

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.

**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**This document has been archived. The “[Why and When](#)” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found.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.**

**TITLE: CIB 95-28 - USAID Solicitations on the Internet**

December 13, 1995

MEMORANDUM

TO: Contracting Officers and Negotiators

FROM: DAA/M, Michael Sherwin, Procurement Executive

SUBJECT: USAID Solicitations on the Internet

**CONTRACT INFORMATION BULLETIN 95-28**

This CIB provides the most current guidance and requirements. It supersedes OPAM 94-14 and memo dated February 27, 1995, from Gary Kinney to field COs.

As many of you know M/OP has been posting its CBD notices, RFPs, IFBs and RFAs on Internet for some time now. Since April 1, 1995, ALL competitive RFPs, IFBs, and RFAs have been forwarded for posting on Internet. As a result, the USAID Procurement Internet site is the most popular site for the agency, registering more than 33% of the visits from outside the organization.

**WHY?**

Although posting RFPs/RFAs/IFBs to the Internet will NOT take the place of the hard copy distribution it will be, along with 3.5" floppy disks, the preferred method of distributing copies of procurement information (please see the Internet language prescribed for CBDs in Attachment 1). Electronic access to information will eliminate the amount of paper being used because firms and individuals can easily download the information from the Internet and determine their level of interest, thus reducing the number of requests for the documents. This will also facilitate a decrease in the amount of paper and postage required to mail out each document.

**WHAT WILL BE POSTED**

- \* All CBD Announcements -
  - Initial and Amendments to Competitive RFP, IFB and RFA announcements
  - Award Notices
  - Notices of Intent to Sole Source
  - Notices of Sources Sought
  - Expressions of Interest
  - ALL Award Notices
  
- \* All Competitive RFP, IFB and RFA Documents -
  - Cover Letter plus Sections A-M of RFP and IFB documents (including those attachments that are available electronically)
  - All RFA information
  - ALL Amendments to RFP, IFB and RFA documents

**WHO WILL BE RESPONSIBLE**

- \* The M/OP Internet Coordinator is the liaison between M/OP and M/IRM. Currently the M/OP Internet Coordinator is Michael Inguillo, M/OP, Room 1553, SA-14, phone 703-875-1116, facsimile 703-875-1519, and e-mail address "minguillo@usaid.gov".
  
- \* All CBD Announcements -
  - Contracting Officers and Negotiators are responsible for including the appropriate Internet related text (see Attachment 1) in each Commerce Business Daily (CBD) notice. No special measures need to be taken for the routing of the CBD notice, negotiators and contracting officers should forward the CBD announcements to M/OP/PS/SUP as they have been doing.
  
- \* All Competitive RFP, IFB and RFA and amendment documents
  - **Contracting Officers/negotiators** will be required to provide the entire RFA, IFB or RFA in ONE electronic file and then forward the entire document via e-mail to the M/OP Internet Coordinator.

- Everyone should make an effort to produce all of the attachments listed in Section J in an electronic format. Failure to do so may result in the omission of it from the Internet version of the solicitation.

**HOW**

\* All CBD Announcements -

- Attached hereto is guidance on the contents of the language that should be placed in each CBD announcement for a competitive RFP, IFB or RFA. (See Attachment 1)
- M/OP/PS/SUP will forward all CBD announcements, once issued in the CBD, to IRM for posting on the Internet

\* All RFP, IFB and RFA Documents -

- The issuing office should type the issuance and closing date on the document (the cover letter and the SF, if applicable). The issuing office (the office that is indicated in Block 7 of the SF 33 or the office that prepared the document for print) should then forward the ENTIRE RFP/IFB/RFA document to the M/OP Internet Coordinator in both electronic format **and hardcopy**. The document should be forwarded to the Internet Coordinator as soon as the document is fully prepared (this means as soon as the document would otherwise be ready to send to the copy shop, but not yet issued).
- **If outside of SA-14, the issuing office should fax a copy of the SF33 to the Internet Coordinator at the same time the e-mail, containing the document, is transmitted.** The information contained on the SF33 will appear as part of the RFP/IFB file as a graphics file.
- Contracting Officers/negotiators should reference either in an e-mail message (if outside of SA-14) or on the cover page of the document those attachments listed in Section J, or elsewhere, that are not available electronically.

