



USAID PROCUREMENT EXECUTIVE

PROCUREMENT EXECUTIVE'S BULLETIN NO. 23-01

SUBJECT: Guidance for Awards with COVID-19 Performance Monitoring

- 1. Scope:** This Bulletin applies to certain USAID awards receiving funding for COVID-19 activities in eleven Initiative for Global Vaccine Access (Global VAX) surge countries (Angola, Côte d'Ivoire, Eswatini, Ghana, Lesotho, Nigeria, Senegal, South Africa, Tanzania, Uganda, or Zambia) and seven "significant investment" countries (Ethiopia, Liberia, Madagascar, Malawi, Mozambique, Haiti, or the Philippines). See a list of the specific affected awards in Attachment A.
- 2. Purpose:** The purpose of this Procurement Executive Bulletin (PEB) is to provide guidance related to COVID-19 Performance Monitoring.
- 3. Responsibilities and Requirements:** Each CO/AO for affected awards, as specified in Attachment A, is required to review their awards in accordance with the guidance provided in Attachment B. If an amendment or modification is required, this must be executed at the CO/AO's earliest convenience but **no later than April 28, 2023**.
- 4. Discussion:** This guidance in Attachment B is being sent out to all COs/AOs of affected awards. It applies to all existing contracts, grants, and cooperative agreements receiving at least \$500,000 in funding from Congressional Notification 239, dated September 2, 2022, or Congressional Notification 240, dated September 6, 2022, which funds were obligated after September 1, 2022, for COVID-19 activities in Angola, Côte d'Ivoire, Eswatini, Ghana, Lesotho, Nigeria, Senegal, South Africa, Tanzania, Uganda, Zambia, Ethiopia, Liberia, Madagascar, Malawi, Mozambique, Haiti, or the Philippines. The COVID-19 Response Team provided targeted guidance to COR/AORs of affected awards as well (see Attachment C).

Each CO/AO of affected awards must ensure that the reporting language in those awards sufficiently covers the Global Health COVID-19 Standard Indicators (see Attachment D) to allow USAID to track progress against the objectives of the U.S. Global COVID-19 Response and Recovery Framework. If the existing reporting language in the award does not sufficiently cover the Global Health COVID-19 Standard Indicators, the CO/AO must prepare and negotiate a bilateral amendment/modification in accordance with the guidance in Attachment B.
- 5. Background:** USAID has relied on implementing partners (IPs) to voluntarily report performance data on COVID-19 health programs for the centralization of data, learning, and reporting at headquarters. These performance data have contributed to adaptive management and served accountability purposes, but reporting rates are low. In order to address this gap in

data, on November 25, 2022, USAID’s Bureau for Global Health COVID-19 Response Team (CRT) received a six-month emergency Information Collection Review (ICR) approval from the Office of Management and Budget (OMB), in accordance with the Paperwork Reduction Act, to require the reporting of COVID-19 performance data for relevant new and existing assistance and acquisition awards receiving funds notified in Congressional Notification 239, dated September 2, 2022, and Congressional Notification 240, dated September 6, 2022, for COVID-19 activities in eleven Global VAX surge countries and seven “significant investment” countries. The CRT is currently processing a full ICR for relevant new and existing assistance and acquisition awards to ensure mandatory reporting for three years, which will cover the anticipated remainder of the COVID-19 indicator reporting period.

This PEB is intended to provide guidance to affected CO/AOs to ensure the reporting requirements and Global Health COVID-19 Standard Indicators are captured in the affected awards described above and Activity Monitoring, Evaluation, and Learning Plans for such awards.

6. Inquiries: For any A&A related questions, please contact the Ask M/OAA/Policy google group. Questions regarding reporting may be addressed to the USAID COVID-19 Response Team at c19vaxdatateam@usaid.gov.

7. Effective Date: This Bulletin is effective immediately and shall remain in effect until canceled by the Procurement Executive.

Date

Mark Walther
Procurement Executive

Attachments:

Attachment A - [List of Affected Awards](#)

Attachment B - [Notice to affected CO/AOs](#)

Attachment C - [Notice to affected COR/AORs](#)

Attachment D - [COVID-19 Indicators Package](#)