

DOFR 171
31 DEC 1974

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

December 17, 1974

Mr. Jack Friedman, President
American Friends of the Clifford
M. Strauss School
475 New Hempstead Road
New City, New York 10956

Subject: Letter Amendment No. 1
to Grant AID/asha 59
Clifford M. Strauss School

Dear Mr. Friedman:

This letter amends Grant AID/asha 59 of January 16, 1973 to extend the expiration date as follows:

Cover Page - In the second paragraph, delete the phrase "ending December 31, 1974" and insert in its place "ending October 31, 1976."

Except as expressly herein amended, said Grant is continued in full force and effect in accordance with its conditions.

Please indicate your acceptance of this amendment by signing the original and all copies and returning the original and four copies to this office.

Sincerely yours,



Arturo G. Costantino
Director, Office of American
Schools and Hospitals Abroad

ACCEPTED

American Friends of the Clifford M. Strauss
School

By Jack Friedman
Title President

CERTIFIED A TRUE COPY THIS
GRANT ----- 16 ----- DAY OF Jan 1973
BY Jan Bumbante
BY THE

23 JAN 1973

UNITED STATES OF AMERICA

TO

AMERICAN FRIENDS OF THE CLIFFORD M. STRAUSS SCHOOL

FOR

THE CLIFFORD M. STRAUSS SCHOOL

Pursuant to the authority contained in Section 214 of the Foreign Assistance Act of 1961, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as "A.I.D.") hereby makes a grant of Two Hundred and Fifty Thousand Dollars (\$250,000) to the American Friends of the Clifford M. Strauss School (hereinafter referred to as "Grantee") as agent and trustee for the Clifford M. Strauss School located at Sarcelles, France, in accordance with and subject to the terms and conditions set forth in Appendices hereto attached and made part of this grant, as follows: Appendix A (Special Provisions), and Appendix B (General Provisions: (1) Procurement of Professional Services, (2) Procurement of Construction Services, (3) Procurement of Commodities, (5a) Disbursement Procedures, and (6) Administrative and Other Provisions).

This grant is to cover authorized expenditures incurred from the date of execution of this grant and ending December 31, 1974.

Agency for International Development

By James F. Campbell
Assistant Administrator for Program
and Management Services

Date

Jan 15 1973

This grant is hereby accepted subject to terms and conditions and for the purposes set forth in the appendices attached hereto.

American Friends of the Clifford M. Strauss School
801 West 190th Street
New York, New York 10040

By Jac Feldman
Title President

Grant No. AID/asha 59
Project No. 913-13-650-246-53-1334023
Allotment No. 394-13-099-00-84-51
Appropriation No. 72-1131013

APPENDIX A

SPECIAL PROVISIONS

ARTICLE I - PURPOSE OF THE GRANT

A. Under Section 214 of the Foreign Assistance Act of 1961, as amended, assistance is authorized for schools outside the United States founded or sponsored by United States citizens and serving as study and demonstration centers for ideas and practices of the United States.

B. The Grantee is a non-profit trust established in 1971 in the State of New York. Grantee sponsors the Clifford M. Strauss School, hereinafter referred to as the School, located at Sarcelles, France.

C. The School was founded in 1968 to provide secondary education to economically and socially disadvantaged immigrant children of North African parentage. A principal purpose of the School is to help integrate these children into modern Western society. Grantee is working to ensure that the School demonstrates in the Sarcelles area American educational ideas and practices. Grantee has requested assistance for construction of classroom facilities for the School. A.I.D. has determined that such assistance should be provided.

ARTICLE II - AUTHORIZED EXPENDITURES

Except as otherwise provided by A.I.D. in writing, the \$250,000 provided by this grant shall be used only as follows:

Cost of architectural and engineering services, construction contracting services, and commodities for construction and furnishing new classroom and related facilities for the School.

ARTICLE III - OTHER SPECIAL PROVISIONS

A. Additional Costs

Grantee agrees that any costs in excess of the amount provided by this grant necessary to construct the classroom and related facilities will be from the account of the Grantee or other private sources.

B. Procurement of Professional Services

Pursuant to Appendix B, Procurement of Professional Services, Grantee is authorized to procure architectural and engineering services in the United States and France.

