

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

3 Contract/Agreement Number. <i>DPE-5932-C-00-3061-00</i>		<i>Rec'd for Vali: 8/25/83</i>	
4 Contractor/Recipient Name. <i>University of Hawaii</i>		5. Organization Symbol:	
6 Project Title. <i>MEDEX Support</i>		7. Project Officer's Name: <i>J Austin</i>	
7. Project Officer's Name: <i>J Austin</i>		8. Organization Symbol: <i>S&T/H</i>	
9. Requisitioning Document ID No <i>936-5932 3631430</i>		19. Budget <i>DDAA-83-13600-CG11</i> Plan Code. <i>72-1131021.8</i> <i>348-36-099-00-20-31</i>	
10 TYPE OF ACTION: A New Acquisition/Assistance <input checked="" type="checkbox"/> A B Continuation of activities set forth in a contractual document C Revision of work scope/purpose of award		20. Country or Region of Performance <i>Worldwide</i>	
11. Amount of this PIO/T U.S. \$ <i>1,500,000</i>		21 Total Estimated Cost of the Contractual Document U.S. \$ <i>4,580,724</i>	
12 Amount Obligated/Subobligated/Deobligated by this Action U.S. \$ <i>1,500,000</i>		22 Amount of Non-Federal Funds Pledged to the Project U.S. \$ <i>W/A</i>	
13 Cumulative Obligation U.S. \$ <i>1,500,000</i>		23 Effective Date of this Action: <i>8/16/83</i>	
14 This Action Funded Through <i>8/15/88</i>		24 Estimated Completion/Expiration Date. <i>8/15/88</i>	
15 Date Contractual Documents Signed by AID Official <i>8/23/83</i>		25 Contractor DUNS Number: <i>990019820</i>	
16 Incrementally Funded Contract. <i>yes</i>		26 Consultant Type Award <i>no</i>	
17. Host Country/Counterpart Inst.: (Univ Contracts) <i>-</i>		27 Number of Person Months* (PASA/RSSA only) <i>-</i>	
18 Campus Coordinator* (Univ Contracts) <i>Frank White</i>		28 Number of Persons. (PASA/RSSA only) <i>-</i>	
29 Negotiator's Typed Name <i>RC WARE</i>		30 Negotiator's Signature <i>[Signature]</i>	
32 Contract/Grant Officer's Organization Symbol <i>J. MITTENGEL</i>		33 Contract/Grant Officer's Signature <i>[Signature]</i>	
		31. Date Signed: <i>8/25/83</i>	
		34. Date Signed: <i>8/25/83</i>	

PART TWO COMPLETE EACH BLOCK FOR NEW ASSISTANCE/ACQUISITION ACTIONS ONLY

35 CONTRACT TYPE A Fixed Price (Specify FFP, FPRD, FPEPA, FPI) <input checked="" type="checkbox"/> B B Cost Reimbursement (Specify CR, CPFF, CS, CPAF, CPIF) C IQC & Requirements Contracts D Other <i>[Signature]</i>		37 SUBJECT TO STATUTORY REQUIREMENT: <input checked="" type="checkbox"/> E A Walsh-Healey Act, Manufacturer* B Walsh-Healey Act, Regular Dealer* C Service Contract Act (U.S. ONLY - Guards, Maintenance, Laborers) D Davis-Bacon Act (Construction) E Not subject to Walsh Healey, Service Contract or Davis-Bacon Act (Most AID Contracts) * Equipment, Supplies, Materials, and Commodities	
36. ADVANCE. A No Advance <input checked="" type="checkbox"/> C B. Advance Non-FRLC C. Advance FRLC		38 Country of Manufacture. <i>US</i> <i>Advance</i> <i>LB</i> <i>8-26-83</i>	

39. CURRENCY INDICATOR: A. U.S Dollar B. Local Currency C. Combination D. Unfunded	45. LABOR SURPLUS AREA PREFERENCE: <input checked="" type="radio"/> Labor Surplus Area A. No Preference B. Tie Bid Preference C Total Set Aside D. Not a Labor Surplus Area Preference Award
40. SUBCONTRACTS: Is There a Provision for a Subcontract? (Contracts only)	no
41. TYPE SERVICE: A. Training of Participants B. Technical Assistance to Host Country (Program, Project related except A&E Services) C. A&E Services D. Construction E. Research F. Technical Services to AID (other than training; usually operating expense) G. Training Service for AID H. Equipment, Materials, Supplies, Commodities I. Translation Service	0
42. CONTRACT/AGREEMENT SOURCE: A. U.S. Contractor/Grantee B. Non-U.S. Contractor/Grantee C. Combination of A & B	46. Number of Bidders Offering Items or Services of Foreign Content:
43 SELECTION PROCEDURES: A. Formally Advertised B. Negotiated Price Competition, General Procedure C. A&E D. Ed Inst. and/or Int'l. Research E. Collaborative Assistance F. Predominant Capability G. Unsolicited Proposal H Procurement to be Performed by the Contractor in Person I Sole Source J. Impairment of Foreign Policy Objectives K. 8(a) Selection <input checked="" type="radio"/> Grant/Cooperative Agreement L. Competitive M. Noncompetitive N. Small Business Set Aside O. Overseas Procuring Activities P. Institution Building/Strengthening	47. TYPE OF BUSINESS. A. Source: Non-U.S. and Used Outside U.S. & Possessions B Source: Non-U.S. and Possessions (Foreign Purchases Used Inside U.S.) (If U.S. Source, complete C through Q) C. Firm – Profit Making & PSC's <input checked="" type="radio"/> Non- Profit Organizations D. Private Educational Organizations E. Hospitals F. Research Institutions, Foundations, and Laboratories G Other <input checked="" type="radio"/> Private Voluntary Organizations H. U.S. Registered I. U.S. Non-Registered J. Foreign <input checked="" type="radio"/> State/Local Government K. Educational Institutions L. Hospitals M. Research Organizations N. Other O. International Agricultural Research Organizations P Public International Organizations Q. U S Cooperatives
44. TYPE OF AMERICAN OWNERSHIP: <input checked="" type="radio"/> Minority A. Asian/Pacific Islander B. Black American C. American Aleuts or Eskimos D. American Indian E. Hispanic F. Other (Specify) G. Non-Minority	48. Women Owned Business? no
	49. TYPE AWARD: <input checked="" type="radio"/> Small Business A. Not Set Aside B. Partial Set Aside C. Total Set Aside D. Personal Service Contract E. Individual Non-Personal Service Contract F. U.S. Government G University H. Other Non-Profit Organizations I. Large Businesses

ORIGINAL

AUG 29 1983

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

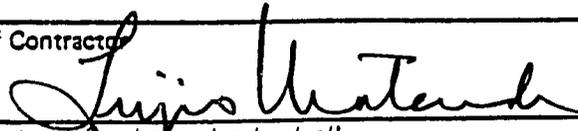
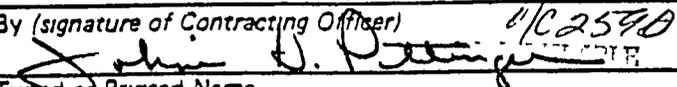
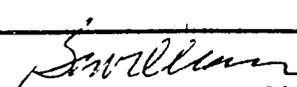
COST REIMBURSEMENT CONTRACT WITH AN EDUCATIONAL INSTITUTION

