**Unsolicited Requests**

The USAID policy for Unsolicited Proposals for contracts can be found in [**ADS Chapter 302**](http://www.usaid.gov/ads/policy/300/302), USAID Direct Contracting, section 302.3.4.2. Consult [**Guidelines for Submitting Unsolicited Contract Proposals**](http://www.usaid.gov/ads/policy/300/302map) for further information.

Guidance on unsolicited grants and cooperative agreements is provided in [**ADS Chapter 303**](http://www.usaid.gov/ads/policy/300/303), Grants and Cooperative Agreements to Non-Governmental Organizations, section 303.3.5.5, “Unsolicited Concept Papers and Applications.” Learn more about "[**the USAID Grant and Contract Process: A Basic Guide**](http://www.usaid.gov/work-usaid/get-grant-or-contract/grant-and-contract-process)"  here.

Unsolicited requests are those submitted to USAID for an award by an applicant solely on his or her initiative, without prior formal or informal solicitation by USAID.

**Basic Eligibility Criteria for Unsolicited Requests**

While all requests will be received and reviewed for funding, anyone who applies must keep in mind that resources are limited. Potential offerors should be aware that USAID will be able to approve only a small number. To be legally eligible for consideration, unsolicited requests should be:

* Innovative and unique
* Independently originated and developed by the offeror
* Prepared without U.S. Government supervision, endorsement, direction, or direct Government involvement
* Include sufficient detail to permit a determination that USAID support could be worthwhile and the proposed work could benefit USAID's research and development or other responsibilities
* Not be an advance proposal for a known USAID requirement that can or will be acquired by competitive methods.

**Contents for Unsolicited Requests**

**Basic Information**

* Offeror’s name, address, and type of organization (profit, nonprofit, educational, small business, etc.)
* Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes
* Identification of proprietary data to be used for evaluation purposes only
* Names of other Federal, State, or Local agencies or parties receiving the proposal or funding the proposed effort
* Date of submission
* Signature of a person authorized to represent and contractually obligate the offeror

**Technical Information**

* Concise title and abstract (approximately 200 words) of the proposed effort
* A reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of the effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support the accomplishment of USAID’s mission
* The offeror may include names and biographical information of key personnel who would be involved, including alternates
* Type of support needed from USAID (facilities, equipment, materials, or personnel resources)

**Supporting Information**

* Proposed price or total estimated cost for the effort presented in sufficient detail for meaningful evaluation
* Period of time for which the proposal is valid (suggested six month minimum)
* Proposed duration of effort
* Brief description of the organization, previous experience in the field, and facilities to be used
* Other statements, if applicable about organizational conflicts of interest, security clearances, and environmental impacts

**Limited Use of Data**

An offeror may restrict the data included in its unsolicited proposal by marking the proposal with the legend set forth in Federal Acquisition Regulation (FAR) Section 15.609. You can access the FAR at [**https://www.acquisition.gov/far/**](https://www.acquisition.gov/far/).

USAID may make an award based on an unsolicited request, without the benefit of competition, when the application:

* Clearly demonstrates a unique, innovative, or proprietary program;
* Represents an appropriate use of USAID funds to support or stimulate a public purpose; and
* Fits within an existing Development Objective.

When the terms of an unsolicited request fit within the scope of a published and open Annual Program Statement (APS), the application may be considered under the APS. The unsolicited request is then considered to have been competed under the APS and no justification for an exception to competition is required.

This exception may not be used for non-competitive extensions to existing awards. A recipient‘s request to extend an ongoing relationship is not an unsolicited request. One of the other exceptions in this section ADS 303.3.6.6 must apply for the recipient’s request to be granted.

To use this exception to competition, the Activity Manager must first certify that USAID did not solicit the application and that it was submitted by the applicant solely on his or her own initiative.

See [**Guide to USAID’s Assistance Application Process and to Submitting Unsolicited Assistance Applications**](http://www.usaid.gov/ads/policy/300/30354s1) for further information.

**Useful Background Information**

The [**Development Experience Clearinghouse**](https://dec.usaid.gov/dec/home/Default.aspx), the Agency’s online resource for USAID-funded technical and program documentation, provides useful information for those who wish to ensure their idea is relevant.

**Who Will Review My Idea?**

Unsolicited requests of any kind should be sent to [Innovation-Morocco@usaid.gov](mailto:Innovation-Morocco@usaid.gov).

* Unsolicited requests are routed to the appropriate USAID parties for consideration.

To make sure your idea is given due consideration, please make sure that all requested information is included, and that you've followed the guidelines provided.

Adapted from <http://www.usaid.gov/work-usaid/get-grant-or-contract/unsolicited-proposals>