TITLE: CIB 97-14 - USAID Solicitations on the Internet

June 19, 1997

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

FROM: M/OP, Marcus L. Stevenson, Procurement Executive

SUBJECT: USAID Solicitations on the Internet

CONTRACT INFORMATION BULLETIN 97 - 14

This Contract Information Bulletin supersedes and cancels
CIB 97-4.

Although posting RFPs/RFAs/IFBs to the Internet will NOT take the
place of the hard copy distribution it will be, along with 3.5"
floppy disks, the preferred method of distributing copies of
procurement information (see Attachment 1). Electronic access to
information will allow firms and individuals to download the
information from the Internet and determine their level of
interest, thus reducing the number of requests for the documents.

All documents to be posted must be received 24 hours in advance
of the required issuance date. The documents will be posted as
soon after receipt by the coordinator as possible, but not before
the issuance date.

NOTE: There has been an increasing trend towards larger and
larger solicitation documents. In an effort to streamline
transactions, solicitations complete with all attachments, should
not exceed 200 pages except on an exceptional basis. After much
discussion with GC and within M/OP, a determination has been made
that draft SOWs and Draft Program Descriptions should be posted
to the website as draft RFPs and draft RFAs respectively. The
use of request for comment type RFPs is an excellent model of
this type of arrangement. Draft solicitations should carry a
system generated number through the entire life cycle of the
procurement transaction.

What will be posted:

*   All CBD Announcements including:

     -    Competitive RFP, IFB and RFA (optional)
          announcements
     -    Notices of Intent to Sole Source
     -    Notices of Sources Sought
     -    Expressions of Interest
     -    ALL Award Notices

* All Competitive RFP, IFB and RFA Documents including:

- Cover Letter plus Sections A-M of RFP and IFB documents (including those attachments that are available electronically)
- All RFA information
- ALL Amendments to RFP, IFB and RFA documents

* US PSC Solicitations, except Resident Hires

* All Procurement Information Bulletins (PIBs)

* All Ocean Transportation Tenders

The M/OP Internet Coordinator (OIC) is the liaison between M/OP and M/IRM. Currently the M/OP Internet Coordinator is located in Room 1503, SA-14, phone 703-875-1116, facsimile 703-875-1519, and e-mail address "OP_Internet_Coordinator@OP.B".

Contracting Officers and Negotiators are responsible for including the appropriate Internet related text (see Attachment 1) in each Commerce Business Daily (CBD) notice. No special measures need to be taken for the routing of the CBD notice; negotiators and contracting officers should forward the CBD announcements to M/OP/PS/SUP as they have been doing.

To the extent possible, Contracting Officers/Negotiators will be required to provide the entire solicitation and all attachments in ONE electronic file, and then forward the entire document via e-mail to the OIC. Further, for USAID/W only, Contracting Officers/Negotiators must provide a signed hard copy of the solicitation document to the OIC.

Everyone should make an effort to produce all of the attachments listed in Section J in an electronic format. Failure to do so may result in the omission of it from the Internet version of the solicitation. If any attachments are omitted, please provide the OIC a detailed list of those documents.

Attached hereto is guidance on the contents of the language that should be placed in each CBD announcement for a competitive RFP or IFB. (See Attachment 1).

For all RFP, IFB and RFA documents, the issuing office should type the issuance and closing date on the document (the cover letter and the SF, if applicable). The issuing office (the office that is indicated in Block 7 of the SF 33 or the office that prepared the document for print) should then forward the ENTIRE RFP/IFB/RFA document to the OIC in both electronic format and hardcopy. The document should be forwarded to the OIC as soon as the document is fully prepared (this means as soon as the document would otherwise be ready to send for printing, but not yet issued).

For overseas Contracting Activities issuing RFPs, a signed copy of the SF33 should be faxed to the OIC at the same time the e-mail, containing the document, is transmitted. The information contained on the SF33 will appear as part of the RFP/IFB file as a graphics file.