Negotiated Pursuant to the Foreign Assistance Act of 1961, as Amended, and Executive Order 11223		Contract Number DPE-5932-C-00-3061-00	
Contract Type Cost Reimbursement		Amount Obligated \$1,500,000	
Country of Performance Worldwide		Total Estimated Contract Cost \$4,580,724	
Contract For MEDEX Support		Project Number 936-5932	
Contracting Office (name and address) Central Operations Division - PE Branch Office of Contract Management Agency for International Development Washington, DC 20523		Contractor (name, street, city, state, zip code) University of Hawaii at Manoa Spalding Hall 255 2540 Maile Way Honolulu, Hawaii 96822	
Administration By (if other than Contracting Office)			
Cognizant Scientific/Technical Office (name, office symbol, address) Office of Health (S&T/I)		Effective Date August 16, 1983	Estimated Completion Date August 15, 1988
This is a Consulting Services Contract (AIDPR 7-4.804-50) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Accounting and Appropriation Data	
This is a Contract for Studies and/or Reports (AIDPR 7-4.804-50) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		PIO/T Number <u>3631430</u>	
Payment Will Be Made By M/FM/PAD Room 624, SA-12 Agency for International Development Washington, DC 20523		Appropriation Number <u>72-1131021.3</u>	
		Budget Plan Code <u>343-36-099-CO-20-31</u>	
		IRS Employer Identification Number <u>5DAA-03-13000-CG-11</u>	
		Dun & Bradstreet Number <u>99-130-7349</u>	
		Type of Advance ("X" appropriate box) <input checked="" type="checkbox"/> FRLC <input type="checkbox"/> PERIOD <input type="checkbox"/> NONE AUTHORIZED	

The United States of America, hereinafter called the Government, represented by the Contracting Officer executing this Contract, and the Contractor, an educational institution chartered by the State of Hawaii with its principal office in Honolulu, agree that the Contractor shall perform all the services set forth in the attached Schedule, for the consideration stated therein. The rights and obligations of the parties to this contract shall be subject to and governed by the Schedule and the General Provisions. To the extent of any inconsistency between the Schedule and the General Provisions and any specifications or other provisions which are made a part of this contract, by reference or otherwise, the Schedule or the General Provisions shall control. To the extent of any inconsistency between the Schedule and the General Provisions, the Schedule shall control.

(Fill in appropriate spaces)

This Contract consists of this Cover Page, the Schedule of 20 pages, including the Table of Contents, the General Provisions (form AID 1420-23C, dated 10/82), the Additional General Provisions (form AID 1420-23D, dated 10/82), and the Alterations in Contract Attachments, dated 10/82.

Name of Contractor  Fujio Matsuda	UNITED STATES OF AMERICA AGENCY FOR INTERNATIONAL DEVELOPMENT
By (signature of authorized individual) Fujio Matsuda	By (signature of Contracting Officer)  John H. Pittenger
Typed or Printed Name President	Typed or Printed Name John H. Pittenger
Title AUG 22 1983	Contracting Officer 
Date AUG 22 1983	Date AUG 23 1983

ORIGINAL

AUG 23 1983

TABLE OF CONTENTS

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- Article V - Estimated Cost
- Article VI - Budget
- Article VII - Negotiated Overhead Rates
- Article VIII - Level of Effort
- Article IX - Personnel Compensation
- Article X - Special Provisions
- Article XI - Subcontracting Plan
- Article XII - Alterations in Contract

GENERAL PROVISIONS

The General Provisions applicable to this contract consist of form AID 1420-23C entitled, "General Provisions-Cost Reimbursement Contract with an Educational Institution," dated 10/82, and form AID 1420-23D entitled, "Additional General Provisions-Cost Reimbursement Contract with an Educational Institution," dated 10/82.

Article I - Statement of Work

A. Objective:

The objective of this contract is to assure that the wide range of potential users of the MEDEX technology, which is now fully developed, are aware of it and understand it well enough to know whether the total package, or parts of it, can benefit the LDC health programs for which they are responsible, as stated in the University of Hawaii's proposal dated March 1, 1983, entitled, "MEDEX," which is attached hereto and made a part hereof and further amended herein..

B. Scope of Work

1. Anticipated Outputs

a. Specific country activities to be undertaken by the Contractor will be determined by the work plans to be developed with the AID regional bureaus, as specified in the scope of work. Although these initial expectations may be altered as the work plans are developed, it is expected that the following major results and activities shall be accomplished.

1) Major U.S. PVOs working in international health, 85% of the Ministries of Health in AID assisted countries, and major international organizations and donor agencies working in health shall be familiar with the Medex Primary Health Care materials.

2) Technical assistance in adopting and using the Medex technology will have been provided to planners and operators of 20 to 30 health care programs in LDCs and the Medex materials shall be in use in those programs.

3) Courses will have been provided for participants from 15 to 20 countries and organizations.

4) A network for information exchange among organizations using the Medex materials shall have been established and shall be functioning.

b. To achieve these outputs, the Contractor shall carry out the following:

<u>Activities to Be Performed</u>	<u>Estimated Numbers</u>
1) <u>Promulgation and Dissemination:</u>	
a) Exploratory Briefings - orientation and preplanning visits	30
b) Seminars - indepth briefing	15
c) Presentations at conferences and regional meetings	10
d) Articles published in professional journals	8
e) Purchase and Distribution of Medex Series	
2) <u>Health Manpower Training:</u>	
a) Training support systems for Mid Level Health Workers and Community Health Workers	9
b) Training support systems for operations management	8
<u>Technical Assistance:</u>	
a) Manpower needs assessment for 12 programs	
b) Adaptation of technology for 20 programs	
d) Technical backstopping of PHC programs	25
e) Promote technical cooperation among developing countries	

3) Update and Improve Utilization of the Technology Based Upon Field Experiences:

- a) Develop feedback loop mechanisms
- b) Establish a network of users
- c) Provide supplementary information to users

2. Work Plans

a. Submission of Plans:

1) Within three months of contract signing, the Contractor shall prepare four work plans, one for each of the four AID geographic regions. The period covered by the plan may vary. It shall be determined by the Contractor in consultation with the CTO, using his best judgment as to the length of time for which activity can be predicted. It is anticipated that the period of the plans may vary, and that longer term plans shall be developed as the project matures. However, work plans shall be submitted three months prior to expiration of incremental funds which have been made available. Funds will be made available to fund the activity identified in the work plan for the on-coming year.

2) Three months before expiration of the approved work plan for each region, the Contractor shall submit a new work plan for the ensuing period to the CTO for approval.

3) The Contractor may submit revisions to the work plans for AID approval at any time it is thought necessary.

4) The Contractor shall submit to the CTO for approval a fifth plan to cover world-wide or inter-regional activities which can not be appropriately included in the regional work plans.

5) Work plans shall cover all activities to be funded by this project whether the individual activity involves AID or non-AID organizations. All work to be funded by this project and

performed within the time period of the plan must be covered by an approved work plan or by separate approvals as specified in Section 3., "Requests for Technical Assistance, not specified in the work plans."

6) One copy of the regional work plans shall be submitted to the CTO and one copy to the appropriate technical office within the concerned bureau, as identified by the CTO. One copy of the Inter-regional plan shall be submitted to the CTO.

b. AID Review and Approval of Work Plans

1) Within 30 days of receiving the proposed work plans, AID, through the CTO shall advise the Contractor in writing that the work plans are approved or request specific changes.

2) Primary responsibility for review of the regional work plans shall rest with the technical office of the concerned bureau. If changes in a regional work plan are needed, the regional bureau technical office may work directly with the Contractor to develop a mutually acceptable plan. When agreement is reached, the regional bureau technical office shall inform the CTO in writing of approval or the agreed upon changes. The CTO shall be responsible for providing the formal written approval of work plans to the Contractor.

3) The Contractor shall submit one copy of all approved work plans, plus amendments thereto, to the AID/W, Contracting Officer.

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4) The regional bureau technical office, in approving the work plan, shall specify clearance procedures needed for travel to countries within their region. Travel for any country activities in which AID is directly involved shall require clearance by the appropriate USAID. Travel for activities in which AID is not involved, or only minimally involved, (e.g. a workshop requested and supported by WHO, a host country nurses association, etc.) shall require AID clearance.

5) For any domestic or foreign travel which was not presented and approved in the work plan, the Contractor shall request clearance from the AID CTO. The CTO shall be responsible for securing clearance from regional bureaus where necessary.

c. Content of Work Plans

1) Background and Rationale

a) The work plan shall contain a statement of the rationale for selecting the activities proposed for each region, in each of the four major project support areas, namely:

Promulgation and Dissemination

Health Manpower Training

Technical Assistance

Utilization of the Technology

b) For each course, seminar, conference, workshop, or technical assistance activity shown in the work plan, the Contractor shall state whether the assistance being provided may lead toward a follow-on project or program which would contain its

own budget for manpower training activities and concomitant technical assistance. This is without regard to whether the project would procure the needed assistance from MEDEX or from other sources.

