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This AAPD is archived.

AIDAR section 701.601 was revised to incorporate the revised contracting authorities for Mission Directors.



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Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition & Assistance Issued: July 15 , 2013

AAPD 11-02 AMENDMENT 01

Increase in Mission Director Contracting Authority – AIDAR 701.601

Subject Category: Acquisition Management
Type: Policy [See Also AAPD 11-02, issued March 24, 2011](#)

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: Is New Replaces/ Amends AAPD 11-02

Applicable to:

- Existing awards; Modification required
 - No later than
 - As noted in guidance below
- RFPs/RFAs issued on or after the effective date of this AAPD; all other Pending Awards, i.e., 8(a), sole source, IQC
- Other or N/A

Precedes change to:

- AIDAR Part 701.6
- USAID Automated Directives System (ADS) Chapter
- Code of Federal Regulations
- Other
- No change to regulations

/ Signed copy in File /
Aman S. Djahanbani

AAPD 11-02 AMENDMENT 01 - Increase in Mission Director Contracting Authority – AIDAR 701.601

PURPOSE: The purpose of this AAPD 11-02 Amendment 01 is to notify Agency staff that the Director, M/OAA has approved an extension to Class Deviation #OAA-DEV-11-01c, which increased Mission Directors authority in AIDAR 701.601(c)(3) to sign contracts up to the Simplified Acquisition Threshold (SAT), currently \$150,000.

The effective date of this extension is March 24, 2013.

This amendment also provides additional guidance to Mission Directors regarding the selection of "qualified individuals" for simplified acquisition warrants up to \$50,000.

BACKGROUND: On March 24, 2011, M/OAA Director Maureen A. Shauket approved Class Deviation #OAA-DEV-11-01c to 701.601(c)(3) to revise Mission Director authority to sign contracts from \$100,000 to \$150,000, linked this authority to the simplified acquisition threshold (SAT) as stated in FAR 2.101, and included the redelegation of authority to Mission Directors to sign personal services contracts in an amount not to exceed \$1,000,000.

M/OAA Director Aman S. Djahanbani has approved an extension to this Class Deviation #OAA-DEV-11-01c with no changes. The extension of the class deviation is effective for no more than two years from March 24, 2013 unless rescinded, extended or the AIDAR is formally revised to include the increased authority. This AAPD will be linked to the the appropriate section of the online AIDAR as soon as possible.

The revised AIDAR section 701.603(c) (3) as provided in the original AAPD 11-02 remains unchanged.

GUIDANCE:

AIDAR section 701.603.(c)(3) states that Mission Directors may issue warrants for simplified acquisitions up to \$50,000 to qualified individuals on his or her staff. In accordance with FAR 1.603-1, and the Agency's "Delegation of Authority Guidelines for Establishing Acquisition and Assistance Authority Levels" dated April 13, 2011 (<http://notices.usaid.gov/notice/20514>), when issuing such warrants, the appointing official (i.e. Mission Director) must consider the complexity and dollar value of the acquisitions to be assigned and the candidate's experience, training, education, business acumen, judgment, character, reputation and ethical behavior. Additionally, the individual selected must be a U.S. direct-hire employee (not a PSC) and have completed the following two training courses:

- Simplified Acquisition Course (40 hours); and
- Competition in Contracting Act (CICA)

POINT OF CONTACT: Questions may be directed to M/OAA/E, Moncel Petitto, at mpetitto@usaid.gov or (202) 567-4704.