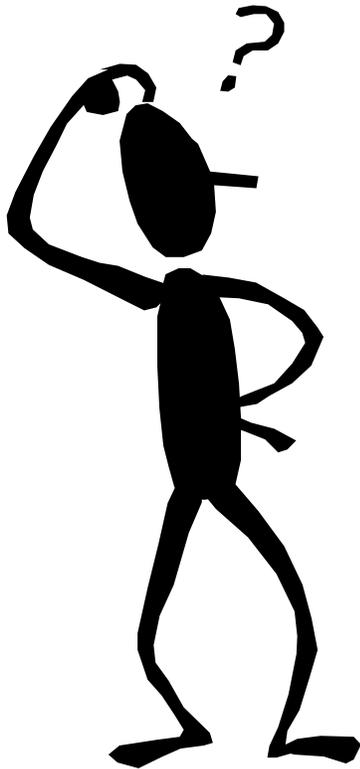


MAARDs For Smarties



**Hints & Tips brought to you by
The USAID/Philippines Controller's Office
March 26, 2002**

These guidelines will help USAID/Philippines Mission staff prepare MAARDs with greater ease and fewer errors.

The preparation of MAARDs is not a clerical function. MAARDs are meant to be prepared by Activity Managers.

Old MAARDs, colleagues, the Program Office and the Controller's Office are all good resources to help you submit mistake-free MAARDs! If you're unsure about how to complete a section – ASK!

Here is your handy Checklist



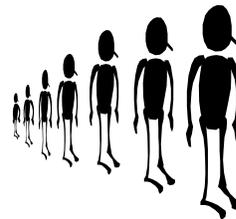
- ☑ I read all the instructions.
- ☑ I completed the MAARD Form and printed it out.
- ☑ I prepared all necessary attachments.
- ☑ I double checked that the SO number and country are correct throughout (Blocks....)
- ☑ I completed Block #15 – Don't leave this section blank!
- ☑ I double checked Block #16 carefully.
- ☑ I checked to make sure that all the appropriate attachments are attached.
- ☑ I carefully proofread the hard copy of the MAARD and all attachments.
- ☑ Reviewed the hard copy of the MAARD.

Once you have completed everything on the checklist, send the MAARD electronically with all the attachments to the Controller's Office via E mail ([Manila MAARD@OFM@Manila](mailto:Manila_MAARD@OFM@Manila)). The Controller's Office will then circulate the electronic versions of the MAARD and attachments for the appropriate clearances via E mail.

What is a MAARD and when do I need one?

MAARD stands for “**Modified Acquisition and Assistance Request Document**”. This is the SO Team’s way of asking the Regional Contracting Officer (RCO) or Executive Officer (EXO) to procure (purchase) what you want. This can either be a thing, or a service such as a contract, task order, grant, cooperative agreement, or personal services contract (PSC). You, the SO Team, prepare the MAARD. Then, the Controller’s Office will certify to the RCO or EXO that funds are available to go ahead and procure (they will put a stamp on the MAARD). Then, the RCO or EXO can go ahead and negotiate to obtain whatever you have requested.

If you want to procure something over \$100,000 with OE (operating expense) funds or anything with program funds, you need to complete and submit a MAARD.



Step by Step Instructions to complete a MAARD

The first thing you must do is open the MAARD file in “The USAID/Manila Internal Website (<http://206.118.108.19/>).” Click **Mission Forms** and then **NMS Forms**, and you will see a menu which shows “MAARD” form.

Print out a blank copy of the form. Complete the entire form in pencil before entering data into the electronic form.

If you will be completing several MAARDs for the same activity in more than one country, it will speed up the process if you prepare and submit these MAARDs together.

In these guidelines, what is in bold is what you will see on the MAARD form.

AGENCY FOR INTERNATIONAL DEVELOPMENT		
MODIFIED ACQUISITION AND ASSISTANCE REQUEST DOCUMENT		
		Status: Pending <input type="checkbox"/>
		Page: 1 of 5
1. Benefiting Country [REDACTED]	2. Managing Request No. Org: [REDACTED] Req: [REDACTED]	3. Amend No. [REDACTED]
4. Authorized Agent [REDACTED]	5. Request Title [REDACTED]	6. Date Award Needed By: [REDACTED]

Block #1: Benefiting Country

Enter the name of the benefiting country: PHILIPPINES

Block #2: Managing Request No.

Org: Show USAID/Philippines or USAID/Philippines, OEDG (Office designation, i.e. Office of Economic Development and Governance)

Req: Show project number: (example: 492-0452-X-XXXXX)

The Controller's Office will assign the appropriate document code number for the first segment of **X**. Implementing documents are coded by type as follows:

- 1- for Participant Training
- 2- for Participating Agency Service Agreement
- 3- for Contract for Services
- 4- for Commodities - Mission issuance for Procurement
- 5- for Commodities - AID/W issuance.

The Controller's Office will identify the second segment of five-digit X. The first digit X identifies the fiscal year in which the funds are obligated. The last four digits XXXX are assigned in numerical sequence.

Block #3: Amendment No.

If this is the first MAARD for this award in the current fiscal year, type ORIGINAL. If it is the first time in the current fiscal year that you are requesting funds for an

incrementally funded activity type ORIGINAL.

If this is an amendment to another MAARD in the same fiscal year, type which amendment it is (i.e. 01, 02, 03). Do not type the contract/grant or cooperative agreement amendment number. If this is *not* the first time in the current fiscal year that you are incrementally funding an activity, type the amendment number.

Block #4: Authorized Agent

For the Mission, this is either the EXO or the Contracting Officer. So, how do we choose?

OE-funded Purchase Order \$100,000 or less, and OE/Program-funded FSN PSC and USPSC contracts for \$500,000 or under, type EXO/USAID/Philippines.

OE-funded Purchase Order over \$100,000 and USPSC contracts over \$500,000 or program-funded contracts, grants, or cooperative agreements, regardless of amount, type RCO/USAID/Philippines or USAID/Philippines/ORP.

If Washington is the Authorized Agent, show USAID/Washington.

Block #5: Request Title



Type a short title for the request. Be creative, but use no more than 32 letters and spaces. It should describe the current request and be unique from other requests such as "Bank Advisor" or "Health Partnerships". The position title (for PSCs) or a description of the activity should suffice. Do not show the name of a PSC or contractor if it is a new award. The name of a PSC or organization may be used if it is an amendment.

Block #6: Date Award needed by



Enter the date when you must have a signed new award or amendment. This should be a realistic estimate, plan for the expected delays in the process. If you are unsure, ask the RCO or EXO. The RCO or EXO can make no promises to have an award signed in less than 30 days after the Controller *commits* the funds. This is when the Controller puts his stamp on the first page of the MAARD to tell the RCO or EXO that money is there to spend.

The maximum calendar days from the point that the Controller commits the funds (stamps the MAARD) to the date the agreement or contract is signed is:

10 days for incremental funding
 60 days for task orders
 90 days for non-competitive assistance (grants and cooperative agreements)
 150 days for competitive acquisition (contracts) and assistance (grants and cooperative agreements)

<p>7. Type of Action</p> <p><input type="checkbox"/> New Award <input type="checkbox"/> Mod to Existing Award <input type="checkbox"/> Inc Funding</p> <p><input type="checkbox"/> Acquisition <input type="checkbox"/> Assistance <input type="checkbox"/> Inter-Agency</p> <p><input type="checkbox"/> Unilateral Agreement <input type="checkbox"/> Subobligation Under a Bilateral Agreement</p>	<p>8. Contract/Grant/Cooperative Agreement Reference Number (If this is for an order or a modification to an award)</p> <p><input type="text"/></p>
---	---

Block # 7: Type of Action

Click on the appropriate box on each line:

If this action is a **new award**, click this box.

If you are making changes to an existing award, including no-cost amendments or changes in line items, click on **modification to an existing award**.

If you are just adding money to an existing award and there are **NO** changes at all, click on **incremental funding**.

For these MAARDs, you can take the most recent MAARD for this award and only change the first page. Do not include any attachments. If an action is both making changes and adding funding to an existing award, click on **modification to an existing award**.

Is this action a contract? If so click the **Acquisition** box. PSCs are always **Acquisition**.

Is this action a grant or cooperative agreement? If so, then click on the **Assistance** box.

Is this an agreement with another U.S. Federal agency such as Peace Corps? If so, click on the **Inter-Agency** box.

Click the box **Subobligation Under a Bilateral Agreement** on the third line of boxes.

Block #8: Contract/Grant/Cooperative Agreement Reference Number

Enter the award number if this request is for a modification of an existing award (i.e. 492-G-00-00-00100-00). If not, leave the block blank. For Task Orders and Delivery Orders, enter the IQC or other Indefinite-Delivery Contract number.

