

AWARD/CONTRACT		1 THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING DDFC T 246		PAGE OF PAGES 1 1 3	
2 CONTRACT (Proc Inst Ident) NO 19110102		3 EFFECTIVE DATE 9/30/91		4 REQUISITION/PURCHASE REQUEST/PROJECT NO 907-1520-91-74-1075039			
ISSUED BY U.S. Small Business Administration, Region 1 155 Federal Street 9th Floor Boston, MA 02110-1744		CODE		6 ADMINISTERED BY (If other than Item 5) Agency for International Development Office of Procurement Overseas Division - Africa Branch Washington, D.C. 20523-1425		CODE	
7 NAME AND ADDRESS OF CONTRACTOR (No, street, city, county, State and ZIP Code) Basic Health Management 8403 Colesville Road Suite 805 Silver Spring, MD 20910 DUNS No.: 196885149				8 DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)			
				9. DISCOUNT FOR PROMPT PAYMENT N/A			
CODE		FACILITY CODE		10 SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN ITEM		See Block 12	
11 SHIP TO/MARK FOR N/A		CODE		12 PAYMENT WILL BE MADE BY Agency for International Development Office of Financial Management, FA/FM/CMPD/DCB Room 700, SA-2 Washington, D.C. 20523-0209			
13 AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 USC 2304(c)(1) <input checked="" type="checkbox"/> 41 USC 253(c)(1)				14 ACCOUNTING AND APPROPRIATION DATA See Prime Contract AFR-1520-C-00-1128-00			
15A ITEM NO	15B SUPPLIES/SERVICES	15C QUANTITY	15D UNIT	15E UNIT PRICE	15F AMOUNT		
	Performance shall be in accordance with all terms and conditions of the attached Prime Contract number AFR-1520-C-00-1128-00 and the clause of this subcontract entitled "Special 8(a) subcontract conditions"					Amount Obligated: \$544,000	
15G. TOTAL AMOUNT OF CONTRACT						\$2,997,000	
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W)	SEC	DESCRIPTION	PAGE(S)	W)	SEC	DESCRIPTION	PAGE(S)
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE							
17 <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 8 copies to issuing office) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein)				18 <input type="checkbox"/> AWARD (Contractor is not required to sign this document) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary. (SBA)			
19A NAME AND TITLE OF SIGNER (Type or print) Hussein A. Bulhan, President				20A NAME OF CONTRACTING OFFICER WALTER D. KEMMET, Ph.D. Contracting Officer			
19B NAME OF CONTRACTOR BY Hussein A. Bulhan <small>(Signature of person authorized to sign)</small>		19C DATE SIGNED 9/25/91		20B UNITED STATES OF AMERICA BY Walter D. Kemmet <small>(Signature of Contracting Officer)</small>		20C DATE SIGNED 9/30/91	

FAR 52.219-12

Special 8(a) Subcontract Conditions (FEB 1990)

- a. The Small Business Administration (SBA) has entered into Contract No. AFR-1520-C-00-1128-00 with the Agency for International Development (A.I.D.) to furnish the supplies or services as described therein. A copy of the contract is attached hereto and made a part hereof.
- b. BASIC HEALTH MANAGEMENT, hereinafter referred to as "BHM" or the subcontractor, agrees and acknowledges as follows:
 - (1) That it will, for and on behalf of the SBA, fulfill and perform all of the requirements of Contract No. AFR-1520-C-00-1128-00 for the consideration stated therein and that it has read and is familiar with each and every part of the contract.
 - (2) That the SBA has delegated responsibility for the administration of this subcontract to A.I.D., with complete authority to take any action on behalf of the Government under the terms and conditions of this subcontract.
 - (3) That it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the designated Contracting Officer of A.I.D.
 - (4) That it will notify A.I.D.'s Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.
- c. Payments, including any progress payments under this subcontract, will be made directly to the subcontractor by A.I.D.

(End of Clause)

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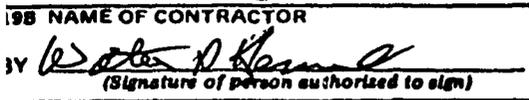
7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code) U.S. Small Business Administration, Region 1 155 Federal Street 9th Floor Boston, MA 02110-1744		8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)	
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15A ITEM NO	15B SUPPLIES/SERVICES	15C QUANTITY	15D UNIT	15E UNIT PRICE	15F AMOUNT
	See Schedule				
Amount Obligated:					\$544,000
15G. TOTAL AMOUNT OF CONTRACT					\$2,997,000

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X	H	SPECIAL CONTRACT REQUIREMENTS					

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 8 copies to issuing office) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein (Attachments are listed herein)		18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.	
19A NAME AND TITLE OF SIGNER (Type or print) WALTER D. KEMMET, Ph.D. Contracting Officer (SBA)		20A NAME OF CONTRACTING OFFICER Jean M. Hacken (RLM)	
19B NAME OF CONTRACTOR		20B UNITED STATES OF AMERICA	
19C DATE SIGNED 9/30/91		20C DATE SIGNED 9/25/91	
BY  (Signature of person authorized to sign)		BY  (Signature of Contracting Officer)	

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FAR 52.219-11

Special 8(a) Contract Conditions (FEB 1990)

