and subcontracts.

The Gray Amendment, which has been included in USAID's appropriations legislation since it was first passed, applies to Development Assistance and Development Fund for Africa funds. While it does *not* apply to other sources of Agency funds, such as Economic Support Funds, Operating Expenses, and Ocean Freight Transportation, it is the Agency's policy to apply the Gray Amendment's 10 percent goal — to the extent practicable — to these funds as well.

The Gray Amendment's set-aside for prime contracts is limited to small, socially and economically disadvantaged firms (including women-owned firms). In Fiscal Year 1991, the law was further amended to also allow prime contracts to be set-aside for Historically Black Colleges and Universities, U.S. universities with Hispanic student bodies in excess of

40 percent, and minority controlled private voluntary organizations.

In addition, for prime contracts in excess of \$500,000, and which are not awarded to a Gray Amendment entity, 10 percent of the value of the contract is set-aside for subcontracts with the above-listed entities. The only difference in eligibility for prime and subcontracts is the *size* of the socially and economically disadvantaged business firms: for prime contracts, firms must be small; for subcontracts, firms can be any size.

1. **Socially and Economically Disadvantaged Concerns** are defined in the same manner as in the 8(a) program, except that they also include women-owned firms, regardless of ethnic or racial background.
2. **Historically Black Colleges and Universities (HBCUs)** are a group of approximately 114 institutions that are also members of the National Association for Equal Opportunity in Higher Education (NAFEO).

Under the responsibility of the Bureau for Research and Development's Center for University Cooperation in Development (CUCD), USAID assists in broadening and intensifying the role of U.S. colleges and universities in the process of development, while strengthening their internationalization through USAID-financed projects and programs. The program also provides counseling services in order to expand the range of involvement by HBCUs in USAID contracting opportunities.

3. **A minority controlled Private Voluntary Organization (PVO)** is one in which more than 50 percent of its Board of Directors is comprised of Black Americans, Hispanic Americans or Native Americans, or by economically and socially disadvantaged individuals, including U.S. women.

Please note that, while the Gray Amendment includes firms that are certified by the Small Business Administration (SBA) under the 8(a) Contracting and Business Development Program, it is not limited exclusively to 8(a) firms. It should be further noted that both large and small minority firms are considered as qualifying under the Gray Amendment for the purpose of subcontracts and determining program accomplishments. Gray Amendment eligibility is on the basis of self-certification to USAID which is further substantiated by Contract Officers at the time of negotiating a Gray Amendment contract.

A.I.D. Project Development

Summary

The reorganization at USAID provides an opportunity to transform the programming system from one focused on descriptive documentation such as Country Development Strategy Statements (CDSSs) and actions plans to a focus on program objectives and achievements. Most Agency Bureaus have taken significant steps to simplify process, reduce paperwork, and focus on results. Agreements between senior managers on strategic objectives and performance has led to increased delegations of authority to the field, and can replace detailed guidance and cookbook instructions on program design and implementation. In short, accountability for results can replace lengthy Washington reviews.

In order for the system to work effectively within USAID's geographically and administratively diverse program, operating Bureaus must have the flexibility to select among Agency program priorities, to identify investment strategies best suited to the unique circumstances found in their regions, and to tailor documentation requirements and review procedures to suit the special circumstances of individual country programs. Under such a system, Bureaus and USAID Missions have the independence to identify a limited set of strategic objectives, that are clearly defined, developmentally sound, and are consistent with Agency objectives, yet reflect regional and country conditions.

A clear and internally consistent understanding must be reached between senior Agency and Bureau managers and between Bureau and USAID Mission managers on the set of strategic objectives to be pursued at each level, Agency resources required, and likely impacts

on associated investments. Agreement on strategy must be accompanied by the appropriate delegations of authority to collect, analyze, and report on results to higher level managers of the Agency. Finally the system must generate results that are comparable from one country to another so that they can be used to demonstrate Agency-wide management and program accomplishments to Congress and the Office of Management and Budget (OMB).

All of the above-mentioned revamping of the programming is currently on-going and, once the revision of the current system is in place, the system to be employed by the USAID Missions and Agency staff in Washington will be included in this section of the Guide.

Project Identification Documents (PIDs) which, in the past, were proposed ideas for projects, will no longer be required. Additional authorities will be delegated to the USAID field missions and, once the regional Bureau has agreed to the new project description, all further approval authority will reside in the Mission. Project Paper reviews in Washington will be held to an absolute minimum. This new programming/design system was initially implemented in December 1991.

Each USAID Mission's annual strategy document will include strategic objectives for country programs, modes of assistance being proposed, results expected from individual assistance activities, interim reporting indicators to monitor progress, resources required, and anticipated timing of results and inputs.

Each development activity proposed by a USAID Mission will be described in a new activity description. The focus of documentation will be shifted away from obligation of money to achievement of results. The new

activity description will be brief (3-4 pages) and will be prepared in collaboration with the host country. It will focus on results expected, linkage of activity results expected, linkage of activity results to strategic program objectives, resources required by the USAID Mission and the host country, and the activity design strategy in terms of what is known and what needs to be learned so that USAID/Washington can help provide answers.

The primary role of USAID/Washington will be to concur in what the USAID Missions propose to do, how results will be monitored, and the resources needed to accomplish agreed-upon objectives.

The USAID Mission and host country will sign a non-obligating multiple year basic assistance agreement for the entire sector or program, covering all forms of assistance provided to the host country, regardless of source of funding or intervention mechanism. The basic agreement will include estimated resource levels, the general approach to programming, and specific descriptions of expected results and interim indicators. The basic agreement will be reviewed formally on an annual basis by the USAID Mission and the host country to evaluate progress and determine if amendments are required because of new initiatives or other changes that may occur in the host country environment.

The basic agreement will be implemented through program agreements that might finance several specific activities within a development sector. The program agreement will be as detailed as possible with respect to elaborating on interventions required, necessary policy reforms the host country must take, interim performance indicators, management responsibilities, and the financial plan. The first obligation under the basic agreement will normally finance the detailed design of the program, with performance indicators.

Instances where substantial technical assistance is anticipated to implement the program, the USAID Mission might utilize new contracting options that enable the design contractor to implement specific activities. When utilizing these new contracting options, the USAID Mission must work closely with the contractor and the host country and will approve the program design(s) before implementation orders are issued to the contractor.

The second obligation under the basic agreement will normally provide initial, incremental funding for implementation of specific activities as described in the approved design(s), including technical assistance to be provided under delivery orders or amendments to the design contract.

The third and subsequent obligations will be made annually, based upon the USAID Mission's assessment of progress and resources needed for the coming year. For program agreements that fund a design-and-delivery contract rolling-design effort, funds will be obligated as designs are accepted to permit issuance of delivery orders.

Phases of an A.I.D. Project

(This particular section of the Guide will be revised at the time changes in the phases of a USAID project are instituted.)

The **project implementation period** begins with the obligation of USAID funds for a specific project. The implementation period extends until the inputs from all sources have been provided and implementation activities completed, regardless of the source of funding. The **project assistance period** begins at the same time as the implementation period but, since it relates only to USAID-provided assistance, can be shorter than the overall implementation period. In other words, this is the

period during which USAID resources are used; other donors may continue assistance to the project once USAID ends its involvement. The **Project Assistance Completion Date (PACD)** is the expected date by which all USAID-financed services under the project will have been performed and all USAID-financed goods under the project will have been furnished. No further fund obligations will occur once the PACD is reached, and all USAID activity in this project ends at this point. The **life of project (LOP)** is the initially-planned length of the project assistance period; its end is the PACD, either as stipulated in the Project Agreement or as extended by subsequent Agency management decisions. In general, the initially-planned LOP should normally not exceed six years.

A.I.D. Interface with Recipients and Contractors

Since 1991, responsibility for many USAID-direct contracts has been centralized in the Directorate for Finance and Administration's Office of Procurement. The Office of Procurement is responsible for managing the Agency's commodity and contract programs worldwide in support of USAID's economic assistance programs. It exercises this responsibility through the award and administration of contracts, grants, and Participating Agency Service Agreement/Resources Support Services Agreement (PASA/RSSAs) and the management of commodity programs. In addition, many Missions and regional offices overseas have the authority to execute their own contracts and grants.

A.I.D. Development Information Center

The Development Information Center is managed by the Research and Reference Services. Its collections and resources provide both current information on development relevant to the current programs of both USAID and other donor organizations, and historical information on USAID and earlier U.S. foreign assistance agencies and programs.

The Development Information Center has complete reference collections of major annual program and financial reporting documents:

- Congressional Presentations since 1948, Annual Budget Submissions, Country Development Strategy Statements, Action Plans, and earlier Mission program reports since 1961;
- U.S. Overseas Loans and Grants since 1945;
- Completed Projects and Activities since 1960;
- Microfiche collections of documents and reports that readers can print a few pages on-site or purchase paper or microfiche copies of entire documents.

