

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 written in a large, bold, sans-serif font across the middle of the shield. There are three stars at the bottom of the 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**This document has been archived. The “Why and When” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found.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.**

March 23, 2001

**MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS**

TO: Distribution List FAC

FROM: Mark S. Ward, Director, M/OP

SUBJECT: The CIB System -- Summary and Index

**CONTRACT INFORMATION BULLETIN 01-01**

The purpose of this Contract Information Bulletin (CIB) is to summarize the CIB system and to provide the current listing of active CIBs both by year and by category. A list of those CIBs retired since the issuance of CIB 00-01 is also attached for your information. This memorandum supersedes CIB 00-01.

CIBs provide information of significance to contracting personnel including (but not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, CIBs may be used to implement new requirements on short-notice, 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 the Policy Division (M/OP/P), but CIBs can also be written by other offices if the subject is in their area of expertise or special interest. In the latter case, CIBs are reviewed and approved for issuance by M/OP. M/OP/P maintains the log of CIBs and assigns all CIB numbers sequentially 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 current CIBs and retired CIBs are attached. The latter list indicates the reason the CIBs are retired, such as expiration of stated time limits in the CIB itself, or adoption of the requirement into the regulations. CIBs serving as reminders or providing up-to-date general guidance are eventually retired as "Purpose served" but are still considered relevant. Copies of all CIBs in full text are located both on the A&A Policy Page of the Agency Intranet\* and on the Agency's external Internet web site\*\*.

\* <http://www.inside.usaid.gov/M/OP/policy.html>,

\*\* [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/cib/](http://www.usaid.gov/procurement_bus_opp/procurement/cib/)

Attachments: a/s

**LIST OF CURRENT CONTRACT INFORMATION BULLETINS  
BY DATE OF ISSUANCE**

<u>CIB No.</u>	<u>Date of Issuance</u>	<u>Title/Subject</u>
01-05	MAR 2001	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs)
01-04	MAR 2001	Expedited Acquisition and Assistance Procedures for the HIV/AIDS and Infectious Disease Initiatives"
00-08(1)	MAR 2001	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens (Supplement)
01-03	FEB 2001	Voluntary Population Activities Restoration of Mexico City Policy
01-02	JAN 2001	Latest ES-06 Maximum Pay Rate Supersedes CIB 00-02
00-12	DEC 2000	Change in Cost Principles Applicable to The Urban Institute
00-11	DEC 2000	Instructions for Mission Reporting Requirements for Small Dollar Purchases (\$25,000 or less)
00-10	DEC 2000	Changes in Reporting Requirements for U.S. Recipients Under Letter of Credit
00-09	NOV 2000	Information Requirement for all Grants and Cooperative Agreements to Non-Governmental Organization
00-08	OCT 2000	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens
00-07	JULY 2000	Defense Base Act (DBA) Coverage and DBA Waiver List
00-06	FEB 2000	Use of the Dun and Bradstreet Data Universal Numbering System (DUNS)
00-05	FEB 2000	Personal Services Contracts (PSCs) Annual Health Insurance Costs
00-04	FEB 2000	Implementation of FY 2000 Population Certification Requirements
00-03	JAN 2000	FICA & Medicare Tax Rates for Personal Services Contracts (PSCs)
99-24	DEC 1999	Islamic African Relief Agency
99-23	NOV 1999	"List of Parties Excluded From Federal Procurement and Nonprocurement Programs"
99-22	OCT 1999	Personal Services Contracts (PSC) Policy