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

- a. To furnish the supplies of services set forth in this contract according to the specifications and the terms and conditions hereof by subcontracting with BASIC HEALTH MGTE. (hereinafter referred to a "BHM" or "subcontractor"), an eligible concern pursuant to the provisions of Section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).
- b. That in the event SBA does not award the subcontract for the work hereunder, this contract may be terminated either in whole or in part without cost to either party.
- c. Except for novation agreements and advance payments, delegates to the Agency for International Development (A.I.D.) the responsibility for administering the subcontract to be awarded hereunder with complete authority to take any action on behalf of the Government under the terms and conditions of the subcontract; provided, however, that AID shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the subcontract, for default or for the convenience of the Government.
- d. That payments to be made under any subcontract awarded under this contract will be made directly to the subcontractor by A.I.D.
- e. That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the Contracting Officer cognizable under the "Disputes" clause of said subcontract.
- f. To notify A.I.D.'s Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(End of Clause)

PART I - The Schedule

SECTION A - CONTRACT FORM

A. PURPOSE:

Project No. 907-1520 - The purpose of this contract is to provide technical and administrative support services to the Office of Foreign Disaster Assistance's (OFDA) "Disaster Prevention, Mitigation and Preparedness" (PMP) Program.

This is a Cost Plus Fixed Fee contract. See Section I of this contract for applicability of the clauses entitled "Fixed Fee" [Far 52.216-08].

End of Section A

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1. SERVICES TO BE ACQUIRED

For the period specified in Section F of this contract, the Contractor shall provide the services described in Sections C, F, and H of this contract, in consideration for the estimated cost plus fixed fee shown herein.

B.2. ESTIMATED CONTRACT COST AND FUNDING

(a) The total estimated cost for this contract, exclusive of the fixed fee is \$2,775,544. The fixed fee is \$221,120. The total estimated cost plus fixed fee is \$2,996,664, which has been rounded to \$2,997,000.

(b) The amount of funds currently obligated to this contract for performance hereunder is \$544,000. It is estimated that these funds are sufficient to fund performance through July 30, 1992. The Contractor shall not exceed this amount unless authorized by the Contracting Officer pursuant to the clause of this contract entitled "Limitation of Funds" (FAR 52.232-22).

(c) Funds shall be provided by A.I.D. Washington.

B.3. BUDGET

(a) The following itemized budget sets forth the fixed fee and estimates for reimbursement of dollar costs for individual line items of cost. Without the prior written approval of the Contracting Officer, the Contractor may not exceed the total estimated cost set forth in the budget hereunder or the obligated amount (see part 2 above), whichever is less. Without the prior written approval of the cognizant A.I.D. Contracting Officer, the Contractor may not exceed the estimated dollar cost for any individual line item of cost shown below by more than 15% of such line item, except for (a) indirect costs, which are governed by part 6 of this Section B. The fee is fixed.

Itemized Budget
9/30/91 - 8/29/96

<u>Category</u>	<u>Amount</u>
Salaries*	\$ 698,723
Fringe Benefits	215,207
Overhead	456,965
Travel & Per Diem	408,199
Consultants	256,443
Other Direct Costs	<u>399,151</u>
Subtotal	\$2,434,688
G&A	<u>340,856</u>
Subtotal	\$2,775,544
Fixed Fee	<u>221,120</u>
TOTAL EST. COST PLUS FIXED FEE	\$2,996,664 rounded to \$2,997,000

(b) The Contractor agrees to furnish data that the Contracting Officer may request on costs expended or accrued under this contract in support of the budget information provided herein.

B.4. LOGISTIC SUPPORT

(a) The Contractor shall be responsible for providing or arranging for all logistic support.

*Note: The salaries negotiated are shown in Attachment A to this contract.

B.5. COST REIMBURSABLE AND PAYMENT

(a) United States Dollar Cost

Reimbursement of United States dollar costs incurred under this contract shall be paid to the Contractor as described in the clauses of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) and "Documentation for Payment" (AIDAR 752.7003), and shall be limited to reasonable, allocable, and necessary costs determined in accordance with the clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07).

(b) Payment

1. Payment shall be in accordance with the clauses of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07), "Documentation for Payment" (AIDAR 752.7003).
2. Payment shall be made by the payment office designated in Section G. of this contract.
3. A copy of all vouchers submitted to the payment office will also be sent to the Cognizant Contracting Officer.

B.6. PAYMENT OF FIXED FEE

In addition to reimbursement of costs pursuant to Section B.6. above, the contractor shall be paid a fixed fee in accordance with FAR clause 52.216-08 entitled "Fixed Fee". At the time of each payment to the contractor on account of allowable dollar costs, the contractor shall be paid a dollar amount which is in the same ratio to the total fixed fee as the related payment being made on account of allowable dollar costs is to the total estimated cost, as amended from time to time; provided however, that whenever in the opinion of the Contracting Officer such payment would result in a percentage of fee in excess of the percentage of work completed, further payment of fee may be suspended until the contractor has made sufficient progress, in the opinion of the Contracting Officer, to justify further payment of fee up to the agreed ratio; provided further, that after payment of eighty-five percent (85%) of the total fixed fee, the provisions of the clause of this contract entitled "Fixed Fee" (FAR 52.216-08) shall be followed.

B.7. ESTABLISHMENT OF INDIRECT COST RATES

Pursuant to the clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07), an indirect cost rate or rates shall be established for each of the Contractor's accounting periods which apply to this contract. Pending establishment of revised provisional or final indirect cost rates for each of the Contractor's accounting periods which apply to this contract, provisional payments for allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base(s) which is (are) set forth on the following:

<u>Description</u>	<u>Rate</u>	<u>Base</u>	<u>Type</u>	<u>Period</u>
Fringe	30.8%	1/	1/	4/
Overhead	50%	2/	2/	4/
G & A	14%	3/	3/	4/

- 1/ Base of Application: Direct staff salaries.
Type of Rate: Provisional
- 2/ Base of Application: Direct staff salaries and fringe.
Type of Rate: Provisional
- 3/ Base of Application: Total costs less fee.
Type of Rate: Provisional
- 4/ Period: Effective date of the contract until amended

B.8. ADVANCE UNDERSTANDING ON CEILING INDIRECT COST RATES AND FINAL REIMBURSEMENT FOR INDIRECT COSTS

- (a) Notwithstanding any other clause of this contract, for each of the Contractor's accounting periods during the term of this contract, the parties agree as follows:

The distribution base for establishment of final fringe benefit rates is direct staff salaries.