PROCUREMENT OF PROFESSIONAL SERVICES

A. Definition - Place of Procurement

Professional services refer to architectural-engineering, management, and other consultant services. Appendix A, Special Provisions, will specify whether professional services are to be procured in the United States or may be procured in the country in which Grantee's institution is located.

B. Method of Procurement

1. Selection of Professional Services Firm

For procurement of services in the United States, Grantee shall obtain expressions of interest from various firms. For work estimated to cost over \$25,000, Grantee shall, as part of its effort to obtain expressions of interest, prepare a notice describing the project and services involved for submission to A. I. D. for publication in Commerce Business Daily of the United States Department of Commerce. For procurement of services in the country in which Grantee is located, Grantee shall obtain expression of interest and proposals from firms in accordance with local law and practice. Grantee shall negotiate a proposed contract with the firm Grantee determines to be best qualified.

2. Qualifications and Contract

Grantee shall submit to A. I. D. the names of the firms from whom Grantee obtained proposals and the reasons for selecting the firm chosen. The qualifications of the firm selected shall be submitted to A. I. D. for

Procurement of Professional Services

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approval on form AID 1420-5, Architect-Engineer Questionnaire, or form AID 1420-6, Management Consulting Questionnaire, as appropriate. In addition, Grantee's proposed contract for services, made subject to A. I. D. approval, shall be submitted to A. I. D. for approval of the scope of work, reasonableness of price and adherence to good contracting practice. Grant funds may not be disbursed for professional services prior to written approval of the award and contract by A. I. D.

3. Procurement of Previously Employed Firm or Individual

Grantee may select a firm which Grantee has previously employed for professional services or an individual person without following the selection procedure described in paragraph 1 above. A statement setting forth Grantee's reasons for selection of an individual or previously employed firm shall be submitted to A. I. D. for approval. In addition to the above statement, A. I. D. approval of procurement of such services will be based on the qualifications of the person or firm to perform the work and the adequacy of Grantee's proposed contract as specified in paragraph 2 above.

PROCUREMENT OF CONSTRUCTION SERVICES

A. General

Construction services shall be procured competitively, in a manner to ensure award of a contract to that qualified and responsive bidder offering the lowest price. Construction services shall be procured under a fixed or unit price contract except as A. I. D. may otherwise approve in writing.

B. Place of Procurement

Construction services may be procured from a firm in the country in which Grantee's institution is located unless otherwise specified in Appendix A, Special Provisions.

C. Method of Procurement

1. Selection of Firms to Bid

Grantee shall prepare a synopsis describing its project for use in soliciting the interest of construction firms to bid in accordance with local law and practice. Grantee shall obtain qualifying information necessary to determine that interested firms have satisfactory experience on projects of similar kind and size, adequate financial capacity, necessary manpower and equipment, and any specialized qualification. Grantee shall then determine those firms it considers qualified to bid.

2. A. I. D. Approval Prior to Bidding

Prior to issuance of its Invitation for Bids (IFB), Grantee's bid package shall be submitted to A. I. D. for approval. The IFB shall include the following:

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- (a) the notice and instruction to bidders (3 copies)
- (b) the bid form, including the bid-price schedule if bidding is for a unit price contract (3 copies)
- (c) the proposed contract (3 copies)
- (d) the plans, drawings and specifications (1 set)
- (e) other documents and information included in the IFB (3 copies).

3. A. I. D. Approval Prior to Construction

Following the bidding, the Grantee shall submit to A. I. D. three copies of (1) a tabulation and analysis of the bids received, together with the architect's recommendations and the qualifications of the bidder with whom the Grantee proposes contracting, and (2) a contract with the lowest responsible bidder, which contract shall be made subject to A. I. D. approval of the award and contract. Grantee shall not issue a notice to proceed with construction nor may grant funds be disbursed for construction, prior to written approval of the award and contract by A. I. D.

D. Marking Requirements

An appropriate sign, readable at a reasonable distance, shall be displayed at the construction site indicating that the facility being constructed is financed by A. I. D. Upon completion of construction, a durable metal plaque shall be affixed to the facility giving due credit to the American people for providing the resources to construct the facility. The form of and wording for the plaque shall be submitted to A. I. D. for approval.