99-19	SEP 1999	Patent Rights and Reporting
99-18	AUG 1999	Unsolicited Proposals for Acquisition and Assistance
99-17	AUG 1999	Organizational Conflict of Interest
99-15	AUG 1999	Changes to AIDAR Concerning Resident Hires and Deviations
99-14	AUG 1999	Congressional Award Notification System
99-10	MAY 1999	Leader/Associate Assistance Instruments
99-9	APR 1999	Personal Services Contracts (PSCs) Annual Health Insurance Costs
99-7	APR 1999	Contractual Coverage for Medical Evacuation (MEDEVAC) Services
99-6	MAR 1999	Voluntary Family Planning - New Provisions to Implement Tiahart Amend
99-4 (1)	SEP 1999	Guidance on Evaluating Contractor Performance... Supplement 1
99-4	MAR 1999	Guidance on Evaluating Contractor Performance and Using Past Performance Information in Source Selection
99-3	FEB 1999	VETS-100 Reporting
98-26	SEP 1998	USAID Limited Excess Property Program
98-24	AUG 1998	Use of Compensatory (Comp) Time by PSCs
98-23	AUG 1998	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
98-21	AUG 1998	Contractor Progress Reports - new AIDAR coverage
98-19	JUL 1998	Home Leave Under U.S. PSCs
98-16	JUN 1998	Annual Salary Increase for USPSCs
98-14	MAY 1998	Change in Required Application Form for USPSCs
98-12	APR 1998	Advertisement of and Requirements for Evaluating Applications for PSCs
98-11	APR 1998	Determining a Market Value for PSCs
97-22	SEP 1997	Class Justification for Other than Full and Open Competition for Procurements ... of U.S. Manufactured Vehicles
97-19	AUG 1997	Advertising for Short-Term Personal Services Contracts

97-18	JUL 1997	NMS Data Entry - Statement Of Work (SOW) Abstract
97-17	JULY 1997	PSCs With U.S. Citizens or U.S. Resident Aliens Recruited from the U.S. (#2 - corrects original CIB)
97-16	JULY 1997	Class Justification for Use of Other Than Full and Open Competition for PSCs ...and Overseas Contracts
97-14	JUN 1997	USAID Solicitations on the Internet
97-09	MAR 1997	Indirect Cost Rate Responsibility for Non-U.S. Nongovern'l Organizations
96-23	SEP 1996	Unauthorized Provision in Personal Services Contracts
96-19	JUL 1996	U.S. Personal Services Contract (USPSC) - Leave
96-15	APR 1996	Blanket Waiver of 31.205-6(g) (3) Cost Allowability Limitations
95-26	DEC 1995	Waiver Procedures for PCMP
95-24	OCT 1995	Uniform Numbering System for USAID-Direct Procurement Documents (Org symbols & NMS reference being updated.)
94-20	OCT 1994	USAID-Funded Communications Products
94-9	APR 1994	Sunday Pay for U.S. Personal Services Contractors (PSCs)
93-17	NOV 1993	Financial Disclosure Requirements Under a Personal Services Contract (PSC)
93-8	MAR 1993	Designation of Contracting Officers' Technical Representatives
92-25	DEC 1992	Non-Expendable AID-Owned Property in Contractor's Custody
92-17	OCT 1992	Indirect Cost Rates
92-16	OCT 1992	Preaward Audits and Surveys
90-12	JUN 1990	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements
89-29	NOV 1989	Use Of Gov't Bills of Lading for Transportation of PSC Effects
84-14	JUN 1984	Guidelines for Negotiating and Justifying..Fixed Fee or Profit

**LIST OF CURRENT CONTRACT INFORMATION BULLETINS  
BY SUBJECT CATEGORY**

**SUBJECT CATEGORIES**

Assistance (A)	Miscellaneous (M)
Acquisition Management (AM)	OCC Issues/Indirect Rates (OCC)
DBA/MEDEVAC Rates (R)	Personal Services Contracts (PSC)
Population , Health & Nutrition (PHN)	

*The following is a comprehensive list of all current CIBs, grouped by subject categories (and chronologically). Please note that some CIBs may appear in more than one subject area, if their guidance is considered relevant to both categories.*