The distribution base for establishment of final overhead rates is direct staff salaries and fringe.

The distribution base for establishment of final G&A rates is total costs less fee.

The Contractor shall make no change in its established method of classifying or allocating indirect costs without the prior written approval of the Contracting Officer.

- (b) Reimbursement for indirect costs shall be at final negotiated final or predetermined rates, but not in excess of the ceiling rates below:

<u>Type of Rate</u>	<u>Rate</u>
Fringe	30.8%
Overhead	50%
G & A	14%

- (c) The Government shall not be obligated to pay any amount on account of indirect costs above the ceiling rates established herein.
- (d) This advance understanding shall not change any monetary ceiling, cost limitation, or obligation established in the contract.

End of Section B

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1. OBJECTIVE

The purpose of this contract is to provide program and technical support to the Office of U.S. Foreign Disaster Assistance (OFDA), with primary emphasis on the Disaster Prevention, Mitigation and Preparedness (PMP) Division. These support services are specifically intended to:

1. Improve the technical capacity of OFDA to monitor and evaluate relief and PMP activities funded from the International Disaster Assistance Account or the Development Assistance Account, with particular emphasis on PMP activities;

2. Improve OFDA's ability to design and develop relevant and measurable PMP activities which will lead to saving human lives and protecting economic assets threatened by the following hazards: geophysical, hydrometeorological, environmental/man-made, health/medical and drought/famine;
3. Facilitate OFDA's ability to competitively review and evaluate PMP pre-proposals and proposals in all hazard areas, to provide technical assistance and training (under \$25,000* each assignment), to purchase commodities (under \$10,000* each purchase), as well as to assist OFDA in granting assistance (under \$50,000*) to entities interested in implementing the components of OFDA PMP program; and
4. Assist OFDA to conduct special studies related to the PMP and relief activities of the office; these studies could relate to potential disasters, new areas for PMP activity, elaborating on the linkages between disasters and development and other areas as needed; arranging and organizing conferences and workshops may be necessary.

***Note: OFDA must obtain prior approval from the Contracting Officer for any amounts exceeding these thresholds.**

C.2 STATEMENT OF WORK:

The contractor shall provide services necessary to support the above stated objectives as follows:

1. Project Manager:

The Project Manager is a full-time position and he/she will receive direction from the OFDA-designated technical officer. The Project Manager shall have responsibility for the successful implementation of all contract activities through supervision of the overall technical and administrative support provided by contract employees and consultants.

This will include the development of a mechanism to identify specific needs for external technical assistance or consulting services initiated by the OFDA project officer. The Project Manager will identify the range of technical resources available to respond to specific technical support needs of OFDA, as identified by either the OFDA project officer or other OFDA staff. In addition to identifying the required short term technical assistants or consultants the project manager will also hire, supervise, and assure that the necessary logistical support is provided for part-time personnel in support of OFDA's varied PMP project portfolio, subject to the limitations in Section B.3, Budget and Section F.5, Level of Effort.

The supervision will also include day-to-day monitoring of activities of the Evaluation Specialist, Administrative Support Staff, and short-term consultants, as later described herein.

It is estimated five (5) international trips will be required for this activity over the contract period.

The project manager should possess a substantial degree of knowledge about disaster relief, prevention, mitigation and preparedness, as well as A.I.D. development programs, policies and procedures. Prior experience in developing and maintaining a system for securing outside technical resource

personnel is required. Extensive experience in management support assistance is highly desirable. The individual should have particular skills related to identifying a full range of technical resources available to respond to specific support needs of OFDA/PMP. The individual should have particular skills related to managing a team of contractor and consultant personnel providing a wide variety of program and office support assistance including, but not limited to:

- (1) technical/management support to OFDA relief and PMP activities
- (2) conferences and workshops
- (3) ad hoc and special reports
- (4) project monitoring and evaluation

2. Evaluation Specialist:

The Evaluation Specialist (ES) position is a full-time position and provides technical and administrative support to the Project Manager. In this capacity the ES, under the supervision of the Project Manager, will provide direct technical and administrative support (i.e., travel arrangements, cable drafting, etc.) for the provision of services as outlined hereinafter. The ES is expected to provide technical expertise for the various evaluations of PMP and relief programs. He/she will assist in the design of scopes of work for evaluations, as well assisting with the development of verifiable and measurable objectives for PMP programs. It is estimated that two (2) international trips will be required for the duration of this activity.

3. Administrative Support Staff:

The Administrative Support Staff position is a full-time position and will provide administrative and clerical assistance to the program. In this capacity, Administrative Support Staff position, under the supervision of the Project Manager, will provide support for the provision of services as outlined hereinafter.

