

**TITLE: CIB 88-34 Mission Reporting Requirements for Acquisitions with a Total Estimated Cost (TEC) of \$25,000 and Under**

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

December 13, 1988

MEMORANDUM FOR ALL CONTRACTING OFFICERS

TO: Distribution List D-14 (LL)

FROM: M/AAA/SER, John F. Owens  
Procurement Executive

SUBJECT: Mission Reporting Requirements for Acquisitions with a Total Estimated Cost (TEC) of \$25,000 and Under

**CONTRACT INFORMATION BULLETIN 88-34**

This Contract Information Bulletin supersedes CIB 88-13, same subject. Attached is the November 1988 revision of the Quarterly SF-281 Report: AID-Direct Awards Having a Total Estimated Value of \$25,000 or Less and instructions for completing it. Read these instructions carefully, because they give specific directions for specific types of actions and are different in some details from the instructions in CIB 88-13.

The SF-281 quarterly report covers all purchase orders and contracts (for personal or nonpersonal services or for goods) executed by the United States Government where appropriated funds are expended (whether denominated in U.S. dollars or local currency).

The quarterly reports MUST be forwarded to M/SER/OP/PS/SUP, A.I.D./W within one (1) week of the close of the quarter. If pouch time is lengthy, please use APO/FPO or have the report delivered via a courier service to A.I.D./W. This enables A.I.D./W to receive the forms and report to the Office of Management and Budget and the Federal Procurement Data Center by 28 days after the end of the quarter. If there is a consistent pattern of late submissions of the quarterly reports, we will need to use cable submission in order to meet the Government-wide deadlines.

Any questions on the foregoing should be directed to M/SER/OP/PS/SUP, Ms. Joanne Paskar, 703-875-1145.

## INSTRUCTIONAL GUIDE

### SF-281 REPORT:

QUARTERLY SUMMARY REPORT ON AID-DIRECT AWARDS HAVING A TOTAL ESTIMATED COST (TEC) OF \$25,000 OR LESS DIRECTORATE FOR PROGRAM & MANAGEMENT SERVICES OFFICE OF PROCUREMENT

PROCUREMENT SUPPORT DIVISION  
M/SER/OP/PS

NOVEMBER 1988

#### A. SOME GENERAL GUIDELINES

##### WHEN SHOULD YOU USE THE SF-281 REPORT?

Use the SF-281 Report to report quarterly summary data on AID-direct purchase orders and contracts (for personal or nonpersonal services or for goods) which have a Total Estimated Cost (TEC) of \$25,000 or less and which are funded with appropriated funds. Report on awards funded with U.S. dollars, local currency, or a combination of both. The SF-281 Report does not apply to AID-direct grants, cooperative agreements, AID-issued Indefinite Quantity Contracts (IQCs) and work or delivery orders placed against such AID IQCs. However, delivery orders placed against other U.S. Government (e.g. GSA, Department of State, etc.) "blanket contracts" are reported on the SF-281 if the TEC of the order is valued at \$25,000 or less.

When reporting, provide data on the basic awards and on modifications which obligate or deobligate funds. A modification involving no funding action DOES NOT have to be reported on the SF-281 Report. Such unfunded modifications will go unreported.

You do not have to complete a SF-281 Report Form for each separate award. You need only submit a summary report that summarizes your applicable awards for the quarter.

WHAT ABOUT GRANTS, COOPERATIVE AGREEMENTS, AID IQCs, AND AID-DIRECT PROCUREMENT AWARDS WITH A TEC OVER \$25,000? HOW SHOULD YOU REPORT ON THOSE AWARDS?

Grants and cooperative agreements with a TEC amount of \$25,000 or less will go unreported.

All AID-direct "procurement awards" with a TEC over \$25,000 must be reported in detail via a CADS (Contract/Agreement Data Sheet) Form (AID Form 1420-49 [2-86])\*.