2) Description of proposed courses, seminars, conferences, and workshops

For each proposed seminar, conference, workshop, or similar type activity, the Contractor shall describe:

- a) The objectives;
- b) The audience for the presentation;
- c) Which organizations requested the MEDEX assistance;
- d) Location or site of the activity;
- e) The material to be presented;
- f) The number of copies of materials to be distributed (free or at what cost);
- g) Personnel who shall present the material;
- h) An estimated budget for project funds needed to support the activity as well as any contribution of funds or other resources by the organizations or attendees;
- i) A detailed schedule; and
- j) The anticipated outcomes or activities that will result.

3) Plans for Technical Assistance

There shall be two elements in the technical assistance work plans.

a) For technical assistance assignments that are included in the work plan, the plan shall describe:

1) The project or program to which the assistance shall be provided.

2) The initiation date, estimated person days, and money required for the assignment.

3) An activity plan (i.e., responsibilities of persons and organizations involved, and expected date of accomplishment).

4) Briefly, the expected achievement and/or outcomes from the technical assistance.

5) Technical skills required and biodata of persons proposed for the effort.

b) The work plan shall include an estimate of person-months of technical assistance which could be made available (through core staff or consultants) to meet unforeseen demands for technical assistance during the period of the plan. The Contractor shall arrive at this estimate by examining his scheduled work for the period and the total technical assistance resources available. (This will allow regional bureau reviewers to measure their estimate of demand against MEDEX availability).

3. Requests for technical assistance not specified in the work plans.

a. Requests from AID

AID Missions may request technical assistance under this project by forwarding their requests thru the regional bureau technical office to the CTO. The request shall include:

1) A description of the services needed, and their purpose, and justification for requesting Contractors involvement under the contract scope of work.

2) A justification for using central project funds rather than bi-lateral, country project funds.

3) A scope of work including, desired technical qualifications of consultants, language skills needed, and approximate person days needed.

4) A description of any written reports which the consultants will be expected to produce.

After agreement by the regional bureau technical office, and the CTO, to proceed (this information shall be forwarded to the Contractor in writing), the Contractor shall arrange specific personnel along with an estimated budget for the task, for approval by the CTO. After receiving the CTO's, the Contractor shall work directly with the requesting USAID mission to make final arrangements for the country visit. If necessary, the Contractor can request assistance from AID to facilitate communications with USAIDs.

b. Requests from organizations other than AID

1) When the Contractor receives requests from organizations other than AID for short-term, technical assistance which is not included in the work plan and to which he wants to respond, he shall seek approval from the CTO.

2) The request for approval shall include:

- a. A description of the services needed and their purpose;
- b. An estimated cost of the services; and
- c. A justification for providing the services under this project rather than requiring payment from the requestor

3) The CTO shall secure any necessary AID clearances before approving the request.

C. Reports

In addition to the reports required by General Provision No. 13., "Reports," the Contractor shall provide the following reports, unless otherwise specified, one copy to the cognizant AID Technical Officer and/or designee and one copy to the Contracting Officer.

1. Workplans, as described above.

2. The Contractor shall submit six copies of a semi-annual progress report to the CTO, with one copy to the AID/W Contracting Officer.

The report shall cover: progress to date, including the number of programs and projects which have adopted and are using the MEDEX technologies.

- a. Problems encountered in carrying out project activities and steps taken, or proposed to overcome these problems.
- b. A listing of countries in which the MEDEX group has provided assistance during the period of the report, types of assistance provided, the person days, and an approximate cost to the project for each activity.
- c. A listing of the MEDEX materials purchased during the period and the purchaser.

3. In approving the regional work plans, the CTO in consultation with the regional bureaus shall identify proposed activities for which the Contractor will be required to prepare special reports.

4. Requests for technical assistance from AID mission shall specify reporting requirements for the individual task. Each technical assistance activity shall require a report upon completion.

5. Consultant Roster

The Contractor shall provide to AID CTO five copies of a consultant roster which shows names of consultants available to MEDEX, their technical skills and language capabilities. The roster shall be updated from time to time as necessary.

D. Evaluation

Three types of evaluation are planned for this project. A continuous evaluation process shall take place throughout this project, and annual reviews of the outputs of the project shall be made by the CTO. In addition, there shall be two external evaluations of the overall project by teams of outside experts and AID staff. Reports from the annual reviews and external evaluations shall be shared with the Regional Bureaus and PPC.

1. Internal Management Evaluations

Performance Critiques shall be forwarded to the Project Manager, Contractor and Regional Bureau by each Mission at the completion of the Contractor's involvement with each task requested. Critiques shall include ratings for each individual consultant utilized (based on their technical expertise, ability to apply their expertise to the problem identified, etc.) and the overall performance of the Contractor in fielding and following up the assignments. It is anticipated that the technical assistance provided, improve during the life-of-project. -

2. External Evaluations

An external mid-point evaluation is tentatively scheduled for early 1986. The evaluation team shall consist, preferably, of a mix of three external evaluators and one AID representative who shall review project documents, talk with relevant persons in AID/W and USAIDs (by telephone), and put together the evaluation report over a

2 week period. The mid-point evaluation may result in changes in the direction, emphasis or administrative procedures of the project. The evaluation shall focus on the following points related to implementation and project performance to date:

- Appropriateness of project design;
- Effectiveness of project to date in achieving project outputs, and revisions necessary to assure achieving project purpose;
- Adequacy of project budget given the demand to date for services and the actual costs of providing the TA, and services requested;
- Adequacy of Contractor management and administration;
- Adequacy of coordination between project efforts and other AID-assisted or other donor funded efforts;
- Recommendations of possible modifications or adjustments to the project design or funding as a consequence of the above reviews.

3. A final in-depth external evaluation shall tentatively be scheduled for the early summer 1988. The evaluation team shall consist, preferably, of three external evaluators and one AID representative reviewing project documents approximately two weeks, with a subsequent third week for writing up the evaluation report. The evaluation shall focus on the following:

- Appropriateness of original project design and modifications made during life-of-project;

- Assessment of the Contractor's performance and adherence to the contract and task assignments;
- Quality of technical assistance provided;
- Impact of the project
- Lessons learned for use in any subsequent project of this nature.

The final scheduling for both the mid-point evaluation and the final evaluation shall be determined once the project is underway.

Article II - Technical Directions

Performance of the work hereinunder shall be subject to the technical directions of the cognizant AID Scientific/Technical Office indicated on the cover page. As used herein, "Technical Directions" are directions to the Contractor, which fill in details, suggest possible lines of inquiry, or, otherwise complete the statement of work.

"Technical Directions" must be within the terms of this contract and shall not change or modify the terms in any way.

Article III - Key Personnel

A. The personnel which the Contractor shall furnish for the performance of this contract are as follows:

Key Personnel

Richard A. Smith	-	Project Director
Rodney N. Powell	-	Project Deputy Director
Frank R. White	-	Business Manager

- B. The personnel specified above are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact of the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer; provided, that the Contracting Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Contracting Officer required by this clause. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.
- C. The Contractor shall obtain AID's approval to change the Project Director or, Project Manager, or to continue the work hereunder during a continuous period in excess of three months without the participating of the above approved personnel.

Article IV - Period of Contract

The effective date of this contract is August 16, 1983, and the estimated completion date is August 15, 1988.

Article V - Estimated Cost

The total estimated cost of this contract to the Government is \$4,580,724. The Contractor shall be reimbursed for the costs

incurred by it in accordance with the applicable provisions of the schedule and the General Provisions, subject to the following limitation made in respect thereto:

- A. Total AID dollar funds available for payment and allotted to this contract. See the clause of the General Provisions entitled, "Limitation of Funds" and the article of the Schedule entitled, "Budget." \$1,500,000
 - B. Estimated additional funds which may be provided, if funds are available and program priorities remain unchanged. See the clause of the General Provisions entitled, "Limitation of Funds" and the article of the Schedule entitled, "Budget." \$3,080,724
- Total Estimated Contract Cost \$4,580,724

Article VI - Budget

- A. The Contractor is authorized to expend funds for the execution of the work under this contract up to the obligated amount indicated in Article V - Estimated Cost, paragraph A., and in accordance with the "Limitation of Funds" clause of the General Provisions. Total contract expenditures shall not exceed the total obligated amount. Within the obligated amount, the Contractor may adjust Line Item amounts as reasonably necessary for the performance of the work.
- B. The Contractor also agrees to furnish data which the Contracting Officer may request on costs expended or accrued under the contract in support of the budget information provided hereto.

