

SECTION F - DELIVERIES OR PERFORMANCE

F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.242-15	STOP-WORK ORDER ALTERNATE I (APR 1984)	AUG 1989
52.247-34	F.O.B. DESTINATION	NOV 1991
52.247-48	F.O.B. DESTINATION--EVIDENCE OF SHIPMENT	FEB 1999

F.2 PERIOD OF PERFORMANCE

The period of performance for this contract is 12 months upon contract award.

F.3 PLACES OF PERFORMANCE

Performance of this contract will take place at the Contractor's and any subcontractor's facilities, and in those countries specified in the Section C. The contractor must note the Cognizant Technical Officer, in accordance with Section H of this contract and the clauses of this contract entitled "International Travel Approval and Notification Requirements" (AIDAR 752.7032) and "Personnel" (AIDAR 752.7027), approves international travel for performance of the work.

F.4 PERFORMANCE STANDARDS

Evaluation of the Contractor's overall performance will be conducted jointly by the CTO and the Contracting Officer, and shall form the basis of the Contractor's permanent performance record with regard to this contract.

Standards of the health systems rehabilitation projects will be consistent with international standards and local requirements. All projects will take into consideration gender issues and accessibility for disabled persons.

Additional or different standards that the CTO determines are necessary will be communicated in writing to the Contractor. The Contractor will ensure that its subcontracts require the applicable standards as well any directed by the CTO, and that work is completed in compliance with those standards.

Performance Monitoring

Within 30 days from the signing of the award, the contractor shall submit for USAID approval a Performance Monitoring Plan. The plan will necessitate the conduct of a baseline study to develop the required baseline data for the measurement of progress throughout the contract. The plan will include methodology on how data will be collected, interim and final targets, and a timeline for collecting data. Data should be collected for all indicators developed by the contractor. The Performance Monitoring Plan shall

provide for periodic evaluation by the contractor of the impact of the various contract components and operate as a "contract feedback loop", i.e. impact evaluation/feedback/fine-tuning of component implementation/new activity cycle. The contractor will submit a semi-annual Performance Monitoring Report that details benchmarks toward achievement of performance indicators and results, the data collected and the method of collection. The first Performance Monitoring Report will be submitted no later than 30 days following the end of the FY 2003 U.S. Government fiscal year, with reports submitted semi-annually thereafter. A specific format for the performance report will be proposed by the contractor to USAID for approval 60 days following contract start-up.

F.5 REPORTS AND DELIVERABLES OR OUTPUTS

In addition to providing the services described in Section C and requirements as set forth in AIDAR 752.242-70 (JUL 1998), Periodic Progress Reports, the Contractor shall submit the following deliverables or outputs to the CTO specified in Section G. All reports and deliverables shall be in the English language, unless otherwise specified by the CTO.

1. Initial Report: A brief report utilizing prior reporting from relief and military counterparts (e.g. DART, DOD, ICRC, UNICEF, and WHO) is due within 4 weeks after contract initiation and should include:
 - status of specific parts of the health system (i.e. MOH salaries, health service delivery, health facilities, HIS and disease reporting/response, and health information/education);
 - plans for procurement and logistics to include available sources for equipment, furniture, supplies, and medicines for health facilities
 - plans for transport and labor for their delivery, installation, and training related to use (coordinated with USAID Logistics Contractor as needed). Note: the Contractor shall be prepared to deploy to the region within two weeks of contract award.
2. Weekly Consultations: A continuing requirement of this Contract will be close collaboration, reporting to, and engagement with the appropriate officers of the USAID mission. Consultations will occur on a weekly basis at a minimum to discuss the internal specifics and external contexts of the on-going work. It is anticipated that these informal, but regular consultations will support the Monthly Reports and help shape the Quarterly Work Plans.
3. Assessment Reports: A complete report on the assessment of the overall health system capacity and actual equipment/furniture/supply/medicine needs for priority facilities identified by the USAID mission is due within the first 2 months. The report should include a brief operational plan that details steps, timetable and responsible parties for specified work.
4. Quarterly Work Plans: Quarterly Work Plans that identify the priority implementation objectives for the coming three months shall be submitted within seven working days before the start of the new quarter. The USAID mission will respond to work plans within five working days. The Contractor shall calculate estimated monthly fuel requirements for program implementation for up to one year and submit with the first quarterly work plan.
5. Monthly Reports: The Contractor shall provide monthly status reports showing progress on providing assistance to the MOH, USAID mission, and DART. These are intended to be concise reports that summarize progress on achieving the objectives and intended results listed in section C above and identify implementation issues that may inhibit or enhance Contractor performance. The reports should be submitted to the USAID mission within five (5) business days of the end of each month.

The monthly reports must also include the Contractor's accrued monthly expenditures. The CTO is responsible for transmitting this information to the USAID financial management office responsible for the contract.

6. Final Report: The Contractor shall prepare a final report of work completed, objectives met, problems/delays that affected the ability to attain the stated objectives, corrective actions taken, and lessons of relevance for similar activities in the future.
7. Contract Quarterly Financial Report: The contractor shall submit a quarterly financial report to the CTO and the cognizant Contracting Officer. The quarterly financial report shall include information in the format and level of detail designated by the CTO.