The address of the Development Information Center is:

Room 105, SA-18
Washington, DC 20523-1801

Telephone: (703) 875-4818
Fax: (703) 875-5269

The amount of funding available for USAID-direct contracting is reduced by the amount of

USAID-appropriated funds which are made available for direct contracting by the host country governments. Host countries use these funds to purchase U.S. goods and services directly from the U.S. private sector, usually through competitive bid procedures. USAID is not a party to these contracts, which are governed by the rules and procurement procedures set forth in the Agency's Handbook 11, Country Contracting. USAID, however, concurs in both the contracting procedure followed, and the awardee selected, by the host country government.

USAID-direct contracts are governed by the Federal Acquisition Regulations (FAR) and supplemental USAID Acquisition Regulations (AIDAR). USAID-direct contracts are awarded by the following basic procurement methods:

- Full and open competitive negotiated procurement;
- Formally advertised competitive bids, including small business set-asides;
- Non-competitive negotiated procurement (sole source, urgent and compelling, etc.);
- 8(a) set-aside (sole-source, limited competition, full competition among certified firms); and,
- Gray Amendment (minority and women) set-aside (limited or full competition).

The availability of tenders or requests for fully-competed proposals for USAID-direct (over \$25,000) and host country (over \$100,000) requirements for technical services are summarized in the *Commerce Business Daily* (CBD), a publication of the U.S. Department of Commerce. This daily publication lists U.S. government procurement solicitations, contract awards, subcontracting leads,

sales of surplus property and foreign business opportunities.

Individual consultant/expert services are acquired under **Personal Services Contracts** (PSCs) for specific tasks abroad, and for a specified period of time. Only USAID activities overseas have the authority to engage in such contracts; USAID/Washington does not have legal authority to do so.

Short-term technical services requirements, are often acquired under **Indefinite Quantity Contracts** (IQC), of usually two-to-three years in duration.

Advertisement in the CBD constitutes official notice of the availability of:

- Request for Proposals (RFPs);
- Request for Technical Proposals (RFTPs); or,
- Pre-qualification requirements for architectural and engineering technical services.

The CBD synopsis advises of the availability and cost (if any) of tender or proposal documents, source/origin requirements, major project requirements and submission deadlines.

Firms seeking information on projects prior to the advertisement of contract opportunities in the CBD should research the *USAID Congressional Presentation* (CP), which is prepared as part of the Agency's annual authorization and appropriation process.

A.I.D. Congressional Presentation

This set of documents details to the U.S. Congress the planned nature of USAID programs, including development strategies, accomplishments, proposed projects and requested funding levels for those programs.

The CP summarizes the budget request and discusses the programs and activities implemented through the five geographic regions (Africa, Asia, Europe, Near East, and Latin America and the Caribbean) and through the centrally funded programs. Project-level

details for the programs appear in the Statistical Annex of the Congressional Presentation.

A separate set of summary tables contains tables and graphs illustrating the foreign assistance budget, including the entire International Affairs (Function 150) account.

The library at USAID's Center for Development Information and Evaluation located in Rosslyn, Virginia, also has the CP available for review. The library can be reached at (703) 875-4818.

Congressional Presentation

USAID's Congressional Presentation (CP), published each fiscal year, describes economic assistance projects approved for continuation or initiation. All volumes are available for purchase from the National Technical Information Services. Fact sheets to assist in the purchase of these documents are available from the Office of Small and Disadvantaged Business Utilization (OSDBU).

Individual volumes or the complete set can be ordered from the National Technical Information Services at:

5285 Port Royal Road
Springfield, Virginia 22161

Telephone: (703) 487-4650

PB Number	Volume	Paper*	Microfiche*
PB-91-155556	Basic Volume	\$80	\$19
PB-91-155564	Statistical Annex	50	17
PB-91-155572	Summary Table	19	9
PB-91-155580	International Organizations and Programs	19	9
PB-91-155598	Trade and Development Program	19	9
PB-91-155606	Part II	17	9
PB-91-155549	Complete Set (6 Volumes)	153	58

* Prices verified March 1992. Prices are subject to change, call NTIS for current pricing.

Procurement Information Access System (PIAS)

The PIAS is a means to provide the contracting community with an early alert of USAID-financed procurements. The PIAS makes use of the Economic Bulletin Board (EBB) of the U.S. Department of Commerce, which is a computerized information service already in place, to provide contractors with advance notice of future USAID contracts, grants and cooperative agreements. This forecasting system applies to all dollar-funded projects and activities over \$100,000. The system is designed to fill the information gap between the *Congressional Presentation* and the notices in the *Commerce Business Daily* of particular procurements and to encourage a wider participation by contractors and grantees in USAID-financed activities. The information contained in the PIAS will be updated on a quarterly basis as procurement information is received from all offices, both in USAID/Washington and USAID Missions.

Subscribers may gain access to the PIAS through the U.S. Department of Commerce. The service is available for \$35.00 per year which includes two free hours of connect time, plus a nominal usage charge of up to a maximum of \$12 per hour. Specific information about subscribing may be obtained by contacting the Department of Commerce at (202) 377-1986.

Contracting for Goods and Services

"Direct" USAID contracts are those for which the Agency is one of the two direct parties to the contract, the other party being the prime contractor. "Host country" contracts may be used for USAID-financed goods and services when it is both appropriate and specifically authorized by USAID.

The USAID contracting activity, either in Washington or at the mission level, will solicit offers and award USAID direct contracts for programs and activities for their areas. Direct contracts must be solicited and awarded in compliance with the Federal Acquisition Regulation (FAR) and the supplemental USAID Acquisition Regulation (AIDAR). The FAR is published in Chapter 1 of Title 48 of the Code of Federal Regulations (CFR); the AIDAR is published in Chapter 7 of Title 48. A.I.D. Handbook 1, Supplement B provides the "Integrated Statement of Policies on Procurement of USAID-Financed Commodities and Services."

It is government policy to obtain full and open competition to the maximum practical extent; this may be accomplished through the use of either competitive proposals (i.e., negotiated or RFP), sealed bidding (i.e., IFB), a combination of the two (e.g., two-step sealed bidding), or other approved competitive procedures (e.g., architect-engineer procurements).

The majority of direct USAID contracts are negotiated contracts. The following procedures are utilized by USAID in the negotiation of direct contracts for supplies and services:

Procurement by Negotiation

Competitive negotiation is used when USAID requires either supplies or services; a Request for Proposals (RFP) for such procurement is summarized in the *Commerce Business Daily*.

USAID's RFP contains a concise statement of the tasks to be performed and lists the specific requirements to be addressed in the contractors' proposals, including price and costing data. The RFP contains specific technical and/or cost or price evaluation criteria for evaluation of all proposals.

All technical proposals are evaluated by a USAID technical evaluation panel which applies the technical evaluation criteria as stated in the RFP. The panel prepares a rank order listing of all offerors. The business or budget section of the proposal is submitted under separate cover at the same time as the technical proposal. The budget is independently analyzed by the contracting officer. This analysis is used in conjunction with the technical evaluation to determine a competitive range.