4. Short-term Consultants:

Short-term consultants shall provide specifically targeted technical assistance and consulting services for improving OFDA's PMP and relief programs. Their services will be used for designing and conducting evaluations of OFDA PMP and relief activities, designing and developing PMP activities, facilitating OFDA's ability to competitively review and evaluate PMP pre-proposals and proposals, and designing and conducting special studies related to OFDA PMP and relief activities. The consultants shall have expertise in a wide variety of disaster related fields, as well as project design/development, project monitoring/evaluation, training, civil engineering, economic development and the private sector. The consultants services may be required from several days to several months. International travel will often be required, as will knowledge of foreign languages. Consultants shall be expected to follow detailed scopes of work prepared either by the Project Manager or by OFDA staff. The consultants may also be required to make formal presentations to OFDA and other A.I.D. as a result of services provided.

C.3 FUNCTIONS TO BE PERFORMED:

An annual work plan will be submitted for each of the functions.

1. Monitoring and Evaluating PMP and Relief Activities:

Organize and maintain unit files and provide administrative and logistical support. Assist with correspondence to evaluation consultants. Draft scopes of work for evaluations to be submitted to OFDA for approval. Recruit and hire consultants to participate in and lead evaluation teams conducting evaluations of OFDA PMP and relief activities. Make necessary travel arrangements for evaluation consultants,

including obtaining country clearances. Ensure that consultants submit required reports when due. Arrange briefings within OFDA for OFDA and other A.I.D. staff and maintain system for tracking PMP evaluation requirements and extent to which evaluation findings have been incorporated into relief and PMP activities. On occasional basis, arrange conferences to present and discuss evaluation findings to OFDA and A.I.D. staff and individuals from other agencies.

2. Design and Develop PMP Activities:

Organize and maintain unit files and provide administrative and logistical support. Assist with correspondence to activity design consultants. Draft scopes of work for PMP design activities to be submitted to OFDA for approval. Recruit and hire consultants to participate in and lead PMP activity design teams. Make necessary travel arrangements for design consultants, including obtaining country clearances. Ensure that consultants submit required reports when due. Arrange briefings within OFDA for OFDA and other A.I.D. staff on results of PMP design efforts.

3. Review PMP Grant Requests and Implement Small Grant Activities:

Organize and maintain unit files and provide administrative and logistical support. Assist in maintaining log of all incoming pre-proposals and proposals requesting OFDA PMP funding. Identify and recruit consultants whose expertise may be used for evaluating pre-proposals and proposals. Help screen pre-proposals and proposals. Hire consultants to evaluate pre-proposals and proposals. Using criteria developed by OFDA, handle logistical and funding arrangements, including preparation of documentation, for small scale (under \$25,000) training and technical assistance activities, which may include small (under \$10,000) commodity purchases. Assist in the preparation of documentation related to small PMP grants (under \$50,000) made by OFDA.

4. Special Studies:

Organize and maintain unit files and provide administrative and logistical support. Assist with correspondence to consultants for special studies. Draft scope of work for special studies to be submitted to OFDA for approval. Recruit and hire consultants to participate in or lead special study teams. Make necessary travel arrangements for study consultants, including obtaining country clearances. Ensure that consultants submit required reports when due. Arrange briefing within OFDA for CFDA and other A.I.D. personnel on results of studies. On occasional basis, arrange conferences to present study findings to OFDA and A.I.D. staff and individuals from other agencies.

C.4. PERFORMANCE REQUIREMENTS

Unless otherwise authorized by the OFDA Project Manager, the following performance requirements will apply to the contract:

- a. For those assignments which require selection of personnel to conduct studies, evaluations, designs, etc. on the average, the requisite team should begin its work no later than one month after the initial request.
- b. The work products produced for the above will be reviewed by OFDA and, generally speaking, should require minimal editing or changes.
- c. For the assignment dealing with helping OFDA review and screen PMP pre-proposals and proposals, initial screening should be completed within one month of deadline for submission of proposals and accurate documentation should be maintained to record review process.
- d. For that part of the work involved with evaluations, the contractor should make substantial contributions to the quality of evaluations conducted by OFDA.

C.5 POTENTIAL CONFLICT OF INTEREST

As described earlier in the statement of work, part of the contractor's services includes assisting OFDA in the drafting of scopes of work for various PMP activities and assisting OFDA in the review and evaluation of proposals. As a result, there is a potential for an unfair advantage to exist if, in the near future, the contractor were to compete for the implementation of any of those projects. Therefore the contractor is precluded from competing for any future implementation of any work they directly and substantially participated in, without first obtaining approval from the Contracting Officer. At that time, the Contracting Officer would investigate the particular circumstances and consult with the OFDA Project Officer, to determine whether a conflict exists. After such investigation, the Contracting Officer will then notify the Contractor whether or not he can compete for the particular endeavor.

End of Section C

SECTION D - PACKAGING AND MARKING

D.1. Packaging Reports

Pursuant to the clause of this contract entitled "Reports" (AIDAR 752.7026), the cover page of all reports prepared by the Contractor (see Section F of this contract) shall include the project name (OFDA - PMP Program), the project number (907-1520), and the contract number (AFR-1520-C-00-1128-00).

D.2. Marking Commodities

Any or all commodities purchased and shipped by the Contractor hereunder shall be marked in accordance with the clause of this contract entitled "Marking" (AIDAR 752.7009).

End of Section D

SECTION E - INSPECTION AND ACCEPTANCE

E. Responsible Official

In accordance with the clauses of this contract entitled "Inspection of Services - Cost Reimbursement" (FAR 52.246-05) and "Limitation of Liability - Services" (FAR 52.246-25), inspection and acceptance of all services and supplies required hereunder shall be made only by the cognizant A.I.D. Project Officer (see Section G of this contract). Inspection and acceptance of services and supplies by the cognizant A.I.D. Project Officer shall form the basis for payments to the Contractor.

