

FM 9/19/88

<b>CONTRACT/AGREEMENT DATA SHEET</b>	B 22034	1. M/SER/AAM/A/SUP Action Monitor DRV <i>PDFCM 644</i>	2. Date PIO/T Received in M/SER/AAM/A/SUP 08 22, 88
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COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS

1. Contract/Agreement/Number <i>LAC-0591-G-SS-8044-00</i>		4. Contractor/Recipient Name National Democratic Institute for International Affairs ✓	5. Contractor Acronym
6. Project Title LAC Regional Human Rights Initiatives		7. Project Number (598-0591)	
8. Project Officer's Name R. Knee		9. Bureau or USAID Symbol LAC/DI	

10. PIO/T Number 598-0591-3-8656002	21. Budget Plan Code LDSA-88-35598-KG12 APP. 72-1181021.6 ALL. 846-65-598-00-69-81
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11. TYPE OF ACTION

A. New Acquisition/Assistance

B. Amendment/Modification  **A**

1. New/Revised Scope

2. Funded Extension

3. No Cost Extension

4. Transfer of action from AID/W to Mission/Mission to AID/W

5. Incremental Funding

6. Overhead Rate Adjustment

7. Contract Closeout

8. Other

C.FPR or FAR FAR

22. Country or Region of Performance  
~~USA~~ **CHILE**

23. A. This Action Increases or Decreases TEC by  
\$ 100,000

B. Total Estimated Cost of Contractual Document  
\$ 100,000

12. Amount of this PIO/T  
Obj. U.S. \$ 100,000

24. Amount of Non-Federal Funds Pledged to the Project  
0

13. Amount  Obligated  Subobligated  Deobligated  
by this Contract or Amendment  
U.S. \$ 100,000

25. Effective Date of this Action  
9, 15, 88

14. Cumulative Obligation (Life of Contract)  
U.S. \$ 100,000

26. Estimated Completion/Expiration Date  
12, 13, 88

15. This Action Funded Through  
12, 13, 88

27. Contractor DUNS Number  
14 8036512

16. Date Contractual Documents Signed by AID Official  
9, 15, 88

28. Consultant Type Award  
 YES  NO

17. Incrementally Funded Contracts  
 YES  NO

29. Number of Person Months (PASA/RSSA only)  
1

18. Host Country/Counterpart Institution  
**ENTERED**

30. Number of Persons (PASA/RSSA only)

19. Campus Coordinator (University Contract)  
001 4 1988  
**COORS Section**

31. CONTRACT TYPE

A. Fixed Price (specify:  FFP  FPRD  FPEPA  FPI)  **D**

B. Cost Reimbursement (specify:  CR  CPFF  CS  CPAF  CPIF)

C. IQC and Requirements Contracts

D. Grant/CA/PASA/RSSA

E. Contracts with Individuals

20. ADVANCE  **B**

A. No Advance

B. Advance Non-FRLC

C. Advance FRLC

32. Negotiator's Typed Name <u>D. Osinski</u>	33. Negotiator's Signature <i>[Signature]</i>	34. Date Signed <u>9, 13, 88</u>
35. Contract/Grant Officer's Organization Symbol <u>OS/LAC</u>	36. Contract/Grant Officer's Signature <i>[Signature]</i>	37. Date Signed <u>9, 15, 88</u>

38. SUBJECT TO STATUTORY REQUIREMENT

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

E

\*Equipment, Supplies, Materials, and Commodities

39. Country of Manufacture

USA

40. CURRENCY INDICATOR

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

A

41. SUBCONTRACTS

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

YES  NO

42. TYPE OF SERVICE

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

G

43. CONTRACT/AGREEMENT SOURCE

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

A

44. TYPE OF AMERICAN OWNERSHIP

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

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

G

45. METHOD OF SOLICITATION

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

B

46. LABOR SURPLUS AREA PREFERENCE

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

D

47. TYPE OF BUSINESS

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

B

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

- Private Voluntary Organizations
- H. U.S. Registered
- I. U.S. Non-Registered
- J. Foreign

- State/Local Government
- K. Educational Institutions
- L. Hospitals
- M. Research Organizations
- N. Other

- O. International Agricultural Research Organizations
- P. Public International Organizations
- Q. U.S. Cooperatives

48. Women Owned Business?

YES  NO

49. TYPE OF AWARD

- Small Business
- A. Not Set Aside
- B. Partial Set Aside
- C. Total Set Aside
- Other Than Small Business
- D. Personal Service Contract
- E. Individual Non-Personal Service Contract
- F. U.S. Government
- G. University
- H. Non-Profit Organizations and PVOs
- I. Large Businesses