**ASSISTANCE (A)**

<u>CIB No.</u>	<u>Date of Issuance</u>	<u>Title/Subject</u>
01-04	MAR 2001	Expedited Acquisition and Assistance Procedures for the HIV/AIDS and Infectious Disease Initiatives"
01-03	FEB 2001	Voluntary Population Activities-Restoration of Mexico City Policy
00-10	DEC 2000	Changes in Reporting Requirements for U.S. Recipients Under Letter of Credit
00-09	NOV 2000	Information Requirement for all Grants and Cooperative Agreements to Non-Governmental
00-04	FEB 2000	Implementation of FY 2000 Population Certification Requirements
99-24	DEC 1999	Islamic African Relief Agency
99-19	SEP 1999	Patent Rights and Reporting
99-18	AUG 1999	Unsolicited Proposals for Acquisition and Assistance
99-14	AUG 1999	Congressional Award Notification System
99-10	MAY 1999	Leader/Associate Assistance Instruments
99-6	MAR 1999	Voluntary Family Planning - New Provisions to Implement Tiahart Amend
98-26	SEP 1998	USAID Limited Excess Property Program
97-14	JUN 1997	USAID Solicitations on the Internet
97-09	MAR 1997	Indirect Cost Rate Responsibility for Non-U.S. Nongovern'l Organizations
95-24	OCT 1995	Uniform Numbering System for USAID-Direct Procurement Documents (Org symbols & NMS reference being updated.)
94-20	OCT 1994	USAID-Funded Communications Products
92-17	OCT 1992	Indirect Cost Rates
92-16	OCT 1992	Preaward Audits and Surveys
90-12	JUN 1990	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements

## **ACQUISITION MANAGEMENT (AM)**

### **CLAUSE LIST**

*(This list identifies CIBs which provide new clauses/prescriptions as well as further guidance on current clauses.)*

00-04	FEB 2000	Implementation of FY 2000 Population Certification Requirements
99-19	SEP 1999	Patent Rights and Reporting
99-17	AUG 1999	Organizational Conflict of Interest
99-6	MAR 1999	Voluntary Family Planning - New Provisions to Implement Tiahrt Amend
99-03	FEB 1998	VETS-100 Reporting
98-21	AUG 1998	Contractor Progress Reports - new AIDAR coverage
96-15	APR 1996	Blanket Waiver of 31.205-6(g) (3) Cost Allowability Limitations
94-20	OCT 1994	USAID-Funded Communications Products
92-25	DEC 1992	Non-Expendable AID-Owned Property in Contractor's Custody

### **PRE-AWARD**

01-04	MAR 2001	Expedited Acquisition and Assistance Procedures for the HIV/AIDS and Infectious Disease Initiatives
99-18	AUG 1999	Unsolicited Proposals for Acquisition and Assistance
98-23	AUG 1998	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
97-22	SEP 1997	Class Justification for Other than Full and Open Competition for Procurements ... of U.S. Manufactured Vehicles
97-18	AUG 1997	NMS Data Entry - Statement Of Work (SOW) Abstract (Updating phone number.)
97-14	JUN 1997	USAID Solicitations on the Internet
92-16	OCT 1992	Preaward Audits and Surveys

### **COST/PRICING**

01-02	JAN 2000	Latest ES-06 Maximum Pay Rate
92-17	OCT 1992	Indirect Cost Rates
92-16	OCT 1992	Preaward Audits and Surveys
84-14	JUN 1984	Guidelines for Negotiating and Justifying...Fixed Fee or Profit

### **POST-AWARD**

99-14	AUG 1999	Congressional Award Notification System
97-14	JUN 1997	USAID Solicitations on the Internet
93-8	MAR 1993	Designation of Contracting Officers' Technical Representatives
90-12	JUN 1990	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements

### **PAST PERFORMANCE**

99-4 (1)	SEP 1994	Supplement 1 to Guidance on Evaluating Contractor Performance...
99-4	MAR 1998	Guidance on Evaluating Contractor Performance and Using Past Performance Information in Source Selection

## **DBA/MEDEVAC RATES AND COVERAGE (R)**

00-07	JUL 2000	Defense Base Act (DBA) Coverage and DBA Waiver List
99-07	APR 1999	Contractual Coverage for Medical Evacuation (MEDEVAC) Services

