



Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Procurement

Issued: January 8, 2002

AAPD 02-01

The CIB System -- Summary and Index and Introduction of Acquisition & Assistance Policy Directive (AAPD) System

Subject Category: Miscellaneous
Type: General Information

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are **EFFECTIVE AS OF THE ISSUED DATE** unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD: Is New Replaces/ Amends CIB/AAPD No: _____

Precedes change to: AIDAR Part(s) _____ Appendix _____
 USAID Automated Directives System (ADS) Chapter _____
 Code of Federal Regulations _____
 Other _____
 No change to regulations

Applicable to: Existing awards; Modification required:
 Effective immediately
 No later than _____
 As noted in guidance below
 RFPs/RFAs issued on or after the effective date of this AAPD; all other Pending Awards, i.e., 8(a), sole source...
 Other or N/A _____

New Provision/Clause Provided Herein: Yes; Scheduled update to Prodoc: _____
 No

MARK WARD

AAPD 02-01 The CIB System – Summary and Index and Introduction of Acquisition & Assistance Directives (AAPD)

PURPOSE: The purpose of this AAPD is to:

- 1) Replace the Contract Information Bulletin (CIB) format;
- 2) Summarize the previous CIB system through years 2001, and to provide the current listing of active CIBs both by year and by category. A list of those CIBs retired since the issuance of CIB 01-01 is also attached for your information.

BACKGROUND: For those years up through and including the year 2001, CIBs have provided information of significance to contracting personnel including (but not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, CIBS have been used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

GUIDANCE: As of January 2002, AAPDs will continue to perform this same function, albeit with a new name and user-friendly format more suited to the information needs of the organization. CIBs issued in previous years will continue to be available under their existing name and format; eventually, they will be integrated into the appropriate regulations/guidance or retired.

AAPDs will continue to be titled and numbered chronologically by year, but will also include the relevant subject category introduced in CIB 01-01, i.e., Acquisition Management (AM); Assistance (A); Miscellaneous (M); Personal Services Contracts (PSC); DBA/MEDEVAC Rates (R); Population, Health & Nutrition (PHN); and, OCC Issues/Indirect Rates (OCC). In some cases, several subject categories may be indicated on one AAPD if its guidance is considered relevant to more than one category. In addition, the 'Type' of AAPD will be stated to indicate whether the new AAPD provides new policy or new procedures, serves as a reminder notice, or transmits general information.

AAPDs are issued under the signature of the Director, Office of Procurement, and are normally prepared by the Policy Division (M/OP/P), but AAPDs can also be written by other offices if the subject is in their area of expertise or special interest. In the latter case, AAPDs are reviewed and approved for issuance by M/OP. M/OP/P maintains the log of AAPDs and assigns all AAPD numbers sequentially on a calendar year basis (02-1, 02-2, etc.) In previous years, the first CIB issued each year provided the current listing, which this AAPD 02-01 also does.

The lists of current CIBs and recently retired CIBs are attached. The latter list indicates the reason the CIBS are retired, such as expiration of stated time limits in the CIB itself, or adoption of the requirement into the regulations. CIBs and AAPDs serving as reminders or providing up-to-date general guidance are eventually retired as "Purpose served" but are still considered relevant. Copies of all CIBS and AAPDs in full text are located both on the A&A Policy Page of the Agency Intranet* and on the Agency's external Internet web site**.

* <http://www.inside.usaid.gov/M/OP/policy.html>,

** http://www.usaid.gov/procurement_bus_opp/procurement/aapd/

Distribution: Previously, CIBs have been issued via electronic means as well as hardcopy distribution to all Contracting/Agreement Officers. AAPDs will now be signed electronically, and issued solely through internal e-mail distribution, with simultaneous posting to the agency website.