ACTION TYPE - [REDACTED]					
9. USAID Funding (attach a detailed budget in support of line items as Attachment A)					
Activity :	[REDACTED]	Fund Account:	[REDACTED]	Amount Committed :	[REDACTED]
Activity :	[REDACTED]	Fund Account:	[REDACTED]	Amount Committed :	[REDACTED]
Activity :	[REDACTED]	Fund Account:	[REDACTED]	Amount Committed :	[REDACTED]
Activity :	[REDACTED]	Fund Account:	[REDACTED]	Amount Committed :	[REDACTED]
Activity :	[REDACTED]	Fund Account:	[REDACTED]	Total Commitment:	[REDACTED]
Activity :	[REDACTED]	Fund Account:	[REDACTED]	Total Commitment:	[REDACTED]
				Total Commitment:	\$0.00
Organization/Activity Chaining to the Lowest level: [REDACTED]					

Ignore the box titled ACTION TYPE.



Don't even touch it – it's only trouble!

Block #9: USAID Funding

This is the block that you will tell the RCO or EXO what the maximum amount of money you would like to obligate with this award. Be careful not to overobligate.

Normally the action would fall under one SO. However, you can fund it from more than one SO. In this case you would fill in several lines.

Activity: Enter the SO number.

Fund Account: Leave it Blank. The Controller's Office will fill this block by showing the appropriate funding data.



Amount Committed: Enter the total in USD

Organization/Activity Chaining to the Lowest Level:

Type Philippines country/SO number/project number/contractor name or request title in new award (Use the title you created in Block #5. It helps to use the same wording as in the program budget to ensure accuracy and consistency of budget records.

For example: **Philippines/SO 6/Project 492-0471.00 (GOV & LOCAL DEM)/Activity (i.e. contractor name or title in new award such as evaluation, etc.)** You have only one line to describe the chain. Thus, you may need to abbreviate. But, try to make sure that the

chain remains clear.

10. Instructions to Authorized Agent:	
11. Address of Voucher Paying Office	Contact:

Block #10: Instructions to Authorized Agent

The Authorized Agent is just a fancy name for the RCO or the EXO.

Describe what you want the RCO or EXO to do. Write:



“The authorized agent is requested to (following are several examples):

- negotiate a new CONTRACT agreement for technical assistance to provide...
- negotiate a TASK ORDER modification for Contract number
- amend the contract with...to add funds..
- negotiate a two-month extension at no additional cost. (Reference any change in the SOW and schedule).
- negotiate a new grant with...in support of an unsolicited proposal titled...
- provide incremental funding for a”

If this MAARD is adding funds, type “The amount previously committed is With this MAARD, the funds will total...” If there are no changes in the budget lines, please state so here.

If this is a new activity, type “This activity is planned to be undertaken between and shall end no later than.....” The beginning date should allow for start-up and contract negotiation delays. The terminal date cannot exceed the Authorization Date approved by the Director for the Activity. The maximum term for any award is five (5) years.

If you are amending a SOW (for or contract) or Project Description (for a grant or cooperative agreement), attach the changes to the SOW or description to the MAARD and state in this section that changes are attached.

If the current award is going to expire before the end of the FY and you are really concerned that there not be a gap between the end of the old award and the new award, you need to tell the how urgent this MAARD is. State, “as the current award expires on..., it is critical that a

new award be signed by...”

State which attachments are attached. All MAARDs should include the sentence “Accounting Classification is attached as Attachment F.”

Block #11: Address of Voucher Paying Office

If USAID/Philippines will be paying for the award, type:

Contact: Office of the Financial Management
Addressee: USAID/Philippines
Office and Room: Regional Controller’s Office
Address (line one): PSC 502, Box 1
Location: FPO, AP 96515-1200
Phone: 63-2-552-9931

OR,

Contact: Office of the Financial Management
Addressee: USAID/Philippines
Office and Room: Regional Controller’s Office
Address (line one): 8F PNB Financial Center
Location: Roxas Boulevard, Pasay City 1308
Phone: 63-2-552-9931

Every once in a while, you may complete a MAARD which will be paid out of Washington. For these, type the appropriate voucher paying office address in Washington. Ask the Mission Controller for this address.

12. Participants		
Requestor	<input type="text"/>	Signature:
Program Manager	<input type="text"/>	Signature:
Contracting Officer	<input type="text"/>	Signature:
Negotiator	<input type="text"/>	Signature:
Controller (Mission funded)	<input type="text"/>	Signature:
FM/A (AID/W funded)	<input type="text"/>	Signature:
13. The Program Manager is responsible for recording the commitment as soon as the issue that prevented this from being recorded in A&A is resolved.		
Program Manager Signature:	<input type="text"/>	

MAARDREV

Block #12: Participants

Requestor: That's you – type your name.

Program Manager: Type the name of the person who reviews the MAARD, assures that the funds are budgeted for the year and that all information is correct, and approves this MAARD. This person will be either the Program Officer, the SO Team Leader, or the CTO.

Contracting Officer: Type in the name of the contracting officer who will be signing the implementing award. This is the name of the person described in Block #4 (the Authorized Agent).

Negotiator: Type in the name of the negotiator for the SO. Not too tough, huh?

The Negotiators are as follows:

Ms. Ester (Thea) Pura for SO1, SO2, Mongolia, DCAA and OFDA related activities.

Ms. Maria Rosario (MR) Arenas for SO3, SO4, SO5 and for OE procurements more than \$500,000

EXO for OE procurements for less than \$500,000

Controller: Type the name of the USAID/Philippines Controller, James B. Ahn.

FM/A: Disregard this box. This is a special box just for Washington.

Block #13:

Make no changes in this block. Please ignore it. This is your reward for finishing the first page!!

Save the MAARD form that you have been working on. Take a rest – you deserve it! The best way to relax is to read the section in this booklet titled “Line Item Guidance” before moving on to Block #14.

Modified Acquisition and Assistance Request Document							page 2 of 3
14. Line Items							
#	PSC	DESCRIPTION	RC	Unit of Measure	QUANTITY	UNIT COST/ PRICE	TOTAL COST
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
						GRAND TOTAL	0.00

MAARDREV (Cont)

Block #14: Line Items



This section is difficult. Many of the choices in this block are technical decisions which only the technical office can make. Please consult program officer. Use your best judgement and talk to your program officer, other MAARD experts or the Controller’s office if you are stumped.

If this is an incrementally funded award, including PSC contracts, and there are NO changes in the line items, keep this section exactly the same as the previous MAARD for the same award.

X **Number:** Enter the sequence number of the line item (1 through 10).

- X **PSC:** For this section, PSC means “Product Service Code” – not Personal Services Contract! ☺ You need to choose the most appropriate “Product Service Code.” The most common PSCs are listed in the section titled “Product Service Codes.” Each Technical Office, the Program Office, the Controller’s Office, and the EXO has a full listing of the PSCs. For help with choosing codes. When in doubt, contact the Controller staff.
- X **Description:** Enter a six-word (maximum) description to identify the predominant product or service being procured.
- X **RC:** Resource Category Code. Look in the section of this booklet titled “Resource Category Codes – Program Funds only” or “Resource Category Codes – all” and choose the code which best describes the purpose for which the funds are being used.
- X **Unit of Measure:** Select a unit of measure from the pull down menu. If you select “other” type the unit of measure below in the box below the word **other**.
- X **Quantity:** Type the quantity being procured.
- X **Unit Cost/Price:** Include the cost/price per unit.
- X **Total Cost:** The computer will automatically calculate the total cost as soon as you click on another box. Be patient – it takes the computer a few seconds to calculate.
- X **Grand Total:** This total is also calculated automatically. This is the sum of all the **Total Costs**. Check that the **Grand Total** equals the total MAARD Request shown in Block #9. The only time that Block #14 and Block #9 are not the same is in the case of incrementally funded USPSC contract. For a MAARD like this, Block #9 shows the amount funded with this MAARD and Block #14 shows full amount of the USPSC contract budget.



HURRAY!! Page 2 finished!! Only 3 to go!!

15. Delivery and Shipping Schedule					
#	Description	Delivery Qty	Delivery Date	Location Type	Location Address
				Ship To	
				Ship To	
				Ship To	

Block # 15: Delivery and Shipping Schedule

- X **Description** Most of the time this should be the same as the descriptions in Block 14. However, for Personal Service Contracts, just use a single line description rather than the detailed line items in Block 14. You usually only need a few lines here. You may need to abbreviate the descriptions in this section.
- X **Delivery Quantity** Type “1”
- X **Delivery Date** Type the estimated expiration date of the proposed award or modification or the date of the end of the contract. This is usually the same date for all lines.
- X **Location Type** Enter “Bill To”
- X **Location Address** Enter: **USAID/Philippines**
Attn: Regional Controller
PSC 502, Box 1
FPO, AP 96515-1200

Request No.: Pause here while you admire the automatic numbering function.