End of Section E

SECTION F - DELIVERIES OR PERFORMANCE

F.1. Term of Performance

The effective date of this contract is September 30, 1991 and the estimated completion date is August 31, 1996.

F.2. Technical Directions

Performance of the work hereunder shall be subject to the technical directions of the cognizant A.I.D. Project Officer. As used herein, "Technical Directions" are directions to the Contractor which fill in details, suggest possible lines of inquiry, or otherwise complete the general scope of the work. "Technical Directions" must be within the terms of this contract, shall not change or modify them in any way, and shall not constitute changes (as described in the clause of this contract entitled "Changes - Cost Reimbursement" - (FAR 52.243-02, Alternate I), which may only be accomplished by the Contracting Officer in writing. The contractor shall comply with the clause of this contract entitled "Notification of Changes" (FAR 52.243-07).

F.3. Deliverables/Reports

The contractor will be required to submit quarterly reports to the OFDA project manager. These reports should contain financial reporting for the period covered and detailed information regarding activities performed during the rating period (including those completed and those pending) and any obstacles encountered which negatively impacted on the contractor's ability to accomplish work requirements.

F.4. Key Personnel

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

Position Title

**Project Manager
Evaluation Specialist**

B. The personnel specified above are considered to be essential to the work being performed hereunder. Prior to replacing the specified individuals, the Contractor shall notify both the Contracting Officer and the A.I.D. Project Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No replacement shall be made by the Contractor without the written consent of the Contracting Officer. Proposed substitutions must be submitted simultaneously to the Contracting Officer and the A.I.D. Project Officer not later than 30 days after the replacement of the specified individual. Failure to do so may be considered nonperformance by the Contractor. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during the course of this contract to either add or delete personnel, as appropriate.

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

D. For purposes of this contract, a person-day of effort is defined as one person working for 8 hours a day. A person-month is 22 working days.

F.5. Level of Effort

The contractor shall provide the following person days of effort*:

<u>Position</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Project Manager	240	240	240	240	240
Eval. Specialist	240	240	240	240	240
Admin. Support	240	240	240	240	240
Consultants	155	169	183	169	211

*Note: Holidays and annual leave have been already been deducted from these calculations, thus only actual work days are reflected.

If the Contractor fails to furnish the total quantity of services set forth in this section of this contract during the specified term of this contract, the Contracting Officer may require the Contractor to continue performance of the work beyond the estimated completion date until the Contractor has furnished the specified quantity of services or until the total estimated cost or the obligated amount of this contract, whichever is less, has been expended.

F.6. STOP-WORK ORDERS

Stop-work orders may be used by A.I.D. if work stoppage is required for reasons such as program realignment, as prescribed by FAR 52.212-13, entitled Stop Work Order (AUG 1989)

End of Section F

SECTION G - CONTRACT ADMINISTRATION DATA

G.1. Contract Administration Office: The contract administration office for this contract is the Office of Procurement, Overseas Division, Africa Branch (OP/OS/AFR), A.I.D. Washington, D.C. 20523-1425.

G.2. Payment Office: Payment vouchers should be sent to the following address:

Agency for International Development
FA/FM/CMPD/DCB
Room 700, SA-2
Washington, DC 20523-0209

G.3. Cognizant A.I.D. Project Officer: The Project Officer responsible for the technical requirements covered by this contract is Barry Heyman OFDA/LAC or his designee.

G.4. Accounting and Appropriation Data

PIO/T No.	907-1520-91-74-1075039
Appropriation No.	72-11x1035
Budget Plan Code	JFDX-91-10700-HG48
Total Amount Obligated	\$544,000
Amount Remaining to be Obligated:	\$2,453,000
Total Estimated Cost	\$2,997,000

G.5. Tax Identification Number	04-2948110
DUNS Number	196-885-149

End of Section G

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1. Security Requirements

The Contractor may have need to access confidential information and shall be required to obtain the required security clearance. The contractor shall contact the OFDA Project Officer regarding the procedure for obtaining this clearance.

H.2. Defense Base Act (DBA) Insurance

Pursuant to the clauses of this contract entitled, "Workmen's Compensation Insurance - Defense Base Act" (FAR 52.228-3), the insurance carrier currently under contract with A.I.D. to provide DBA insurance is Insurance Company of North America, Wright & Co., 1400 I Street, N.W., Suite 1100, Washington, D.C. 20005, tel. (202) 289-0200, or (800) 424-9801 outside the Washington area (toll free).

H.3. Emergency Locator Information

When applicable, the Contractor agrees to provide the following information to the mission administrative officer on or before the arrival in a cooperating country of every individual that will travel during the term of this contract:

1. The individual's full name, home 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 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.

H.4. 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 Sections B.4. and B.5. of this contract entitled "Costs Reimbursable" and "Logistic Support to the Contractor," and the clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) and other applicable provisions of this contract, but subject to the following additional specified understandings which set limits on items which otherwise might be reasonable, allocable, and allowable.

*See Attachment A (Listed in Section J) to this contract.

(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 honoraria). It excludes earnings from sources other than the individual's professional or technical work, overhead, or other charges.

(c) Initial Salaries:

The initial starting salaries of all employees whose compensation is charged as a direct cost to this contract must be approved, in advance and in writing, by the Contracting Officer. Subsequent salary increases shall be in accordance with the contract clauses below.

Note: Any salary/rate approvals issued pursuant to this Section shall be retained by the Contractor for audit purposes.

(d) Annual Salary Increases

This section applies to all employees directly charged to this contract. Salary increases may be reimbursed under this contract provided that:

- 1) the employee has satisfactorily completed twelve months of service under this contract;
- 2) the proposed increase does not exceed 5% of the employee's previous base salary; and
- 3) the proposed increase does not result in a salary in excess of the maximum salary of an FS-1.

