

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**

**This document has been archived. The “[Why and When](#)” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found. Internal users may also access the [OAA Policy Division webpage](#) to locate current policy and regulations.**



# Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Procurement

Issued: May 13, 2003

## AAPD 03-05

### Revised Requirements for Posting of Federal Acquisition & Assistance (A&A) Opportunities

**Subject Category:** Acquisition Management, Assistance, PSCs, Miscellaneous  
**Type:** General Information

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  
CIB/AAPD No: 01-13

**Precedes change to:**  AIDAR Part(s)  Appendix   
 USAID Automated Directives System (ADS) Chapters 302, 303, 305  
 Code of Federal Regulations   
 Other   
 No change to regulations

**Applicable to:**  Existing awards; Modification required:  
 Effective immediately  
 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...  
 Other or N/A

**New Provision/Clause Provided Herein:**  Yes; Scheduled update to Prodoc:  (insert date)   
 No

(Signature on file)  
TIMOTHY T. BEANS

**1. PURPOSE:** The purpose of this AAPD is to update the USAID contract and grant opportunities Internet posting requirements and procedures to:

- a) Reflect the implementation of current eGov initiatives - FedBizOpps and FedGrants;
- b) Clarify streamlined guidance on internally-mandated postings; and
- c) Provide more thorough guidance for compliance with Section 508 of the Rehabilitation Act Amendments of 1998 as it relates to posting of USAID contract and grant opportunities

## **2. BACKGROUND:**

As directed in CIB 01-13, Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site, USAID A&A opportunities have been posted to the agency Business and Procurement website and the Commerce Business Daily. That CIB is now superceded by this AAPD which identifies when use of FedBizOpps/Fedgrants vs. the agency website is required, and provides instructions for properly accessing the new systems for posting A&A opportunities. In addition, it outlines updated guidance for the posting of those other pre-solicitation notices on the agency website, i.e., solicitations for personal service contracts.

Previously, USAID procurement opportunities were posted to the Commerce Business Daily via the Office of Procurement Internet Coordinator (OPIC). On December 31, 2001, the U.S. Government website entitled "FedBizOpps" replaced the Commerce Business Daily as the single source for all federal procurement opportunities exceeding \$25,000. Essentially all notices previously required to be posted in the CBD are now required to be posted through FedBizOpps. In addition, the transition to FedBizOpps has de-centralized the posting process and provides contracting professionals with the ability to post their solicitations directly to the Internet.

To date, USAID assistance opportunities have been posted to the agency Business and Procurement website. On November 20, 1999, the President signed Public Law 106-107, the Federal Financial Assistance Management Improvement Act. The purposes of this law are to: improve the effectiveness and performance of Federal grant programs; simplify grant application and reporting requirements; improve the delivery of services to the public; and facilitate greater coordination among those responsible for delivering such services. In support of this initiative, the Federal Grant Opportunities (FedGrants) has been implemented to advertise grant opportunities for all Federal grant programs. FedGrants is similar in its operation to FedBizOpps. It serves as a single portal that allows potential applicants to search all Federal grant opportunities at one location instead of individually accessing each Agency's web site. Similar to FedBizOpps, FedGrants also provides you (the Grantor) with the ability to post complete announcement documents directly to the Internet.

Where any other regulation or special authority (e.g., exceptions granted under AIDAR Subpart 705.202) provides for other avenues for advertising and/or posting of solicitations, those regulations supercede the requirements herein.

Since the issuance of CIB 01-13, Posting USAID Solicitations and other Acquisition & Assistance (A&A) Documents on the Business & Procurement Internet Site, we have gained significant experience with implementation of Section 508(a)(3) of the Rehabilitation Act of 1973, as amended. (See CIB 01-21 for specific details regarding the Act.) The Architectural and Transportation Barriers Compliance Board (Access Board) issued final standards for electronic and information technology covered by the 1998 amendments to the Act. In response, USAID revised its standards for web accessibility based on these federally mandated standards which means that all notices and solicitation documents submitted for posting must comply with these new standards. This directive provides the most recent guidance to assist you in complying with the statutory requirements as they affect posting of these documents.

