Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition & Assistance   Issued: October 25, 2011

AAPD 12 - 02

PROCESSING AWARDS IN GLAAS

Subject Category:	ACQUISITION AND ASSISTANCE
Type:	POLICY

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are EFFECTIVE AS OF THE ISSUED DATE unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD: X Is New   AMENDS AAPD No:

Applicable to:	Precedes change to:
X Existing awards; ☐ Modification required	☐ AIDAR Part(s) Appendix
☐ No later than	☐ USAID Automated Directives System (ADS) Chapter
☒ As noted in guidance below	☐ Code of Federal Regulations
☒ RFPs/RFAs issued on or after the effective date of this AAPD	☐ Other
X Other **New Awards**	☒ No change to regulations

New Provision/Clause Provided Herein

/ S /

_____

Aman S. Djahanbani

1. **PURPOSE**:

This AAPD provides guidance on processing and generating awards, and award modifications in the Global Acquisition & Assistance System (GLAAS).

> **Required Action:** Effective immediately, **Negotiators, Contracting Officers (COs), and Agreement Officers (AOs) must process and generate all acquisition and assistance (A&A) awards and A&A award modifications in GLAAS**. The exceptions to this requirement are awards falling outside the parameters of GLAAS, such as leases, bilateral obligations, awards funded by Master Funding Documents, Miscellaneous Obligating Documents, and Travel Authorizations.

2. **BACKGROUND**:

GLAAS is USAID's worldwide, web-based Acquisition and Assistance System. GLAAS helps USAID fulfill the President's mandate for greater transparency, efficiency, and collaboration in Government. This is achieved by integrating with government-wide systems, generating reports, interfacing with Phoenix, standardizing and streamlining Agency business processes, and facilitating collaboration between Washington and the Missions. In order to achieve these goals, it is critical that GLAAS be fully utilized.

M/OAA/E has included utilization of GLAAS on the Evaluation Scorecard used as part of the Procurement System Review.

3. **GUIDANCE**:

To maximize the benefits of GLAAS, negotiators, COs, and AOs must process and generate the entire award/modification package in GLAAS. In addition to entering the information needed to pass GLAAS validations and record the obligations in Phoenix, negotiators, COs, and AOs must also create their award and award modifications in GLAAS using the appropriate templates, clauses/provisions and forms available in the system. **Processing awards and award modifications within GLAAS is mandatory for ALL A&A staff in Missions and USAID/Washington. Failure to process A&A documentation in GLAAS will result in disciplinary action, with potential loss of warrant authority.**

GLAAS includes the standard FAR forms for acquisition awards and the standard letter cover pages for assistance awards. Other USAID specific forms can be found in the GLAAS Library. For guidance using GLAAS forms, please refer to the User Guide for *Filling out a Form*:
http://inside.usaid.gov/glaas/sites/default/files/16_Filling_Out_a_Form.pdf.

GLAAS also contains the most current version of the AIDAR clauses and Assistance provisions. FAR clauses are updated within 30 business days from the effective date of each Federal Acquisition Circular (FAC) update.

In addition, acquisition and assistance templates have been created to help standardize awards and ensure mandatory clauses and provisions are included in awards. For each acquisition award type in GLAAS, there are corresponding clause templates – one specifically for the FAR clauses and the other for the AIDAR clauses. There are also several templates for the various types of Assistance Awards. For guidance using GLAAS clauses/provisions, please refer to the User Guide for *Working with Clauses*:
http://inside.usaid.gov/glaas/sites/default/files/17_Working_with_Clauses.pdf.
After the appropriate award template or form and corresponding clauses/provisions are selected, one must complete all fill-in information before generating the award. Once the award is generated, GLAAS has a function whereby the person preparing the award documentation is able to "Check Out" the MS Word version of the award, perform any necessary formatting updates, and "Check In" the award document so that the award document is completed in GLAAS. Once the document is checked back in to GLAAS, the award can be printed, along with the cover page, and sent to the vendor/recipient for signature.

After the award is Approved and Released, and the cover page has been signed by relevant parties, the Negotiator must scan the signed copy, open the released award, and upload the signed copy as a Supporting Document.

The Negotiator/Contract Specialist must -
- Complete the awards/modifications in GLAAS,
- Attest in his/her recommendation in the Negotiation Memorandum that the award/modification has been undertaken in GLAAS, and
- Attest that he/she will scan/upload the fully signed award/modification into the Support file within 3 days of execution.

The Quick Reference Guides for processing Acquisition and Assistance Awards are provided below:

Acquisition Awards:
http://inside.usaid.gov/glaas/sites/default/files/16_QRG_BUYERS_Creating_an_Acquisition_Award.pdf

Assistance Awards:
http://inside.usaid.gov/glaas/sites/default/files/15_QRG_BUYERS_Creating_an_Assistance_Award.pdf

Any questions pertaining to award preparation should be directed to the GLAAS Solutions Center at GLAAS_Support@usaid.gov.

This policy applies to all Missions and Offices where GLAAS has been deployed.

4. POINT OF CONTACT:
All questions pertaining to this AAPD should be directed to Terry Payne, GLAAS Deputy Executive Sponsor, tpayne@usaid.gov, M/OAA/CAS, at phone (703) 666-1261.