## **MISCELLANEOUS/ADMIN PROCEDURES/NOTICES (M)**

00-12	DEC 2000	Change in Cost Principles Applicable to The Urban Institute
00-11	DEC 2000	Instructions for Mission Reporting Requirements for Small Dollar Purchases (\$25,000 or less)
00-06	FEB 2000	Use of the Dun and Bradstreet Data Universal Numbering System (DUNS)
99-24	DEC 1999	Islamic African Relief Agency
99-23	NOV 1999	"List of Parties Excluded From Federal Procurement and Nonprocurement Programs"
98-26	SEP 1998	USAID Limited Excess Property Program
97-14	JUN 1997	USAID Solicitations on the Internet
95-26	DEC 1995	Waiver Procedures for PCMP
95-24	OCT 1995	Uniform Numbering System for USAID-Direct Procurement Documents (Org symbols & NMS reference updated.)

## **OCC/INDIRECT RATES (OCC)**

00-12	DEC 2000	Change in Cost Principles Applicable to The Urban Institute
98-26	SEP 1998	USAID Limited Excess Property Program
97-09	MAR 1997	Indirect Cost Rate Responsibility for Non-U.S. Nongovern'l Organizations
92-17	OCT 1992	Indirect Cost Rates
92-16	OCT 1992	Preaward Audits and Surveys
90-12	JUN 1990	Guidance for Missions--Closing out Contracts, Grants & Cooperative Agreements



## **PERSONAL SERVICES CONTRACTS (PSCs)**

01-05	MAR 2001	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs)
01-02	JAN 2001	Latest ES-06 Maximum Pay Rate Supersedes CIB 00-02
00-08 (1)	MAR 2001	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens, SUPPLEMENT
00-08	OCT 2000	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens
00-05	FEB 2000	Personal Services Contracts (PSCs) Annual Health Insurance Costs
00-03	JAN 2000	FICA & Medicare Tax Rates for Personal Services Contracts (PSCs)
99-22	OCT 1999	PSC Policy
99-15	AUG 1999	Changes to AIDAR Concerning Resident Hires and Deviations
99-09	APR 1999	Personal Services Contracts (PSCs) Annual Health Insurance
99-07	APR 1999	Contractual Coverage for Medical Evacuation (MEDEVAC) Services
98-24	AUG 1998	Use of Compensatory (Comp) Time by PSCs
98-23	AUG 1998	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
98-19	JUL 1998	Home Leave Under U.S. PSCs
98-16	JUN 1998	Annual Salary Increase for USPSCs
98-14	MAY 1998	Change in Required Application Form for USPSCs
98-12	APR 1998	Advertisement of and Requirements for Evaluating Applications for PSCs
98-11	APR 1998	Determining a Market Value for PSCs
97-19	AUG 1997	Advertising for Short-Term Personal Services Contracts
97-17	JUL 1997	PSCs With U.S. Citizens or U.S. Resident Aliens
97-16	JUL 1997	Class Justification for Use of Other Than Full and Open Competition for PSCs ...and Overseas Contracts
97-14	JUN 1997	USAID Solicitations on the Internet
96-23	SEP 1996	Unauthorized Provision in Personal Services Contracts
96-19	JUL 1996	U.S. Personal Services Contract (USPSC) - Leave Recruited from the U.S. ( <i>corrected 2</i> )
94-09	APR 1994	Sunday Pay for U.S. Personal Services Contractors (PSCs)
93-17	NOV 1993	Financial Disclosure Requirements Under a Personal Services Contract (PSC)
89-29	NOV 1984	Use Of Gov't Bills of Lading for Transportation of PSC Effects

## **POPULATION, HEALTH & NUTRITION (PHN)**

01-03	FEB 2001	Voluntary Population Activities-Restoration of Mexico City Policy
00-04	FEB 2000	Implementation of FY 2000 Population Certification Requirements
99-6	MAR 1999	Voluntary Family Planning - New Provisions to Implement Tiahart Amend