Modified Acquisition and Assistance Request Document		page 4 of 5
Request No.: [REDACTED]		
16. Special Provisions		
A. Language Requirements (Include funds in budget or training as required) [REDACTED]		
B. Access to classified information	Yes	Access Type: [REDACTED]
C. Duty post(s) and duration of technical specialists(s) services at post(s) (months):	[REDACTED]	D. Dependents' travel and support
E. Geographic code applicable to procurement waiver(s)		
<input type="checkbox"/> 1. 000 <input type="checkbox"/> 2. 935 <input type="checkbox"/> 3. 941 <input type="checkbox"/> 4. 899 <input type="checkbox"/> 5. Other (specify) [REDACTED]		
F. Salary approval(s) to exceed FS-1 salary are:		G. Cooperating country acceptance
<input type="checkbox"/> 1. attached <input type="checkbox"/> 2. in process <input type="checkbox"/> 3. N/A		<input type="checkbox"/> 1. has been obtained <input type="checkbox"/> 2. is in process <input type="checkbox"/> 3. is not applicable to services required

Block #16: Special Provisions

If this MAARD is for an existing award which has not changed, skip this block. If it is a new award or there have been changes in the existing award, then you have to complete this block. Since these are technical decision which only the technical office can make, please consult appropriate technical office. Please look carefully at the answers to each section because whatever provisions are chosen here you will have to live with.

- A. **Language Requirements** - Enter any language requirements for the activity. Example: Tagalog S (speak)-2, R (read)-2. If no requirement, type NONE.
- B. **Access to Classified Information** - Select "Yes" from the drop down menu if you want the contractor to have access to classified information. Select "No" if the contractor will not have access to classified information. If "yes" is selected above, enter the type of access in this field. Choices are "Confidential", "Secret" and "Top Secret."
- C. **Duty Post** - Enter the location (Manila, Philippines) in which the personnel will reside or, where the activity will be performed. Enter the number of months of service for the full service of contract.
- D. **Dependents' Travel and Support** - If USAID will be funding dependent travel type "Yes", if not type "No."
- E. **Geographic Code Applicable to Procurement Waiver** - Type an "X" in the box next to the applicable Geographic Code. As per ADS 310, each USAID obligating document shall specify a USAID Geographic Code that defines the eligible source for foreign exchange procurement.

000 – United States

935 – Any area or country including the cooperating country, but excluding foreign policy restricted countries.

941 – the United States and less developed countries, excluding foreign policy restricted countries

F. Salary Approval(s) to Exceed FS-1 Salary Are - Type an "X" in the appropriate box. A salary justification is required if a contractor (not a grantee or CA recipient) requires a salary in excess of that of a direct hire FS-01 employee or in excess of an Executive Schedule 6 (ES-6) employee (to be waived only by Washington). Check with ORP for the current FS-01 or EX-6 salaries.

G. Cooperating Country Acceptance - Indicate the status of Host Country Clearance by typing an "X" in the appropriate box. Usually you check **box 1 or 2**.

H. Clearance for procurement of IRT equipment, software, and services is: <input type="checkbox"/> 1. attached <input type="checkbox"/> 2. is in process <input type="checkbox"/> 3. N/A
I. OMB approval of any report to be completed by ten or more members of the general public under the statement of work. <input type="checkbox"/> 1. attached <input type="checkbox"/> 2. in process <input type="checkbox"/> 3. N/A
J. Participant Training <input type="checkbox"/> is <input type="checkbox"/> is not being funded.
K. Requirement (contracts only) is recommended for: <input type="checkbox"/> SB Set-Aside <input type="checkbox"/> SDB Set Aside <input type="checkbox"/> SBA 8(a) Program <input type="checkbox"/> No Recommendation
L. Other (specify) <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>

H. Clearance for the Procurement of IRT Equipment, Software, and Services – If, under the contract or grant, more than \$100,000 worth of computer equipment will be purchased to establish a computer system for the government (something like setting up a stock exchange), talk to the RCO. Most of the time, you will click box **3. N/A**.

I. OMB Approval of Any Report to be completed by Ten or More Members of the General Public Under the Statement of Work – This is an agency requirement for conflict of interest. See the RCO if you are worried about conflict of interest. Otherwise, click on box **3. N/A**.

J. Participant Training - Indicate whether or not participant training is being funded through this action. An "X" in the "is not" box is often appropriate.

K. Requirement (contracts only) is recommended for: Click on the box **No recommendation**.

L. Other – If there are other requirements or anything else you want to tell the RCO or EXO, write it here. For instance, if this is a no-cost extension, discuss what changes in

the SOW or contract have been made and why.

17. PROVISIONS FOR LOGISTIC SUPPORT	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER	NA
	USAID	COOPERATING COUNTRY	USAID	COOPERATING COUNTRY		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Commissary use: YES NO Pouch Use: YES NO Embassy Health Room Privileges: YES NO

MAARDREV (Cont)

Block #17: Provisions for Logistic Support



What logistical support is being supplied by USAID the Cooperating Country, and/or the supplier? For example, office support, office equipment, housing and utilities, furniture, household appliances, interpreter, vehicle (official), medical facilities. Do not list commissary use, pouch use, or Embassy Health Room Privileges here (there are boxes at the bottom of this block). List the type of logistical support to be provided in the left column. Is this **in kind** or in **local currency** and who is supplying it? Type an "X" in the appropriate box.

Type an "X" in the NO box for Commissary Use. Check with the EXO to make a decision on **Limited Pouch Use** and **Embassy Health Room Privileges**.



This is the last page!!

Request No: [REDACTED]

18. Relationship of Contractor, Recipient, or Participating Agency to Cooperating Country and to USAID:
Relationship and Responsibilities:

[REDACTED]

Block #18: Relationship of Contractor, Recipient, or Participating Agency to Cooperating Country and to USAID

Describe the relationship and the responsibilities that the Contractor/Recipient will have with the Benefiting Country and USAID. As appropriate, note the following:

- The contractor (or grantee) shall report to (CTO, SO Team Leader, or his/her designee as provided in writing by the team leader.
- USAID shall be kept aware of work going on in-country, at least a written summary of findings and recommendations (as appropriate to the topic) shall be left with SO team leaders before contractors leave the region.
- Contractors and grantees are responsible for their own administrative support.
- Contractors and grantees shall observe all Embassy and USAID/Philippines rules and procedures for operation in-country, including giving advance notice of travel and country import/export restrictions.

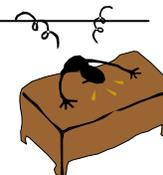
19. Government furnished property/Government furnished equipment
20. Summary of attachments that accompany the request (check applicable boxes)
<input type="checkbox"/> A. Detailed budget estimate in support of line items <input type="checkbox"/> B. Evaluation criteria for competitive procurement <input type="checkbox"/> C. Justification for procurement by other than full and open competition or noncompetitive assistance <input type="checkbox"/> D. Statement of work or program description <input type="checkbox"/> E. Waiver(s), justification(s), clearance(s), approval(s)

MAARDREV (Cont)

Block #19: Government Furnished Property/Government Furnished Equipment

If USAID is providing equipment to a contractor as part of the program (office furniture, computers, etc) as indicated in Block 17, list those items here.

Block # 20: Summary of Attachments that Accompany the Request



Type an "X" next to the appropriate choices. **Box A Detailed Budget Estimate in support of line items** (this is the Independent Government cost Estimates) and **Box D Statements of Work or Program Description** should always accompany the MAARD, except for incremental funding and Award Modifications that do not change anything in SOW/PD or Budget. For MAARDs of this type, you should not have any attachments.

If you are revising a budget for a grant, it is helpful to attach a budget that is in the same

format that was used in their award.

If you require a **Box E Waiver(s), justification(s), clearance(s), approval(s)**, obtain front office concurrence before submitting the MAARD and waiver. If you are unsure about Box E, ask the EXO or RCO.

Save the MAARD. Print it out. Proofread.



Finally.... **Block #20**

If this is the first time in the current year that you are completing a MAARD for this action, you will need a new MAARD number. If this is an amendment to another MAARD in the same fiscal year, you do not need a new MAARD number.

How do I get a MAARD number? Don't worry... The Controller's Office will assign an appropriate MAARD number. Review the MAARD and all attachments.

Send an electronic copy of the MAARD and all attachments to the Controller's Office (Manila.MAARD@OFM@Manila) via E mail.