1/1

BUDGET

	<u>Year 1</u> <u>8/16/83-</u> <u>8/15/84</u>	<u>Year 2</u> <u>8/16/84-</u> <u>8/15/85</u>	<u>Year 3</u> <u>8/16/85-</u> <u>8/15/86</u>	<u>Year 4</u> <u>8/16/86-</u> <u>8/15/87</u>	<u>Year 5</u> <u>8/16/87-</u> <u>8/15/88</u>	<u>Total</u> <u>8/16/83-</u> <u>8/15/88</u>
Salaries	\$413,291	\$ 427,219	\$ 396,993	\$340,361	\$271,202	\$1,849,066
Consultant Fees	28,800	79,800	91,650	82,000	20,500	302,750
Fringe Benefits	72,326	74,763	69,474	59,563	47,461	323,587
Overhead	141,134	158,508	159,473	142,858	94,112	696,085
Office Rent	67,714	71,109	74,674	78,417	82,320	374,234
Travel & Transportation	92,850	125,352	138,120	122,871	30,446	509,639
Allowances	42,600	54,946	64,812	57,610	13,195	233,163
Other Direct Costs	29,396	30,855	32,512	34,136	35,841	162,750
Equipment Materials & Supplies	<u>54,600</u>	<u>16,545</u>	<u>17,725</u>	<u>18,698</u>	<u>21,882</u>	<u>129,450</u>
TOTAL	\$942,711	\$1,039,107	\$1,045,433	\$936,514	\$616,959	\$4,580,724

Article VII - Negotiated Overhead Rates

Establishment of Indirect Cost Rates

Pursuant to the provisions of the clause of the General Provisions of this contract entitled, "Negotiated Overhead Rates," the following predetermined overhead rate has been agreed to for the period and base set forth below:

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Predetermine	18%	MTDC	Fr: 8/16/83 To: 6/30/84

For the ensuing periods beginning July 1, 1984, the following provisional rate shall apply:

Provisional	18%	MTDC	Fr: 7/1/84 Until Amended
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Article VIII - Level of Effort

- A. The level of effort for the performance of this contract shall be 618.5 total person months of direct labor.
- B. The estimated composition of the total person months of direct labor is as follows:

	Year 01 8/16/83- 8/15/84 PM	Year 02 8/16/84- 8/15/85 PM	Year 03 8/16/85- 8/15/86 PM	Year 04 8/16/86- 8/15/87 PM	Year 5 8/16/87- 9/15/88 PM	Total PM
I. KEY PERSONNEL						
<u>Professional Staff</u>						
Director	12	12	11	8.5	6	49.5
Deputy Director	12	12	11	8.5	6	49.5
Business Manager	12	12	11	8.5	6	49.5
Subtotal	<u>36</u>	<u>36</u>	<u>33</u>	<u>25.5</u>	<u>18</u>	<u>148.5</u>
II. OTHER PERSONNEL						
<u>Non-Professional Staff</u>						
PHC Operations Management Specialist	12	12	11	8.5	6	49.5
PHC Operations Management Specialist	12	12	11	9.5	8.5	53.0
Health Manpower Development Specialist	12	12	11	8.5	6	49.5
Health Manpower Development Specialist	12	12	11	9.5	8.5	53.0
Community Health Worker Specialist	12	12	11	9.5	8.5	53.0
Secretary III	12	12	11	9.5	8.5	53.0
Personnel/Financial Assistant	12	12	11	9.5	8.5	53.0
Typist/Travel Assistant	12	12	11	9.5	8.5	53.0
Clerk Typist	12	12	11	9.5	8.5	53.0
Subtotal	<u>108</u>	<u>108</u>	<u>99</u>	<u>83.5</u>	<u>71.5</u>	<u>470.0</u>
TOTAL	144	144	132	109	89.5	618.5

C. It is understood and agreed that the person months may fluctuate in pursuit of the technical objective provided such fluctuation does not result in the utilization of the total person months effort prior to the expiration of the term hereof, and it is further understood and agreed that the person months of effort for any classification except for the months of the Key Personnel may be utilized by the Contractor in any other direct labor classification if necessary in the performance of the work.

Article XI - Personnel Compensation

A. Limitations:

Compensation of personnel which is charged as a direct cost under this contract, like other costs, will be reimbursable in accordance with General Provision entitled, "Allowable Cost, and Payment," and other applicable provisions of this contract but subject to the following additional specified understandings which set limits on items which otherwise would be reasonable, allocable and allowable.

1. Approvals

Salaries and wages may not exceed the Contractor's established policy and practice, including the Contractor's established pay scale for equivalent classifications of employees, which will be certified to by the Contractor, nor may any individual salary or wage, without approval of the Contracting Officer, exceed the employee's current salary or wage or the highest rate of annual salary or wage received during any full year of the immediately preceding three years, provided that if the work is to be performed by employees serving overseas for a period in excess of one year, the normal base salary may be increased in accordance with Contractor's established policy and practice, but not to exceed 10 percent of base U.S. salary excluding benefits in accordance with 41 CFR 7-15.205-6, in effect on the date of this contract. There is a ceiling on reimbursable

salaries and wages paid to a person employed directly under the contract of the maximum salary rate of FS-1 (or the equivalent daily rate of the maximum FS-1 salary, if compensation is on an annual basis), unless advance written approval is given by the Contracting Officer.

2. Salaries During Travel

Salaries and wages paid while in travel status will not be reimbursed for a travel period greater than the time required for travel by the most direct and expeditious air route.

3. Return of Overseas Employees

Salaries and wages paid to an employee serving overseas who is discharged by the Contractor for misconduct or security reasons will in no event be reimbursed for a period which extends beyond the time required to return him/her promptly to his/her point of origin by the most expeditious air route plus accrued vacation leave.

4. Merit or Promotion Increases

Merit or promotion increases may not exceed those provided by the Contractor's established policy and practice which will be certified to by the Contractor. Merit or promotion increases exceeding these limitations or exceeding the maximum salary of FS-1 may be granted only with the advance written approval of the Contracting Officer.

5. Consultants

Consultants will be reimbursed in connection with the services to be provided hereunder. No compensation for consultants will be reimbursed unless their use under the contract has the advance written approval of the Contracting Officer; and if such provision has been made or approval given, compensation shall not exceed, without specific approval of the rate by the Contracting Officer, (1) the current compensation or the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years or (2) maximum daily salary rate of a Foreign Service Officer Class 1 whichever is less.

NOTE: The daily rate of a Foreign Service Class 1 is determined by dividing the annual salary by 260 days.

6. Third Country and Cooperating Country Nationals

Salaries, wages or benefits (e.g., allowances, differentials, etc.) may not be paid to third country or Cooperating Country Nationals, without specific written approval of the Contracting Officer or the applicable AID Mission Director.

7. Work Week

Nonoverseas Employee. The work week for the Contractor's nonoverseas employees shall not be less than the established practice of the Contractor.

B. Definitions:

As used herein, the terms "Salaries," "Wages," and "Compensation," mean the periodic remuneration received for professional or technical services rendered exclusive of overseas differential or other allowances associated with overseas service, unless otherwise stated. The term "compensation" includes payments for personal services (including fees and bureaus). It excludes earnings from sources other than the individual's professional or technical work, overhead or other charges.

Article X - Special Provisions

A. Emergency Locator Information

The Contractor agrees to provide the following information to the Mission Administrative Officer on or before the arrival in the host country of every contract or dependent:

1. The individual's full name, address, and telephone number.
2. The name and number of the contract, and whether the individual is an employee or dependent.
3. The Contractor's name, home office address, and telephone number, including any after-hours emergency number(s), and the name of the Contractor's home office staff member having administrative responsibility for the contract.
4. The name, address, and telephone number(s) of each individual's next of kin.