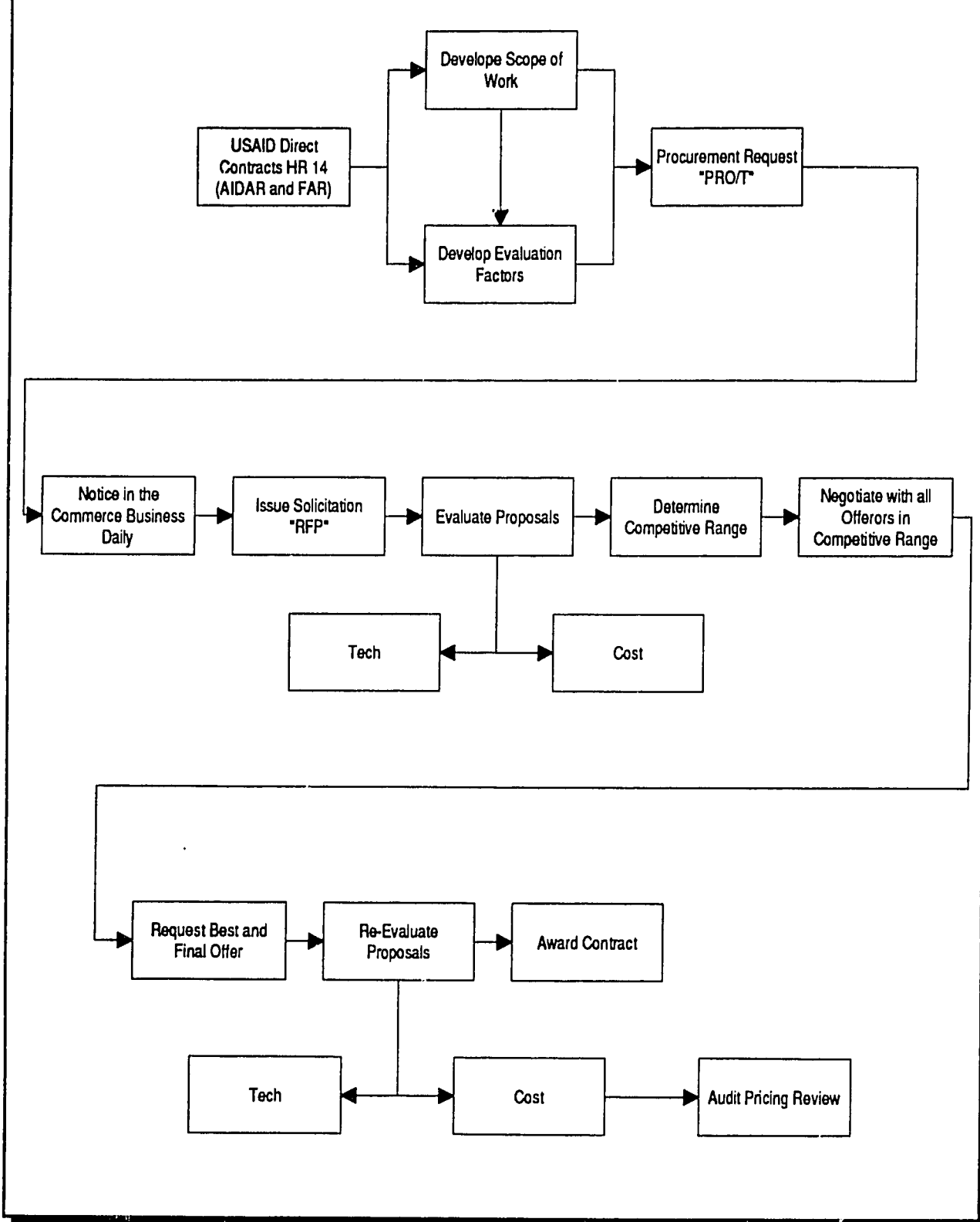
Negotiations are then conducted with all firms in the competitive range. At the conclusion of negotiations, all firms in the competitive range are requested to submit a "Best and Final Offer", which becomes the basis for contract award. The award is made to the proposal which is most advantageous to the government, cost or price and other factors considered.

Procurement By Sealed Bidding

Formal advertising of competitive procurement by Invitations for Bids (IFB) with awards based on lowest responsive and responsible bids involving the following:

- The IFB describes USAID's requirements clearly, accurately and completely, but avoids restrictive specifications which might unduly limit the number of bidders;
- The IFB is outlined in the *Commerce Business Daily* (CBD);
- Submission of sealed bids by prospective contractors;
- Award of the contract, after bids are publicly opened, to the lowest responsive and responsible bidders.

AID Direct Contracting for Negotiated Service Contracts



Negotiation for Architect and Engineering Services

Prospective procurements are made known to the professions by USAID through publication of a Notice of Proposed Contract for architect and engineering services in the *Commerce Business Daily*, and inviting submissions of Standard Forms (SF) 254 and 255.

The USAID evaluation panel considers the technical qualifications of respondents and holds preliminary discussions with a minimum of three firms which, in the panel's judgement, are the most highly qualified for the specific requirement. The panel then prepares a selection memorandum recommending not less than three firms in rank order and includes an estimate of the cost to USAID for use by USAID's contracting officer in subsequent negotiations. The contracting officer then obtains a proposal, including cost, and negotiations begin with the firm which has received the highest technical ranking.

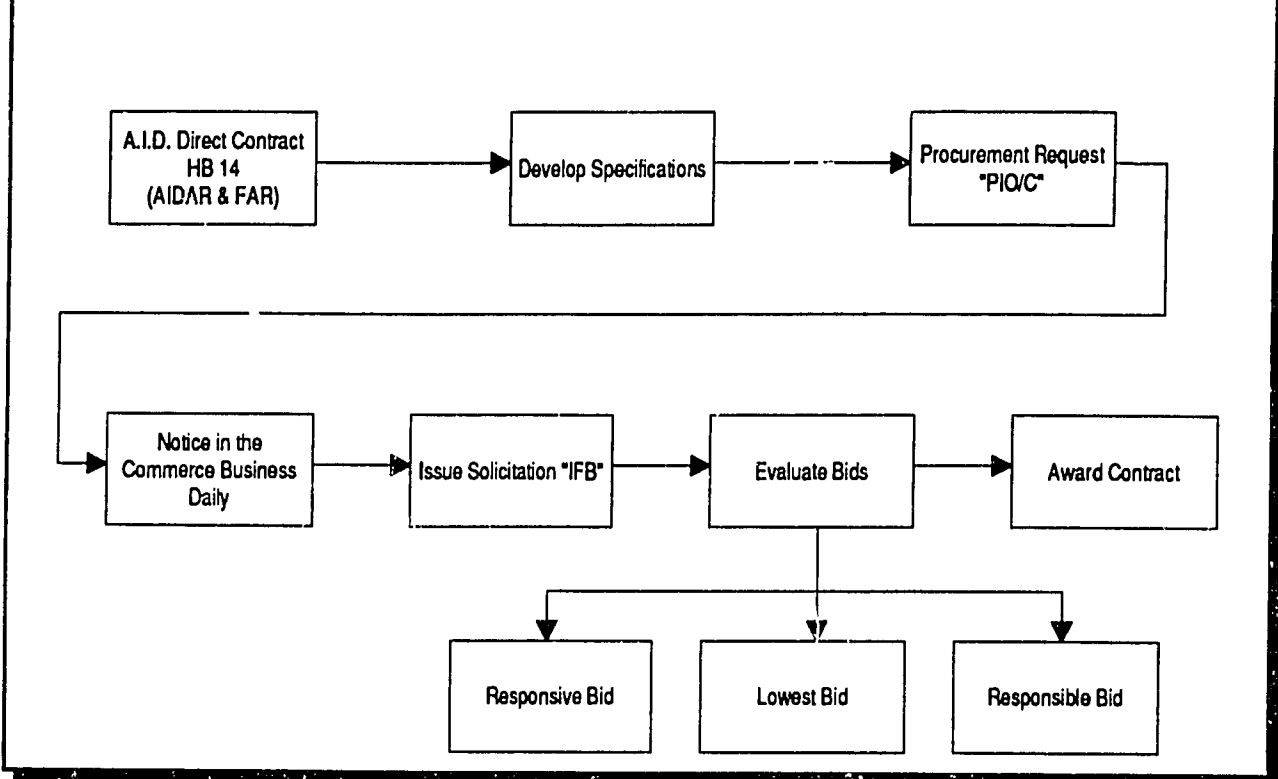
Purchase Orders

Purchase orders in the \$10,000 to \$25,000 range are advertised on USAID's Office of Procurement bulletin board located on the 15th floor, 1100 Wilson Boulevard, Arlington, Virginia. However, if the Agency has no reasonable expectation that advertising via this method will result in two or more quotes, the requirement is then advertised in the *Commerce Business Daily*. Purchase orders for \$10,000 or less have no particular advertisement requirements, although a reasonable source list must be considered.