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Attachments: a/s

**LIST OF CURRENT CONTRACT INFORMATION BULLETINS
IN NUMERICAL ORDER**

<u>CIB No.</u>	<u>Date of Issuance</u>	<u>Title/Subject</u>
01-22	NOV 2001	Agency Performance Plan Goals - Performance Based Contracting and On-line Procurement
01-21	NOV 2001	USAID Implementation of Section 508 of the Rehabilitation Act of 1973 and Federal Acquisition Circular (FAC) 97-27 "Electronic and Information Technology Accessibility"
01-20	NOV 2001	USAID Procedures for Awards Under the Small Business Administration's (SBA) 8(a) Business Development Program and the Partnership Agreement between SBA and USAID for Expedited Awards
01-19	OCT 2001	Implementation of Overseas Acquisition Review Procedures by the Contract Review Board (CRB) (expires 9/30/02)
01-18	SEP 2001	Distribution of Award Documents Payable by Letter of Credit (LOC)
01-17	SEP 2001	Expansion of use of the Simplified Grant Format and Fixed Obligation Grant Format
01-16	AUG 2001	Clarification on Acquisition & Assistance (A&A) Automation Systems
01-15	NONE	Reserved - Not Issued
01-14	OCT 2001	Defense Base Act (DBA) Coverage and DBA Waiver List (expires 6/30/02)
01-13	JUL 2001	Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site
01-12	JUN 2001	Reduction in the Use of Cost-Plus-Award-Fee Contracts
01-11	APR 2001	Foreign Aid Procurement Eligibility of Cambodia and Vietnam
01-10	MAR 2001	Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens
01-09	MAR 2001	Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives
01-08 (R)	MAR 2001	Restoration Of The Mexico City Policy--White House Memorandum For The Acting Administrator Of The U.S. Agency For International Development dated 03/28/01 (REVISED)

01-07	MAR 2001	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)
01-05	MAR 2001	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs)
01-04	MAR 2001	Expedited Acquisition and Assistance Procedures for the HIV/AIDS and Infectious Disease Initiatives"
00-12	DEC 2000	Change in Cost Principles Applicable to The Urban Institute
00-11	DEC 2000	Instructions for Mission Reporting Requirements for Small Dollar Purchases (\$25,000 or less)
00-10	DEC 2000	Changes in Reporting Requirements for U.S. Recipients Under Letter of Credit
00-09(1)	NOV 2001	Information Requirement for all Grants and Cooperative Agreements to Non-Governmental Organizations (Supplement to 00-09)
00-09	NOV 2000	Information Requirement for all Grants and Cooperative Agreements to Non-Governmental Organization
00-08(1)	MAR 2001	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens (Supplement)
00-08	OCT 2000	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens
00-06	FEB 2000	Use of the Dun and Bradstreet Data Universal Numbering System (DUNS)
00-05	FEB 2000	Personal Services Contracts (PSCs) Annual Health Insurance Costs
00-03	JAN 2000	FICA & Medicare Tax Rates for Personal Services Contracts (PSCs)
99-24	DEC 1999	Islamic African Relief Agency
99-23	NOV 1999	"List of Parties Excluded From Federal Procurement and Nonprocurement Programs"
99-22	OCT 1999	Personal Services Contracts (PSC) Policy
99-19	SEP 1999	Patent Rights and Reporting
99-18	AUG 1999	Unsolicited Proposals for Acquisition and Assistance
99-17	AUG 1999	Organizational Conflict of Interest
99-15	AUG 1999	Changes to AIDAR Concerning Resident Hires and Deviations

99-14	AUG 1999	Congressional Award Notification System
99-10	MAY 1999	Leader/Associate Assistance Instruments
99-9	APR 1999	Personal Services Contracts (PSCs) Annual Health Insurance Costs
99-7	APR 1999	Contractual Coverage for Medical Evacuation (MEDEVAC) Services (expires 4/15/03)
99-6	MAR 1999	Voluntary Family Planning - New Provisions to Implement Tiahrt Amend
99-4(1)	SEP 1999	Guidance on Evaluating Contractor Performance... Supplement 1
99-4	MAR 1999	Guidance on Evaluating Contractor Performance and Using Past Performance Information in Source Selection
98-26	SEP 1998	USAID Limited Excess Property Program
98-24	AUG 1998	Use of Compensatory (Comp) Time by PSCs
98-23	AUG 1998	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
98-21	AUG 1998	Contractor Progress Reports - new AIDAR coverage
98-19	JUL 1998	Home Leave Under U.S. PSCs
98-16	JUN 1998	Annual Salary Increase for USPSCs
98-14	MAY 1998	Change in Required Application Form for USPSCs
98-12	APR 1998	Advertisement of and Requirements for Evaluating Applications for PSCs
98-11	APR 1998	Determining a Market Value for PSCs
97-22	SEP 1997	Class Justification for Other than Full and Open Competition for Procurements ... of U.S. Manufactured Vehicles
97-19	AUG 1997	Advertising for Short-Term Personal Services Contracts
97-18	JUL 1997	NMS Data Entry - Statement Of Work (SOW) Abstract
97-17	JULY 1997	PSCs With U.S. Citizens or U.S. Resident Aliens Recruited from the U.S. (#2 - <i>corrects original CIB</i>)
97-16	JULY 1997	Class Justification for Use of Other Than Full and Open Competition for PSCs ...and Overseas Contracts
97-09	MAR 1997	Indirect Cost Rate Responsibility for Non-U.S. Nongovern'l Organizations

