Field Support Action Process

An Additional Help for ADS Chapter 302

Field Support Action Process

Care must be taken to ensure that any Task Order that is used to accomplish work with funding from different sources (i.e., a combination of central and mission funding) includes proper oversight by the cognizant Contracts Officer. This responsibility is shared by the CO, CTO, missions requesting support from the contractor, and the contractors themselves.

ADS Address for New Guidance: **http://www.usaid.gov/policy/ads/300/302sad.pdf**

To make it easy for all parties to perform their responsibilities for task orders that accept mission funding in a relatively simple and timely fashion, the following pages lay out the processes that should be completed before mission-specific work is authorized under such a task order.

The first page is a flow diagram that shows the steps and sequence of the design and approval process. The second page is the budget line items and checklist for field support under task orders.

Initially, if there is an expectation that the task order will accept funds from several different sources, the task order should be written in a way that clearly separates the known requirements for core from the anticipated Level of Effort that may be performed on behalf of missions or other operating units. This will make it much easier for missions or bureaus to add funds to the task order without having to perform additional negotiation and modification steps. The left side of the flow diagram explains what steps are needed if this was not done.
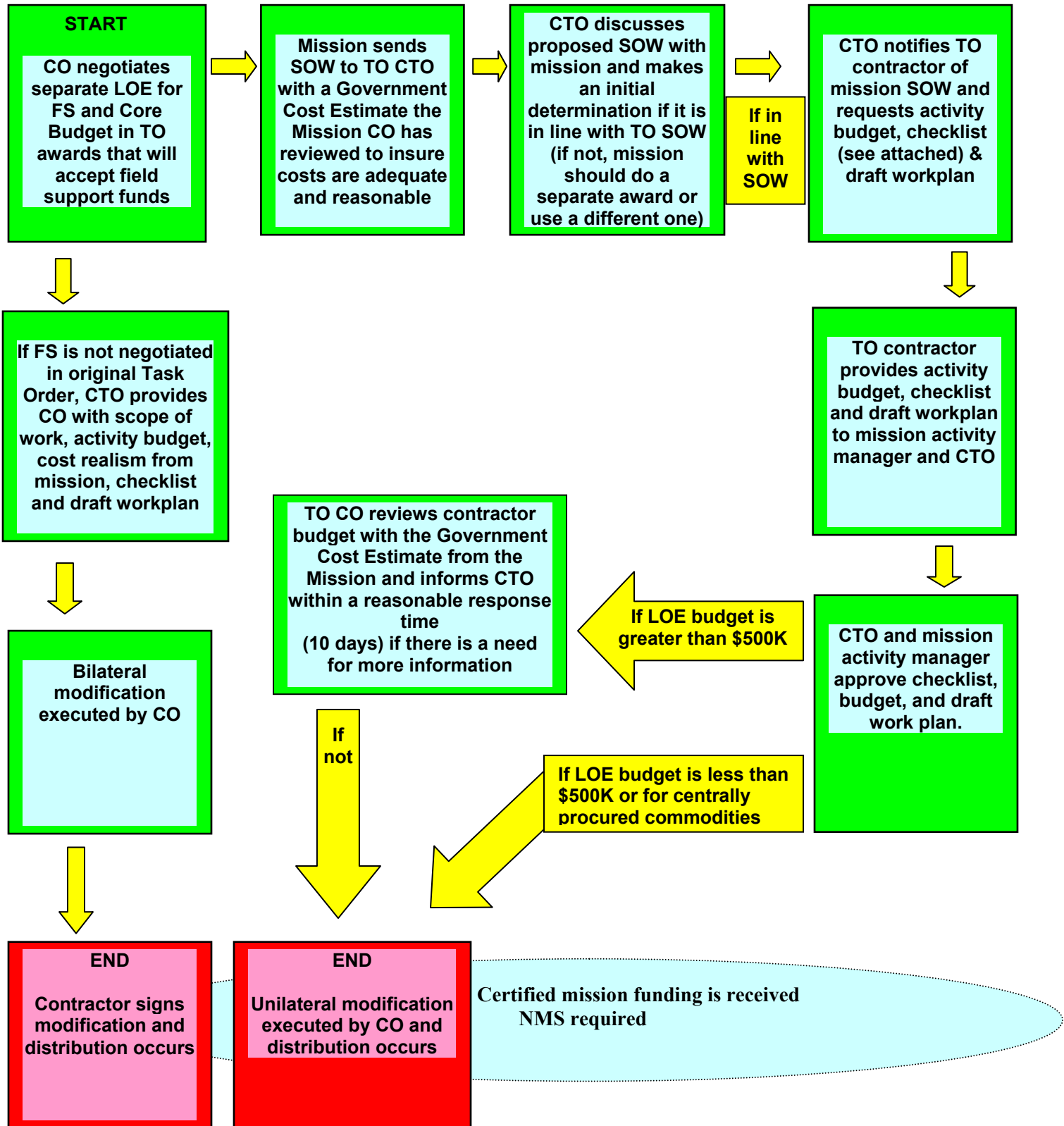
Once the task order is awarded, a mission should contact the TO CTO to express interest in using the task order to accomplish their own requirements. The TO CTO needs to make an initial determination that the requirements are within the scope of the Task Order. If so, the mission will be asked to provide the CTO a Government Cost Estimate (see **The Nuts and Bolts of Writing Scopes of Work and Competing and Awarding Task Orders under IQCs** (**page 9 of the version with graphics (302sam1)** and **page 7 of the text-only version (302sam)**) for an example.) The CTO will contact the contractor and explain the requirements, asking that the contractor develop an activity budget and a draft workplan.