Congratulations you have completed the MAARD Form!!



Ready to work on MAARD Attachments???

Preparing MAARD Attachments

20. Summary of attachments that accompany the request (check applicable boxes)
<input type="checkbox"/> A. Detailed budget estimate in support of line items
<input type="checkbox"/> B. Evaluation criteria for competitive procurement
<input type="checkbox"/> C. Justification for procurement by other than full and open competition or noncompetitive assistance
<input type="checkbox"/> D. Statement of work or program description
<input type="checkbox"/> E. Waiver(s), justification(s), clearance(s), approval(s)

MAARDREV (Cont)

Preparing a Detailed Budget Estimate: Block #20, BOX A

You should attach the budget estimate as Attachment A. Write “Attachment A” in the top right-hand corner of the page and put the MAARD number right underneath so that if the documents become separated they can be reattached to the appropriate MAARD.

If you are preparing a MAARD for a grant or cooperative agreement, you need to attach here a detailed estimate called the Independent Government Cost Estimate (IGCE). You will need to prepare this. If competed, there should be the government estimate.

If this is a contract, you need to attach here a detailed estimate called the Independent Government Cost Estimate (IGCE). You will need to prepare this. If you are preparing a MAARD for a task order read the IQC instructions and talk with the RCO. If you are preparing a MAARD for an institutional contract, see the RCO.

If you are preparing a MAARD for a Personal Services Contract, you should use the following budget line items. If the line item is not applicable, type “0” in that line item.

Allowable Costs (Estimated Budget)

ALLOWABLE COSTS	Time Period (Year 1)	Time Period (Year 2)	Total Estimated Cost
1. COMPENSATION			
a. Basic Salary			
b. Pay Comparability			
c. Post Differential (15%)			
d. FICA and Medicare 1/			
SUBTOTAL:			
2. HOUSING AND UTILITIES			
a. Housing			
b. Utilities			
c. Guard Services			
SUBTOTAL:			

3. TRAVEL AND TRANSPORTATION			
a. Travel TDY			
b. Travel to and from Post			
c. R&R Travel			
d. Home Leave			
e. UAB (Air Freight) Shipment			
f. HHE Shipment			
g. HHE Storage			
h. POV Shipment			
SUBTOTAL:			
4. DIRECT COSTS			
a. Res. Furniture and Appliances			
b. Computer & Office Equipment			
c. Office Furniture			
d. Health Insurance			
e. Life Insurance			
f. Medevac Insurance			
g. Language Training			
SUBTOTAL:			
5. INDIRECT COSTS			
a. ICASS			
b. Contractor Support Overhead Cost			
c. Miscellaneous			
SUBTOTAL:			
TOTAL ESTIMATED COST			
AMOUNT OBLIGATED IN FY 00			
AMOUNT OBLIGATED THRU THIS ACTION			
UNOBLIGATED BALANCE			

1/ Budget 7.65% of basic salary, post differential and danger pay for USAID's share of FICA and Medicare (FICA 6.2% of the first \$76,200 and Medicare 1.45% of the total wage).

You should make your best estimate on how much each line item will cost. The estimates will vary depending on the individual and whether this is an off-shore hire US PSC, Resident-Hire US PSC or FSN PSC. Below are **ONLY** estimates for selected categories:

Line Item	Off-shore hire US PSC	Resident-Hire US PSC	FSN SC
Housing (B)	\$25,000	0	0
Utilities (B)	\$3,600	0	0
Guard (B)	\$6,000	0	0
Travel TDY (B)	\$20,000	\$5,000	\$10,000
To/From Post (A)	\$2,500	0	0
R&R Travel (B)	\$3,000	0	0
UAB Shipment (A)	\$4,000	0	0
HHE Shipment (A)	\$12,000	0	0
Storage (B)	\$6,000	0	0
POV Shipment ©	\$3,000	0	0
Res. Furniture (C)	\$25,000	0	0
Computer (C)	\$4,000	\$4,000	\$4,000
Office furniture (C)	\$3,500	\$2,200	\$2,200
Health Insurance (B)	\$4,170 (married)/1,874 (single)		
Life Insurance (B)	\$500	\$500	0
Medevac (B)	\$250	\$250	0
ICASS (B)	\$15,000	\$7,500	\$7,000
Contractor Support (B)	\$10,000	\$5,000	\$5,000

(A) Amount to be budgeted for post assignment (i.e. year 1) and repatriation (i.e. termination).

(B) Per Annum.

(C) One time budget item.

Health Insurance: Per CIB 99-9, USAID paid premium shall not exceed \$1,873.56 for contractor only and \$4,170.14 for contractor with family.

NATIONAL & LOCAL GOVERNANCE ADVISOR

11-11

4/1/2002 to 9/30/2003

Basic Information					
Entry Date	04/01/02				
Contract End Date	09/30/2003				
Number of years	1.50	yrs			
		Date	Basic Pay	MBA	
Entry Grade	11-11	04/01/2002	891,164	18,130	
Due for Step increase	11-12	04/01/2003	1,012,956	18,130	
Overtime	10%	of BP			
SRP factor	0.00				
Number of dependents	2	Married			
exchange rate	50				
		Grade/Step	11-11		11-12
			FY 2002	FY 2003	
		Period	04/01/2002	10/01/2002	04/01/2003
			<i>09/30/2002</i>	<i>03/31/2003</i>	<i>09/30/2003</i>
Item Description		No of months	6	6	6
					18
Compensation					
a. Basic Salary			443,406.00	490,140	503,664
b. Miscellaneous Benefit Allow.			9,014.00	9,065	9,015
c. Overtime Pay: 10% of basic salary			44,340.00	49,014	50,366
		Subtotal	496,760	548,219	563,045
Other Benefits					
a. Severance Pay			-		126,385
b. SRP			-		-
c. Annual leave	140.00	hrs	-		67,946
d. Sick leave	192.00	hrs	-		93,184
e. Mid-Year Bonus	8.33%		18,558		84,379
f. Year-End Bonus	9.00%			68,375	68,375
g. SSS			3,687	3,708	3,687
h. Pag-Ibig			597	597	597
i. PhilHealth			559	559	559
j. ValueCare			2,106	2,118	877
		Subtotal	25,507	75,357	445,989
Direct Costs					
a) Computer and Office Equipment, Communications				200,000	200,000
b) Office Furniture				110,000	110,000
		Subtotal	-	310,000	-
Indirect Costs					
	Monthly				
a) ICASS (US Embassy)	8,900		53,103	53,400	58,414
b) OE Funded Direct Support Costs	19,391		115,703	116,349	127,273
c) OE Funded Contract Support Overhead Costs	34,660		206,803	207,959	227,484
d) Miscellaneous	6,295		37,561	37,771	41,317
		Subtotal	413,170	415,479	454,488
					1,283,137

TOTAL ESTIMATED COSTS			935,437	1,349,055	1,463,522	3,748,014
E.R.			50	50	50	50
TOTAL IN US DOLLARS			18,709	26,981	29,270	74,960
Travel	Monthly					
a) Local Travel & Per Diem	31,860		190,098	191,160	190,098	571,356
b) Local & International Training				500,000		500,000
		Subtotal	190,098	691,160	190,098	1,071,356
	E.R.		50	50	50	50
Total Travel & Per Diem			3,802	13,823	3,802	21,427
Total Estimated Budget			22,511	40,804	33,072	96,387

Above is a sample budget format for FSNPSC.

Evaluation Criteria for Competitive Procurement: Block #20, BOX B

Criteria which shall be used to evaluate competitive procurement are included in the USAID/Philippines Request for Proposals for a contract (RFP), or Request for Application (RFA) for a grant (ADS 305.5.2d). Place an "X" in this box for a new award MAARD. The criteria and the numerical weights should total a base score of 100. Suggested criteria include: General Quality and Responsiveness of Proposal (completeness and responsiveness to all terms and conditions); Organization, Personnel and Facilities (qualifications of proposed personnel and overall good management record), Technical Approach (understanding the proposal and efficiency of the proposed work plan); Cost Factors and Prior Experience with USAID work. The criteria and scoring to be used in any solicitation should be individually established to reflect the important features and their particular significance to accomplishing the objectives of the RFP or RFA.

Justification for Procurement by Other than Full and Open Competition or Noncompetitive Assistance: Block # 20, BOX C

For contracts, attach the approved certified memorandum of Justification which the SO team member prepared in conformance with the instructions contained in FAR 6.302-1 or 6.302-2, or AIDAR 706.302-70. For grants, attach a memorandum identifying the program factors which determined the choice of method to obtain application(s), and the search conducted (if any) for alternate suppliers, and reasons for rejection as outlined in AIDAR 706.3, ADS 303.5, and ADS 305.5. Identify the attachment (Attachment C) in the upper right-hand corner and indicate the MAARD number directly thereunder.