- Contracting Officer/negotiators should reference in the cover letter or at the beginning of Section J of the solicitation the availability of some of the most commonly used forms on the Internet. These forms include the Contractor Employee Biographical Data Sheet, Geographical Codes, Contingent and Other Fees, Subcontracting Report for Individual Contracts, the Contract Proposal Cover Sheet, and the Disclosure of Lobbying Activities. These may be downloaded as either WordPerfect 5.1/5.2 documents or as .GIF image files.
- The M/OP Internet Coordinator will then take the RFP, IFB, RFA or amendment to M/IRM for posting. The document will be posted as soon after its receipt by the coordinator as is possible, but not before the issuance date.

***ONCE POSTED - WHAT NEXT?***

CBD notices, RFP, IFB and RFA documents will remain on Internet until 15 days after the closing date of the receipt of proposals. At that time the M/OP Internet Coordinator will request that the CBD and the RFP, IFB or RFA be deleted.

Questions relating to these procedures can be addressed to Michael Inguillo at 703-875-1116 or via e-mail.

**Attachments:**

1. What needs to be in the CBD announcement

**WHAT NEEDS TO BE IN THE CBD ANNOUNCEMENT**

- \* When listing the Point of Contact (POC) in the CBD, please include the complete e-mail address of that person.
- \* All CBD Announcements that are for an IFB, RFP or RFA that will eventually be posted on Internet should contain the following language in the body of the text under number "17":

"The preferred method of distribution of USAID procurement information is via the Internet or by request of a solicitation on a 3.5" floppy disk (WordPerfect 5.1/5.2 format). This CBD notice can be viewed and downloaded using the Agency Gopher. The RFP, once issued, can be downloaded from the Agency Gopher. The Gopher address is GOPHER.INFO.USAID.GOV. Select USAID PROCUREMENT AND BUSINESS OPPORTUNITIES from the Gopher menu. From there, choose the heading USAID PROCUREMENTS and then DOWNLOAD AVAILABLE USAID SOLICITATIONS. The RFP can also be downloaded via Anonymous File Transfer Protocol (FTP). The FTP address is FTP.INFO.USAID.GOV. Logon on using the user identification of "anonymous" and the password is your e-mail address. Look under the following directory for the RFP: **pub/OP/RFP/RFP#/Insert the file name of the RFP including the file extension.**\* Receipt of this RFP through INTERNET must be confirmed by written notification to the contact person noted above. It is the responsibility of the recipient of this solicitation document to ensure that it has been received from INTERNET in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes."

**\*All of the bold sections in the above paragraph are to be filled in by the Contracting Officer/Negotiator.**

NOTE: IF YOU ARE PREPARING AN RFA, CHANGE "RFP" TO "RFA" AND "SOLICITATION" TO "APPLICATION". IF YOU ARE PREPARING AN IFB, CHANGE "RFP" TO "IFB".

**Naming RFP/IFB/RFA Files**

Where it says "RFP#" the negotiator should insert, **IN ALL CAPS**, the same name given to the "Filename" without the ".rfp", ".ifb" or ".rfa" extension.

For Example: In the case of the solicitation RFP-DR-95-001 - where it states to "**Insert the file name of the RFP including the file extension**" you could use "dr9501.rfp" as the file name and would be included in the above directory string as:

pub/OP/RFP/DR9501/dr501.rfp

**THE UPPER AND LOWER CASE ALPHA CHARACTERS IN THE ABOVE DIRECTORY NAME ARE VERY IMPORTANT. PLEASE MAKE SURE THAT YOU ARE USING THE CORRECT FORMAT.**

Modifications to RFPs, IFBs or RFAs should be named with the same name given to the initial document except that the ".rfp", ".ifb" or ".rfa" should be changed to ".md(modification number: either 1,2,3,4,5,6,7,8, or 9)". So modification 01 to RFP "dr9501.rfp" would be named as "dr9501.md1".

\* Award Notices do not require any additional language

NO ADDITIONAL LANGUAGE NEEDS TO BE ADDED OR INSERTED INTO THE RFP, IFB OR RFA DOCUMENTS.