

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center of the seal is a shield with a map of the United States, and the word "USAID" is prominently displayed in a dark gray box across the middle of the seal. The text of the document is overlaid on this seal.

USAID

This document has been archived. The “[Why and When](#)” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found. Internal users may also access the [OAA Policy Division webpage](#) to locate current policy and regulations.

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/

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 *

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|-------|--|--|
| 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 |

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|-------|--|--|
| 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.