Statement of Work or Program Description: Block # 20, BOX D

If this is a contract, you will need to prepare and attach a Statement of Work (SOW)

If this is a grant or cooperative agreement, you need to attach a Program Description (PD)

Don't forget to type "Attachment D." in the upper right-hand corner and type the MAARD directly under it.

What for??

Both the SOW and the PD are used to give the Authorized Agent (RCO or EXO) a sense of what you want to purchase or support. The objective is to minimize the amount of guidance about "how" the activities are performed and maximize the specificity of the results that you want achieved. You must directly relate the results to the specific SO Results Frameworks. When you're not sure what results might be achievable, it is better to say so and invite the applicants to propose results that they are prepared to commit to achieving rather than risk setting standards too high or too low.

How to write a statement of work for a contract

General: The statement of work (SOW) is probably the single most critical- document in the acquisition process. It describes the work to be performed or the services to be rendered and desired results, defines the respective responsibilities of the Government and the contractor, and provides an objective measure so that both the Government and the contractor will know when the work is complete and payment is justified. The statement of work is a very important part of the RFP and it is essential that it clearly communicate the requirements of the contract. The SOW must be precisely worded because it will be read and interpreted by a variety of people. If the SOW does not state exactly what is wanted, or does not state it precisely, it will generate contract management problems. Ambiguous statements of work often result in unsatisfactory contractor performance, delays, disputes, and higher contract costs.

How the statement of work is written affects the entire acquisition cycle. It determines the type of contract that is awarded, it influences the number and quantity of proposals received, and it serves as a baseline against which to evaluate proposals, and later, contractor performance. Thus, the SOW is the key element in shaping and directing all three stages of the acquisition cycle: pre-solicitation, solicitation and contract award, and post-award administration.

In the pre-solicitation phase, the SOW establishes the parameters of the Government's requirements so that the technical officer and/or SO Team Leader and contracting officer can determine the best way to accomplish them. Therefore, the SOW must articulate objectives of the activity. It must also establish actual minimum requirements for performance of the proposed work.

In the solicitation and award phase, the SOW is the vehicle that communicates the Government's requirements to prospective offerors. At this stage, the SOW guides the

offerors on the content of their technical proposals. When a contract is awarded, the SOW becomes part of the contract between the two parties, stating what has been offered by the proposer and accepted by the Government.

Therefore, the statement of work defines the work to be done, including tasks the contractor must undertake, types or stages of work, sometimes the number and type of personnel, sequence of effort, and reporting requirements. The SOW must also establish a guide for technical evaluation of the proposals. Both the offeror and the evaluators need a list of factors that clearly state how the agency will evaluate the offers. The technical evaluation criteria are not part of the SOW itself but, because they relate directly to the requirements specified in the SOW, they must be carefully considered when preparing it.

At the post-award stage, the SOW provides the mechanism for defining the work or products that are to be produced and the deadlines for producing them. To be effective at this stage, the SOW should provide a guide for monitoring the progress of work by specifying what products should be delivered or tasks accomplished at specific times during the course of the contract. The SOW also should describe the products to result from the work effort and set the standards of contractor performance.

COMMON ELEMENTS OF STATEMENTS OF WORK

Because each acquisition is unique, each SOW must be tailored to the specifics of the activity. The elements of a SOW will vary with the objective complexity, size, and nature of the acquisition. In general terms, it should cover the following matters, as appropriate.

Background. The purpose of the background section is to describe how the requirement evolved and its relationship to the project it supports. This information helps the contractor understand the overall project environment and how the proposed work relates to it. For example, if the requirement is for an ADP system or software that the new requirement is to correct. If the contractor understands where the current requirement comes from and where the project is headed, it is in a better position to offer ideas that will help attain these goals.

Program objectives. This section should be a succinct statement of the purpose of the acquisition. It should outline the results that the Government expects and may also identify the benefit to the program that is contemplated.

Scope of work. The purpose of this section is to describe the overall project purpose to help the contractor understand the size or magnitude of the anticipated effort. You do not want the contractor to propose a major R&D effort, for example, when all you contemplated was a simple study or analytic effort.

In labor intensive requirements, you may also express the scope in terms of the estimated number of work hours, work days, or work months required for contract performance. This may be done by task, as an overall figure, or broken down by labor category, as long as it contributes to contractor understanding of the scope of the effort.

Detailed technical requirements. This is the section that spells out most precisely what is expected of the contractor in the performance of the work. It describes the specific tasks and phases of the work and may specify the total effort each task or phase is to receive. Considerations that may guide the contractor in its analysis, design, or experimentation on the designated problems should also be included here. This section identifies the requirements (i.e. training, computer modeling, tests, verification, etc), and indicates the scope of each. It gives the parameters of tests, for example, and the criteria governing the number of designs, performance, numbers of tests, etc. It also identifies any budgetary, environmental, or other constraints. In other than Performance-Based-Contracts, if more than one approach is possible and the Government prefers a particular approach, it should be identified here. If applicable, this section should also state the criteria on which a choice of alternative approaches will be based. If end products or deliverables will be required under the contract, they should be clearly and firmly defined here, and the criteria for acceptance should be given. Delivery or completion schedules are expressed either by calendar date or as a certain number of days from the date of contract award. When using the latter method, specify whether work days or calendar days are meant.

Reporting schedule. This section of the SOW specifies how the contractor shows that it has fulfilled its obligations. It defines the mechanism by which the contractor can demonstrate progress and compliance with the requirements and present any problems it may have encountered. This is usually accomplished through monthly, bimonthly or quarterly progress reports. This section should discuss what areas the reports are to cover, the format, the criteria to be used in accepting reports, the number of copies the contractor should submit, and to whom they should be submitted. It is important to require the preparation and submission of technical and financial progress reports to reflect contractor certification of satisfactory progress. If possible, the reports should be coordinated to provide a correlation between costs incurred and the state of contract completion.

Special considerations. This section can be included if there is any information that does not fit neatly or logically into one of the other sections. For example, it may be used to explain any special relationships between the contractor, and other contractors working for the Government.

References. This section provides a detailed list and description of any studies, reports, and other data referred to elsewhere in the statement of work. Each document should be properly described, cited, and cross-referenced to the applicable part of the work statement. If documents will not be attached to the request for proposal, this section should tell where they can be obtained, or when and where they will be available for review.

HOW TO WRITE A PROGRAM DESCRIPTION FOR A GRANT

There is currently no mandatory standard or required format for program descriptions. The following are some basic elements for writing (results oriented) program descriptions:

I. Introduction, Abstract or Executive Summary

Development Challenge

1. What is the development challenge, opportunity, or problem?
2. How is this challenge linked to the Mission or Operating Unit's Strategic and Performance plans?

Plan for Achieving the Results Package

1. How will the development challenge be met?
2. What are the intended results?
3. What activities, processes, or strategies are essential to achieve the results?

Funding Amount

1. What is USAID's maximum funding amount for the RFA?

II. Detailed Program Description

More about the development challenge -- amplify the discussion of the opportunity or problem.

1. What political, social, economic, and environmental condition(s) of the customers require(s) changing? What appraisals, evaluations, customer needs analysis and other methodologies were used to understand what needs changing?
2. What political, social, economic, and environmental condition(s) of the host country require(s) changing? What appraisals, evaluations, customer needs analysis other methodologies were used to understand what needs changing?
3. Why is it important to change the condition(s) identified above?

More about the plan for achieving the results package -- amplify the description of how the development challenge will be met.

1. What is the development hypothesis?
2. What are the intended results (changes in condition of the customers or the host country)?
3. How are these results related to one another?
4. How are these results related to the development challenge?
5. How will these results contribute to the achievement of the Mission or Operating Unit's intermediate results and/or strategic objectives?
6. What are the external factors and other critical assumptions that are likely to facilitate or hinder achievement of the results?

Describe the processes, strategies, and activities that are deemed essential to achieve the planned results. Note: Overly prescriptive input-related detail should be avoided, in order to preserve subsequent flexibility to adapt to changing circumstances "on the ground" during implementation of the activity.

1. How will USAID and Development Partners work collaboratively?
2. What are others within USAID, the host country, Development Partners, and other donors doing?
3. Why will the planned work lead to the intended results?
4. What is the anticipated timetable for achievement of results?

Describe plans to monitor and evaluate performance.

1. For each result, what is the performance indicator? What is the baseline data? What is the performance target? What is the timetable for achieving results?
2. For each performance indicator, what is the definition and what is the unit of measurement? What is the source of data? What is the plan for collecting and analyzing data?
3. For each performance target, is there an acceptable variation from the standard, and if so, what is it?
4. What are the plans for reporting and using performance information?