Salary increases exceeding the above limitations will not be reimbursed without the advance written approval of the Contracting Officer.

(e) Consultants

Before using any consultant under this contract, the contractor must obtain advance written approval from the cognizant A.I.D. Project Officer. No compensation for consultants will be reimbursed under this contract without such approval. Consultant compensation shall not be reimbursed under this contract if it exceeds the maximum salary of an FS-1. In addition, compensation may not exceed the greater of the following two items:

1) the consultant's current compensation (subject to the Contracting Officer's determination that said compensation has been adequately substantiated by the consultant's prior compensation history);

or

2) the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years (subject to the Contracting Officer's determination that said compensation has been adequately substantiated).

Consultant compensation exceeding the above limitations will not be reimbursed without the advance written approval of the Contracting Officer.

(f) 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.

(g) Return of Overseas Employees

Salaries and wages paid to an employee serving overseas who is discharged by the contractor for misconduct, inexcusable nonperformance, or security reasons will in no event be reimbursed for a period which extends beyond the time required to return him promptly to his point of origin by the most direct and expeditious air route.

(h) Third Country and Cooperating Country Nationals

No compensation for third country or Cooperating Country nationals will be reimbursed unless their use under the contract has the prior written approval of the cognizant A.I.D. Project Officer. Salaries and wages paid to such persons may not, without specific written approval of the Contracting Officer, exceed either the Contractor's established policy and practice; or the level of salaries paid to personnel of equivalent technical competence. In no event shall compensation for such persons exceed the FS-1 rate, unless approved in advance by the Contracting Officer.

(i) Work Week

The work week for the Contractor's employees shall not be less than the established practice of the Contractor. For those employees working overseas, the work week shall not be less than 40 hours and shall be scheduled to coincide with the work week for those employees of the A.I.D. mission and the cooperating country associated with the work of this contract.

H.6. ORDINARY COURSE OF BUSINESS

With respect to the clauses of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) and "Documentation for Payment" (AIDAR 752.7003), it is understood and agreed that the Contractor may, in some circumstances, invoice and be paid for recorded costs for items or service purchased directly for this contract, even though the Contractor has not yet paid for those items or services; provided, that such costs are paid in the ordinary course of business. "The ordinary course of business" is defined in accordance with the principles established by the Prompt Payment Act, Public Law 97-177 (96 Stat. 85, 31 USC 1801), ie. within 30 days after the Contractor's receipt of payment from A.I.D. for such costs.

In those instances where the Contractor properly invoices and is paid for recorded costs which have not yet been paid by the Contractor, the Contractor agrees to pay all such costs, and especially employee compensation, consultants, subcontractors, suppliers, support of participants, and costs incurred in the Cooperating Country, in the ordinary course of business. Failure to do so may be considered nonperformance by the Contractor.

H.7. TRAVEL EXPENSES

(a) Notwithstanding any other provision of this contract, if any of the personnel utilized hereunder are discharged by the Contractor for misconduct or inexcusable nonperformance, travel, and transportation costs associated with the assignment of substitute personnel therefore shall not be an allowable cost under this contract.

(b) Misconduct shall be defined as the deliberate and/or repeated disregard for the laws and regulations of the Cooperating Country or of A.I.D., the continued existence of conflict of interest after advice that such conflict exists, or general behavior unbecoming a professional serving as a part of the U.S. foreign assistance program (see also the clause of this contract entitled "Personnel" (AIDAR 752.7027 ALT 71).

(c) Inexcusable nonperformance shall be defined as unauthorized absences or failure to undertake and/or complete assigned tasks which are within the scope of this contract, when such absences or failures are within the control of the individual.

H.8. SUBMISSION OF COMPLETION VOUCHER

The clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) provides in paragraph (h) (1) that "... the Contractor shall submit a completion invoice or voucher, designated as such promptly (emphasis added) upon completion of the work...". The term "promptly" is not defined in the clause. In order to avoid ambiguity, and to ensure expeditious closeout of completed contracts, the term "promptly" is defined as 60 days from the actual completion date of the contract, unless otherwise approved in writing by the Contracting Officer. The Contractor shall have up to one year after completion of the contract effort (or longer, as the Contracting Officer may approve in writing), or until a mutually acceptable final release has been signed to submit a revised completion voucher, should circumstances warrant. Upon receipt of the final voucher, the Contracting Officer shall begin actions necessary to properly close the contract. Processing of the final voucher for payment shall not begin until compliance by the Contractor with all terms and conditions of the contract.

H.9. COORDINATION REQUIREMENTS

The Contractor shall immediately notify the Cognizant Technical Officer and Contracting Officer in writing in the event that circumstances arise that have or may have adverse impact on the timely performance of the contract or the incurrence of costs under this contract.

End of Section H

Section I - Contract Clauses

I.1. (a) FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES. The following clauses apply to this contract:

52.252.04 Alterations in Contract (APR 1984)

Portions of this contract are altered as follows:

A. The following paragraphs are added to the clause prescribed in 52.202-1:

- (1) "A.I.D." shall mean the Agency for International Development.
- (2) "Administrator" shall mean the Administrator or the Deputy Administrator of A.I.D.
- (3) "Consultant" shall mean any especially well qualified person who is engaged, on a temporary or intermittent basis to advise the Contractor and who is not an officer or employee of the Contractor who performs other duties for the Contractor.
- (4) "Contractor employee" shall mean an employee of the Contractor assigned to work under this contract.
- (5) "Cooperating Country or Countries" shall mean the foreign country or countries in or for which services are to be rendered hereunder.
- (6) "Cooperating Government" shall mean the government to the Cooperating Country.
- (7) "Federal Acquisition Regulations (FAR)", when referred to herein shall include Agency for International Development Acquisition Regulations (AIDAR)
- (8) "Government" shall mean the United States Government.
- (9) "Mission" shall mean the United States A.I.D. Mission to, or principal A.I.D. office in, the Cooperating Country.
- (10) "Mission Director" shall mean the principal officer in the Mission in the Cooperating Country, or his/her designated representatives.