PROCUREMENT OF COMMODITIES

Paragraphs A through H apply to procurement of commodities and commodity related services by the Grantee and any Grantee procurement agent. Paragraphs A and B only apply to procurement of commodities under a fixed or unit price contract of the Grantee for construction services.

A. Place of Procurement

Commodities authorized for procurement shall be procured only in the United States or in the country in which Grantee's institution is located (except as Appendix A, Special Provisions, limits procurement to the United States only).

1. Procurement in the United States

Commodities procured in the United States shall have been produced in the United States. A commodity shall not be eligible as being produced in the United States if

- (a) more than 50 percent of the total cost of its components were imported into the United States, and
- (b) it contains components from any communist country, excluding Yugoslavia.

2. Procurement in the Country in which Grantee's Institution is Located

Commodities procured in the country in which Grantee's institution is located

- (a) shall not have entered the market on order from, or otherwise to satisfy a specific need of, the Grantee, and
- (b) shall not have been produced in, nor--to the best of Grantee's knowledge or the knowledge of any agent or contractor of the Grantee -- contain components from, any communist country, excluding Yugoslavia.

B. U. S. Carriers

Shipment of commodities from the United States shall be on U. S. flag carriers except as otherwise approved by A. I. D.

C. Quotations and Bids

Procurement shall be made in accordance with Grantee's regular methods of procurement, provided Grantee employs good business practices which, except as permitted by paragraph D below, shall include:

1. Obtaining quotations or bids, as appropriate, from as many alternative sources as may be feasible, and
2. Procurement at the lowest price except as extenuating circumstances or non-responsive bids otherwise dictate.

Any decision by Grantee to procure a commodity at other than the lowest price offered shall be documented pursuant to paragraph E below.

D. Proprietary Procurement

Proprietary procurement, i. e., procurement from a single source and without obtaining quotations or bids from other manufacturers or suppliers, is hereby authorized (1) to assure compatibility or standardization with existing commodities, (2) when special design requirements are needed and available only from a single source, (3) when a specific commodity has proven to be most economical, dependable or serviceable under local conditions, and (4) when a specific commodity has a sole manufacturer or supplier. Any decision by Grantee to procure a commodity on a proprietary basis shall be documented pursuant to paragraph E below, except for procurement of spare parts and components for existing commodities which may be

undertaken on a proprietary basis without the documentation required in Paragraph E below.

E. Notification to A. I. D.

Any decision by Grantee to procure a commodity (1) at other than the lowest price offered or (2) on a proprietary basis (except for spare parts and components for existing commodities) shall be supported by a statement setting forth the reason(s) and the name(s) of the person(s) deciding that such procurement was advisable and necessary. Statements substantiating the above kinds of action shall be included in Grantee's records and furnished to A. I. D. when the procurement is undertaken.

F. A. I. D. Financed Export Opportunities Bulletin

For commodities costing \$5,000 or more to be procured from the United States, Grantee shall prepare and submit to A. I. D. notice(s) of prospective procurement for publication in the A. I. D. Export Opportunities Bulletin. Each notice shall (1) describe generically the commodities to be procured, (2) provide an address in the United States where more detailed information may be obtained by interested parties, and (3) state that procurement will begin 45 days (or such later date as Grantee may desire) after publication of notice.

G. Marking Requirements

The Grantee shall insure that all major commodities financed under this grant are marked with the official A. I. D. ("clasped hands") emblem, except as A. I. D. may otherwise approve in writing.

H. Procurement Documentation

Grantee's records shall include copies of all solicitations made for bids or quotations for commodities procured under this grant; all quotations or bids received; suppliers commercial invoices; and as applicable, other pertinent documents related to procurement, e. g. , bills of lading or other evidence of shipment, including insurance; sales and service contracts or agreements; and Grantee's documentation for proprietary procurement and procurement at other than the lowest price pursuant to paragraph E above.

DISBURSEMENT PROCEDURES

Disbursement for Actual and Accrued Expenses

Except as otherwise provided in Appendix A, Special Provisions, or by A. I. D. in writing, the disbursement of grant funds shall be in accordance with the following terms and procedures.

A. Disbursement Terms

1. Disbursement for Actual and Accrued Costs

Funds shall be disbursed to the Grantee for actual and accrued United States Dollar and local currency expenses as authorized in Appendix A of this grant.