H

50. Paying Office:

Payment will be made by *AND/W*  
*M/PM/AAA*

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D C 20523

SEP 15 1988

Mr. Kenneth Wollack, Vice President  
National Democratic Institute for  
International Affairs  
1717 Massachusetts Avenue, N.W., Suite 605  
Washington, D.C. 20036

Subject: Grant No. LAC-0591-G-SS-8044-00

Dear Mr. Wollack:

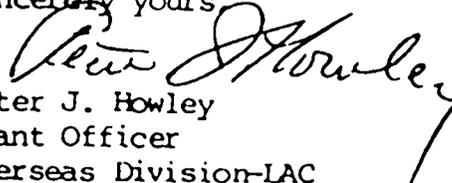
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or Grantor") hereby grants to the National Democratic Institute for International Affairs (hereinafter referred to as "NDIIA" or "Grantee", the sum of One Hundred Thousand Dollars (\$100,000) to provide support for a program in the LAC Regional Human Rights Initiatives area, as described in Attachment 2, entitled "Program Description".

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending December 13, 1988.

This Grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 entitled, the "Schedule", Attachment 2 entitled, "Program Description", Attachment 3 entitled, "Standard Provisions", which have been agreed to by your organization.

Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to the Office of Procurement.

Sincerely yours



Peter J. Howley  
Grant Officer  
Overseas Division-LAC  
Office of Procurement

Attachments:

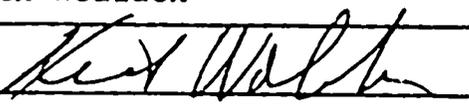
1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

NATIONAL DEMOCRATIC INSTITUTE FOR INTERNATIONAL AFFAIRS

BY Kenneth Wollack

TYPED NAME



TITLE Executive Vice President

DATE September 15, 1988

FISCAL DATA

Allocation  
Appropriation  
Budget Plan Code  
PIO/T No.  
Project No.  
Total Estimated Amount  
Total Obligated Amount  
DUNS No.  
IRS Employer Identification No.  
Funding Sourcing

846-65-598-00-69-81  
72-1181021.6  
LDSA-88-35598-KG12  
598-0591-3-8656002  
598-0591  
\$100,000  
\$100,000  
14-803-6312  
52-1338892  
AID/W

SCHEDULE

Attachment 1

A. Purpose of Grant:

The Purpose of this Grant is to provide support for an international observer program for the Chilean National Plebiscite, currently scheduled for October 5, 1988 as more specifically described in Attachment No. 2 to this Grant entitled, "Program Description".

B. Period of Grant:

The effective date of this Grant is the date of the Grant Officer's signature. The expiration date of this Grant is December 13, 1988.

C. Amount of Grant and Payment:

1. A.I.D. hereby obligates the amount of \$100,000 for purposes of this Grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Standard Provision entitled, "Payment - Periodic Advance".

D. Financial Plan:

1. The items included in the Financial Plan for including local cost financing items, should relate to the activities or functions described in Attachment 2 - Program Description, and should not be set up on the basis of cost element line items. This will facilitate the financial reporting requirements and use of the reporting form, SA-269.

The following is the Grant Budget, including local cost financing items, if authorized. Revisions to this Budget shall be made in accordance with Standard Provision of this Grant, entitled "Revision of Grant Budget."

Financial Plan

<u>Cost Element</u>	<u>Total Estimated Cost</u>
1. Travel	\$ 78,450
2. Per Diem	17,000
3. Salaries	2,000
4. Other Direct Costs	2,550
Total	<u>\$100,000</u>

E. Indirect Cost Rate:

Not applicable. This grant reimburses the Grantee for actual direct costs incurred only.

A. Purpose:

The purpose of this Grant is to support an international observer program for the Chilean National Plebiscite, currently scheduled for October 5, 1988.

B. Program Description:

The Grantee will assemble and support an unofficial international observers mission with reference to efficiency and integrity of the election. Summary findings and recommendations will be made by NDI regarding the electoral processes and procedures employed.

