

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, there is a shield with a map of the United States, and the word "USAID" is prominently displayed in a dark gray box above the shield. Three stars are positioned at the bottom of the seal.

USAID

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TITLE: CIB 99-1 The CIB System -- Summary and Index

January 7, 1999

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

To: Distribution List FAC
FROM: M/OP, Marcus Stevenson, Procurement Executive
SUBJECT: The CIB System -- Summary and Index

CONTRACT INFORMATION BULLETIN 99-1

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 98-1.

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 Procurement Executive's signature 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 (98-1, 98-2, etc.) Normally, the first CIB of the year will provide the current listing.

The index of the current CIBs is attached. Copies of the listed CIBs can be obtained from M/OP/P. They are also located on the OP Home Page on the Agency Intranet.

Attachments: a/s

Attachment 1 to CIB 99-1

INDEX OF CONTRACT INFORMATION BULLETINS (CIB)

CIB No.	Title/Subject
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
90-18	Congressional Award Notification System
90-30	Special Billing Instructions
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)
94-2	Organizational Conflicts of Interest, with Supplement
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

95-25 Procedures for Processing
Suspensions/Debarments

95-26 Waiver Procedures for PCMP

96-04 Unsolicited Proposals

96-12 Level of Effort (LOE) Contracts

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

96-26 Disposition of Program Property

96-28 Class Deviation from the FAR
Cargo Preference Clause

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

97-11 1997 FICA and Medicare Tax Rates
for PSCs

97-12 Award Fee Contracting

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

97-19	Advertising for Short-Term Personal Services Contracts
97-21	INTERIM Instructions for Mission Reporting Requirements for Small Dollar Purchases
97-22	Class Justification for Other than Full and Open Competition for Procurements ... of U.S. Manufactured Vehicles
97-24	New SBA Procedures for 8(a) Requirements
97-26	Revised Equal Employment Opportunity Verification Requirements
97-27	Submission Requirements for Development Experience Documents
97-28	Guidance on Evaluating Contractor Performance and Using Past Performance Information...
98-02	Latest ES-06/FS-1 Maximum Pay Rate
98-03	Class Deviation to 31.205-6(g) (3), FN Severance Pay
98-09 (corrected)	Medical Evacuation (MEDEVAC) Coverage
98-10	PSCs Annual Health Insurance Costs
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)

98-21 Contractor Progress Reports - new
AIDAR coverage

98-22 Administration of Assistance
Instruments

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

98-27 Implementation of FACs 97-06 and
97-08, Reform of Affirmative Action
in Federal Procurement, and
Reporting Requirement

98-28 Revisions to AIDAR Payment
Provisions, et al.

Attachment 2 to CIB 99-1

List of Dropped CIBs *

89-23 Liquidated Damages - served its purpose

92-22 Copies of Justifications for Other than Full and Open Competition - incorporated in ADS 302

92-23 OMB Policy Letter 92-1, Inherently Governmental Functions - information is available through the Internet

94-10 Procurement Reform: Key Personnel - incorporated in ADS 302

94-23 Grants Under Contracts - implemented in ADS 302

95-03 DOA to Issue Delivery Orders Against IQC's (by Field CO's) - served its purpose

95-10 Class Deviation... Affirm Action for Certain Veterans - implemented in the FAR

95-18 Substantial Involvement Clause of Cooperative Agreements - superseded by ADS 303 direction

95-29 Documentation Requirements for Non-Profit Recipients - incorporated in ADS 303

96-06 Blanket Approval for Host Country Officials to Participate on Source Selection Evaluation Panels - superseded by the FAR Part 15 revision

96-09 Changes to the Lobbying Requirements - served its purpose

96-11 PSC's Annual Health Insurance Costs - superseded by 98-10

96-25 FOI: New Statute on Disclosure of Contractors' Proposals - incorporated in ADS 302

97-02	Latest ES-06/FS-1 Maximum Pay Rate - superseded by 98-2
97-05	Defense Base Act (DBA) Waiver List - superseded by CIB 98-25
97-06	Contractual Coverage For Medical Evacuation (MEDEVAC) Services - superseded by 98-5
97-15	Defense Base Act Insurance--Rate for Direct Contracts - superseded by CIB 98-18
97-20 & supplement	Requirement for Full Reimbursement of M&IE Expenses to USAID Direct Contractors and PSCs - served its purpose
97-25	Eligibility of Hong Kong's Products - superseded by CIB 98-7
98-01	The CIB System -- Summary and Index - superseded by CIB 99-01
98-04	Flat Rate Per Diem for Institutional Contractors - served its purpose
98-05	Contractual Coverage for Medevac Services - superseded by CIB 98-9
98-06	Class Deviation to Implement Revisions in the NAFTA and Trade Agreements Act of 1979 Thresholds - implemented in the FAR
98-07	Eligibility of Hong Kong's Products - served its purpose
98-08	CANCELLED by 98-18
98-18	DBA Insurance--Rate for Direct and Host Country Contracts - superseded by 98-25

* When a CIB is dropped because its purpose has been served, it does not mean that the guidance no longer applies.