2. Conversion of Dollars to Local Currency

Grantee is authorized to convert United States Dollars to local currency. Such conversions shall be made by, or under arrangements and at rates approved by, a United States Disbursing Officer at the A. I. D. Mission, American Embassy, or Consulate in the country where Grantee's institution is located.

3. Restriction on Interest

Interest earned on all or any part of the funds disbursed under this grant, whether dollars or dollars converted to local currency, shall be refunded to A. I. D.

4. Records of Grant Financed Expenditures

Grantee's records and books of account shall be maintained in such a manner that expenditures financed by this grant may be readily identified.

B. Method of Disbursement

1. Requesting Payment

To obtain disbursement for authorized expenditures, the Grantee shall request payment, not more frequently than once each month, from the Office of the Controller (SER/FM/CSD), A.I.D., Washington, D. C. 20523. Requests for payment shall include the documentation set forth below.

2. Voucher

Grantee shall submit Voucher Form 1034 (original) and three copies of SF 1034 (a), properly executed, to show the amount of expenditures during the period for which disbursement is requested.

3. Expenditure Report

All vouchers submitted under this grant shall be supported by an original and three copies of an expenditure report as follows:

<u>Authorized Expenditures</u>	<u>Expenditure Report</u>	
	<u>Authorized Amount</u>	<u>Total Expenditures</u> <u>To Date</u> <u>This Period</u>
(Describe authorized expenditures as set forth in Appendix A)	(As applicable, insert grant amount allocated for authorized expenditures)	

4. Certification

Each voucher and expenditures report submitted shall include a certification signed by an authorized representative of the Grantee as follows:

"The undersigned hereby certifies (1) that the payment of the sum claimed under this voucher is proper and due under the terms of the grant; and (2) that the information contained in the expenditure report is true and correct."

Signature

Date

5. Final Payment

For final payment under this grant, Grantee shall submit Voucher Form 1034 (original) and three copies of Voucher Form 1034 (a), marked "FINAL VOUCHER," together with the expenditure report and certification described above not later than 90 days after the expiration of this grant or such other period as may be approved in writing by A.I.D.

6. Additional Documentation

A.I.D. may request the submission of additional documentation to that required above to support authorized expenditures charged by the Grantee to this grant.

ADMINISTRATIVE AND OTHER PROVISIONS

A. Reports

1. Quarterly Report of Grant Expenditures

Grantee shall submit to A. I. D. a Quarterly Report of Grant Expenditures as illustrated in the attached format, Attachment A. Two copies of this report shall be submitted within 15 days following the end of each quarter until the (1) expiration date of the grant, (2) expenditure of grant funds, or (3) termination of the grant, whichever is earliest.

2. Annual Institutional Report

Grantee shall submit an Annual Institutional Report apprising A. I. D. of significant activities, accomplishments, problems, plans for the future, and the contribution this grant is making to Grantee's educational and/or medical endeavors. Three copies of Grantee's report(s) shall be submitted within each 12-month period from the date of execution of this grant, at such time as is most relevant in terms of Grantee's academic or fiscal year.

3. Report on Construction and Commodity Procurement

In addition to the above reports, quarterly reports are required when Appendix A provides funding for construction and/or commodity procurement. Consolidated progress reports on construction and commodity procurement should be submitted, as appropriate.

a. Quarterly Construction Progress Report

Within 15 days from the close of each quarter following Grantee's issuance of a notice to proceed with construction, Grantee shall submit to A. I. D. two copies of construction reports, including one or more photographs, as appropriate, showing the work in progress. Each report shall show the percentage of completion of each major segment of work, e. g., excavation, structural work, mechanical work, electrical work, etc., and shall indicate how the rate of work compares with the schedule adopted at the inception of construction. A statement of utilization of grant funds, and any other funds financing the project, shall be included. The report shall also apprise A. I. D. of any current or potential problems affecting the character and progress of the work and steps taken, or which are to be taken, to resolve them. Preceding construction, Grantee agrees to keep A. I. D. informed of major developments affecting, and action taken to implement, the project.