The mission will be composed of approximately 40 individuals. A group of 28 will be selected from Latin America, the Caribbean, Europe, Asia, Africa, and Canada, with the majority from Latin America. This group will be composed of prominent, internationally recognized experts and/or political leaders representing a variety of democratic political parties and representing and civic organizations. An illustrative lists of participating LA countries would include Colombia, Peru, Venezuela, Bolivia, Ecuador, Argentina, Brazil, Uruguay and Costa Rica. In addition, a bi-partisan group of U.S. observers will consist of 14 individuals made up of Democrats, Republicans, and bi-partisan election experts. To the extent possible, the NDI will seek to involve the National Republican Institute in the observer mission. Observers will enter Chile on tourist passports only and will be given no official credentials by the Government of Chile. Thus, the delegation will be "unofficial." However, delegates will be allowed to travel freely within Chile to "observe" the plebiscite.

The NDI will be responsible for selection of the participants. Selection criteria will include the international prominence of the individual as a well-respected political leader and/or as a technically proficient expert in the area of electoral processes and systems. There will be a joint chair for the team composed of one Latin American and one U.S. observer. The selection of the team and the chair will be subject to A.I.D. consultation and approval.

The mission will arrive in-country two days prior to the plebiscite in order to hold meetings with key government, political and civic leaders. These meetings will enable the team to gain insights into the national electoral process. The mission will then be divided into teams to observe the vote counting process. The mission will remain in-country two days after the election to discuss the teams' findings, conduct follow-up meetings and develop recommendations prior to the departure of the members of the mission.

NDI will be responsible for making all logistical arrangements in support of the observer mission such as international and in-country travel, payment of per diem directly to the observers, hotel reservations and other administrative support to the mission.

C. Statement of Work:

In addition to the activities described paragraph B, above, the Grantee will accomplish the following specific objectives:

1. Select a delegation of observers consisting of 40 individuals representing a cross-section of democratic groups and/or organizations.
2. Arrange for and provide all logistical support for the delegation including travel, payment of per diem, lodging, in-country transportation and administrative support.
3. Select election posts to be observed representing a sampling of different cities, towns, regions of the country.

D. Reporting and Evaluation:

The Grantee will prepare and deliver a preliminary report in English; and a final report in English and Spanish. The preliminary report will be delivered in five (5) copies to the A.I.D. Project Monitor no later than 10 days following completion of the mission. A final report is due eight (8) weeks after completion of the preliminary report. The contents of the draft and final report will be determined by the Project Officer Roma Knee, LAC/DI.

Dave

Congressional pressures  
Jimmy

AID 1350 1 (3 87)  *PIO/T	AGENCY FOR INTERNATIONAL DEVELOPMENT  PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1 Cooperating Country LAC Regional	Page 1 of Pages
		2 PIO/T No 598-0591-3-8656002	3 <input checked="" type="checkbox"/> Original or Amendment No _____
		4 Project/Activity No and Title LAC Regional 598-0591 Human Rights Initiatives	

DISTRIBUTION	5 Appropriation Symbol 72-1181021.6 846-65-598-00-69-81		6 Budget Plan Code LDSA88-35598-KG12			
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document		8 Project Assistance Completion Date (Mo, Day, Yr) N/A			
	9 Authorized Agent AID/W		10 This PIO/T is in full conformance with PRO/AG No Date N/A			
	11a Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> Other		11b Contract/Grant/Cooperative Agreement/ PASA/RSSA Reference Number (if this is an Amendment)			
	12 Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No _____)					
	Maximum AID Financing Available	A Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		B U S Owned Local Currency		\$100,000		\$100,000
	13 Mission References	14A Instructions to Authorized Agent  Negotiate a grant with the National Democratic Institute for International Affairs to set up an election observer program for Chile to be conducted during the National Plebiscite, scheduled for October 5, 1988. See Attachment I for Scope of Work.				
		14B Address of Voucher Paying Office  FM/PAFD				

15 Clearances—Include typed name, office symbol, telephone number and date for all clearances			
A The Project Officer certifies that the specifications in the statement of work or program description are technically adequate  LAC/DI: RKnee	Phone No 647-4385	B The statement of work or program description lies within the purview of the initiating office and approved agency programs  FUNDS RESERVED BY LAC/DP: JF [Signature]	Date 8/8/88
	Date 8/8/88		Date 8/8/88
	Date 8/8/88		Date 8/15/88
C LAC/DI: DMCFar and LAC/SAM: CBuch		D Funds for the services requested are available  POSTED 8-16-88	Date
E PPC/PDPR: THorel			
16 For the Cooperating Country The terms and conditions set forth herein are hereby agreed to		17 FM/PAFD for International Development  Signature [Signature] Date 8-15-88 Title Norma J. Parker, Director, LAC/DI	

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