\* M/SER/OP/PS soon will be distributing a new data form - the CIMS (Contract Information Management System) Input Data Sheet Form. Until Missions receive the new CIDS Form, they should continue to use the existing CADS Form.

All AID-issued IQCs including all work or delivery orders placed against an AID IQC must be reported in detail via a CADS Form regardless of the TEC of the IQC's basic or the work/delivery order.

WHAT SHOULD YOU DO WHEN AN AWARD IS REPORTED ON THE SF-281 AND THE TEC THEN UNEXPECTEDLY RISES ABOVE \$25,000?

In such a case, please do the following:

1. Submit to M/SER/OP/PS/SUP a CADS Form for the basic award and each separate modification (even modifications not involving funding) along with a copy of the award documents.
2. On your next quarterly SF-281 report, deduct the total number of actions (basic and funding modifications) reported so far via previous SF-281 Reports. Also deduct the total dollar cost amount so far reported. Do make sure you make the deductions in all applicable sections of your next SF-281 Report Form.

#### SUBMITTING SF-281 REPORTS - WHO, WHEN, TO WHERE?

Each office issuing contracts or purchase orders within a Mission or Regional Office must "track" and report on applicable SF-281 Report actions. In cases where there are multiple offices which have contracting authority within a Mission or Regional Office, the Mission or Regional Office has the option of submitting multiple SF-281 Reports (one report for each office) or submitting one consolidated report (one report which covers the activities of all of the offices with contracting authority).

Your report(s) must be submitted on a quarterly basis. Because of the time delays inherent in overseas mailings, Missions are urged to send their SF-281 Report(s) as soon as possible after the end of the quarter. The quarterly reports must be forwarded no later than one (1) week after the close of the quarter.

Your SF-281 Report(s) should be sent to the following address:

AID/Washington  
M/SER/OP/PS/SUP  
CIMS SECTION  
Room 1472, SA-14

#### B. INSTRUCTIONS ON COMPLETING THE SF-281 REPORT FORM

Most of the sections of the SF-281 Report Form are self-explanatory. We therefore are providing instructions on only those sections of the report which may cause some confusion.

The SF-281 Report is in three parts. Part 1 is used to record actions and dollar amounts by procurement method used. Part 2 records competitive status data pertaining to the awards reported in Part 1. Part 3 which is in two sections (a section on preference programs and a section on the type of vendor/contractor) records socioeconomic data on the actions reported in Part 1.

PART 1

TOTAL ACTIONS AND DOLLARS

Column (a) should be used to record the total number of actions for each of the six line items. Again, remember that you need only report on actions that involve an obligation or deobligation of funds. Actions which do not involve funding will go unreported. For each line item, Columns (b), (c), (d), and (e) should contain dollar figures for the actions issued to the vendor/contractor type(s) depicted in each column. The money figures which you should report are the amounts obligated or deobligated by the actions, not the TECs, of the reported awards.

For the line items, Column (f) should contain a total of the dollar figures of Columns (b), (c), (d), and (e). The exception is Line Item 6, Column (f) which does not have to be broken down by vendor/contractor type.

REPORTING COST FIGURES:

When reporting cost figures, follow these guidelines:

Convert local currency figures to the U.S. dollar equivalent. The obligation or deobligation amount, not the disbursement amount, is the amount which you should report.

If the local currency is a stable currency which does not fluctuate greatly on a daily or weekly basis, a "representative monthly" conversion rate may be used in lieu of a changing daily or weekly rate. If the local currency rate is unstable and fluctuates greatly, the exchange rate on the signature date of the action should be used. You will be reporting deobligations as well as obligations. Deobligations should be treated as subtractions. For example, if for the quarter, you have two "Small Purchase" actions which were issued to U.S. large businesses [Line Item 1, Column (c)] and one of those actions obligated \$15,000 and the other action deobligated \$5,000, you would report a quarterly cost figure of \$10,000 in Line Item 1, Column (c).

If the only cost figure that you have to report in a line item is a deobligation, note the fact that the cost figure was a deobligation by using a minus sign (-) before the money amount.

