

January 13, 2000

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

To: Distribution List FAC

FROM: Rodney W. Johnson, Director, M/OP

SUBJECT: The CIB System -- Summary and Index

CONTRACT INFORMATION BULLETIN 00-1

The purpose of this Contract Information Bulletin (CIB) is to summarize the CIB system and provide a current listing of CIBs. A listing of CIBs being dropped is also attached for your information. This supersedes CIB 99-1.

CIBs provide information of interest to contracting personnel including (but not limited to) advance notification of changes in acquisition or assistance regulations, reminders, procedures, and general information. Also, at times CIBs are used to implement new requirements temporarily, pending formal amendment of acquisition or assistance regulations.

CIBs are issued under the signature of the Director, Office of Procurement, and are normally prepared by M/OP/P, but CIBs can be written by other offices if the subject is in their area of expertise or special interest. M/OP/P maintains the log of CIBs and assigns all CIB numbers.

CIBs are serially numbered on a calendar year basis (99-1, 99-2, etc.) Normally, the first CIB of the year will provide the current listing.

The lists of the current CIBs and the dropped CIBs are attached. Copies of the current CIBs may be obtained from M/OP/P. They are also located on the A&A Policy Page of the Agency Intranet\* and on the Agency's external Internet web site\*\*.

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

\*\* [http://www.info.usaid.gov/procurement\\_bus\\_opp/procurement/cib/](http://www.info.usaid.gov/procurement_bus_opp/procurement/cib/)

Attachments: a/s

## Attachment 1 to CIB 00-1

### LIST OF CURRENT CONTRACT INFORMATION BULLETINS

<u>CIB No.</u>	<u>Title/Subject</u>
84-14	Guidelines for Negotiating and Justifying ... Fixed Fee or Profit
84-21	Notification of OSDBU/MRC Regarding Proposed 8(a) Awards
89-29	Use Of Gov't Bills of Lading for Transportation of PSC Effects
90-12	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements
92-16	Preaward Audits and Surveys
92-17	Indirect Cost Rates
92-25	Non-Expendable AID-Owned Property in Contractor's Custody
93-8	Designation of Contracting Officers' Technical Representatives
93-17	Financial Disclosure Requirements Under a Personal Services Contract (PSC)
94-9	Sunday Pay for U.S. Personal Services Contractors (PSCs)
94-16	Retention of Set-Aside Procurements
94-20	USAID-Funded Communications Products
95-24	Uniform Numbering System for USAID-Direct Procurement Documents (Org symbols & NMS reference being updated.)
95-26	Waiver Procedures for PCMP
96-15	Blanket Waiver of 31.205-6(g)(3) Cost Allowability Limitations
96-19	U.S. Personal Services Contract (USPSC) - Leave
96-23	Unauthorized Provision in Personal Services Contracts
97-03	New USAID Contractor Employee Physical Exam Form, AID 1420-62
97-09	Indirect Cost Rate Responsibility for Non-U.S. Nongovern'l Organizations
97-13	Info Requirement under ENI-Funded Grants and Cooperative Agreements
97-14	USAID Solicitations on the Internet

- 97-16 Class Justification for Use of Other Than Full and Open Competition for PSCs ...and Overseas Contracts
- 97-17 (corrected 2)
  - PSCs With U.S. Citizens or U.S. Resident Aliens Recruited from the U.S.
- 97-18 NMS Data Entry - Statement Of Work (SOW) Abstract (Updating phone number.)
- 97-19 Advertising for Short-Term Personal Services Contracts
- 97-21 INTERIM Instructions for Mission Reporting Requirements for Small Dollar Purchases (Updating room & phone number.)
- 97-22 Class Justification for Other than Full and Open Competition for Procurements ... of U.S. Manufactured Vehicles for Small Dollar Purchases
- 97-24 New SBA Procedures for 8(a) Requirements
- 97-28 Guidance on Evaluating Contractor Performance and Using Past Performance Information (Supplemented by CIB 99-4 and CIB 99-4 Supplement 1.)
- 98-03 Class Deviation to 31.205-6(g)(3), FN Severance Pay
- 98-11 Determining a Market Value for PSCs
- 98-12 Advertisement of and Requirements for Evaluating Applications for PSCs
- 98-13 Year 2000 Warranty Clauses for IT Acquisitions
- 98-14 Change in Required Application Form for USPSCs
- 98-15 and supplement
  - New Streamlined Award Procedures for 8(a) Contracts
- 98-16 Annual Salary Increase for USPSCs
- 98-17 Potential Conflicts of Interest
- 98-19 Home Leave Under U.S. PSCs
- 98-20 Use of the Dun & Bradstreet Data Universal Numbering System (DUNS) (Updating contact person.)
- 98-21 Contractor Progress Reports - new AIDAR coverage
- 98-23 Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
- 98-24 Use of Compensatory (Comp) Time by PSCs
- 98-25 Defense Base Act (DBA) Coverage and DBA Waiver List
- 98-26 USAID Limited Excess Property Program
- 99-3 VETS-100 Reporting