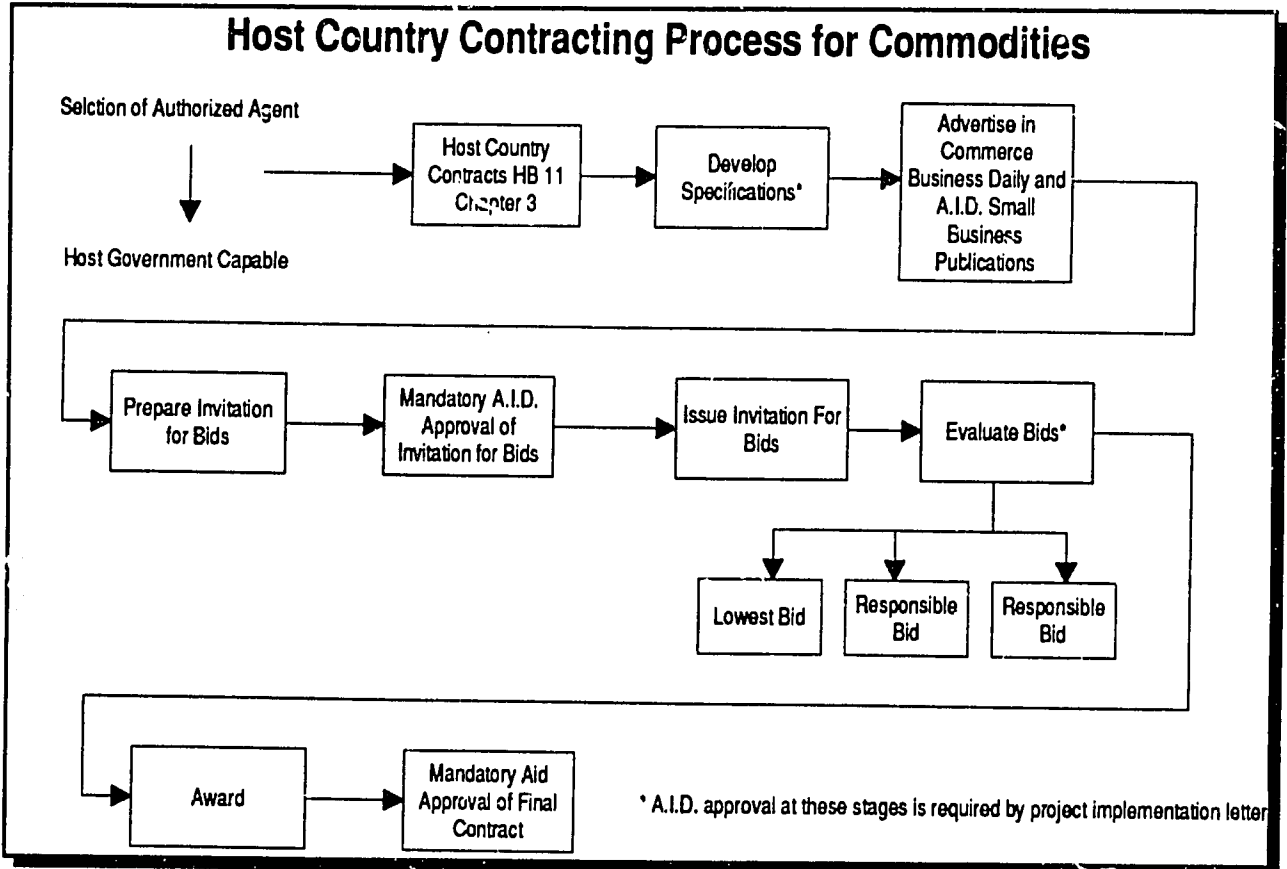
Unsolicited Proposals

Under the FAR (15.507) a favorable comprehensive evaluation of an unsolicited proposal does not, in itself, justify awarding a contract without providing for full and open competition. An unsolicited proposal must be the product of original thought, is unique, has merit, and contributes to USAID's program. Unsolicited proposals are always risky because such proposals must, in particular, meet the uniqueness test to even be considered by technical offices within the Agency.

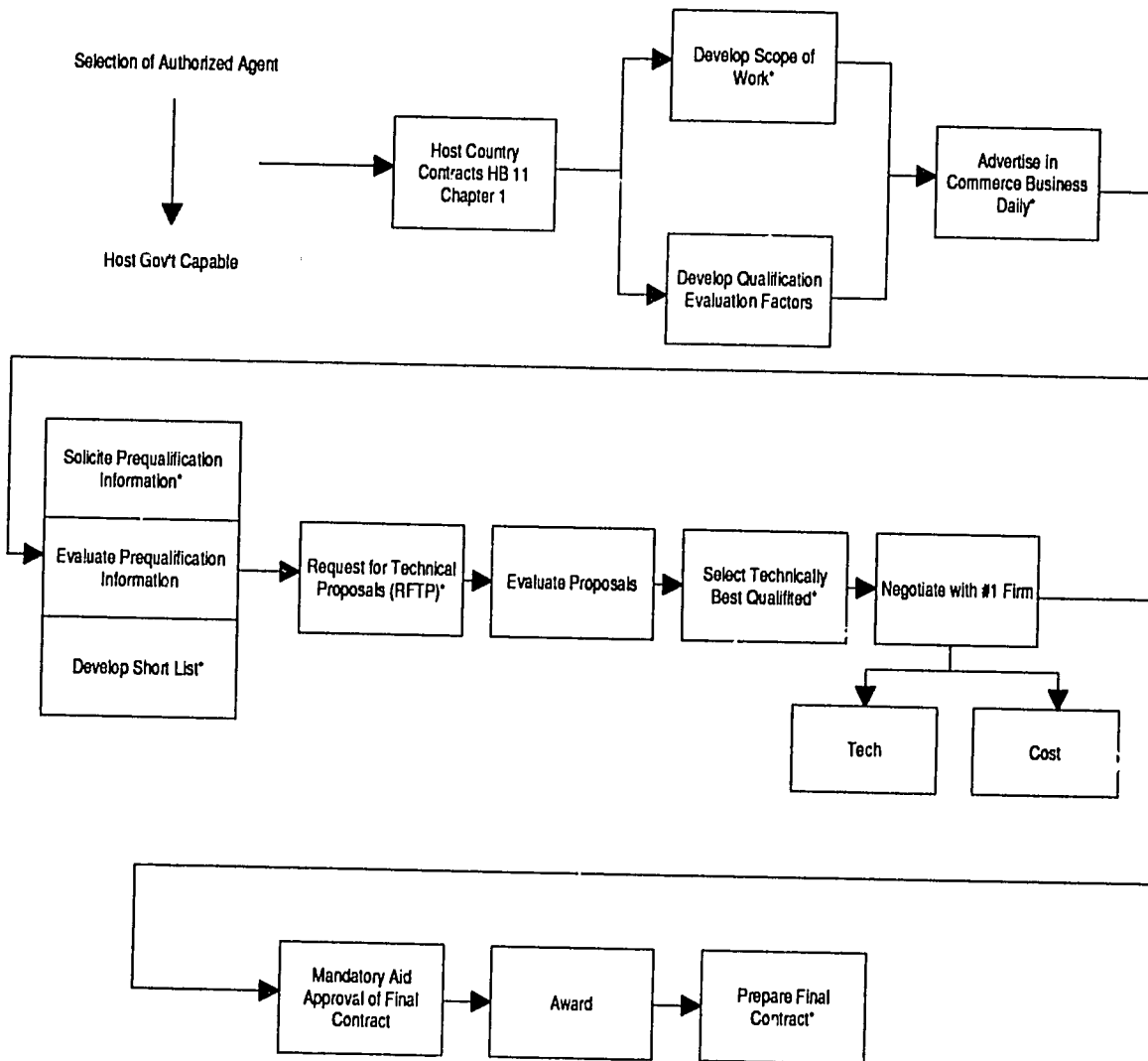
A.I.D. Direct Contracting Process for Commodities



Host Country Contracting Process for Commodities



Host Country Contracting Process for Negotiated Technical or Professional Services Contracts



* A.I.D. approval at these stages is required by project Implementation letter.

Commodity Programs

In many countries USAID provides project loans or grants to finance undertakings such as construction of irrigation facilities, expansion and equipping of rural health networks, malaria control programs, equipping small farmers with appropriate tools and machinery, etc. Commodities purchased as part of these undertakings are called project commodity procurements. The transactions are subject to the provisions of Handbook 11, Chapter 3.

In some countries USAID provides loan or grant assistance in the form of Commodity Import Programs (CIP) which finance the procurement of a wide variety of basic commodities needed in the economy. Under a CIP, funds are allocated by the foreign government to its various ministries and to the private sector to provide the foreign exchange needed to purchase needed commodities. To participate in a CIP, suppliers submit bids or quotations in response to competitive public tenders or solicit orders from the private sector through normal commercial channels. Transactions are directly between American suppliers and foreign importers; therefore, selling commodities under USAID-financed programs is essentially the same process as selling through normal commercial channels. These procurements under a CIP, however, are subject to the provisions of USAID Regulation 1, "Rules and Procedures Applicable to Commodity Transactions Financed by USAID." Procurements under CIPs will be limited in the future to a few countries such as Egypt, Pakistan, etc. Several of the CIPs in Africa were scaled down during the past year in favor of cash transfers.

Under both types of programs, USAID does virtually no buying itself. However, on those occasions when USAID directly undertakes the procurement and enters into a contract with

the supplier, the transaction is subject to the FAR and USAID Supplement (Handbook 14). The public sector of USAID-recipient countries purchases directly from the U.S. private sector, usually through competitive bid procedures; their private sector procures directly from U.S. firms, usually through negotiated procurement procedures.

Commerce Business Daily

The CBD is a daily publication of the U.S. Department of Commerce; subscription information is available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. An information kit, with sample copy of the *Commerce Business Daily* can be obtained upon request from the U.S. Department of Commerce, Room 1515, Washington, DC 20230. Information about obtaining an electronic edition will appear on the first page.

Procurement Information Bulletin (PIB)

Subscription information for the PIB, which is targeted to small and minority firms, can be obtained from USAID/OSDBU. (See Mailing List form in Appendix of this *Guide*)

Both CIP and project procurement are advertised in the *Commerce Business Daily* (CBD) and the *Procurement Information Bulletin* (PIB) published by USAID's Office of Commodity Management (OP/COMS). The PIB contains the same information as does the

CBD for USAID commodity procurement, but precedes the CBD publication date by up to one week.