96-23	SEP 1996	Unauthorized Provision in Personal Services Contracts
96-19	JUL 1996	U.S. Personal Services Contract (USPSC) - Leave
96-15	APR 1996	Blanket Waiver of 31.205-6(g) (3) Cost Allowability Limitations
95-26	DEC 1995	Waiver Procedures for PCMP
95-24	OCT 1995	Uniform Numbering System for USAID-Direct Procurement Documents (Org symbols & NMS reference being updated.)
94-20	OCT 1994	USAID-Funded Communications Products
94-9	APR 1994	Sunday Pay for U.S. Personal Services Contractors (PSCs)
93-17	NOV 1993	Financial Disclosure Requirements Under a Personal Services Contract (PSC)
93-8	MAR 1993	Designation of Contracting Officers' Technical Representatives
92-25	DEC 1992	Non-Expendable AID-Owned Property in Contractor's Custody
92-17	OCT 1992	Indirect Cost Rates
92-16	OCT 1992	Preaward Audits and Surveys
90-12	JUN 1990	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements
89-29	NOV 1989	Use Of Gov't Bills of Lading for Transportation of PSC Effects
84-14	JUN 1984	Guidelines for Negotiating and Justifying..Fixed Fee or Profit

**LIST OF CURRENT CONTRACT INFORMATION BULLETINS
BY SUBJECT CATEGORY**

SUBJECT CATEGORIES

Assistance (A)	Miscellaneous (M)
Acquisition Management (AM)	OCC Issues/Indirect Rates (OCC)
DBA/MEDEVAC Rates (R)	Personal Services Contracts (PSC)
Population , Health & Nutrition (PHN)	

The following is a comprehensive list of all current CIBs, grouped by subject categories (and chronologically). Please note that some CIBs may appear in more than one subject area, if their guidance is considered relevant to both categories.

ASSISTANCE (A)

<u>CIB No.</u>	<u>Date of Issuance</u>	<u>Title/Subject</u>
00-09 (1)	NOV 2001	Information Requirement for all Grants and Cooperative Agreements to Non-Governmental Organizations (Supplement to 00-09)
01-18	SEP 2001	Distribution of Award Documents Payable by Letter of Credit (LOC)
01-17	SEP 2001	Expansion of use of the Simplified Grant Format and Fixed Obligation Grant Format
01-13	JUL 2001	Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site
01-08 (R)	MAR 2001	Restoration Of The Mexico City Policy--White House/ Memorandum for The Acting Administrator Of The U.S. Agency for International Development dated 03/28/01 (REVISED)
01-04	MAR 2001	Expedited Acquisition and Assistance Procedures for the HIV/AIDS and Infectious Disease Initiatives"
00-10	DEC 2000	Changes in Reporting Requirements for U.S. Recipients Under Letter of Credit
00-09	NOV 2000	Information Requirement for all Grants and Cooperative Agreements to Non-Governmental
99-24	DEC 1999	Islamic African Relief Agency
99-19	SEP 1999	Patent Rights and Reporting
99-18	AUG 1999	Unsolicited Proposals for Acquisition and Assistance
99-14	AUG 1999	Congressional Award Notification System
99-10	MAY 1999	Leader/Associate Assistance Instruments
99-6	MAR 1999	Voluntary Family Planning - New Provisions to Implement Tiahrt Amend
98-26	SEP 1998	USAID Limited Excess Property Program
97-09	MAR 1997	Indirect Cost Rate Responsibility for Non-U.S. Nongovern'l Organizations
95-24	OCT 1995	Uniform Numbering System for USAID-Direct Procurement Documents (Org symbols & NMS reference being updated.)

ASSISTANCE (cont'd)

94-20	OCT 1994	USAID-Funded Communications Products
92-17	OCT 1992	Indirect Cost Rates
92-16	OCT 1992	Preaward Audits and Surveys
90-12	JUN 1990	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements

ACQUISITION MANAGEMENT (AM)

CLAUSE LIST

(This list identifies CIBs which provide new clauses/prescriptions as well as further guidance on current clauses.)