- 99-4 and supplement  
Guidance on Evaluating Contractor Performance and Using Past Performance Information in Source Selection
- 99-5 Waiver of the Synopsis Requirement of FAR 5.2 for Small Dollar Purchases for Services
- 99-6 Voluntary Family Planning - New Provisions to Implement Tiahart Amend
- 99-7 Contractual Coverage for Medical Evacuation (MEDEVAC) Services
- 99-8 Streamlined Award Procedures for 8(a) Contracts
- 99-9 Personal Services Contracts (PSCs) Annual Health Ins
- 99-10 Leader/Associate Assistance Instruments
- 99-11 1999 FICA and Medicare Tax Rates for Personal Services  
(To be Superseded with new FICA ceiling withholding of \$72,600 in 2000.)
- 99-12 Eligibility of Sudan for Products and Services
- 99-14 Congressional Award Notification System
- 99-15 Changes to AIDAR Concerning Resident Hires and Deviations
- 99-17 Organizational Conflict of Interest
- 99-18 Unsolicited Proposals for Acquisition and Assistance
- 99-19 Patent Rights and Reporting
- 99-20 Interest Earned on Federal Advances
- 99-21 SBA Certification Required for SDB Status Benefits
- 99-22 PSC Policy
- 99-23 "List of Parties Excluded From Federal Procurement and Nonprocurement Programs"
- 99-24 Islamic African Relief Agency
- 00-2 Latest ES-06 Maximum Pay Rate

## Attachment 2 to CIB 00-1

### List of Dropped CIBs \*

90-18	Congressional Award Notification System	Superseded by CIB 99-14
90-30	Special Billing Instructions	Cancelled. Purpose served.
94-2	Organizational Conflicts of Interest, with Supplement	Superseded by CIB 99-17
95-25	Procedures for Suspensions/Debarments	Cancelled. Purpose served.
96-04	Unsolicited Proposals	Superseded by CIB 99-18
96-12	Level of Effort (LOE) Contracts	Cancelled. Purpose served.
96-26	Disposition of Program Property	Superseded by AIDAR 745 & 752.245.71 (AIDAR Notice 98-3)
96-28	Class Deviation from the FAR Cargo Preference Clause	Superseded by AIDAR 747 & 752.247.71 (AIDAR Notice 98-3)
97-11	1997 FICA and Medicare Tax Rates for PSCs	Superseded by CIB 99-11
97-12	Award Fee Contracting	Superseded by AIDAR 752.216-70 (AIDAR Notice 98-3)
97-26	Revised Equal Employment Opportunity Verification Requirements	Superseded by FAR 22.8 (FAC 97-10)
97-27	Submission Requirements for Development Experience Documents	Superseded by AIDAR 752.7005 (AIDAR Notice 98-3)
98-02	Latest ES-06/FS-1 Maximum Pay Rate	Superseded by CIB 99-02
98-09	Medical Evacuation (MEDEVAC) Coverage	Superseded by CIB 99-7
98-10	PSCs Annual Health Insurance Costs	Superseded by CIB 99-10
98-22	Administration of Assistance Instruments	Cancelled. Purpose served.
98-27	Implementation of FACs 97-06 and 97-08, Reform of Affirmative Action in Federal Procurement, and Reporting Requirement	Cancelled. Purpose served.
98-28	Revisions to AIDAR Payment Provisions, et al.	Superseded by AIDAR 732.4 & 752.7003 (AIDAR Notice 98-3)
99-01	The CIB System -- Summary and Index	Superseded by CIB 00-01
99-02	Latest ES-06/FS-1 Maximum Pay Rate	Superseded by CIB 00-02

99-13	Evaluating Gender Issues in Competitive Negotiated Solicitations	Superseded by ADS 302.5.14 (ADS CD No. 18 & General Policy Notice)
99-16	Increase in Authority for Signing Personal Services Contracts	Cancelled. Purpose served.

\* When a CIB is dropped because its purpose has been served, it does not mean that the guidance no longer applies.