5. Any special instructions pertaining to emergency situations such as power of attorney designees or alternate contact persons.

B. The following clause shall be included under Additional General Provisions 3 and 7 as follows:

Special Provision Regarding Additional General Provisions

Nos. 3 & 7

In accordance with paragraph (a) of Additional General Provision No. 3, and paragraph (a) of Additional General Provision No. 7, whereunder the Contractor may not send individuals outside the United States to perform work under the contract without the prior written approval of the Contracting Officer, the Contracting Officer does, hereby provide said approval for those individuals required to travel outside the United States; provided, however, that concurrence with the assignment of any and all said individuals outside the United States is obtained, in writing from the cognizant technical office of AID prior to their assignment abroad.

All international travel supported under this project must be cleared in advance by the CTO and the USAID Mission, and to the extent possible, should be scheduled so as to cover more than one country per trip. Travel requests shall normally be submitted to the CTO at least 30 days before travel is to begin in order to complete clearance procedures with AID missions and host countries.

C. A Federal Reserve Letter of Credit for Advance Payment is attached as Attachment B, and is incorporated into this contract.

D. Utilization of Excess and Near Excess Foreign Currencies

Full utilization of excess and near excess foreign currencies is an objective of the U.S. Government. The U.S. Treasury Department maintains a list of those countries for which it holds currencies excess to its needs.

All expenses of the Contractor in excess or near excess currency countries, including per diem (subsistence) expenses to be reimbursed under this shall be funded from U.S.-owned foreign currency, unless otherwise authorized in writing by the Contracting Officer. The conversion of U.S. dollars for foreign currencies shall be made by the Contractor either through the U.S. Treasury Department in Washington, DC, the U.S. Disbursing Officer, U.S. Embassy, or the USAID Mission Controller.

Travel to, through, or from excess or near excess currency countries shall be funded from U.S.-owned foreign currency if such travel is to be reimbursed under this contract, unless otherwise authorized in writing by the Contracting Officer. The Contractor shall coordinate all plans for travel to, through, or from excess or near excess currency countries with the AID Travel and Transportation Division which will issue the necessary airline tickets when appropriate.

The use of said U.S.-owned foreign currencies will constitute a dollar charge to this contract.

E. AID Duties and Responsibilities

1. The S&T Office of Health shall appoint a CTO for this project. All written approvals and clearances which the Contractor is required to secure from AID must be signed by the CTO or his designee. The CTO shall be responsible for securing internal AID clearances as required.

2. Each regional bureau technical office shall be responsible for reviewing the work plans for their region. The regional bureau technical office shall notify the project manager, within thirty days of receipt of a work plan, that they approve it as presented or that specific changes are requested and agreed to by the regional bureau and the Contractor. If the regional bureau technical office wants changes in the work plan, they will discuss these directly with the Contractor to reach a mutual agreement.

Article XI - Subcontracting Plan

In the performance of this contract, the Contractor shall subcontract at least 4 percent of the dollar value of the work performed under this contract to small business and small disadvantaged business concerns. Failure to comply with the above stated goal shall be deemed to be a material breach of this contract.

Mr. Frank White will be responsible for the implementation of the subcontracting plan. In the overall direction of services to be provided under this project, Mr. White will ensure that adequate consideration is given to the use of small businesses and/or small socially and economically disadvantaged businesses in the formulation

of technical assistance teams and business management functions. The Contractor will include the clause of the General Provisions entitled, "Utilization of Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals" in all subcontracts which offer further subcontracting opportunities and to require all subcontractor's (except small business concerns) which receive contracts in excess of \$500,000 to adopt and comply with a plan similar to the plan submitted by the Contractor.

Full records of all searches for possible small or disadvantaged businesses made, and contacts with such organizations shall be kept.

Article XII - Alterations in Contract

The following alterations have been made in the provisions of this contract:

- A. Delete General Provision No. 41 entitled, "Limitation of Cost," in its entirety.
- B. Add General Provision No. 43 entitled, "Patent Rights - Acquisition By The Government, (Short Form)," hereto and made a part hereof.
- C. Add General Provision No. 44 entitled, "Women-owned Business Concern Subcontracting Program," attached hereto and incorporated herein.
- D. Add General Provision No. 45 entitled, "Small Business and Small Disadvantaged Business Subcontracting Plan (Negotiated)," attached hereto and incorporated herein.

General Provision No. _____

FEDERAL RESERVE LETTER OF CREDIT

FOR ADVANCE PAYMENT (MAY 1981) (AIDPR 7-30.5002)

(a) AID shall open a Federal Reserve Letter of Credit in favor of the Contractor in the amount of \$ 1,500,000 (for amending existing contracts, add the word "remaining" here) available for obligation under this contract against which the Contractor may present payment vouchers. The amount drawn by the Contractor during any calendar (month or quarter) of this contract shall not exceed \$ 100,000 without the prior written authorization of the contracting officer. The amount of the payment voucher shall not be in an amount less than \$5,000 nor more than \$5,000,000 but within the specific dollar ceiling on (monthly or quarterly) withdrawals.

(b) In no event shall the accumulated total of all such payment vouchers exceed the amount of the Federal Reserve Letter of Credit.

(c) If at any time, the contracting officer determines the Contractor has presented payment vouchers in excess of the amount or amounts allowable in paragraphs (a) and (b) of this section, the contracting officer may: (1) cause the Federal Reserve Letter of Credit to be suspended or revoked; or (2) direct the Contractor to withhold submission of payment vouchers until such time as, in the judgment of the contracting officer, an appropriate level of actual, necessary and allowable expenditures has occurred or will occur under this contract; and/or (3) request the Contractor to repay to AID the amount of such excess. Upon receipt of the contracting officer's request for repayment of excess advance payments, the Contractor shall promptly comply with such request.

(d) Procedure for contractor.

(1) After arranging with a commercial bank of its choice for operation under this arrangement and obtaining the name and address of the Federal Reserve Bank or branch serving the commercial bank, the Contractor shall deliver three originals of Standard Form 1194, "Authorized Signature Card for Payment Vouchers on Letters of Credit" signed by those official(s) authorized to sign payment vouchers against the Federal Reserve Letter of Credit and by an official of the institution who has authorized them to sign.

(2) Upon execution of the contract, the Contractor shall receive one certified copy of the Federal Reserve Letter of Credit.

(3) The Contractor shall confirm with his commercial bank that the Federal Reserve Letter of Credit has been opened and is available if funds are needed.

(4) To receive payment, the Contractor shall:

(i) Periodically, although normally not during its last five days of the month, prepare payment vouchers (Form TFS 5401) in an original and three copies.

(ii) Have the original and two copies of the voucher signed by the authorized official(s) whose signature(s) appear on the Standard Form 1194.

(iii) Present the original, duplicate, and triplicate copy of the Form TFS 5401 to his commercial bank.

(iv) Retain the quadruplicate copy of the voucher.

(5) Each drawdown should be initiated at approximately the same time that checks are issued by the organization in payment of program liabilities including those for allowable indirect costs, and in an amount approximately equal to the Federal share of such payments. Therefore, there is no necessity for the recipient organization to maintain balances of Federal cash other than the small balance necessary to provide for an element of bank float.

(6) A report of expenditures is prepared and submitted to the Office of Financial Management, within thirty days of disbursement. This report, submitted on Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal", and supported by certifications, listing of withdrawals, and documentation as required, itemizes expenditures made, identifying funds expended by line item of the approved budget and/or category supporting the agreement.

(7) The report of expenditures on Standard Form 1034 is reviewed against the contract provisions, and any disbursement improper under the contract is disallowed. The Contractor is notified of the reason for the disallowance and is directed to adjust the next periodic report of expenditures to reflect the disallowance and to reduce its next payment voucher against the Federal Reserve Letter of Credit by the amount of the disallowance.