A.I.D. Definitions Clause -- Supplement for A.I.D. contract involving performance overseas (DEC 1986)

A. In the clause entitled "Payment for Overtime Premiums" (FAR 52.222.02), insert "zero" in the blank in paragraph (a).

B. The following supplemental coverage is added to the clause specified in 52.228-3:

- (1) The Contractor agrees to procure Defense Base Act (DBA) insurance pursuant to the terms of the contract between A.I.D. and A.I.D.'s DBA insurance carrier unless the Contractor has a DBA self insurance program approved by the Department of Labor or has an approved retrospective rating agreement for DBA.**
- (2) If A.I.D. or the contractor has secured a waiver of DBA coverage for Contractor's employees who are not citizens of, residents of, or hired in the United States, the Contractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employees native country, whichever offers greater benefits. The list of countries for which A.I.D. has secured waiver of DBA coverage is shown in AIDAR 728.305-70(a) (2)(CFR 728.305.70(a)(2)).**
- (3) The Contractor further agrees to insert in all subcontracts hereunder to which the DBA is applicable, a clause similar to this clause, including this sentence, imposing on all subcontractors a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the A.I.D. requirements contract.**

C. In the clause entitled "Taxes - Foreign Cost Reimbursement Contracts (FAR 52.229-08), insert "the Cooperating Country" in the blanks.

D. In the clauses entitled "Notification of Changes" (FAR 52.243-07), insert "7 days" in the blank in paragraph (b).

E. In FAR clause 52.245-5, entitled "Government Property" (Jan 1986), insert the following:

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

In addition to the above paragraph, the following statement is also inserted in the above noted "Government Property" clause:

"Reporting Requirements: The contractor will submit an annual report on all non-expendable property in a form and manner acceptable to AID substantially as follows:" [See Attachment B for a copy of this form, entitled "Annual Report of Government Property in Contractor's Custody"].

FAR 52.252-02

Clauses Incorporated by Reference (JUN 1988)

This contract incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

52.202-1	Definitions (APR 1984)
52.203-1	Officials Not to Benefit (APR 1984)
52.203-3	Gratuities (APR 1984)
52.203-5	Covenant Against Contingent Fees (APR 1984)
52.203-6	Restrictions on Subcontractor Sales to the Government (JUL 1985)
52.203-7	Anti-Kickback Procedures (OCT 1988)
52.203-10	Remedies for Illegal or Improper Activity (May 1989)
52.212-13	Stop Work Order (AUG 1989)

52.215-1 Examination of Records by Comptroller General (APR 1984)
52.215-2 Audit--Negotiation (DEC 1989)
52.215-22 Price Reduction for Defective Cost or Pricing Data (APR 1988)
52.215-23 Price Reduction for Defective Cost or Pricing Data-Modifications (APR 1988)
52.215-31 Waiver of Facilities Capital Cost of Money (SEP 1987)
52.215-33 Order of Precedence (JAN 86)
52.216-7 Allowable Cost and Payment (APR 1984)
52.216-8 Fixed Fee (APR 1984)
52.219-14 Limitations on Subcontracting (OCT 1987)
52.219-15 Notice of Participation by Organizations for the Handicapped (JUN 1989)
52.222-1 Notice to the Government of Labor Disputes (APP 1984)
52.222-2 Payment for Overtime Premiums (July 1990)
52.222-3 Convict Labor (APR 1984)
52.222-26 Equal Opportunity (APR 1984)
52.222-28 Equal Opportunity Preaward Clearance of Subcontracts (APR 1984)
52.222-29 Notification of Visa Denial (APR 1984)
52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 1984)
52.222-36 Affirmative Action for Handicapped Workers (APR 1984)
52.222-37 Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 1988)
52.223-2 Clean Air and Water (April 1984)
52.223-5 Certification Regarding a Drug-Free Workplace (July 1990)
52.223-6 Drug Free Work Place (July 1990)
52.225-7 Balance of Payments Program (APR 1984)
52.225-13 Restrictions on Contracting with Sanctioned Persons (MAY 1989)
52.227-1 Authorization and Consent (APR 1984)
52.227-14 Rights in Data - General (JUN 1987)
52.228-3 Workers' Compensation Insurance (Defense Base Act) (APR 1984)
52.228-7 Insurance--Liability to Third Persons (APR 1984)
52.229-8 Taxes--Foreign Cost-Reimbursement Contracts (Mar 1990)
52-232-22 Limitation of Funds (APR 1984)

52.232-23 Assignment of Claims (JAN 1986)
52.232-25 Prompt Payment (APR 1989)
52.233-1 Disputes (APR 1984) ALT I (APR 1984)
52.233-3 Protest After Award (AUG 1989) ALT I (JUN 1985)
52.237-9 Procurement Integrity (MAY 1989)
52.242-1 Notice of Intent to Disallow Costs (APR 1984)
52.243-02 Changes-Cost Reimbursement (AUG 1987), ALT I
(APR 1984)
52.243-07 Notification of Changes (APR 1984)
52.245-5 Government Property (JAN 1986))
52.246-5 Inspection of Services - Cost Reimbursement
APR 1984)
52.246-23 Limitation of Liability (APR 1984)
52.246-25 Limitation of Liability--Services (APR 1984)
52.249-6 Termination (Cost-Reimbursement) (MAY 1986)
52.249-14 Excusable Delays (APR 1984)
52.251-1 Government Supply Sources (APR 1984)
52.252-4 Alterations in Contract (APR 1984)