Describe responsibility for performance.

1. What is the division of responsibility within USAID for achieving performance targets?
2. What is the division of responsibility between USAID, Development Partners, and other entities, if any?

Describe the resources (human, facilities, money, and in-kind contributions) required to transform processes, strategies, and activities into results.

1. What is the total estimated amount of the activity (i.e. the aggregate amount of resources believed to be adequate to achieve the specified results)?

How much financial and in-kind contributions are available from USAID?

How much financial and in-kind contributions (generally a percentage of the total estimated activity amount) will be required to be cost-shared or borne by Development Partners, sub-implementers, and other donors?

Are there expected resources from the host country government?

2. What are the critical assumptions that will facilitate or hinder achievement of result(s)?
3. What human resource requirements are needed from the USAID staff, including the core Strategic Objective Team?

Waivers: Block #20, BOX E

You need to prepare all waivers and have them cleared before you send the MAARD in for clearance. Type “Attachment E” in the upper right-hand corner and the MAARD number right underneath it. The most common waivers you will need are non-competitive procurements (when you pick somebody with having an open competition), changes in source/origin/nationality, and exceeding salary limitations where a proposal clearly shows a need for a salary waiver.

Accounting Classification: Block #20, BOX F

This attachment is required for all MAARDs and is to be prepared by the Controller’s Office. So, you don’t have to worry about it!!

Pre-Obligation Checklist: Block #20

All MAARDs must contain a pre-obligation checklist that has been completed by your Team Leader. A blank copy of this checklist is in a separate section of this booklet titled “Pre-Obligation Checklist.”

Line Item Guidance

POLICY

USAID/General Notice
AA/M
08/29/96

SUBJECT: Line Item Guidance

The New Management System (NMS), Acquisition and Assistance (A&A) and Agency Wide Accounting and Control System (AWACS) modules are incorporating the use of "Line Items". Line items are defined as summary statements for supplies or services that are separately priced and included in implementing documents.

A line item includes:

- * a description of "what" it is to be acquired or the "output" or "outcome" that is expected to be achieved by a recipient of USAID funding.
- * a summary of all applicable cost elements related to its fulfillment.
- * a numeric identifier for the item being procured.

A line item is applicable to all of the obligation types that USAID executes including contracts; grants and cooperative agreements; Participating Agency Service Agreements (PASAs); Resource Support Service Agreements (RSSAs); Personal Services Contracts (PSCs); purchase orders; strategic objective agreements (SOAGs); travel authorizations (TAs), etc.

It should be noted that detailed budgets are no longer included in procurement documents with the exception of Personal Service Contracts (PSCs). However, an Independent Government Cost Estimate (IGCE), developed by the requestor, is still required for each request. An estimate, by cost element (labor, indirect costs, other direct costs, etc.), shall be required for each line item.

Line Item Elements:

The following elements are required to produce a line item:

- 1) Product Service Code (PSC)-- A four digit code, maintained by the General Services Administration, that identifies the predominant product or service being procured. The codes are available "on-line" by using the "code look-up" feature in A&A. This field is mandatory for reporting procurement data to the Federal Procurement Data Center. The negotiator and contracting officer will be responsible for ensuring that the proper code is selected. The code 9999 shall be used for all line items that are intended to result in a grant, cooperative agreement, PSSA or RSSA.
- 2) Description-- A brief and concise description of either the "output", "service", "product", "outcome", "actual results", effects or impact being procured. This is a text field. NOTE: The line item descriptions must be consistent with the Statement of Work or Program Description.
- 3) Resource Category (RC)-- Used to identify the initial purpose for which costs are being incurred. RCs are based on the object class codes established by the Office of Management and Budget (OMB). All program funded request line items which are "sub-commitments" and "sub-obligations" to a bilateral SOAG, should use the "Grants, Subsidies and Contributions" resource category selection. The requester is responsible for ensuring that the proper code, or sub-code, is used.
- 4) Unit-- A unit of measure; e.g., "EA" for each, "BX" for box, or "PM" for person-month. This field also uses the "code look-up" feature in A&A.
- 5) Quantity (QTY)-- The quantity of the line item that the requestor is intending to purchase or achieve. This is a numeric text field.
- 6) Unit Price-- The cost or price for one unit of the item. The unit price is inclusive of labor, indirect costs, other direct costs, general and administrative costs, etc. This should reflect the cost or price for the base period of the award, regardless of the amount of funding to be applied. This is a numeric text field.
- 7) Total-- An "auto-tally" field that is the QTY X Unit Price. This field is not modifiable by the user.

All of the above elements are required in the NMS A&A Planning and Small Purchases module. For NMS AWACS, Funds Management module, the elements required for a line item are the following: 2) Description, 3) Resource Category, 5) Quantity and 6) Unit Price.

Recording Line Item Information:

The "line item" information is initially recorded in the Request in A&A Planning by the Requestor. In AWACS, Funds Management, the information is recorded by personnel that have been assigned the role of Funds Control Miscellaneous Commitment Requestor (FC_MISC_COMMITMENT_REQUESTOR). The requestor is the person that requires a need or objective to be achieved or fulfilled. Oftentimes consensus on the definition of line items to be used will be a joint effort amongst team members.

Line items shall be incorporated into the Request for Proposals (RFPs), Request for Quotes (RFQs) and Invitation for Bids (IFBs) used for acquisition procurement, and Request for Applications (RFAs) used for assistance. Only the Contracting Officer and Negotiator have the ability to modify line item information once the request has been sent from Planning to Formation. At the time of award, dependent on how the offeror or applicant proposed, the line item information may again be modified, so long as it does not change the statement of work (SOW) or objective.

Separate Line Items:

- 1) Although line items generally encompass a distinct supply or service, separate line items are required for equipment and training on all obligation documents as described below, and for the fee associated with a particular contract.
 - * Equipment is defined as any tangible nonexpendable personal property that has a useful life of more than one year and an acquisition cost of \$5,000.00 or more per unit.
 - * Training is defined as: "Any planned, structured instructional activity designed to impart specific skills, knowledge, abilities or attitudes to and among those participating ("trainees"), generally host country nationals. Training may take place "in-country" within the trainee's home country, "third country" in a separate country not in the US, or within the US or its territories."
- 2) For contracts that contain option years or option quantities, each line item for the option year or quantity should be listed separately and the description should start with "OPTION".
- 3) For PSCs, a separate line item will be required for each cost element. Appendices A

and B contain the line items that should be used for Personal Service Contracts.

- 4) For grants and cooperative agreements, line items should reflect the activity or program function that is to be supported, as indicated on the SF424A, Application for Federal Assistance. Initially, when the request is formed by the planning team there may be only one line item that is described as the title of the program. Non-Federal sources of funding or cost sharing shall NOT be indicated as a line item; rather, at the time of award the non-federal contribution will be included on the award screen.
- 5) For PASAs and RSSAs, line items should reflect the cost elements for the services being supplied to and paid by USAID. The cost elements to use as line items may be similar to those used for the PSC.
- 6) Strategic objective agreements (SOAGs), executed through AWACS, should contain one line item which contains a description that includes the name of the country who is party to the agreement. The resource category selected should be the Grants, Subsidies, and Contributions category and the quantity should be one (1).
- 7) Travel requests and authorizations, executed through AWACS, should contain, if applicable, the following line items:
 - * Transportation - This includes, but is not limited to, the costs of airfare, or any other transportation method, and any related transportation costs associated with the travelers transport to and from assignment.
 - * Per Diem - This should be indicated on a daily basis and the unit cost should indicate the daily rate of per diem as indicated in the appropriate government regulations.
 - * Other Direct costs - This should include all other allowable costs that the traveler may incur during their travels, except per diem and transportation.

Additional Information:

Within A&A, a delivery and shipping schedule are also mandatory for each line item. If the line item is not a tangible or finite item, then the delivery schedule should reflect a delivery date that is the estimated completion date of the line item. Most assistance instruments (grants and cooperative agreements) will contain one line item and one delivery date which is equal to the estimated completion date of the program being supported. The shipping schedule for each line item should indicate where the "delivery" is to be shipped or billed. Even if there is nothing to be "delivered", the paying office address is to be selected from

the shipping function.

A requestor will be required to "apply" funding for each line item. A line item can be supported by one or more budget allowance(s). The requestor's available allowance(s) are tied to the activities for which his/her organization has been assigned to manage.