Eligibility Rules

While the following sections summarize certain rules and limitations which apply to USAID's commodity programs, the ultimate authority for these programs are: USAID Regulation 1; Handbook 11, Chapter 3; and, USAID's Office of Commodity Management (FA/OP/COM). These sources should be consulted for required guidance.

The USAID-financed transaction is subject to certain eligibility rules governing commodities, country sources, and cargo carriers.

Source and Eligibility of Commodities

When USAID provides funds to a cooperating country, the USAID loan/grant limits the countries from which commodities may be shipped. USAID loan/grant agreements require that financed commodities be produced in, and shipped from, eligible countries. Such countries are determined by the USAID Geographic Code authorized in the agreement.

Many agreements require that commodities be purchased from the United States; other

Geographic Codes

Code 000 - U.S. Only

Code 941 - Selected Free World

Code 935 - Special Free World

USAID agreements allow purchases from the U.S. and from selected Free World countries (excluding the developed countries).

Certain commodities are ineligible for USAID financing. In general, ineligible commodities include: luxury goods; surplus or used items; items for military, police or surveillance use; weather modification equipment; and, commodities used for inducing abortions.

To meet USAID's source requirements, a commodity must be shipped from an eligible country; must be mined, grown or produced in an eligible country; and may not include components from non-Free World countries. Components from Free World countries are eligible within specific limits, usually up to 50 percent of the lowest price at which the supplier makes the commodity available for export sale.

Cargo Carriers' Eligibility

All agreements provide that funds may be used to finance transportation costs for shipping the USAID-financed commodities on U.S. flag vessels or aircraft and, in some instances, on certain designated foreign flag vessels or aircraft.

USAID requires each country granted or loaned funds to ensure that at least 50 percent of the gross tonnage, and at least 50 percent of the gross freight revenue (dry cargo liners), of all commodities financed with the agreement's funds and transported to the cooperating country on ocean vessels be shipped on privately-owned U.S. flag commercial vessels, if available.

Buyers advise prospective suppliers as to what shipping must be used for a particular transaction when they solicit offers, and the autho-

rized eligible shipping is included in the successful supplier's Letter of Credit.

Commodity Price Limitations

Subject to the general limitation that the commodity price cannot exceed the prevailing export market price, USAID will generally finance the following to the extent they are included in the purchase agreement:

1. Delivery Services, including transportation and related services such as forwarders' fees, export packing, freight to the port of export, or special markings required by USAID.
2. Incidental Services such as dollar costs for installation or erection of equipment, or training personnel to operate and maintain it.
3. Sales Commissions to sales agents of the supplier are generally allowed.
4. Marine Insurance including war risk, if placed with an insurance company which is authorized to do business in an eligible country.
5. Inspection Services required by a buyer.

It is also important to be familiar with charges that are not eligible for USAID financing, such as importer agent commissions, dead freight and demurrage, and commissions to a third party. Please refer to A.I.D. Regulation 1 and to Handbook 11, Chapter 3 for details on price limitations and eligibility.

Procedures for Payment

Suppliers submit the same basic documents for payment through USAID financing as through normal commercial Letter of Credit financing. Depending on the terms of the sale, documentation may include supplier's invoice, dock receipt, visaed consular invoice, inspection certificate, and bill of lading. The supplier will be informed in the Letter of Credit of the documents required for each transaction. In addition to the normal commercial documents, others required may include:

- Form A.I.D. 282 — "Invoice-and-Contract Abstract, Supplier's Certificate and Agreement with the Agency for International Development." This document contains a general description of the USAID-financed commodities, incidental and delivery services, and summarizes their price and payment information. By signing the certificate, the supplier (whether of the commodity, transportation services or marine insurance) certifies to the correctness of the information supplied and to compliance with any USAID requirement applicable to the transaction. *This form is required for CIP transactions.*
- Form A.I.D. 1450.4 — "Supplier's Certificate and Agreement with the Agency for International Development for Project Commodities, Invoice and Contract Abstract." The description and purposes of this document are the same as Form A.I.D. 282, described above. *However, this form is required for project commodity procurement.*
- Form A.I.D. 11 — "Application for Approval of Commodity Eligibility." The supplier should complete and submit this form for approval by USAID immediately upon receipt of a Letter of Credit or a firm

order under a USAID-financed program which requires this form. USAID can accept no responsibility for shipments made prior to return of the USAID approved Form 11 to the supplier. *This form is required for CIP transactions.*

Payment is usually made through Letters of Credit advised or confirmed by U.S. commercial banks corresponding with host country banks. In some large value or bulk commodity transactions, payment may be effected by a USAID Direct Letter of Commitment made out in favor of the supplier. Direct Letters of Commitment can be issued by USAID/Washington or by USAID Missions. Both Letters of Credit and Direct Letters of Commitment will require evidence of compliance with all stipulated conditions to effect payment.

Since Letters of Credit and Letters of Commitment are paid from USAID funds, U.S. suppliers are relieved of the responsibility to investigate the credit worthiness of the foreign buyers.

To receive payment, the supplier may be required to airmail to the USAID Mission in the country of destination copies of some of the documents presented to the bank. These normally include a non-negotiable copy of the ocean or air bill of lading, or other shipping document, and the supplier's invoice and packing list. The Letter of Credit and Letter of Commitment will indicate this requirement and provide addresses for distribution.

To assure that USAID funds are properly and economically used, USAID employs a post-audit procedure to examine the transactions it finances. Transactions are audited to see that terms of the contract and USAID regulations have been met. In some cases, suppliers may be called upon to provide additional or supporting information. Therefore, USAID re-

quires that suppliers retain complete records of each transaction for at least three years.

Notice to Suppliers

Suppliers of USAID-financed Commodity Import Program (CIP) commodities are advised that each request for reimbursement shall include an approved Form AID 11, "Application for Approval of Commodity Eligibility" and signed copies of Form AID 282, "Supplier's Certificate and Agreement With the Agency for International Development," in order to receive payment. Forms are available from:

FA/AS/PP/PP

U.S. Agency for Int'l Development
1100 Wilson Boulevard, Room 1200F
Rosslyn, Virginia 22209

Telephone: (703) 875-1803

Fax: (703) 875-1315

Form AID 11 Should be submitted to the Monitoring Branch, Office of Procurement for approval prior to shipment. To facilitate approval, the following documents are required:

1. pro forma invoice, quotation, or sales contract and,
2. the financing document including all amendments (Letter of Credit or USAID Letter of Commitment) and,
3. name of producer and location of plant.

Form AID 11 applications may be sent to:

Chief, Monitoring Branch
U.S. Agency for Int'l Development
1100 Wilson Boulevard, Room 1470
Rosslyn, Virginia 22209

Telephone: (703) 875-1275

Case History of an A.I.D.-Financed Project Procurement

The following narrative is a composite of actual USAID-financed commodity transactions. Only the supplier, the cooperating country and the commodity have been fictionalized. This transaction has been simplified for illustrative purposes.

The Southern Technology Corporation (Soutec) is a small manufacturer of precision electronic equipment used for instructional purposes by educational institutions and in corporate training programs. Until recently, Soutec had limited its marketing to organizations within the continental United States.

After participating in a New York international trade show which generated interest among several foreign distributors, Soutec recognized the potential for expanding its sales to foreign markets. Soutec's first critical step was to appoint an export manager from among its sales staff. Although the manager had no training or experience in this area, he felt that his own government would be a good source of information. This was confirmed when a friend at a local university suggested that he get in touch with the Agency for International Development.

USAID's first recommendation was that he familiarize himself with the fundamentals of export marketing. USAID also encouraged the manager to talk to the staffs of the local offices of the U.S. Department of Commerce and U.S. Small Business Administration. He was encouraged to place his company's name on USAID's Mailing List for announcements of intended procurements.

Shortly after subscribing, the manager read about a USAID-financed procurement of audio-visual equipment for a project in the Republic of Finisterre. The actual buyer was designated as the Republic's Department of Education, and interested firms were referred to the Economic Counsel at the Finisterre Embassy in Washington for an "Invitation for Bid" document.

The manager studied the documents, verified certain bidding specifications, and obtained clarifi-

cation of several terms. The manager then prepared the Soutec bid based on the buyer's form (contained in the document) and supplied the requested information. The bid, with the required bid security, was then submitted to the Republic's Department of Education through the Finisterre Embassy.

Subsequently, Finisterre notified Soutec that it had been selected as the supplier and sent Soutec a contract. After Soutec established a performance guaranty, USAID sent a "Letter of Commitment" to Soutec. Soutec was required to complete and return an acknowledgment copy of the contract to the Finisterre Department of Education and an acknowledgment copy of the Letter of Commitment to USAID.