I. 1. (b) A.I.D. Acquisition Regulation (48 CFR CHAPTER 7)
CLAUSES

752.245-70 Government Property - AID Reporting
Requirements (Nov. 1989)
752.245-71 Title to and Care of Property (APR 1984)
752.7001 Biographical Data (DEC 1988).
752.7002 Travel and Transportation (JAN 1990)
752.7003 Documentation for Payment (APR 1984)
752.7004 Source and Nationality Requirements (APR 1989)
752.7005 Language, Weights, and Measures (APR 1984).
752.7006 Notices (APR 1984).
752.7007 Personnel Compensation (AUG 1984).
752.7008 Use of Government Facilities or Personnel (APR
1984)
752.7009 Marking (APR 1984).
752.7010 Conversion of U.S. Dollars to Local Currency
(APR 1984)
752.7011 Orientation and Language Training (APR 1984)
752.7013 Contractor-Mission Relationships (OCT 1989).
752.7014 Notice of Changes in Travel Regulations (JAN
1990).
752.7015 Use of Pouch Facilities (APR 1984).
752.7017 Local Cost Financing With U.S. Dollars (APR
1984).

752.7025 Approvals (APR 1984)
752.7026 Reports (OCT 1989).
752.7027 Personnel (DEC 1990).
752.7028 Differential and Allowances (DEC 1988).
752.7029 Post Privileges (DEC 1990).
752.7031 Leave and Holidays (OCT 1989).
752.7032 International Travel Approval and Notification
of requirements (JAN 1990)
752.7033 Physical Fitness (DEC 1990)

End of Section I

Attachment A: List of Negotiated Compensation

No. 1
Effective Date: 9/30/91

The following rates have been negotiated for the positions under this contract. Any annual increases given by the contractor must be in accordance with Section H.5. of the contract, entitled Personnel Compensation. In particular, those increases may not exceed 5% per year nor may they exceed the FS-1 maximum daily rate in effect at that time.

A) Direct Labor:

<u>Position</u>	<u>Negotiated Compensation</u>
Project Manager	\$31.25/hr. (\$250/day)
Evaluation Spec.	\$21.15/hr. (\$169/day)
Admin. Sup. Staff	\$13.46/hr. (\$108/day)

B) Consultants:

\$260/day

C) Future Negotiated Salaries/Rates

Any new salaries/consultant rates negotiated will be added as a future Attachment A to this contract. (The current attachment A is issued as No. 1, future issuances will be in numerical order.) These attachments may be by formal contract modification, however, they may also be issued via a letter to the contract.

End of Section J

AID 1350 1
(3 87)

*PIO/T

AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1 Cooperating Country
AID/W

Page 1 of 10 Pages

2 PIO/T No
907-1520-91-74-1075039

3 Original or
Amendment No _____

4 Project/Activity No and Title
Technical and administrative support to the
OFDA Disaster Prevention, Mitigation and
Preparedness (PMP) Program

DISTRIBUTION

5 Appropriation Symbol
72-11x1035

6 Budget Plan Code
JEDX-91-10700-HG48

7 Obligation Status
 Administrative Reservation Implementing Document

8 Project Assistance Completion Date
(Mo Day, Yr) 8/31/96

9 Authorized Agent
MS/OP/W

10 This PIO/T is in full conformance with PRO/AG No
N/A Date

11a Type of Action and Governing AID Handbook
 AID Contract (HB 14) AID Grant or
Cooperative Agreement (HB 13) PASA/RSSA (HB 12) Other

11b Contract/Grant/Cooperative Agreement/
PASA/RSSA Reference Number (If this is
an Amendment)
N/A
AFR-1520-C-1128-00

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 US Owned Local Currency		\$544,000	

13 Mission
References

14A Instructions to Authorized Agent

Please select a contractor for this five-year contract for technical and administrative support to the OFDA PMP Program. Qualified 8a firm should be considered. Scope of work is in attachment I, budget in attachment II. Services should start as soon as contractor can be selected and contract negotiated. Because of nature of services to be provided, the contractor should be located in offices close to OFDA. Please note: if indirect costs are less than 70%, the balance available should be placed in Small Grants Management line item.

14B Address of Voucher Paying Office

AID/FM
SA-2 Room 701
Washington, D.C. 20523-0008

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	Phone No 647-7544	B The statement of work or program description lies within the purview of the initiating office and approved agency programs	Date 4/1/91
	Date 4/1/91		
OFDA/LAC: Barry N. Heyman		OFDA/ASP: Fred Cole	4/1/91
C OFDA/AFR: William Garvelink	Date 4/1/91	D Funds for the services requested are available	Date
E OFDA/OS: Susie Chandler	Date 4/1/91	FUNDS RESERVED BY: Initials: [Signature]	
OFDA/OS: Pete Bradford	Date 4/1/91	Date For the Agency for International Development 5/10/91	
16 For the Cooperating Country The terms and conditions set forth herein are hereby agreed to	Signature _____ Date _____	OFFICE OF FINANCIAL & MANAGEMENT 4/1/91	
	Title _____	Title Dayton L. Maxwell, Acting Director	

*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