(8) Simultaneously with the submission of the report of expenditures, the contractor submits to the Controller a status report on the Federal Reserve Letter of Credit as of the close of the period covered by the report of expenditures. The report is prepared in the following format:

Status of Funding Report

Federal Reserve Letter of Credit (FRLC)
No. _____

Period from _____ through _____

A. Letter of Credit Position:

1. Current amount of FRLC (including amendments) through reporting period \$ _____
2. Payment Vouchers on Letter of Credit presented (Form TFS-5401):
 - a. Credited prior to reporting period \$ _____
 - b. Credited during reporting period via TFS-5401 Voucher Nos. _____ through _____ inclusive \$ _____
 - c. Presented but not credited during report via TFS-5401's numbered _____ through _____ inclusive \$ _____
3. Total of all Payment Vouchers against FRLC credited or presented \$ _____
4. Balance of FRLC not drawn or requested this reporting period \$ _____

B. Cash Position

1. Cash on hand at beginning of period \$ _____
2. Plus: cash drawn during period \$ _____
3. Plus: refunds, rebates or other amounts received to the extent allocable to disbursements charged against this FRLC
\$ _____
4. Total cash available (sum of 1, 2, and 3) \$ _____
5. Less: disbursements during period \$ _____
6. Balance of cash on hand at close of reporting period \$ _____
7. Estimated number of days requirements covered by balance on hand (item 6 above)
Days: _____
8. Advances to subcontractors \$ _____ (included in B.6 above)

(e) (Reserved)

(f) Refund of Excess Funds

(1) If all costs have been settled under the contract and the Contractor fails to comply with the contracting officer's request for repayment of excess Federal Reserve Letter of Credit funds, the Government shall have the right, on other contracts held with the Contractor, to withhold payment of Federal Reserve Letter of Credit or other advances and/or withhold reimbursements due the Contractor in the amount of the excess being held by the Contractor.

(2) If the Contractor is still holding excess Federal Reserve Letter of Credit funds on a contract under which the work has been completed or terminated but all costs have not been settled, the Contractor agrees to:

(i) Provide within 30 days after requested to do so by contracting officer, a breakdown of the dollar amounts which have not been settled between the Government and the Contractor. (The contracting officer will assume no costs are in dispute if the Contractor fails to reply within 30 days.);

(ii) Upon written request of the contracting officer, return to the Government the sum of dollars, if any, which represents the difference between: (A) the Contractor's maximum position on claimed costs which have not been reimbursed and (B) the total amount of unexpended funds which have been advanced under the contract; and

(iii) If the Contractor fails to comply with the contracting officer's request for repayment of excess Federal Reserve Letter of Credit funds, the Government shall have the right, on other contracts held with the Contractor, to withhold payment of Federal Reserve Letter of Credit or other advances and/or withhold reimbursements due the Contractor in the amount of the excess being held by the Contractor.

GENERAL PROVISIONS

Cost Reimbursement Contract With An Educational Institution

INDEX OF CLAUSES

1. Definitions
2. Approvals
3. Biographical Data
4. Personnel Compensation
5. Leave and Holidays
6. Travel Expenses
7. Allowable Cost and Payment
8. Documentation for Payment
9. Negotiated Overhead Rates—Predetermined
10. Limitation of Funds
11. Examination of Records by Comptroller General
12. Audit
13. Reports
14. Research Activities and the Use of Graduate Students
15. Training of Foreign Country Nationals
16. Source and Nationality Requirements for Procurement of Goods and Services
17. Subcontracts
18. Government Property
19. Material Change in Conditions
20. Disputes
21. Termination for Convenience of the Government
22. Rights in Data and Publication
23. Authorization and Consent
24. Notice and Assistance Regarding Patent and Copyright Infringement
25. Insurance-Liability to Third Persons
26. Assignment of Claims
27. Inspection
28. Equal Opportunity
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31. Convict Labor
32. United States Officials Not to Benefit
33. Covenant Against Contingent Fees
34. Language, Weights and Measures
35. Utilization of Women-Owned Business Concerns
36. Disabled Veterans and Veterans of the Vietnam Era
37. Employment of the Handicapped
38. Notices
39. Clean Air and Water
40. Use of Government Facilities or Personnel
41. Limitation of Cost
42. Organizational Conflicts of Interest

1. DEFINITIONS (AIDPR 7-7.5501-1)

(a) "Administrator" shall mean the Administrator or the Deputy Administrator of the Agency for International Development.

(b) "AID" shall mean the Agency for International Development.

(c) "Campus coordinator" shall mean the representative of the contractor at the contractor's home institution, who shall be responsible for coordinating the activities carried out under the contract.

(d) "Consultant" shall mean any especially well-qualified person who is engaged on a temporary or intermittent basis and who is not an officer or employee of the Contractor.

(e) "Contracting Officer" shall mean the person executing this Contract on behalf of the U. S. Government and any other Government employee who is a properly designated Contracting Officer; and the term includes, except as otherwise provided in this Contract, the authorized representative of a Contracting Officer acting within the limits of his authority.

(f) "Contractor" shall mean the educational institution providing services hereunder

(g) "Contractor Employee" shall mean an employee of the Contractor assigned to work under this Contract.

(h) "Economy Class" air travel (also known as jet-economy, air-coach, tourist-class, etc.) shall mean a class of air travel which is less than first-class.

(i) "Federal Procurement Regulations (FPR)," when refer-

red to herein, shall include AID Procurement Regulations (AIDPR).

(j) "Government" shall mean the U.S. Government.

2. APPROVALS (AIDPR 7-7.5501-2)

All approvals made under the Contract by the Contracting Officer, or Mission Director, shall be in writing and obtained by the Contractor in advance of the contemplated action. If, because of existing conditions, it is impossible to obtain prior written approval, the approving official may, at his discretion, ratify the action after the fact.

3. BIOGRAPHICAL DATA (AIDPR 7-7.5501-3)

The contractor agrees to furnish to the Contracting Officer the biographical information requested on Form AID 1420-17, Contractor Employee Biographical Data Sheet, for: (1) All contractor employees to be sent outside the United States, and (2) the campus coordinator. Biographical data on other personnel employed under this Contract shall be available for review by AID at the Contractor's home institution.

4. PERSONNEL COMPENSATION (AIDPR 7-7.5501-5)

Direct compensation of personnel will be reimbursable in accordance with the Contractor's established policies, procedures and practices except as otherwise provided in

ADDITIONAL GENERAL PROVISIONS

COST REIMBURSEMENT CONTRACT WITH AN EDUCATIONAL INSTITUTION

(Additional General Provisions for an Overseas Cost Reimbursement Contract with an Educational Institution are also attached, and except for the clauses omitted as specified on the preceding page, such Additional General Provisions are incorporated in this Contract.)

INDEX OF CLAUSES

1. Definitions
2. Contractor-Mission Relationships
3. Personnel
4. Personnel Compensation
5. Orientation and Language Training
6. Leave and Holidays
7. Post Privileges
8. Differential and Allowances
9. Travel Expenses
10. Transportation and Storage Expenses
11. Inspection Trips by Contractor's Officers and Executives
12. Notice of Changes in Regulations
13. Conversion of United States Dollars to Local Currency
14. Facilities and Services to be Arranged by AID
15. Title to and Care of Property
16. Marking
17. Insurance-Workmen's Compensation (Defense Base Act), Private Automobile, Marine and Air Cargo (Overseas)
18. Preference for U.S. Flag Air Carriers
19. Local Cost Financing with U.S. Dollars
20. Use of Pouch Facilities
21. Health and Accident Coverage for AID Participant Trainees

1. DEFINITIONS (AIDPR 7-7.5502-1)

(a) "Campus personnel" shall mean representatives of the contractor performing services under the contract at the contractor's home institution and shall include the Campus Coordinator.

(b) "Contractor's chief of party" shall mean the representative of the contractor in the cooperating country who shall be responsible for supervision of the performance of all duties undertaken by the contractor in the cooperating country.

(c) "Cooperating country or countries" shall mean a foreign country in which there is an AID assistance program or activity administered by AID in which services are to be rendered hereunder.

(d) "Cooperating country national" shall mean an individual who is a citizen or resident of the cooperating country.

(e) "Cooperating government" shall mean the government of the cooperating country.