Before signing the contract, the manager checked it against the bid for any variances. The manager also reviewed the USAID Letter of Commitment to ensure compliance with its requirements.

Soutec then assembled the equipment, marked the equipment and/or containers after crating the equipment according to USAID designations, and shipped it on an American flagship to Finisterre CIF at the specified port. Soutec got a rider from its insurance carrier to extend coverage to this shipment. The USAID Letter of Commitment indicated that payment of the contract price would be made following compliance with all USAID instructions. Payment would be made by USAID in U.S. dollars. However, Soutec previously had negotiated a loan with its local commercial bank to cover the receivable.

In this case, shipment was made according to schedule, the Republic's Department of Education and USAID were supplied with the proper documentation by registered mail, and Soutec received payment shortly thereafter.

Getting Ready to Export A.I.D.-Financed Commodities

Sales Opportunities. Before a public sector buyer using USAID financing places an order of \$25,000 or more, the information is published in the Procurement Information Bulletin (PIB) for the purpose of notifying U.S. businesses of the specific sale opportunity. This publication is available, without charge, to U.S. businesses through USAID/OSDEU.

If the public sector procurement is expected to exceed \$100,000 then the information is also published in the *Commerce Business Daily (CBD)*, which summarizes U.S. Government procurement subcontracting leads, contract awards, and foreign business opportunities. The CBD also includes USAID/Direct and Host Country requirements for professional and technical assistance services, as well as for most commodities. Generally, commodity procurements announced in the PIB also appear in the CBD.

Sales Promotion. Potential U.S. suppliers also need to actively promote their products, just as they do in domestic markets. In addition to participating in trade shows, meeting with representatives of foreign trade missions and distributors, suppliers may also find it advantageous to send copies of catalogs, brochures, price lists, and other descriptive material to selected USAID Missions overseas and to Commercial Attaches of U.S. Embassies in those countries. These sources are used by local governments, manufacturers, importers and business representatives, as well as by technical staffs of USAID Missions, to identify U.S. sources for specific products.

Importers in developing countries may have a limited knowledge of U.S. commodities and their sources. These importers frequently

consult USAID Missions and U.S. Embassies when their government approves import authorizations for procurement with the USAID-provided funds. Contact information for USAID Missions is included in the Appendices.

Selecting an Export Distribution Channel

Once the American supplier has thoroughly researched selected markets and is encouraged about proceeding, consideration should be given to distribution channels, keeping in mind that what may be best for one country may not be best for another. However, the most common type of channels are:

- U.S. firms called Export Managers or Merchant Exporters, frequently located in major U.S. port cities. They either buy directly from the supplier for export or provide full export management services for several firms simultaneously. Some service companies also buy from export managers. Export management firms can be located in the classified telephone directory in major cities under "Exporters."
- Foreign importers and trading companies with offices in the U.S. which buy from U.S. suppliers. Embassies or consulates for the countries you select offer the best source of information on these firms.
- Foreign sales representatives or other sales agents and customer firms located in foreign countries. These could be marketing organizations, combination marketing and distributing firms, or direct end-users.

They are critically important because of their knowledge of local contacts and potential markets.

U.S. freight forwarders who have developed the expertise in the physical movement of products abroad. They can provide invaluable assistance to American suppliers who plan to handle their own shipping. They are listed in the classified telephone directories under "Freight Forwarding."

For Further Information

A copy of the "Consumers Guide to Federal Publications," containing order information, can be obtained from the Superintendent of Documents, Government Printing Office (GPO), Washington, DC 20402. The following are a few publications of interest to U.S. exporters:

U.S. Small Business Administration. *Is Exporting for You?*

U.S. Small Business Administration. *Export Marketing for Smaller Firms.*

U.S. Department of Commerce. *A Basic Guide to Exporting.*

U.S. Department of Commerce. *A Guide to Financing Exports.*

U.S. Department of Commerce. *A Business Directory of U.S. Government Resources.*

Presidential InterAgency Task Force on Trade. *Exporters Guide to Federal Resources for Small Business.*

USAID Mission Directory

(As of January 1992)

Africa, East & Southern

USAID/Regional Economic Development
Services (REDSO/ESA)
P.O. Box 232
APO, AE 09831-8900

Africa, West & Central

USAID/Regional Economic Development
Services (REDSO/WCA)
Department of State
Washington, DC 20521-2010

Austria

AM EMBASSY/Vienna
RIG/A/AID
APO, AE 09108-0001

Bangladesh

USAID/Dhaka
Department of State
Washington, DC 20521-6120

Belize

AID REP/Belize City
Department of State
Washington, DC 20521-3050

Benin

AID REP/Lome
Department of State
Washington, DC 20520-2300

Bolivia

USAID/La Paz
Unit 3914
APO, AA 34032

Botswana

USAID/Gaborone
Department of State
Washington, DC 20521-2170

Brazil

AM EMBASSY/Brasilia
Unit 350
APO, AA 34030

Bulgaria

AID REP/Sofia
APO, AE 09213

Burkina Faso

USAID/Ouagadougou
Department of State
Washington, DC 20521-2440

Burundi

AID REP/Bujumbura
Department of State
Washington, DC 20521-2100

Cameroon

USAID/Yaounde
Department of State
Washington, DC 20521-2520

Cape Verde

AID REP/Praia
Department of State
Washington, DC 20521-2460

Caribbean

USAID Regional Development Office
RDO/Bridgetown
APO, AA 34054

Central America (ROCAP)

USAID Regional Office
USAID/Guatemala City
Unit 3323
APO, AA 34024

Chad

AID REP/N'Djamena
Department of State
Washington, DC 20521-2410

Chile

AID REP/Santiago
Unit 4128
APO, AA 34033

Colombia

AM EMBASSY/Bogota
APO, AA 34038

Congo

USAID/Brazzaville
Department of State
Washington, DC 20521-2090

Costa Rica

USAID/San Jose
Unit 2503
APO, AA 34020

Czechoslovakia

AID REP/Prague
APO, AE 09213

Djibouti

AID REP/Djibouti
Department of State
Washington, DC 20521-2150

Dominican Republic

USAID/Santo Domingo
Unit 5541
APO, AA 34041

Ecuador

USAID/Quito
Unit 5330
APO, AA 34039-3420

Egypt

USAID/Cairo
Unit 64902
APO, AE 09839-4902

El Salvador

USAID/San Salvador
Unit 3110
APO, AA 34023

Ethiopia

AID REP/Addis Ababa
Department of State
Washington, DC 20521-2030

France

AM EMBASSY/Paris
APO, AE 09777

The Gambia

AID REP/Banjul
Department of State
Washington, DC 20521-2070

Ghana

AID REP/Accra
Department of State
Washington, DC 20521-2020

Guatemala (Bilateral)

USAID/Guatemala City
c/o AM EMBASSY/Guatemala City
APO, AA 34024-3190

Guinea

USAID/Conakry
Department of State
Washington, DC 20521-2110

Guinea-Bissau

AID REP/Bissau
Department of State
Washington, DC 20521-2080

Haiti

USAID/Port au Prince
Department of State
Washington, DC 20521-3400

Honduras

USAID/Tegucigalpa
Unit 2927
APO, AA 34022

Hungary

AID REP/Budapest
APO, AE 09213

India

USAID/New Delhi
Department of State
Washington, DC 20521-9000

Indonesia

USAID/Jakarta
APO, AP 96520

Italy

AM EMBASSY/Rome/FODAG
PSC #59, Box 100
APO, AE 09624

Jamaica

USAID/Kingston
Department of State
Washington, DC 20521-3210

Jordan

USAID/Amman
Unit 70206
APO, AE 09892-0206

Kenya

USAID/Nairobi
Unit 64102
APO, AE 09831-4102

Lesotho

USAID/Maseru
Department of State
Washington, DC 20521-2340

Madagascar

USAID/Antananarivo
Department of State
Washington, DC 20521-2040

Malawi

USAID/Lilongwe
Department of State
Washington, DC 20521-2280

Mali

USAID/Bamako
Department of State
Washington, DC 20521-2050

Mauritania

AID REP/Nouakchott
Department of State
Washington, DC 20521-2430

Mexico

USAID/Mexico DF
Department of State
Washington, DC 20521-8700

Morocco

USAID/Rabat
Unit 22, Box 74
APO, AE 09718

Mozambique

USAID/Maputo
Department of State
Washington, DC 20521-2330

Namibia

USAID/Windhoek
Agency for International Development
Washington, DC 20523-2540

Nepal

USAID/Kathmandu
Department of State
Washington, DC 20521-6190

Nicaragua

USAID/Managua
Unit 2712, Box 12
APO, AA 34021

Niger

USAID/Niamey
Department of State
Washington, DC 20521-2420

Nigeria

AM EMBASSY/Lagos
Department of State
Washington, DC 20521-8300

Oman

AID REP/Muscat
Department of State
Washington, DC 20521-6220

Pakistan

USAID/Islamabad
APO, AE 09812

Panama

USAID/Panama City
Unit 0949
APO, AA 34002

Paraguay

USAID/Asuncion
APO, AE 34036

Peru

USAID/Lima
Unit 3760
APO, AA 34031

The Philippines

USAID/Manila
Unit 8115
APO, AP 96440

Poland

USAID/Warsaw
Unit 5010
APO, AA 09213-5010

Portugal

AID REP/Lisbon
APO, AE 09726

Romania

AID REP/Bucharest
APO, AE 09213

Rwanda

AID REP/Kigali
Department of State
Washington, DC 20521-2210

Senegal

USAID/Dakar
Department of State
Washington, DC 20521-2130

Sierra Leone

AM EMBASSY/Freetown
Department of State
Washington, DC 20521-2160

Singapore

AM EMBASSY/Singapore
AID/RIG/EXO
Department of State
Washington, DC 20521-4280

Republic of South Africa

USAID/Pretoria
Department of State
Washington, DC 20521-4280

South Pacific

Regional Development Office
South Pacific/Suva
Department of State
Washington, DC 20521-4290