F.6 KEY PERSONNEL

A. The key personnel which the Contractor shall furnish for the performance of this contract are as follows:

<u>Title</u> _____	<u>Name</u> _____
Chief of Party (b) (4)	(b) (6)

B. The personnel specified above are considered to be essential to the work being performed hereunder. Prior to replacing any of the specified individuals, the Contractor shall immediately notify both the Contracting Officer and USAID Cognizant Technical Officer reasonably in advance and shall submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No replacement of personnel shall be made by the Contractor without the written consent of the Contracting Officer.

F.7 SUBMISSION OF DEVELOPMENT EXPERIENCE DOCUMENTATION TO PPC/CDIE/DI

USAID contractors must submit one electronic and/or one hard copy of development experience documentation (electronic copies are preferred) to the Development Experience Clearinghouse at the following address.

Development Experience Clearinghouse
1611 N. Kent Street, Suite 200
Arlington, VA 22209-2111

Telephone Number 703-351-4006, ext. 100
Fax Number 703-351-4039
E-mail: docssubmit@dec.cdie.org
<http://www.dec.org>

F.8 752.7005 SUBMISSION REQUIREMENTS FOR DEVELOPMENT EXPERIENCE DOCUMENTS (OCT 1997)

The following clause shall be included in all USAID professional/technical contracts in which development experience documents are likely to be produced.

(a) Contract Reports and Information/Intellectual Products.

- (1) The Contractor shall submit to the Development Experience Information Division of the Center for Development Information and Evaluation (PPC/CDIE/DI) in the Bureau for Policy and Program Coordination, copies of reports and information products which describe, communicate or organize program/project development assistance activities, methods, technologies, management, research, results and experience as outlined in the Agency's ADS Chapter 540, section E540.5.2b(3). Information may be obtained from the Cognizant Technical Officer (CTO).
- (2) These reports include: assessments, evaluations, studies, development experience documents, technical reports and annual reports. The Contractor shall also submit to PPC/CDIE/DI copies of information products including training materials, publications, databases, computer software programs, videos and other intellectual deliverable materials required under the Contract Schedule. Time-sensitive materials such as newsletters, brochures, bulletins or periodic reports covering periods of less than a year are not to be submitted.
- (3) Upon contract completion, the contractor shall submit to PPC/CDIE/DI an index of all reports and information/intellectual products referenced in paragraph (a)(1) of this clause.

(b) Submission requirements.

(1) Distribution.

--The contractor shall submit contract reports and information/intellectual products (referenced in paragraph (a)(1) of this clause) in electronic format and hard copy (one copy) to U.S. Agency for International Development PPC/CDIE/DI, Attn: ACQUISITIONS, Washington D.C. 20523 at the same time submission is made to the CTO.

--The contractor shall submit the reports index referenced in paragraph (a)(2) of this clause and any reports referenced in paragraph (a)(1) of this clause that have not been previously submitted to PPC/CDIE/DI, within 30 days after completion of the contract to the address cited in paragraph (b)(1)(i) of this clause.

(2) Format.

- (a) Descriptive information is required for all Contractor products submitted. The title page of all reports and information products shall include the contract number(s), contractor name(s), name of the USAID cognizant technical office, the publication or issuance date of the document, document title, author name(s), and strategic objective or activity title and associated number. In addition, all materials submitted in accordance with this clause shall have attached on a separate cover sheet the name, organization, address, telephone number, fax number, and Internet address of the submitting party.

- (b) The hard copy report shall be prepared using non-glossy paper (preferably recycled and white or

off-white) using black ink. Elaborate art work, multicolor printing and expensive bindings are not to be used. Whenever possible, pages shall be printed on both sides.

(c) The electronic document submitted shall consist of only one electronic file which comprises the complete and final equivalent of the hard copy submitted.

(d) Acceptable software formats for electronic documents include WordPerfect, Microsoft Word, ASCII, and Portable Document Format (PDF). Submission in Portable Document Format is encouraged.

(e) The electronic document submission shall include the following descriptive information:

--Name and version of the application software used to create the file; e.g., WordPerfect Version 6.1 or ASCII or PDF.

--The format for any graphic and/or image file submitted, e.g., TIFF-compatible.

--Any other necessary information, e.g. special backup or data compression routines, software used for storing/retrieving submitted data, or program installation instructions.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 AIDAR 752.7003 DOCUMENTATION FOR PAYMENT (NOV 1998)(Revision)

(a) Claims for reimbursement or payment under this contract must be submitted to the Paying Office indicated in the schedule of this contract. The cognizant technical officer (CTO) is the authorized representative of the Government to approve vouchers under this contract. The Contractor must submit either paper or fax versions of the SF-1034-Public Voucher for Purchases and Services Other Than Personal to the payment office, with a copy to the CTO. Each voucher shall be identified by the appropriate USAID contract number, in the amount of dollar expenditures made during the period covered.

(1) The SF 1034 provides space to report by line item for products or services provided. The form provides for the information to be reported with the following elements:

Total Expenditures
[Document Number: XXX-X-XX-XXXX-XX]

Line Item No.	Description	Amt vouchered to date	Amt vouchered this period
001	Product/Service Desc.		.XX \$ XXXX.XX
Total		XXXX.XX	XXXX.XX