### **3. GUIDANCE:**

#### **A. FedBizOpps and Fedgrants**

##### **(1) Applicability**

FedBizOpps, designated as the Government-wide point of entry for Federal government contract opportunities that exceed \$25,000<sup>1</sup>, is applicable only to contract actions as specified in FAR Part 5, Publicizing Contract Actions. Specific exceptions to the posting of federal opportunities are as noted in FAR Part 5 and AIDAR Part 705. Fedbizopps is also applicable to synopses of contract awards exceeding \$25,000 and as specified in FAR Subpart 5.3.

FedGrants is applicable to all competitive assistance actions of any dollar level, to include both Requests for Applications (RFAs) and Annual Program Statements (APSs). Effective immediately, posting of all agency assistance opportunities must be done via FedGrants. However, if a program is specifically designed to be available only for local or regional (indigenous) organizations, then other means to attract as large a competitive base as practical may substitute for posting in FedGrants, i.e., publication in local newspapers or periodicals, or posting on the Mission web site. The agency website for APS postings will be retained only until currently posted announcements expire; cognizant AOs should consider posting those announcements to Fedgrants also to ensure the widest dissemination possible.

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<sup>1</sup>This is qualified in accordance with AIDAR 706.302-70 to exclude overseas RFPs or IFBs for activities not in excess of \$250,000.

## **(2) Training**

### FedBizOpps:

A&A professionals may contact the FedBizOpps Agency Administrator (at e-mail [fbo@usaid.gov](mailto:fbo@usaid.gov)) for one-on-one tutorials; however, on-line training is strongly encouraged and is available at the FedBizOpps demo website provided in Section (3) below. Additional FedBizOpps links are listed in that same section which provide useful resources such as the FBO Buyer's Guide, available for download.

Requests for registration information: A&A professionals requiring FBO access for posting the types of business opportunities noted above should contact the FBO Agency Administrator at [fbo@usaid.gov](mailto:fbo@usaid.gov) for information about registering on the FedBizOpps system, or to effect any changes in registration. New users are given a user name and login, and may then post their own documents directly to FedBizOpps.

### FedGrants

Classroom training will continue to be offered in the USAID/W Human Resources training facility through 22 May 2003; all those responsible for issuing assistance solicitations may enroll for training if they have not yet attended. Upon completion of the training, users (Grantors) are registered with FedGrants and provided a login and password for immediate posting capability.

Alternately, on-line training is available at <http://www.fedgrants.gov>, the FedGrants GRANTOR GUIDE. This site walks you through the steps of posting, discusses the parameters, and provides tips. Once you have completed the review in the Grantor Guide, you may submit your registration request at <http://inside.usaid.gov/M/OP/SolutionsCenter> (Click on eGOV on the top navigation bar, then select Fed Grants from the left navigation bar, and click on Email (Egov) Support). Please direct questions or concerns on FedGrants to the M/OP Solutions Center Agency Administrator at phone 202-712-1799.

***Note for overseas personnel:*** FedBizOpps and Fedgrants have been set up to identify overseas opportunities/actions by country; overseas procurement professionals will be registered by country as well. FS Contracting/Agreement Officers should modify their registration accordingly when they transfer to a new office overseas or return to AID/W, since registration is country-specific. Some adjustments will need to be made to user registrations when a user needs to be designated as Point of Contact for solicitations from more than one country, i.e., when a regional CO covers multiple countries. Please notify the FBO Agency Administrator and the M/OP Solutions Center Agency Administrator (for Fedgrants) if this case applies to you and he/she will ensure that your registration in both systems properly reflects your registration in multiple locations.

All overseas missions are expected to post their notices directly. However, the FBO Agency Administrator or M/OP Solutions Center Agency Administrator are available as a resource in the event of technical/communication difficulties that

may arise in posting from overseas. All requests for assistance should be forwarded to the respective e-mail addresses above.