01-21	NOV 2001	USAID Implementation of Section 508 of the Rehabilitation Act of 1973 and Federal Acquisition Circular (FAC) 97-27 "Electronic and Information Technology Accessibility"
99-19	SEP 1999	Patent Rights and Reporting
99-17	AUG 1999	Organizational Conflict of Interest
99-6	MAR 1999	Voluntary Family Planning - New Provisions to Implement Tiahrt Amend
98-21	AUG 1998	Contractor Progress Reports - new AIDAR coverage
96-15	APR 1996	Blanket Waiver of 31.205-6(g) (3) Cost Allowability Limitations
94-20	OCT 1994	USAID-Funded Communications Products
92-25	DEC 1992	Non-Expendable AID-Owned Property in Contractor's Custody

PRE-AWARD

01-22	NOV 2001	Agency Performance Plan Goals - Performance Based Contracting and On-line Procurement
01-21	NOV 2001	USAID Implementation of Section 508 of the Rehabilitation Act of 1973 and Federal Acquisition Circular (FAC) 97-27 "Electronic and Information Technology Accessibility"
01-20	NOV 2001	USAID Procedures for Awards Under the Small Business Administration's (SBA) 8(a) Business Development Program and the Partnership Agreement between SBA and USAID for Expedited Awards
01-13	JUL 2001	Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site
01-12	JUN 2001	Reduction in the Use of Cost-Plus-Award Fee Contracts
01-04	MAR 2001	Expedited Acquisition and Assistance Procedures for the HIV/AIDS and Infectious Disease Initiatives
99-18	AUG 1999	Unsolicited Proposals for Acquisition and Assistance
98-23	AUG 1998	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
97-22	SEP 1997	Class Justification for Other than Full and Open Competition for Procurements ... of U.S. Manufactured Vehicles
97-18	AUG 1997	NMS Data Entry - Statement Of Work (SOW) Abstract (Updating phone number.)
92-16	OCT 1992	Preaward Audits and Surveys

COST/PRICING

02-02	JAN 2002	ES-06 Maximum Pay Rate
92-17	OCT 1992	Indirect Cost Rates
92-16	OCT 1992	Preaward Audits and Surveys
84-14	JUN 1984	Guidelines for Negotiating and Justifying...Fixed Fee or Profit

POST-AWARD

99-14	AUG 1999	Congressional Award Notification System
93-8	MAR 1993	Designation of Contracting Officers' Technical Representatives
90-12	JUN 1990	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements

PAST PERFORMANCE

99-4 (1)	SEP 1994	Supplement 1 to Guidance on Evaluating Contractor Performance...
99-4	MAR 1998	Guidance on Evaluating Contractor Performance and Using Past Performance Information in Source Selection

DBA/MEDEVAC RATES AND COVERAGE (R)

01-14	OCT 2001	Defense Base Act (DBA) Coverage and DBA Waiver List
99-07	APR 1999	Contractual Coverage for Medical Evacuation (MEDEVAC) Services

MISCELLANEOUS/ADMIN PROCEDURES/NOTICES (M)

01-19	OCT 2001	Implementation of Overseas Acquisition Review Procedures by the Contract Review Board (CRB) (expires 9/30/02)
01-16	AUG 2001	Clarification on Acquisition & Assistance (A&A) Automation Systems
01-13	JUL 2001	Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site
01-11	APR 2001	Foreign Aid Eligibility of Cambodia and Vietnam
00-12	DEC 2000	Change in Cost Principles Applicable to The Urban Institute
00-11	DEC 2000	Instructions for Mission Reporting Requirements for Small Dollar Purchases (\$25,000 or less)
00-06	FEB 2000	Use of the Dun and Bradstreet Data Universal Numbering System (DUNS)
99-24	DEC 1999	Islamic African Relief Agency
99-23	NOV 1999	"List of Parties Excluded From Federal Procurement and Nonprocurement Programs"
98-26	SEP 1998	USAID Limited Excess Property Program
95-26	DEC 1995	Waiver Procedures for PCMP
95-24	OCT 1995	Uniform Numbering System for USAID-Direct Procurement Documents (Org symbols & NMS reference updated.)