Sri Lanka

USAID/Colombo
Department of State
Washington, DC 20521-6100

St. George

USAID/Grenada
Department of State
Washington, DC 20521-3180

The Sudan

USAID/Khartoum
Unit 63900
APO, AE 09829-3900

Swaziland

USAID/Mbabane
Department of State
Washington, DC 20521-2350

Tanzania

USAID/Dar es Salaam
Department of State
Washington, DC 20521-2140

Thailand

USAID/Bangkok
Box 47
APO, AP 96546-7200

Togo

AID REP/Lome
Department of State
Washington, DC 20520-2300

Tunisia

USAID/Tunis
Department of State
Washington, DC 20521-6360

Turkey

USAID/Ankara
APO, AE 09823

Uganda

USAID/Kampala
Department of State
Washington, DC 20521-2190

Uruguay

AID REP/Montevideo
Unit 4516
APO, AA 34035

Upper Volta

See Burkina Faso

Yemen Arab Republic

USAID/Sanaa
Department of State
Washington, DC 20521-6330

Yugoslavia

AID REP/Belgrade
APO, AE 09213

Republic of Zaire

USAID/Kinshasa
APO, AE 09828

Zambia

USAID/Lusaka
Department of State
Washington, DC 20521-2310

Zimbabwe

USAID/Harare
Department of State
Washington, DC 20521-2180

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

U.S. Agency for International Development
Room 1200A, SA-14
Washington, DC 20523
(703) 875-1551

U.S. Defense Logistics Agency
U.S. Department of Defense
Cameron Station
Alexandria, VA 22314
(202) 274-6471

U.S. Department of Agriculture
Room 1323, South Building
14th & Independence Avenues, S.W.
Washington, DC 20250-9400
(202) 720-7117

U.S. Department of the Air Force
Room 4C255
The Pentagon
Washington, DC 20330
(202) 697-4126

U.S. Department of Commerce
Room 6411
Washington, DC 20230
(202) 377-3387

Office of the Secretary of Defense
U.S. Department of Defense
Room 2A340
The Pentagon
Washington, DC 20301-3061
(202) 694-1151

U.S. Department of Education
400 Maryland Avenue, S.W.
Room 3120, POB 3
Washington, DC 20202-0521
(202) 708-9820

U.S. Department of Energy
Room 1E061
Washington, DC 20585
(202) 586-8201

U.S. Department of Health and Human
Services
Room 513D
Washington, DC 20201
(202) 245-7300

U.S. Department of Housing and Urban
Development
Room 10226
Washington, DC 20410
(202) 708-1428

U.S. Department of Interior
Room 2527
Washington, DC 20240
(202) 343-8493

U.S. Department of Justice
Room 748
HOLC Building
Washington, DC 20530
(202) 724-6271

U.S. Department of Labor
Room S-1004
Washington, DC 20210
(202) 523-9148

U.S. Department of State
M/SDBU
Room 513 SA-6
Washington, DC 20520
(202) 875-6823

U.S. Department of Transportation
400 Seventh Street S.W., Room 9410
Washington, DC 20590
(202) 366-9750

U.S. Department of Treasury
Room 1458
15th & Pennsylvania Avenue, N.W.
Washington, DC 20220
(202) 566-9616

Office of the Secretary of the Army
U.S. Department of the Army
Room 2A712
The Pentagon
Washington, DC 20310-0106
(202) 697-7753

Office of the Secretary of the Navy
U.S. Department of the Navy
Room 604, Building 6
Crystal Plaza
Washington, DC 20360
(202) 692-7122

U.S. Department of Veterans Affairs
Room 005C
810 Vermont Avenue, N.W.
Washington, DC 20420
(202) 233-2192

U.S. Environmental Protection Agency
401 M Street, S.W.
A-149-C
Washington, DC 20460
(202) 557-7777

U.S. Federal Trade Commission
Sixth & Pennsylvania Avenue, N.W.
Suite 700
Washington, DC 20580
(202) 523-5552

U.S. General Services Administration
Room 6017, AU
18th & F Streets, N.W.
Washington, DC 20405
(202) 566-1021

U.S. Information Agency
P.L. 1200 NASSIF Building
301 4th Street, S.W.
Washington, DC 20547
(202) 366-0145

U.S. National Science Foundation
1800 G Street, N.W.
Room 1250
Washington, DC 20050
(202) 357-9666

U.S. Nuclear Regulatory Commission
Maryland National Bank Building
Room 7217
Washington, DC 20555
(202) 492-4665

U.S. Postal Service
475 L'Enfant Plaza West, S.W.
Room 4131
Washington, DC 20260-6201
(202) 268-4633

AID Consultant Registry Information System (ACRIS)

ACRIS is a computerized database established by the U.S. Agency for International Development to assist small and minority U.S. businesses to compete for USAID-financed technical service contracts.

The purpose of ACRIS:

- Lists U.S. businesses and their technical service capabilities.
- Provides USAID personnel considering the use of private sector technical services for USAID-financed projects the names of U.S. businesses with capabilities needed to fulfill requirements.
- Notifies U.S. businesses of upcoming contracting opportunities.

Technical Services often used include:

- agriculture and rural development
- construction
- education
- energy
- environment
- health
- industry
- population
- procurement
- telecommunications
- transportation
- urban
- water supply and sanitation

If you wish your capabilities to be included in the ACRIS database, please complete the attached form and return along with your firm's capability statement (company brochure) to:

U.S. Agency for International Development
OSDBU/MRC
Room 1200A, SA-14
Washington, DC 20523

Your firm's capability statement will be reviewed to determine whether the Agency now requires, or may in the future require the type of services your firm provides.

Your Name _____

Organization's Name _____

Business Address _____

Telephone _____

Mailing List Application

In compliance with Section 602 of the Foreign Assistance Act as amended, and for the benefit of the U.S. business community, the Agency for International Development (USAID) publishes notices of intended USAID-financed procurement of commodities (equipment, materials, etc.). To receive these notices, complete and return this Mailing List Application.

Sometimes it is in the interest of USAID to utilize the procurement expertise of other Federal Agencies. In that regard, it is useful for suppliers interested in USAID-financed commodity procurement to be on the Mailing List of such agencies. The Federal agencies most frequently used by USAID to procure select commodities are:

Defense Personnel Support Center (DPSC/DU)
Small Business Office
2800 South 20th Street
Philadelphia, PA 19101-8419

General Services Administration
Business Service Center
National Capital Region
Washington, DC 20407

Veterans Administration
Marketing Center
P.O. Box 76
Hines, IL 60141

It should be noted that, in most cases, a Federal Agency procuring commodities for USAID will not be able to segregate its mailing lists for subscribers wanting only notices of procurement of USAID-financed commodities. Also, these Federal agencies generally do not identify the advertised commodity as USAID-financed.

The following complete mailing groups include some items which are not normally eligible for financing by USAID. For a copy of the specific USAID Commodity Eligibility Listing which lists all items eligible for USAID financing by their U.S. Department of Commerce Schedule B Numbers, address requests to the Agency for International Development, Office of Small and Disadvantaged Business Utilization, Washington, DC 20523-1414.