b. Quarterly Commodity Procurement Report

Within 15 days from the close of each quarter following Grantee's undertaking of commodity procurement authorized by the grant, Grantee shall submit to A. I. D. two copies of commodity procurement reports. The reports shall cover commodity procurement undertaken during the reporting period by the Grantee or Grantee's procurement agent,

excluding procurement undertaken by a fixed or unit price construction contractor. The reports shall include the following:

<u>Amount and Kind of Commodities Procured</u>	<u>Price</u>	<u>Number of Quotations/ Bids*</u>	<u>Lowest Price (yes, no)</u>	<u>Place of Purchase (U. S. , Local Country)</u>
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*If proprietary procurement, indicate with a "P"

B. Records and Books of Account - Right of Inspection

The Grantee shall keep full and complete records and books of account, in accordance with generally accepted accounting principles, covering financial details applicable to this grant. A. I. D. and the Comptroller General of the United States, or any of their authorized representatives, shall have the right to examine, audit and copy, at all reasonable times, all such records and books of account, and all other documents or reports, pertaining to the grant. All such books and records shall be maintained by Grantee for at least three years after the date of the last disbursement by A. I. D.

C. Reimbursement to A. I. D.

The Grantee shall promptly reimburse A. I. D. the full amount of any expenditures made by it from granted funds which A. I. D. shall determine to have been applied by the Grantee other than for approved activities or otherwise expended in violation of any of the conditions of this grant.

D. Non-liability

A. I. D. disclaims all liability with respect to any claims for personal property, injury or damage arising out of or connected with activities supported by this grant.

E. Equal Opportunity

Grantee's employment practices with regard to U. S. nationals shall provide equality of opportunity without regard to race, religion, sex, color or national origin. Further, in the carrying out of its educational and/or medical program, Grantee agrees that no person shall, on the grounds of race, religion, sex, color or national origin, be excluded from participation, be denied benefits, or be otherwise subject to discrimination.

The above shall not be construed to require enrollment of students of both sexes at an educational institution enrolling boys or girls only.

F. Covenant Against Contingent Fees

The Grantee warrants that no person or firm has been employed or retained to solicit or secure this grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, A. I. D. shall have the right to cancel this grant without liability or, in its discretion, to deduct from the grant amount, or otherwise recover, the full amount of each commission, percentage, brokerage, or contingent fee.

G. Officials Not to Benefit

No member or delegate to the Congress or resident commissioner shall be admitted to any share or part of this grant or to any benefit that may arise therefrom.

H. Termination

A. I. D. may revoke this grant at any time for the convenience of the United States Government by giving written notice to such effect to the Grantee. Upon receipt of and in accordance with such notice, Grantee shall take appropriate action to minimize all expenditures and cancel outstanding obligations financed by this grant wherever possible. Grantee shall be reimbursed for all obligations incurred prior to the date of termination which have not been cancelled and which it has paid in accordance with the provisions of this grant. Grantee shall refund to A. I. D. any unexpended and/or non-obligated portion of the funds which have been disbursed to the Grantee by A. I. D. within ninety (90) days after the termination of this grant.

I. Notices

Any notice given by any of the parties hereto shall be sufficient only if in writing and delivered to the following:

To A. I. D.

Office of American Schools and Hospitals Abroad
Agency for International Development
Washington, D. C. 20523

To Grantee

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Name and address as set forth on the cover page of this grant, or such other address as either of the parties shall have designated by notice given as herein required. Notices hereunder shall be effective when delivered in accordance with this clause or on the effective date of the notice, whichever is later.

QUARTERLY REPORT OF GRANT EXPENDITURES*

Grant No. _____

Institution

Total Grant _____

Report Period _____
(month and year)

DESCRIPTION	REPORTING QUARTER	TOTAL GRANT EXPENDITURES (Cumulative)
1. Construction		
2. Equipment and Supplies		
3. Scholarships		
4. Other (salaries, allowances, travel, etc.)		
Total		

*Two copies of this report shall be submitted within 15 days following the end of each quarter until the (1) Expiration date of the grant, (2) expenditure of grant funds, or (3) termination of the grant, whichever is earliest.

Reports should include expenditures whether they have been reimbursed by A. I. D. or not. If your grant is expressed in a foreign currency, please report expenditures in both the foreign currency and the U. S. dollar equivalent, noting the exchange rate used.