The TO contractor provides the activity budget and draft workplan and a completed and signed checklist (see example on p. 6) The CTO and the mission technical manager will review these documents. After they approve them, the CTO will send the Mission's Government Cost Estimate and the checklist to the TO CO. If the LOE budget is less than $500,000 or for centrally procured commodities, a unilateral modification of the TO is executed by the CO and distribution occurs. If the LOE Budget is for $500,000 or more of work, the TO CO may require additional budget detail from the mission. The TO CO will review these documents and within a reasonable response time (10 days) will either execute the task order modification or request further clarification from the TO Contractor .

NOTE: CTO and mission activity manager approval of checklist, budget, and draft workplan and CO review of the contractor budget with the Government Cost Estimate can be done after unilateral modification has occurred in cases involving impairment of foreign assistance or urgent and compelling circumstances.

For Section 508 purposes, the following describes the diagram on the next page: There are 11 square boxes which follow a flow process and are connected by arrows. These boxes depict the steps and sequence of the design and approval process, which is discussed above.

FIELD SUPPORT ACTION PROCESS

START

CO negotiates separate LOE for FS and Core Budget in TO awards that will accept field support funds

Mission sends SOW to TO CTO with a Government Cost Estimate the Mission CO has reviewed to insure costs are adequate and reasonable

CTO discusses proposed SOW with mission and makes an initial determination if it is in line with TO SOW (if not, mission should do a separate award or use a different one)

If in line with SOW

CTO notifies TO contractor of mission SOW and requests activity budget, checklist (see attached) & draft workplan

If FS is not negotiated in original Task Order, CTO provides CO with scope of work, activity budget, cost realism from mission, checklist and draft workplan

TO contractor provides activity budget, checklist and draft workplan to mission activity manager and CTO

TO CO reviews contractor budget with the Government Cost Estimate from the Mission and informs CTO within a reasonable response time (10 days) if there is a need for more information

If LOE budget is greater than $500K

Bilateral modification executed by CO

CTO and mission activity manager approve checklist, budget, and draft work plan.

If LOE budget is less than $500K or for centrally procured commodities

If not

END

Contractor signs modification and distribution occurs

END

Unilateral modification executed by CO and distribution occurs

Certified mission funding is received NMS required

NOTE: CTO and mission activity manager approval of checklist, budget, and draft workplan and CO review of the contractor budget with the Government Cost Estimate can be done after unilateral modification has occurred in cases involving impairment of foreign assistance or urgent and compelling circumstances."

For Section 508 purposes, the following describes the diagram on the next page: There are 11 line items listed for the budget on the left hand side of the page and there are 11 blank spaces to the right of the line items for amounts to be entered. There is a total line item underneath the 11 line items and a blank line to the right of it for an entry. There is a checklist for field support activity below the budget to be completed. Underneath the checklist are clearance lines for the Contractor, TO CTO and Mission Activity Manager to sign and date. This diagram depicts the budget line items and checklist for field support under task orders.

Budget Line Items & Checklist for Field Support under Task Orders
(Submitted by TO Contractor for all Mission-funded activities)

Labor*	$_____
Fringe Benefits**	$_____
Consultants	$_____
Allowances	$_____
Travel and Transportation	$_____
Subcontracts	$_____
Other Direct Costs	$_____
Overhead**	$_____
G&A**	$_____
Subtotal	$_____
Fixed Fee**	$_____
Total Estimated CPFF of Activity	$_____

*List of labor categories (or estimated daily rates) and Level of Effort (LOE) proposed for this activity.

Labor Category   *LOE*

** TOCO will verify that indirect rates and fee are in accordance with established contract/task order rates.

Checklist for Field Support activity
☑
☐ Total LOE for field support labor not exceeded
☐ No deviation from Task Order SOW
☐ Local Salaries are in accordance with the Local compensation plan
☐ Source Origin waivers are in place if necessary
☐ No new subcontracts are necessary

The information contained above is true and accurate and reflects our best estimate of the total activity's cost.

_____   _____
Contractor   Date

I have reviewed the SOW and find that it is within the overall TO Scope of Work. I have reviewed the proposed workplan and budget associated with this activity and find them to be reasonable.

_____   _____
TO CTO   Date

I have reviewed the proposed workplan and budget associated with this activity and find them to be reasonable.

_____   _____
Mission Activity Manager   Date

302sal_010807_w012907_cd46