(f) "Dependents" shall mean:

(1) Spouse;

(2) Children (including step and adopted children) who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support;

(3) Parents (including step and legally adoptive parents), of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support;

(4) Sisters and brothers (including step or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or, regardless of age, are incapable of self-support.

(g) "Local currency" shall mean the currency of the cooperating country.

(h) "Mission" shall mean the United States AID Mission to, or principal AID office in, the cooperating country.

(i) "Mission Director" shall mean the principal officer in the Mission in the cooperating country or his designated representative.

(j) "Participants" shall mean nationals of the cooperating country brought to the United States or to third countries for training.

(k) "Regular employee" shall mean a contractor employee appointed to serve 1 year or more in the cooperating country.

(l) "Resident" shall mean an individual who has been physically present for 3 consecutive years, substantially uninterrupted, in a country.

(m) "Short-term employee" shall mean a contractor employee appointed to serve less than 1 year in the cooperating country.

(n) "Third country national" shall mean an individual who is neither a U.S. citizen, U.S. resident, or a cooperating country national.

(o) "Traveler" shall mean the contractor's regular employees, dependents of the contractor's regular employees, the contractor's short-term employees, consultants, campus coordinator, or other professional personnel on its staff, prospective regular or short-term employees and spouses when attending personal interviews in accordance with the contractor's normal practice in selecting its personnel, or other persons designated as travelers by the contracting officer or the Mission Director, as appropriate.

(p) "Third country national (TCN) employee" means an individual who meets the citizenship requirements of AIDPR 7-1.260 and is hired while while residing outside the United States for work in a cooperating country.

AID 1350-1 (10-79)	UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country S&T Interregional	Page 1 of 2 Pages
PIO/T	PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	2. PIO/T No. 936-5932 3631430	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
		4. Project/Activity No. and Title 936-5932 MEDEX Support	
DISTRIBUTION	5. Appropriation Symbol 72-1131021.8		6. Allotment Symbol and Charge (DDAA-83-13600-CG11)348-36-099-00-20-31
		7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.) 6/30/88
		9. Authorized Agent CM/COD	10. This PIO/T is in full conformance with PRO/AG Date _____
		11a. Type of Action and Governing AID Handbook <input checked="" type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> AID Grant (HB 13) <input type="checkbox"/> Other	11b. Contract/Grant/PASA/RSSA Reference Number (if this is an Amendment) _____
12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)			
		(1) Previous Total	(2) Increase
Maximum AID Financing	A Dollars	1,500,000	(3) Decrease
	B. U.S. Owned Local Currency		(4) Total to Date
			1,500,000
13. Mission References	14a. Instructions to Authorized Agent CM/COD is requested to negotiate a five year contract with the University of Hawaii for the services specified in the attached proposal and supplementary statement of work. The \$1.5 million in this PIO/T provides initial contract funding. Further funding will be provided in subsequent fiscal years, subject to availabilities and satisfactory performance.		
14b. Address of Voucher Paying Office S&T/H/HS			
15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.			
A. The project officer certifies that the specifications in the statement of work are technically adequate		Phone No. 235-9823	B. The statement of work lies within the purview of the initiating and approved agency programs
S&T/H, J. Austin <i>Austin</i>		Date 5/13/83	S&T/H, G. Curlin <i>Curlin</i> 5/13/83
C. S&T/H, J. Royer <i>JR</i> S&T/H, A. Tinker <i>ATinker</i>		Date 5/13/83	D. Funds for the services requested are available
S&T/PO, H. Destler <i>HPD</i>		Date 5/18/83	FM/PAD, B. Williams <i>BWilliams</i> 5/20/83
16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to		17. For the Agency for International Development	
Signature _____ Date _____		Signature Kenneth A Milow 5/18/83 Kenneth Milow	
Title _____		Title Chief, Program Division, S&T/PO	

AID 1350-1 (10-79)	1. Cooperating Country S&T Interregional	2. PIO/T No. 936-5932	Page 2 of 2 Pages
PIO/T	4. Project/Activity No. and Title 936-5932 MEDEX Support		

SCOPE OF WORK

18. THE SCOPE OF TECHNICAL SERVICES REQUIRED FOR THIS PROJECT ARE DESCRIBED IN ATTACHMENT NUMBER 1 & 2 HERETO ENTITLED "STATEMENT OF WORK".

19. SPECIAL PROVISIONS

- A. LANGUAGE REQUIREMENTS (SPECIFY) _____
(IF MARKED, TESTING MUST BE ACCOMPLISHED BY AID TO ASSURE DESIRED LEVEL OF PROFICIENCY)
- B. ACCESS TO CLASSIFIED INFORMATION WILL WILL NOT BE REQUIRED BY TECHNICIAN(S).
- C. DUTY POST(S) AND DURATION OF TECHNICIANS' SERVICES AT POST(S) (MONTHS)
- D. DEPENDENTS WILL WILL NOT BE PERMITTED TO ACCOMPANY TECHNICIAN.
- E. WAIVER(S) HAVE BEEN APPROVED TO ALLOW THE PURCHASE OF THE FOLLOWING ITEM(S) (COPY OF APPROVED WAIVER IS ATTACHED)
- F. COOPERATING COUNTRY ACCEPTANCE OF THIS PROJECT (APPLICABLE TO AID/W PROJECTS ONLY)
 - HAS BEEN OBTAINED HAS NOT BEEN OBTAINED
 - IS NOT APPLICABLE TO SERVICES REQUIRED BY PIO/T
- G. OTHER (SPECIFY) Will be obtained before initiating specific country activities.

20. BACKGROUND INFORMATION (ADDITIONAL INFORMATION USEFUL TO AUTHORIZED AGENT)

21. SUMMARY OF ATTACHMENTS ACCOMPANY THE PIO/T (INDICATE ATTACHMENT NUMBER IN BLANK)

- 3 DETAILED BUDGET IN SUPPORT OF INCREASED FUNDING (BLOCK 12)
- _____ EVALUATION CRITERIA FOR COMPETITIVE PROCUREMENT (BLOCK 14)
- 4 JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT (BLOCK 14)
- 1 & 2 STATEMENT OF WORK (BLOCK 18)
- _____ WAIVER(S) (BLOCK 19) (SPECIFY NUMBER)

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SUPPLEMENTAL
STATEMENT OF WORK - MEDEX

A.I.D. wishes to fund the unsolicited proposal submitted by the University of Hawaii through a contract.

The following statement of work provides additional detail to supplement and support the activities set forth in the University of Hawaii's proposal.

Statement of Work

A. Work Plans

1. Submission of Plans:

Within three months of agreement signing, the contractor will prepare a work plan for each of the four A.I.D. geographic regions. The period covered by the plan may vary. It will be determined by the contractor, using his best judgment as to the length of time for which activity can be reasonably predicted. It is anticipated that the period of the plans may vary from 6 to 18 months and that longer term plans will be possible as the project matures.

At least three months before expiration of the approved work plan for each region, the contractor will submit a new-work plan for the ensuing period.

The contractor may submit revisions to the work plans for A.I.D. approval at any time it is thought necessary.

The contractor will submit a fifth plan to cover world-wide or inter-regional activities which can not be appropriately included in the regional work plans.

Work plans will cover all activities to be funded by this project whether the individual activity involves A.I.D. or non-A.I.D. organizations. All work to be funded by this project and performed within the time period of the plan must be covered by an approved work plan or by separate approvals as specified in Section B., Requests for technical assistance not specified in the work plans.

Regional work plans will be submitted to the project manager and to the appropriate technical office within the concerned bureau. The Inter-regional plan will be submitted to the project manager.

2. A.I.D. Review and Approval of Work Plans

Within 30 days of receiving the proposed work plans, A.I.D., through the project manager will advise the contractor that the work plans are approved or request specific changes.

Primary responsibility for review of the regional work plans will rest with the technical office of the concerned bureau. If changes in a regional work plan are needed, the regional bureau technical office may work directly with the contractor to develop a mutually acceptable plan. When agreement is reached, the regional bureau technical office will inform the project manager in writing of approval or of the agreed upon changes. The project manager will be responsible for providing the formal written approval of work plans to the contractor.

