



**USAID**  
FROM THE AMERICAN PEOPLE

## Subject Outlines/Codes: Procurement and Contracting

A Mandatory Reference for ADS Chapter 502

Revision Date: 12/20/2006  
Responsible Office: M/AS/IRD  
File Name: 502mae17\_122006\_cd46

## PROCUREMENT AND CONTRACTING

Instructions: This category covers policy, procedures, regulations, and operations regarding procurement of commodities, services, and supplies for Agency assistance programs and for administrative needs.

Subject Files	File Classification	Description of Records
<b>PROCUREMENT AND CONTRACTING</b>	<b>GENERAL</b>	<b>Correspondence, reports, and evaluative and planning material regarding the development of procurement standards, policies, and procedures.</b>
AUTHORIZATION	PRC 1	General correspondence regarding authorizations. Agreements and related papers reflecting procurement relationships with other U.S. Government agencies. Includes procurement authorization control; designation of private or public agencies to implement procurement transactions and special procedures governing purchasing activities of each; and procedures for preparation and use of procurement documents, such as procurement authorizations, project implementation orders, and purchase orders.
COMMODITIES	PRC 2	General correspondence and memoranda regarding designation of commodities by code, and use of or adjustment to codes. Commodity procurement controls. Arrival accounting, damage and shortage procedures, and commodity import processing.
CONTRACTS	PRC 3	Policy and procedural material governing contracts. Includes standard provisions established for inclusion in all contracts; responsibilities of contract representatives; preparation of invitation to bid, and ensuring availability to all bidders; lists of acceptable bidders and routine inquiries and requests for placement on bid lists; background, capabilities, and eligibility of contractors; contract negotiation and award. Case file papers regarding awarding of specific contracts. Source limitations in

<b>Subject Files</b>	<b>File Classification</b>	<b>Description of Records</b>
		commodity procurement, including "buy American" policy; and ownership of commodities financed under USAID programs.
DOCUMENTATION	PRC 4	General material regarding papers required to fully document procurement transactions.-
INSURANCE	PRC 5	Material regarding insurance financed under Agency procurement programs, including general average contributions.
MARKING REQUIREMENTS	PRC 6	Correspondence regarding design of emblems, labels, and symbols used to publicize and identify Agency activities. Waivers of marking requirements, not otherwise case filed.
SHIPPING SERVICE	PRC 7	Correspondence, reports, and evaluative and planning material regarding procedures, policies, and operations associated with the transportation of commodities financed under Agency programs. File material regarding a specific commodity transaction with other papers documenting the transaction, and arrange by commodity document number.
TRIANGULAR TRANSACTIONS	PRC 8	Papers documenting background, origin, procedures, and policies of triangular trade program.
U.S. GOVERNMENT OWNED PROPERTY	PRC 9	Policies, procedures, and criteria for acquiring and using U.S. Government-owned excess property in Agency programs. Agreements with cooperating countries, international organizations, and nonprofit relief agencies for utilization of domestic excess property. Case files concerning acquisition by host countries and voluntary agencies.
PRIVATELY DONATED PROPERTY	PRC 10	General material on property privately donated for use in development assistance programs. Includes Agency conditions of acceptance.

502mae17\_122006\_w010307\_cd46