Contracting Officers/negotiators should reference in the cover letter or at the beginning of Section J of the solicitation the availability of some of the most commonly used forms on the Internet. These forms include the Contractor Employee Biographical Data Sheet, Geographical Codes, Contingent and Other Fees, Subcontracting Report for Individual Contracts, the Contract Proposal Cover Sheet, and the Disclosure of Lobbying Activities. These may be downloaded as either WordPerfect 5.1/5.2 documents or as an Adobe Acrobat Portable Document File (PDF).

CBD notices, RFP, IFB and RFA documents will remain on Internet until 15 days after the closing date of the receipt of proposals. At that time the OIC will request that the CBD and the RFP, IFB or RFA be deleted.

Questions relating to these procedures can be addressed to the OIC at 703-875-1116 or via e-mail (see address above).

Attachments:

1. What needs to be in the CBD announcement

                                        Attachment 1

WHAT NEEDS TO BE IN THE CBD ANNOUNCEMENT

    *   When listing the Point of Contact (POC) in the CBD, please include the complete e-mail address of that person.

    *   All CBD Announcements that are for an IFB, or RFP should contain the following language in the body of the text under number "17":

"The preferred method of distribution of USAID
procurement information is via the Internet or by
request of a solicitation on a 3.5" floppy disk
(WordPerfect 5.1/5.2 format). This CBD notice can be
viewed and downloaded using the Agency Web Site. The
RFP, once issued, can be downloaded from the Agency web
site. The Worldwide Web address is
http://www.info.usaid.gov. Select Business and
Procurement Opportunities from the home page, then
"USAID Procurements." On the following screen, select
"Download Available USAID Solicitations." The RFP can
also be downloaded via Anonymous File Transfer Protocol
(FTP). The FTP address is FTP.INFO.USAID.GOV. Logon
using the user identification of "anonymous" and the
password is your e-mail address. Look under the
following directory for the RFP: pub/OP/RFP/RFP#/Insert
the file name of the RFP including the file extension.*
Receipt of this RFP through INTERNET must be confirmed
by written notification to the contact person noted
above. It is the responsibility of the recipient of
this solicitation document to ensure that it has been
received from INTERNET in its entirety and USAID bears
no responsibility for data errors resulting from
transmission or conversion processes."

*All of the bold sections in the above paragraph are to be filled
in by the Contracting Officer/Negotiator.

NOTE: IF YOU ARE PREPARING AN RFA, CHANGE "RFP" TO "RFA" AND
"SOLICITATION" TO "APPLICATION". IF YOU ARE PREPARING AN IFB,
CHANGE "RFP" TO "IFB".

Naming RFP/IFB/RFA Files

Where it says "RFP#" the negotiator should insert, IN ALL CAPS,
the same name given to the "Filename" without the ".rfp," ".ifb"
or ".rfa" extension.

    For Example: In the case of the solicitation RFP-AEP-
    97-001 - where it states to "Insert the file name of
    the RFP including the file extension" you could use
    "aep7001.rfp" as the file name and would be included
    in the above directory string as:

            pub/OP/RFP/AEP7001/aep7001.rfp

    THE UPPER AND LOWER CASE ALPHA CHARACTERS IN THE ABOVE
    DIRECTORY NAME ARE VERY IMPORTANT. PLEASE MAKE SURE
    THAT YOU ARE USING THE CORRECT FORMAT.

    Modifications to RFPs, IFBs or RFAs should be named with the
    same name given to the initial document except that the
    ".rfp", ".ifb" or ".rfa" should be changed to modification
    number: either a,b,c,d,...".w51 (wordperfect 5.1) So
    modification 01 to RFP "dr9501.rfp" would be named as
    "aep7001a.w51".

*   Award Notices do not require any additional language

NO ADDITIONAL LANGUAGE NEEDS TO BE ADDED OR INSERTED INTO THE
RFP, IFB OR RFA DOCUMENTS.