OCC/INDIRECT RATES (OCC)

00-12	DEC 2000	Change in Cost Principles Applicable to The Urban Institute
98-26	SEP 1998	USAID Limited Excess Property Program
97-09	MAR 1997	Indirect Cost Rate Responsibility for Non-U.S. Nongovern'l Organizations
92-17	OCT 1992	Indirect Cost Rates
92-16	OCT 1992	Preaward Audits and Surveys
90-12	JUN 1990	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements

PERSONAL SERVICES CONTRACTS (PSCs)

02-02	JAN 2002	ES-06 Maximum Pay Rate
01-13	JUL 2001	Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site
01-10	MAR 2001	Revision of Medical Clearance Process - Personal Services Contracts (PSCs) with U.S. Citizens
01-09	MAR 2001	Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives
01-07	MAR 2001	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)
01-05	MAR 2001	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs)
00-08(1)	MAR 2001	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens, SUPPLEMENT
00-08	OCT 2000	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens
00-05	FEB 2000	Personal Services Contracts (PSCs) Annual Health Insurance Costs
00-03	JAN 2000	FICA & Medicare Tax Rates for Personal Services Contracts (PSCs)
99-22	OCT 1999	PSC Policy
99-15	AUG 1999	Changes to AIDAR Concerning Resident Hires and Deviations
99-09	APR 1999	Personal Services Contracts (PSCs) Annual Health Ins
99-07	APR 1999	Contractual Coverage for Medical Evacuation (MEDEVAC) Services
98-24	AUG 1998	Use of Compensatory (Comp) Time by PSCs
98-23	AUG 1998	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
98-19	JUL 1998	Home Leave Under U.S. PSCs
98-16	JUN 1998	Annual Salary Increase for USPSCs
98-14	MAY 1998	Change in Required Application Form for USPSCs
98-12	APR 1998	Advertisement of and Requirements for Evaluating Applications for PSCs
98-11	APR 1998	Determining a Market Value for PSCs
97-19	AUG 1997	Advertising for Short-Term Personal Services Contracts
97-17	JUL 1997	PSCs With U.S. Citizens or U.S. Resident Aliens

PERSONAL SERVICES CONTRACTS (cont'd)

97-16	JUL 1997	Class Justification for Use of Other Than Full and Open Competition for PSCs ...and Overseas Contracts
96-23	SEP 1996	Unauthorized Provision in Personal Services Contracts
96-19	JUL 1996	U.S. Personal Services Contract (USPSC) - Leave Recruited from the U.S. (<i>corrected 2</i>)
94-09	APR 1994	Sunday Pay for U.S. Personal Services Contractors (PSCs)
93-17	NOV 1993	Financial Disclosure Requirements Under a Personal Services Contract (PSC)
89-29	NOV 1984	Use Of Gov't Bills of Lading for Transportation of PSC Effects

POPULATION, HEALTH & NUTRITION (PHN)

01-08 (R)	MAR 2001	Restoration Of The Mexico City Policy--White House Memorandum For The Acting Administrator Of The U.S. Agency For International Development dated 03/28/01 (REVISED)
99-6	MAR 1999	Voluntary Family Planning - New Provisions to Implement Tiahrt Amend

LIST OF RETIRED CIBs

<u>No.</u>	<u>Title</u>	<u>Purpose retired</u>
97-14	USAID Solicitations on the Internet	<i>Superseded by 01-13, "Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site"</i>
99-3	VETS-100 Reporting	<i>The statutory and regulatory changes were implemented by FAC 2001-01, Item IV dated October 22, 2001</i>
00-04	Implementation of FY 2000 Population Certification Requirements	<i>Expired. Applicable only to activities with FY00 funds available for obligation through 9/30/00</i>
00-07	Defense Base Act (DBA) Coverage and DBA Waiver List	<i>Superseded by CIB 01-14 which updates coverage through 6/30/2002</i>
01-01	The CIB System -- Summary and Index	<i>Superseded by this AAPD 02-01</i>
01-02	ES-06 Maximum Pay Rate	<i>Superseded by CIB 02-02</i>
01-03	Voluntary Population Activities, Restoration of Mexico City Policy	<i>Cancelled by CIB 01-06, "Cancellation of CIB 01-03 regarding Voluntary Population Activities - Restoration of the Mexico City Policy"</i>
01-06	Cancellation of CIB 01-03 regarding Voluntary Population Activities - Restoration of the Mexico City policy	<i>Purpose served. This CIB cancelled 01-03 which had reinstated the Mexico City Policy.</i>
01-08	Restoration of the Mexico City Policy	<i>Replaced by CIB 01-08 (Revised). The revised version replaces 01-08 language with the bone fide text from "the White House Memorandum" dated 3/28/2001. CIB 01-08 (Revised) <u>exclusively</u> provides ALL required Mexico City Policy reinstatement requirements as set forth by White House Memorandum dated 3/28/2001.</i>