The regional bureau technical offices in approving the work plan will specify clearance procedures needed for travel to countries within their region. It is assumed that travel for any country activities in which A.I.D. is directly involved will require clearance by the appropriate USAID. Travel for activities in which A.I.D. is not involved, or only minimally involved, (e.g. a workshop requested and supported by WHO, a host country nurses association, etc.) may or may not require A.I.D. clearance depending on political sensitivity, USAID and embassy preference, etc

For any domestic or foreign travel which was not presented in the work plans, the contractor must request clearance from the A.I.D. project manager, in these cases, the project manager will be responsible for securing clearance from regional bureaus who may or may not want to secure country clearance.

3. Content of Work Plans

a. Background and Rationale

The workplan will contain a statement of the rationale for selecting the activities proposed for each region, in each of the four major project support areas, namely:

Promulgation and Dissemination
Health Manpower Training
Technical Assistance
Utilization of the Technology

For each course, seminar, conference, workshop, or technical assistance activity shown in the workplan, the contractor should state whether the assistance being provided is seen as leading toward a follow-on project or program which will contain its own budget for manpower training activities and concomitant technical assistance. This is without regard to whether the project would procure the needed assistance from MEDEX or from other sources.

b. Description of proposed course, seminar, conferences, and workshops

For each proposed seminar, conference, workshop, or similar type activity, the contractor will describe:

The objectives
The audience for the presentation
Which organizations requested the MEDEX assistance
Location or site of the activity
The material to be presented

The number of copies of materials to be distributed
(free or at what cost)
Personnel who will present the material
An estimated budget for project funds needed to support the
activity as well as any contribution of funds or other resources
by the organizations or attendees.
A detailed schedule
The anticipated outcomes or activities that will result

c. Plans for Technical Assistance

There will be two elements in the technical assistance work plan.

(1) For technical assistance assignments that are foreseeable during the workplan period, the plan will describe:

The project or program to which the assistance will be provided.

The initiation date, estimated person days, and money required for the assignment.

An activity plan (i.e., responsibilities of persons and organizations involved, and expected date of accomplishment).

Briefly, the expected achievement and/or outcomes from the technical assistance.

Technical skills required and biodata of persons proposed for the effort.

(2.) Since there are likely to be demands for technical assistance for design, implementation, and evaluation of manpower development activities which can not be foreseen far in advance, the work plan will include an estimate of person-months of technical assistance which could be made available (through core staff or consultants) to meet unforeseen demands during the period of the plan. The contractor will arrive at this estimate by examining his scheduled work for the period and the total technical assistance resources available. (This will allow regional bureau reviewers to measure their estimate of demand against MEDEX availability).

B. Requests for technical assistance not specified in the work plans.

1. Requests from A.I.D.

A.I.D. Missions may request technical assistance under this project by forwarding their requests thru the regional bureau technical office to the project manager. The request will include:

A description of the services needed, and their purpose, and justification for requesting contractors involvement under the contract scope of work.

A justification for using central project funds rather than bi-lateral, country project funds

A scope of work including, desired technical qualifications of consultants, language skills needed, and approximate person days needed.

A description of any written reports which the consultants will be expected to produce.

After agreement by the regional bureau technical office, the project manager, and the contractor to proceed, the contractor will propose specific personnel along with an estimated budget for the task, for approval by the project manager. After receiving the project managers approval, the contractor will work directly with the requesting USAID mission to make final arrangements for the country visit. If necessary, the contractor can request assistance from A.I.D. to facilitate communications with USAIDs.

3. Requests from organizations other than A.I.D.

When the contractor receives requests from organizations other than A.I.D. for short-term, technical assistance which is not included in the work plan and to which he wants to respond, he will seek approval from the project manager.

The request for approval will include:

A description of the services needed and their purpose

An estimated cost of the services

A justification for providing the services under this project rather than requiring payment from the requestor.

The project manager will secure any necessary A.I.D. clearances before approving the request.

Reports

1. Workplans, as described above.

2. The contractor will submit six copies of a semi-annual progress report to the A.I.D. project manager.

The report will cover: progress to date, including the number of programs and projects which have adopted and are using the MEDEX technologies.

Problems encountered in carrying out project activities and steps taken, or proposed to, overcome these problems.

A listing of countries in which the MEDEX group has provided assistance during the period of the report, types of assistance provided, the person days, and an approximate cost to the project for each activity.

A listing of the MEDEX materials purchased during the period and the purchaser.

3. In approving the regional work plans, A.I.D. will identify proposed activities for which they would like special reports.

4. Requests for technical assistance from A.I.D. missions will specify reporting requirements for the individual task. Each technical assistance activity will require a report upon completion.

5. Consultant Roster

The contractor will provide to A.I.D. five copies of a consultant roster which shows names of consultants available to MEDEX, their technical skills and language capabilities. The roster will be updated from time to time as necessary.

A.I.D. Duties and Responsibilities

1. The S&T Office of Health will appoint a project manager for this project. All written approvals and clearances which the contractor is required to secure from A.I.D. must be signed by the project manager or his designee. The project manager will be responsible for securing internal A.I.D. clearances as required.

2. Each regional bureau technical office will be responsible for reviewing the work plans for their region. The regional bureau technical office will notify the project manager, within thirty days of receipt of a work plan, that they approve it as presented or that specific changes are requested and agreed to by the regional bureau and the contractor. If the regional bureau technical office wants changes in the work plan, they will discuss these directly with the contractor to reach a mutual agreement.

ESTIMATED BUDGET (\$000)

Salaries and Fringe Benefits	2,240
Consultant Fees	305
Travel and Transportation	745
Equipment and Supplies	130
Other Direct Costs	540
	<hr/>
Sub-total	3,960
Overhead @ 16% of total contract cost	634
	<hr/>
Total	4,594

MEMORANDUM

TO: CM/COD, Johni Pittenger

FROM: S&T/HP, Francis R. Herder

SUBJECT: Non-competitive procurement for contract services requested under project 936-5932, MEDEX Support.

I request that you negotiate only with the University of Hawaii for services described in PIO/T 936-5932- on the basis of their predominant capability to provide the requested services. The predominant capability determination is based on the following rationale.

Background: The purpose of the MEDEX Support project is to assure that a resource, the MEDEX technology, developed by A.I.D., is utilized to improve field projects. The project is designed to assist a wide variety of organizations which operate primary health care program in LDCs to: determine whether application of all or part of the MEDEX technology can improve their programs, determine which parts of the technology are appropriate to their needs, and adapt and apply the MEDEX materials to their program. Since the MEDEX technology involves training not only in health and medical subjects but also in the necessary management and support functions, the project requires a contractor with an array of expertise ranging from medicine and allied health sciences to competency based training and to management planning. Since we anticipate that services will be needed in several locations simultaneously, the contractor will need a large resource base, including direct hire staff, adjunct staff, and suitable consultants.

The main criterion used in looking at possible contractors for the project was the breadth and depth of experts available. There are many private sector firms and universities which provide training assistance, and somewhat fewer which can provide assistance in health management appropriate to LDC primary health care programs. However, we were not able to identify any other potential contractors with the depth and breadth of appropriately skilled staff and consultants which the University of Hawaii has and which are necessary for this contract.

During implementation of the MEDEX field test projects in Pakistan, Guyana, and Lesotho, the University of Hawaii has identified many health, training, and management experts, trained them in the MEDEX technology and utilized their skills as long-term or short-term advisors for the field projects and for development of the MEDEX materials. These include professionals from two other universities, (University of South Dakota and University of Washington) with which a "network" relationship was established under the previous contract. Most of these personnel are available to the University of Hawaii, either on staff or as consultants.

During the development of the MEDEX technology, the University of Hawaii staff developed many contracts with multilateral donors, PVOs, LDC private and public sector organizations, and professional associations (e.g., nurses

associations in several LDCs) which represent a large portion of the proposed clientele for this project activity. For a different contractor to establish these contacts and establish itself as a source for guidance and assistance in application of the MEDEX technology would require a great deal of time and duplication of activities already accomplished by the University of Hawaii.

Clearance:

S&T/H, GCurlin 4 for Date 5/12/83
S&T/PO, SEaton 4/12/83 Date 5/12/83