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USAID PROCUREMENT EXECUTIVE

PROCUREMENT EXECUTIVE'S BULLETIN NO. 2013-01

SUBJECT: MANDATORY REPORTING REQUIREMENT FOR "PEPFAR" PROGRAM
EXPENDITURES

1. Scope: This Bulletin applies to all USAID Contracting and Agreement Officers.

2. Purpose: The purpose of this bulletin is to inform A&A staff of an existing reporting requirement and mandatory Form for acquisition and assistance awards containing funding from the President's Emergency Plan For AIDS Relief (PEPFAR).

3. Responsibilities and Requirements: Contracting and Agreement Officers must include the following in the Schedule of all acquisition and assistance solicitations and awards that contain PEPFAR funds:

“Recipients of PEPFAR funds must report annually on program expenditures. Specifically, recipients must use the form PEPFAR Program Expenditures (DS-4213 OMB 1405-0208) as a part of completing the PEPFAR Annual Progress Report at the end of each USG fiscal year (September 30).”

For current awards made after November 5, 2012 that do not include this requirement, please include this language as a supplemental agreement modification or an amendment to the award at your earliest convenience.

4. Background: In order to improve program monitoring, the Office of the U.S. Global AIDS Coordinator (OGAC) has added reporting of expenditures by program area to the current routine reporting of program results for the annual report for all awards using PEPFAR funds. This mandatory requirement uses the Department of State Form DS-4213 (OMB approval 1405-0208, effective as of November 5, 2012) to collect data on expenditures by program area from implementing partners in countries with PEPFAR programs. These data are analyzed to produce mean and range in expenditures by partner per result/achievement for all PEPFAR program areas. These analyses then feed into partner and program reviews at the country level for monitoring and evaluation on an ongoing basis. Summaries of these data provide key information about program costs under PEPFAR on a global level. Applying expenditure results will improve strategic budgeting, identification of efficient means of delivering services, accuracy in defining program targets, and will inform allocation of resources to ensure the program is accountable and using public funds for maximum impact.

OGAC is currently obtaining approval from OMB to transform to a web-based format with no content changes. See <http://www.gpo.gov/fdsys/pkg/FR-2013-04-15/html/2013-08787.htm>.

5. Effective Date. This Bulletin is effective immediately and shall remain in effect until cancelled by the Procurement Executive.

8/12/13

Date

/s/

Aman S. Djahanbani
Procurement Executive