## **LIST OF RETIRED CIBs**

*The following group of CIBs pertaining to awards under the 8(a) Program are being retired now in anticipation of a new, updated CIB. This CIB will serve to simplify and summarize procedures for 8(a) actions in one document as well as notify you of the terms of a new partnership agreement with the SBA (that replaces the MOU).*

<b><u>No.</u></b>	<b><u>Title</u></b>	<b><u>Purpose retired</u></b>
99-8	Streamlined Award Procedures for 8(a) Contracts	<i>Memorandum of Understanding as extended by the supplement, CIB 98-15 and its supplement) expired as of 9/30/00. A new agreement has been approved and will be implemented by the CIB described above.</i>
98-8(1)	Streamlined Award Procedures for 8(a)...(Supplement 1)	<i>Same as above</i>
98-15	New Streamlined Award Procedures for 8(a) Contracts	<i>Same as above</i>
98-15(1)	New Streamlined Award Procedures for 8(a) Contracts Supplement	<i>Same as above</i>
97-24	New SBA Procedures for 8(a) Requirements	<i>Same as above</i>
84-21	Notification of OSD/BU/MRC Regarding Proposed 8(a) Awards	<i>This guidance is to be incorporated into the new CIB referenced above</i>
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<b><u>No.</u></b>	<b><u>Title</u></b>	<b><u>Purpose retired</u></b>
94-16	Retention of Set-Aside Procurements	<i>This guidance is to be incorporated into a new CIB on Small Business Programs now being finalized.</i>
97-03	New USAID Contractor Employee Physical Exam Form, AID 1420-62	<i>AIDAR 752-7033 incorporated the new form dated 12/96. (The form is available on the external website under 'Business &amp; Procurement, USAID Procurements, Announcements Solicitations and Resources, Other Resources, Forms for USAID Solicitations')</i>

97-13	Info Requirement under ENI-Funded Grants and Cooperative Agreements	<i>OFPP Waiver expired. CIB 00-09 provides similar approval for all USAID instruments through 5/2001</i>
97-21	INTERIM Instructions for Mission Reporting Requirements for Small Dollar Purchases (Updating room & phone number.)	<i>Superseded by CIB 00-11</i>
97-28	Guidance on Evaluating Contractor Performance and Using Past Performance Information (Supplemented by CIB 99-4 and CIB 99-4 Supplement 1.)	<i>Superseded by CIB 99-4 and 99-4 Supplement</i>
98-03	Class Deviation to 31.205-6(g)(3), Foreign National Severance Pay Under Professional Services Contracts, <u>and</u> Supplement extending expiration date	<i>Class Deviation Expired 7/22/2000; Replacement CIB is forthcoming</i>
98-13	Year 2000 Warranty Clauses for IT Acquisitions	<i>Purpose served</i>
98-17	Potential Conflicts of Interest	<i>Purpose served; substance incorporated into ADS 302.5.13(b)</i>
98-20	Use of the Dun & Bradstreet Data Universal Numbering System (DUNS) ( <i>Updates Point of Contact</i> )	<i>Superseded by 00-06</i>
98-25	Defense Base Act (DBA) Coverage and DBA Waiver List	<i>Superseded by 00-07</i>
99-5	Waiver of the Synopsis Requirement of FAR 5.2 for Small Dollar Purchases for Services	<i>Waiver expired 1/25/01</i>
99-11	1999 FICA and Medicare Tax Rates for Personal Services (To be Superseded with new FICA ceiling withholding of \$72,600 in 2000.)	<i>Superseded by 00-03</i>
99-12	Eligibility of Sudan for Products and Services	<i>Served as advisory of FAR 25.701 change (FAC 97-05) - Purpose Served</i>
99-20	Interest Earned on Federal Advances	<i>Reminder notice of 22 CFR 226 requirements - Purpose served.</i>
99-21	SBA Certification Required for SDB Status Benefits	<i>Served as advisory for expiration of self-Certification provision for SDBs-Purpose served</i>

00-01      The CIB System -- Summary and Index                      *Superseded by 01-01*

00-02      Latest ES-06 Maximum Pay Rate                                      *Superseded by 01-02*