Payment by Line Items:

Contract recipients of a USAID obligation document will be requested, through a revised Documentation for Payments clause, to submit vouchers that reflect the line items that are included in the obligation document. Contracting Technical Officers (CTOs) and technical officers that are indicated as the voucher approving official will then be required to approve/disapprove vouchered costs or prices on a line item basis.

Assistance recipients of a USAID obligation document shall follow the request for payment instructions contained in CFR 22.226.22, Payment, and as indicated in the terms and conditions of the award document.

For cost reimbursable contracts that are fully funded, the Federal Acquisition Regulation (FAR), 52.232-20, Limitation of Cost, shall be applicable to each line item. The funds that are obligated for the given award are NOT obligated on a line item basis; rather, the obligated funds can be used to pay for any cost on any line item so long as the contractor does not exceed the total obligated amount for the award. For cost reimbursable contracts that are NOT fully funded, the contractor is expected to comply with the clause at FAR 52.232-22, Limitation of Funds. This clause is applicable to the award level, not the line item level.

Questions relating to this notice should be directed to Kim Triplett, M/OP/E, 703-875-1535 or Angela McNerney, M/OP/OD, 703-875-1189 or via e-mail at Kimberly Triplett@op.e@aidw or Angela McNerney@op.od@aidw.

Notice 856

Appendix A

The following line items are to be included, as applicable, in a request that is expected to be awarded as a personal services contract to a U.S. citizen, other than a resident hire, for work overseas or in USAID/W, or a third country national personal service contractor.

- 1) Compensation
- 2) Benefits (FICA, health and life insurance, etc.)
- 3) Allowances (i.e. education; housing; etc.)
- 4) Travel and Transportation of persons
- 5) Travel and Transportation of things

- 6) Communications & Utilities
- 7) Residential Rent
- 8) Other Direct Costs

NOTE: Any training that is intended to be purchased under the PSC must also be listed as a separate line item.

Appendix B

The following line items are to be included, as applicable, in a request that is expected to be awarded to a cooperating country national or U.S. - resident hire personal services contractor.

- 1) Compensation
- 2) Compensation Related Benefits
- 3) Other Direct Costs

NOTE: Any training that is intended to be purchased under the PSC must also be listed as a separate line item.

Product Service Codes

INFORMATION

USAID/General Notice

AA/M

03/04/97

SUBJECT: Product Service Codes

The purpose of this General Notice is to (1) explain the use of Product Service Codes (PSCs) in relation to line items within the New Management System (NMS); and (2) to provide, as an attachment, a complete listing of all Product Service Codes for reference purposes.

A PSC, as defined in USAID General Notice dated 8/29/96, is a four-digit code, maintained by the General Services Administration, that identifies the predominant product or service being procured. Currently, the codes are available, "on-line" within the Acquisition & Assistance (A&A) application of the NMS.

The PSC that should be utilized for all line items that are intended to result in a grant, cooperative agreement, Participating Agency Service Agreement (PASA) or Resource Services Support Agreement (RSSA) is "9999", entitled "Miscellaneous Items". Line items included in Personal Service Contracts should contain the PSC "R497" entitled "Personal Service Contract."

The PSCs for professional services will usually begin with the letter "R". Following are several of the most frequently used professional service codes:

- R407 - Program Evaluation Services
- R408 - Program Management/Support Services
- R704 - Auditing Services
- R799 - Other Management Support Services

The PSCs for special studies and analysis will usually begin with the letter "B". Following are several of the most frequently used special studies codes:

- B507 - Economic Studies
- B510 - Environmental Studies & Assessments
- B599 - Other Special Studies and Analyses

NOTE: The attachment is a lotus file listing of the PSCs under the file name: "0309.wk4." The file contains three tabs: A - Research_Dev. (Research & Development; B - Service_Codes (Services); and C - Supply_Equip. (Supplies and Equipment). The "R" codes that relate to Professional Services can be found in Tab B at the top of the list.

Requestors should contact their contracting officers, executive officers, or negotiators if they have questions about assigning the appropriate code for each line item. POINT OF CONTACT: Questions pertaining to this General Notice should be directed to Angelique Crumbly, M/OP/B, 703-875-1863 or Angela McNerney, M/OP/OD, 703-875-1189. Attachment file name is 0309.wk4

Notice 0309

RESOURCE CATEGORIES

POLICY

USAID/General Notice

M/B

09/20/2000

SUBJECT: Correction - New Object Class Codes Effective October 1, 2000

Under NMS the Agency has used Resource Category Codes (RCCs) in Washington and Expanded Object Class Codes (EOCCs) in the field. Effective October 1, 2000 the codes currently in use will be replaced with the following Object Class Codes (OCs) for all new obligations. For field missions, the current 5-digit EOCC will be replaced with codes representing the first five digits of the OCs in this notice, for example 11121 for FNDH Base Pay - Full-Time Permanent. An emergency patch will be distributed to the field for populating the EOCC tables.

The OCs follow the structure dictated by the Office of Management and Budget (OMB) - the first 3 digits of the OCs are the same as the three digit OCs contained in OMB Circular A-11. The remaining digits represent sub-breakouts required by USAID in reporting costs to OMB and Congress in the Agency's Budget Justification Document and to obtain information required to respond to questions raised by OMB, Congress and others. Definitions of the OMB object class codes are contained in OMB Circular A-11, Section 83.7, available for viewing or downloading at the following Internet address:

<http://www.whitehouse.gov/OMB/circulars/index.html>

Under most OMB OCs there will be one or more USAID OCs with titles beginning PROGRAM FUNDED. These codes are to be used for obligations of program funds EXCEPT for program funds used for OE purposes. These codes (PROGRAM FUNDED) are NOT, repeat NOT, to be used for obligations involving OE, IG OE, Credit Administrative Expenses, and/or program funds used for OE purposes.

Point of Contact: Marcus Rarick, M/B/SB,(202)712-4523.

RESOURCE CATEGORY LIST

Notice 0944

OMB OC	USAID OC	Title
11.1		Personnel compensation, full-time permanent
	111110	USDH base pay, full-time permanent
	111120	USDH annual leave balances, full-time permanent
	111210	FNDH base pay, full-time permanent
	111220	FNDH annual leave balances, full-time permanent
11.3		Personnel compensation, other than full-time permanent
	113110	USDH base pay, other than full-time permanent
	113120	USDH annual leave balances, other than full-time permanent
	113210	FNDH base pay, other than full-time permanent
	113220	FNDH annual leave balances, other than full-time permanent
11.5		Other personnel compensation
	115110	USDH post differential
	115120	USDH cash incentive awards
	115130	USDH overtime
	115140	USDH other payments above basic rate
	115210	FNDH overtime and other premium pay
	115220	FNDH cash incentive awards
	115230	FNDH other payments above basic rate
11.8		Special personal services payments
	118110	US PSC salaries
	118120	FN PSC salaries
	118130	IPA/Details-In/PASA/RSSA salaries
	118140	IPAs/Details-Out (reimbursable)
	118910	PROGRAM FUNDED special personal services payments
12.1		Personnel benefits
	121110	USDH – employer's share of retirement CSRDF/FSRDF
	121120	USDH – employer's share of retirement FERS
	121130	USDH – employer's share of retirement FSPS
	121140	USDH – employer's share of retirement other
	121150	USDH – employer's contribution to FICA
	121160	USDH – employer's contribution to thrift plan

OMB OC	USAID OC	Title
	121210	USDH – employer's contribution to health insurance
	121220	USDH – employer's contribution to life insurance
	121310	Educational allowances
	121320	Cost of living allowances
	121330	Home service transfer allowances
	121340	Foreign service transfer allowances
	121350	Quarters allowances
	121360	Separate maintenance allowances
	121370	Temporary lodging allowances
	121380	USDH - all other benefits
	121410	Metrocheck
	121420	Separate payment to FSRDF (FSRDF appropriation)
	121430	Employee compensation payments to the Department of Labor
	121510	FNDH – payments to the FSN Voluntary Separation Account at Treasury
	121520	FNDH – employer's share of retirement
	121530	FNDH – all other benefits
	121610	US PSC benefits
	121620	FN PSC benefits
	121630	IPA/Detail-In/PASA/RSSA benefits
	121640	FN PSCs – payments to the FSN Voluntary Separation Account at Treasury
	121910	PROGRAM FUNDED – personnel benefits
	121920	PROGRAM FUNDED – payments to the FSN Voluntary Separation Account at Treasury
13.0		Benefits for former personnel
	130110	USDH – severance payments
	130120	USDH – other benefits for former personnel
	130130	Payments to Dept. of Labor for Unemployment Compensation
	130210	FNDH – payments from the FSN Voluntary Separation Account at Treasury
	130220	FNDH – severance payments
	130230	FNDH – other benefits for former personnel
	130310	FN PSCs – severance payments
	130320	FN PSCs – payments from the FSN Voluntary Separation Account at Treasury
	130910	PROGRAM FUNDED – severance payments to FSN PSCs
	130920	PROGRAM FUNDED - payments from the FSN Voluntary Separation Account at Treasury
	130930	PROGRAM FUNDED – other benefits for former personnel
21.0		Travel and transportation of persons

