

**TITLE: CIB 96-04 - Unsolicited Proposals**

February 8, 1996

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

FROM: DAA/M, Michael D. Sherwin, Procurement Executive

SUBJECT: Unsolicited Proposals

**CONTRACT INFORMATION BULLETIN 96-4**

This CIB establishes the Agency's guidelines and procedures for responding to unsolicited proposals that may result in the award of a contract. The attached guidance is in accordance with language at FAR Subpart 15.5. It establishes M/OP/E as the Agency's contact point for all contract proposals. USAID/W and field contracting officers must forward all such proposals to M/OP/E for review and response. Unsolicited proposals that may result in the award of an assistance instrument are the responsibility of the appropriate USAID office, geographic bureau or mission.