SOME DEFINITIONS REGARDING THE VENDOR/CONTRACTOR TYPES:

Columns (b) and (c) pertain only to U.S. concerns and individuals. THE "AREA OF PERFORMANCE" FOR THE ACTIONS REPORTED IN THESE TWO COLUMNS MUST BE THE U.S. Some examples: If you issue a purchase order for supplies from a U.S. small business and the supplies are shipped from the U.S., you would report that action in Column (b). If you issue a purchase order to Sears & Roebuck, you would report that action in Column (c). Sears is a large U.S. concern and the purchased items would be shipped from the U.S. (a U.S. "area of performance").

Column (d) pertains to (1) U.S. contractors (whether they be organizations or individuals; whether they be small or large businesses; whether they be for-profit or non-profit) PERFORMING OUTSIDE OF THE U.S. and to (2) foreign contractors. Some examples: A U.S. firm or PSC performing a service in-country for a Mission would be reported in Column (d); a purchase order issued to a local supplier would be reported in Column (d); a purchase order issued to a supplier in France would be reported in Column (d).

Column (e) pertains to U.S. entities which do not fall within the definitions of Columns (b), (c), and (d). This column would include such organizations as U.S. private nonprofit organizations and U.S. universities. THE "AREA OF PERFORMANCE" FOR THESE VENDORS/CONTRACTORS MUST BE THE U.S.

SPECIAL NOTE: You do not have to report on actions issued to Public International Organizations (Examples: the International Monetary Fund (IMF), the World Health Organization (WHO), and the World Bank). You do not have to report on actions issued to other U.S. Federal Government Agencies.

PART 2

COMPETITION STATUS

For the awards reported on Line 6, Part 1, report the number of actions and dollar amounts of the actions by "Competitive Status."

COMPETED ACTIONS (Line 7)

Actions are defined as competitive when any of the following conditions apply.

\* An award of \$1,000 or more was issued and small purchase procedures were used.

\* An award with a TEC of \$25,000 or less was awarded (a) using the class justification in Contract Information Bulletin (CIB) 87-7 for PSCs and overseas contracts of \$100,000 or less.

\* Competitive procedures were used to fulfill the requirements for full and open competition (Reference FAR 6.1).

\* Full and open competition was provided for after exclusion of sources in order to establish/maintain alternative sources or to set-aside a procurement for small business or labor surplus area concerns (Reference FAR 6.2).

NOT COMPETED (Line 8)

Include within this category "follow on awards" and awards which were made to a sole source without competition.

NOT AVAILABLE FOR COMPETITION (Line 9)

Awards are defined as not available for competition when any of the following conditions apply.

\* An action is an 8(a) award or a procurement is authorized or required by statute to be awarded to a designated source (FAR 6.302-5).

\* The small purchase procedures as defined in FAR 13.106(a) were used for purchases of \$1,000 or less.

\* It has been determined that there is no opportunity for competition.

### PART 3

#### PREFERENCE PROGRAMS AND AWARDS TO DISADVANTAGED CONCERNS

A few guidelines to keep in mind when completing Part 3 are:

Part 3 pertains ONLY to awards to U.S. concerns and U.S. citizens. This section will consist of a subset of Part 1 of the SF-281. Some of the awards, but not necessarily all of the awards, reported in Part 1 will also be reported in Part 3. For example, if you have reported an 8(a) award in Part 1, you will also be reporting on that award in Part 3, Line 11.

A small disadvantaged business is defined as a concern (including an individual) which is both socially and economically disadvantaged as defined in FAR 19.001. Disadvantaged/Minority U.S. PSC contractors are included.

A women-owned small business is a concern (including an individual) which is at least 51% owned, controlled, and operated by women who are U.S. citizens and considered a small business under the criteria and size standards in 13 CFR 121. Women U.S. PSC contractors are included.

FORM NOT AVAILABLE ELECTRONICALLY.