OMB OC	USAID OC	Title
	210130	Travel for language training
	210120	Travel for other training
	210210	Post assignment travel – to field
	210220	Assignment to Washington travel
	210230	Home leave travel
	210240	R&R travel
	210250	Education travel
	210260	Evacuation travel
	210270	Retirement travel
	210280	Pre-employment invitational travel
	210290	Other mandatory/statutory travel
	210310	Site visits – headquarters personnel
	210320	Site visits – mission personnel
	210330	Conferences/meetings/seminars/retreats
	210340	Assessment travel
	210350	Impact evaluation travel
	210360	Disaster travel (to respond to specific disasters)
	210370	Recruitment travel
	210380	Other operational travel
	210410	Taxi fare and other miscellaneous reimbursements (other than through travel orders)
	210910	PROGRAM FUNDED – travel and transportation of persons
22.0		Transportation of Things
	220110	Post assignment freight – to field
	220120	Post assignment freight – to Washington
	220130	Home leave freight
	220140	Retirement freight
	220150	U.S. Postal Service Express Mail charges
	220160	Transportation/freight for office furniture and equipment
	220170	Transportation/freight for residential furniture and equipment
	220180	Other transportation of things
	220910	PROGRAM FUNDED – transportation of things
23.1		Rental payments to GSA
	231110	Payments to GSA for office space
	231120	Payments to GSA for warehouse space
	231910	PROGRAM FUNDED – rental payments to GSA
23.2		Rental payments to other NON-FEDERAL sources
	232110	Payments to non-federal sources for office space
	232120	Payments to non-federal sources for warehouse space
	232130	Payments to non-federal sources for residential space
	232910	PROGRAM FUNDED – rental payments to other non-federal sources

OMB OC	USAID OC	Title
23.3		Communications, utilities, and miscellaneous charges
	233110	Office utilities
	233120	Residential utilities
	233210	Telephone – long distance charges
	233220	Telephone – local calls/message units
	233230	All other telephone costs
	233410	IT software leases
	233420	IT hardware leases
	233430	Commercial time sharing
	233440	Courier costs
	233450	Other mail service costs
	233460	Other communications, utilities, and miscellaneous charges
	233910	PROGRAM FUNDED – communications, utilities, and miscellaneous charges
24.0		Printing and reproduction
	240110	Congressional Presentation/Budget Justification
	240120	Subscriptions and publications
	240130	Arts and graphics contracts
	240140	News production and support
	240190	Other printing and reproduction costs
	240910	PROGRAM FUNDED – printing and reproduction
25.1		Advisory and assistance services
	251110	Studies, analyses, and evaluations
	251210	Management and professional services – boards and panels
	251220	Management and professional services – all other
	251310	Engineering and technical services
	251910	PROGRAM FUNDED – studies, analyses, and evaluations
	251920	PROGRAM FUNDED – management and professional services
	251930	PROGRAM FUNDED – engineering and technical services
25.2		Other services
	252110	Orientation and new entry training
	252120	Language training – from non-Federal sources
	252130	Language testing
	252140	Project officer certification training
	252150	Contract officer certification training
	252160	Financial officer certification training
	252170	Executive officer certification training
	252180	Administrative certification training
	252190	Other certification training
	252200	Financial Analysis training
	252210	Contracting skills training

OMB OC	USAID OC	Title
	252220	IT training
	252230	Other Agency support skills
	252240	Management training
	252250	Health and population training
	252260	Democracy and governance training
	252270	Environment training
	252280	Human resources training
	252290	Economic growth training
	252300	Development studies training
	252310	Other miscellaneous professional training
	252320	After hours training
	252330	Long-term training
	252340	Other miscellaneous general training
	252350	Evaluation of training programs
	252360	Dependent care costs
	252370	Learning resources center costs
	252380	Other miscellaneous training support costs
	252410	IT systems analysis and design
	252420	IT systems maintenance
	252430	IT technical support – client support
	252440	IT procurement support
	252450	IT studies and evaluations
	252460	Telephone/LAN/Cabling equipment moves
	252470	IT data administration
	252480	IT security
	252490	Other IT support costs
	252610	Office security guards
	252620	Residential security guards
	252630	Official residence expenses
	252640	Representation allowances
	252650	Entertainment
	252660	Non-Federal audits
	252670	Grievances and investigations
	252680	Insurance and vehicle registration fees
	252690	Vehicle rental costs
	252700	Directives contract services
	252710	Security services
	252720	Records declassification and other records services
	252730	Credit card administration costs
	252740	Foreign national health insurance (M/HR funded)
	252750	Manpower contracts

OMB OC	USAID OC	Title
	252760	Other miscellaneous services
	252770	Expired checks
	252910	PROGRAM FUNDED – other services
25.3		Purchase of goods and services from Government accounts
	253110	U.S. Dispatch Agent fees
	253120	Diplomatic pouch
	253130	ICASS
	253140	Department of State – CLO Coordinator
	253150	Department of State – Outplacement
	253160	Department of State – Retirement Clerk
	253170	Department of State – Other services
	253180	Language Training – from FSI or other Federal agencies
	253210	Rental payments to Federal agencies other than GSA – office space
	253220	Rental payments to Federal agencies other than GSA – warehouse space
	253230	Rental payments to Federal agencies other than GSA – residential space
	253310	OPM background investigations
	253320	Federal audits (DCAA, HHS, and other)
	253330	Department of Defense Postal Service (APO mail)
	253340	Reimbursements to other USAID accounts
	253350	All other services from other Government accounts
	253910	PROGRAM FUNDED – support from other Government accounts
25.4		Operation and maintenance of facilities
	254110	Office building maintenance
	254120	Residential building maintenance
	254130	Other building management contracts
	254140	Multi-service centers
	254150	Other facilities operation and maintenance costs
	254910	PROGRAM FUNDED – operation and maintenance of facilities
25.5		Research and development contracts
	255000	Research and development contracts
25.6		Medical care
	256000	Medical care
25.7		Operation and maintenance of equipment and storage of goods
	257110	Telecommunications operations and maintenance
	257120	Telephone services charges (work orders and maintenance)
	257130	Operations and maintenance of other IT equipment
	257210	Storage services
	257220	Office furniture and equipment repair and maintenance
	257230	Residential furniture and equipment repair and maintenance
	257240	Vehicle repair and maintenance
	257250	All other operations and maintenance

OMB OC	USAID OC	Title
	257910	PROGRAM FUNDED – operation/maintenance of equipment and storage of goods
25.8		Subsistence and support of persons (by contract or Gov't.)
	258000	Subsistence and support of persons (by contract or Gov't.)
26.0		Supplies and materials
	260110	IT supplies and materials
	260120	Office supplies and materials
	260130	Building supplies and materials
	260140	Vehicles supplies and materials (including gas and oil)
	260150	Residential supplies and materials
	260910	PROGRAM FUNDED – supplies and materials
31.0		Equipment
	310110	Purchase of residential furniture and equipment
	310120	Purchase of office furniture and equipment
	310130	Purchase of residential security equipment
	310140	Purchase of office security equipment
	310150	Purchase of vehicles
	310160	Armoring of vehicles
	310170	Purchase of printing/graphics equipment
	310210	Purchase of telecommunications software
	310220	Purchase of other IT software
	310310	Purchase of telecommunications hardware
	310320	Purchase of telephone equipment
	310330	Purchase of other IT hardware
	310910	PROGRAM FUNDED – equipment
32.0		Lands and structures
	320110	Purchase of land and buildings (and construction of buildings)
	320120	Purchase of fixed security equipment for buildings
	320130	Purchase of other fixed equipment for buildings
	320140	Building renovations and alterations – office
	320150	Building renovations and alterations – residential
	320910	PROGRAM FUNDED – lands and structures
33.0		Investments and loans
	330000	Investments and loans
41.0		Grants, subsidies and contributions
	410000	Grants, subsidies and contributions
42.0		Claims and Indemnities
	420110	Tort claims
	420120	Personal property claims
	420130	Medical claims
	420140	Other claims

OMB OC	USAID OC	Title
	420910	PROGRAM FUNDED – claims and indemnities
43.0		Interest and dividends
	430000	Interest and dividends
44.0		Refunds
	440000	Refunds
91.0		Confidential expenses
	910000	Confidential expenses (M/B approval required prior to use)