Commodity Group	<u>U.S. Department of Commerce Schedule B Numbers</u>
A	Live Animals; Animal Products; Meat and Edible Meat Offal; Fish and Crustaceous Mollusks and Other Aquatic Invertebrates; Dairy Produce; Birds' Eggs; Natural Honey; Edible Products of Animal Origin, N.E.S.O.I.; Products of Animal Origin N.E.S.O.I. Schedule B Numbers 0101.11.0000 - 0511.99.5000
B	Live Trees and Other Plants; Bulbs, Roots and the Like; Cut Flowers and Ornamental Foliage. Schedule B Numbers 0601.10.0000 - 0604.99.0000
C	Edible Vegetables and Certain Roots and Tubers; Edible Fruits and Nuts; Peel of Citrus Fruit or Melons; Coffee, Tea, Mate and Spices, Cereals; Products of the Milling Industry; Malt; Starches, Inulin; Wheat Glutin; Oil Seeds and Oleaginous Fruits; Miscellaneous Grains, Seeds and Fruit; Industrial or Medicinal Plants; Straw and Fodder. Schedule B Numbers 0701.10.0000 - 1214.90.0040
D	Lac, Gums, Resins and Other Vegetable Saps and Extracts; Vegetable Plaiting Materials; Vegetable Products N.E.S.O.I.; Animal or Vegetable Fats and Oils and their Clearance Products; Prepared Edible Fats; Animal or Vegetable Waxes; Preparations of Meat, of Fish or of Crustaceous Invertebrates; Sugars and Sugar Confectionery; Cocoa and Cocoa Preparations; Preparations of Cereals, Flour Starch or Milk; Preparations of Vegetables, Fruits, Nuts or Other Parts of Plants; Miscellaneous Edible Preparations. Schedule B Numbers 1301.10.0000 - 2106.90.7000
E	Beverage Spirits and Vinegar Schedule B Numbers 2201.10.0000 - 2209.00.0000
F	Residues and Waste from Food Industries; Prepared Animal Feed (Fodder); Tobacco and Manufactured Tobacco Substitutes; Salt; Sulfur; Earths and Stone; Plastering Materials; Lime and Cement; Ores, Slag and Ash; Mineral Fuels, Mineral Oils and Products of their Distillation; Bituminous Substances; Mineral Waxes. Schedule B Numbers 2301.10.0000 - 2617.00.0000
G	Inorganic Chemicals; Organic and Inorganic Compounds of Precious Metals of Rare-Earth Metals of Radioactive Elements or of Isotopes; Organic Chemicals; Pharmaceutical Products; Fertilizers. Schedule B Numbers 2810.10.0000 - 3105.90.0000
H	Tannins or Dyeing Extracts; Tannins and their Derivatives; Dyes, Pigments and Other Coloring Matter; Paints and Varnishes, Putty and Other Mastics; Inks; Essential Oils and Resinoids; Perfumery, Cosmetic or Toilet Preparations; Soap, Organic Surface-Active Agents, Washing Preparations, Lubricating Preparations, Artificial Waxes, Prepared Waxes, Polishing or Scouring Preparations, Candles and Similar Articles of Modeling Pastes, Dental Preparations with a Basis of Plaster. Schedule B Numbers 3201.10.0000 - 3407.00.0000

- I** Albuminoidal Substances; Modified Starches; Glues; Enzymes; Explosives; Pyrotechnic Products; Matches; Pyrophoric Alloys; Certain Combustible Preparations; Photographics or Cinematographic Goods; Miscellaneous Chemical Products.
Schedule B Numbers 3501.10.0010 - 3823.90.6000
- J** Plastics and Articles Thereof; Rubber and Articles Thereof; Raw Hides and Skins (Other than Fur Skins) and Leather; Articles of Leather; Saddlery and Harness; Articles of Animal Gut; Furskins and Artificial Fur; Manufactures Thereof.
Schedule B Numbers 3901.10.0010 - 4304.00.0000
- K** Wood and Articles of Wood; Cork and Articles of Cork; Manufactures of Straw of Esparto or other Plaiting Materials; Basketware and Wickerwork; Woodpulp and other Pulps; Paper and Paperboard; Articles of Paper Pulp, Of Paper or of Paperboard; Printed Books, Newspaper , and other Products of the Printing Industry; Manuscripts, Typescripts and Plans.
Schedule B Numbers 4401.10.0000 - 4911.99.0000
- L** Silk; Wool, Fine or Coarse Animal Hair; Horsehair Yarn and Woven Fabric, Cotton, Other Vegetable textile Fibers; Paper Yarn and Woven Fabrics of Paper Yarn.
Schedule B Numbers 5001.00.0000 - 5311.00.0000
- M** Manmade Filaments, Manmade Staple Fibers, Wadding, Felt and Nonwovens; Special Yarns; Twine, Cordage, Rope and Cables and Articles Thereof; Carpets and Other Textile Floor Coverings; Special Woven Fabrics, Tufted Textile Fabrics; Lace; Tapestries; Trimmings; Embroidery; Impregnated Coated, Covered or Laminated Textile Fabrics; Textile Articles of a Kind Suitable for Industrial Use; Knitted or Crocheted Fabrics; Articles of Apparel and Clothing Accessories Knitted or Crocheted; Articles of Apparel or Clothing Not Knitted or Crocheted; Other Made-Up Textile Articles.
Schedule B Numbers 5401.10.0000 - 6310.90.0000
- N** Footwear; Gaitors and the Like; Parts of Such Articles; Headgear and Parts Thereof; Umbrellas, Sun Umbrellas, Walking Sticks; Seat-Sticks, Whips, Riding-Crops and Parts Thereof; Prepared Feathers and Down and Articles Made of Feathers or of Down; Artificial Flowers; Articles of Human Hair.
Schedule B Numbers 6401.10.0000 - 6704.90.0000
- O** Articles of Stone, Plaster, Cement, Asbestos, Mica or Similar Materials; Glass and Glassware; Ceramic Products; Glass and Glassware; Natural or Cultured Pearls, Precious or Semi-Precious Stones, Precious Metals, Metals Clad with Precious Metal, and Articles Thereof; Imitation Jewelry; Coins.
Schedule B Numbers 6801.00.0000 - 7118.90.0050
- P** Iron and Steel, Articles of Iron or Steel; Copper and Articles Thereof; Nickel and Articles Thereof; Aluminum and Articles Thereof; Zinc and Articles Thereof; Tin and Articles Thereof.
Schedule B Numbers 7201.10.0000 - 8007.00.0000
- Q** Other Base Metals, Cements, Articles Thereof; Tools and Implements of Base Metals; Parts Thereof of Base Metals; Miscellaneous Articles of Base Metals.
Schedule B Numbers 8101.10.0000 - 8311.90.0000

- R** Nuclear Reactors, Boilers, Machinery and Mechanical Appliances; Parts Thereof; Electrical Machinery and Equipment and Parts Thereof; Sound Recorders and Reproducers, Television Image and Sound Recorders and Reproducers, and Parts and Accessories of Sound Articles.
Schedule B Numbers 8401.10.0000 - 8548.00.0000
- S** Railway or Tramway Locomotives, Rolling Stock and Parts Thereof; Railway or Tramway Track Fixtures and Fittings and Parts Thereof; Mechanical Traffic Signaling Equipment of All Kinds.
Schedule B Numbers 8601.10.0000 - 8609.00.0000
- T** Vehicles Other Than Railway or Tramway Rolling Stock, and Parts and Accessories Thereof; Aircraft Spacecraft and Parts Thereof; Ships, Boats and Floating Structures.
Schedule B Numbers 8701.10.0000 - 8908.00.0000
- U** Optical, Photographic, Cinematographic, Measuring, Checking Precision, Medical or Surgical Instruments and Apparatus; Parts and Accessories Thereof; Clocks and Watches and parts Thereof; Musical Instruments; Parts and Accessories of Such Articles; Arms and Ammunition; Parts and Accessories Thereof; Furniture; Bedding, Mattresses, Cushions, Lamps and Lighting Fittings.
Schedule B Numbers 9001.10.0000 - 9406.00.8040
- V** Toys, Games and Sports Equipment; Parts and Accessories Thereof; Miscellaneous Manufactured Articles; Works of Art Collectors' Pieces and Antiques; Special Classifications.
Schedule B Numbers 9501.00.5000 - 9803.20.0000
- W** All Procurement Notices for all Commodity Groups. Only subscribers desiring information on *all* commodities (every publication issued) should circle W. Because of budget constraints, A.I.D. discourages subscribers from requesting published notices for *all* commodity groups.

Please circle the commodity group letter(s) below.

Group Letters: A B C D E F G H I J K L M N
 O P Q R S T U V W

"PLEASE PRINT OR TYPE" ADDRESS INFORMATION COMPLETELY, INCLUDING THE ZIP PLUS FOUR CODE. OUR ADDRESS PLATES ARE LIMITED TO 40 SPACES ON EACH OF THE 4 LINES. YOUR COOPERATION IN ABBREVIATING WHERE NECESSARY, IN ORDER TO FIT WITHIN THESE LIMITATIONS, WILL BE APPRECIATED.

Please complete and return to:

AGENCY FOR INTERNATIONAL DEVELOPMENT
Office of Small and Disadvantaged Business Utilization
Washington, DC 20523-1414

Name of Company		
Attention (<i>if desired</i>)		
Street Address or Post Office Box		
City	State	Zip +4
Area Code and Telephone Number		