Once registered, A&A professionals will have the ability to post solicitations directly to the Internet. Prior to posting, review and approval by the cognizant Contracting/Agreement Officer must be obtained; approval procedures will be at the discretion of the individual CO/AO.

### **(3) Helpful Websites**

Specialists are strongly encouraged to take advantage of useful tools offered by the initiatives, particularly the FedBizOpps Interested Vendor's List (IVL) Module. By activating this function, bidder's may register their interest in a specific solicitation, thereby streamlining your ability to easily publish a "Bidder's List" on-line. See the website below for more information.

#### **FedbizOpps**

##### FBO Interface Description

This site provides a brief overview of the FBO System for new users

<http://www.fbo.gov/pilotGeneralInfo/Overview.html>

##### FBO Buyers Guide (for posting mechanics)

This site includes provides a link which provides an overview of the FBO Training/Demo Site as well as detailed instructions on how to use the FBO system.

<http://www.eps.gov/EPSSBuyersManual/BG1-Index.html>

##### Training

FedBizOpps (FBO) DEMO site with tutorial (click on "FedBizOpps Buyers" icon).

<http://demofbo.gsa.gov/>

##### FBO - What's New

This site provides updates such as planned FBO enhancements.

[http://www.eps.gov/what\\_is\\_new.html](http://www.eps.gov/what_is_new.html)

##### FAQs – Frequently Asked Questions re: FBO

<http://www.eps.gov/FAQs-r2-0622.html>

##### Interested Vendor's List (IVL) Module

Those interested in receiving an IVL demonstration should contact the FBO Administrator

<http://www.eps.gov/EPSSBuyersManual/BG7-IVL.html>

## **FedGrants**

### **Fed Grants Homepage**

Website address for both Grantors and Applicants to access FedGrants

<http://www.fedgrants.gov>

### **Fed Grants Opportunities Grantor Guide (for posting mechanics)**

<http://fedgrants.gov/GrantorManual/FG-Coversheet.html/>

### **USAID M/OP Solutions Center**

Provides access to Fedgrants website, tips and USAID user e-mail support

<http://fedgrants.gov/GrantorManual/FG-Coversheet.html/>

(Click on eGOV, then FED GRANTS tab)

## **B. Posting Notices to the USAID Internet Website**

### **(1) Applicability**

While FedBizOpps and FedGrants must be used for posting federal acquisition and assistance opportunities, these initiatives do not accommodate announcements for other opportunities such as personal service contracts. It is therefore mandatory that the Agency website continue to be used for posting the following types of notices:

- (a) U.S. Personal Service Contract (USPSC) Solicitations, except Resident Hires. (Please see CIBs 00-08 and 97-17 regarding content requirements of notices and guidance pertaining to the PSC Availability List)
- (b) All Procurement Information Bulletins (PIBs)
- (c) All Ocean Transportation Tenders
- (d) All Amendments to any of the above posted solicitation documents

The following types of notices may also be posted to the Agency website:

- (a) Competitive Requests for Quotes (RFQs)-Under \$25,000
- (b) Host Country Contract Solicitations  
(Please note: The CO must include language to clarify that the solicitation is NOT an USAID procurement, but one financed by USAID)

The OPIC will no longer continue to post draft Statements of Work or Program Descriptions as FedbizOpps and Fedgrants both provide the capability to post these documents.

## **(2) Submission of Posting Requests to the OP Internet Coordinator**

The OP Internet Coordinator (OPIC) is the liaison between the Office of Procurement and M/IRM who is responsible for posting information on the agency website. A&A professionals must send all posting requests to the "[opic@usaid.gov](mailto:opic@usaid.gov)" address only. (Note: Please type in "[opic@usaid.gov](mailto:opic@usaid.gov)" and not OP Internet Coordinator as we have been experiencing problems with the OP Internet Coordinator alias.) Further contact information for the OPIC is listed below under Section (6).

For all items above, you must submit all sections of the document including those attachments that are available electronically in ONE electronic file via e-mail to the OPIC—any exceptions must be discussed in advance with the OPIC.

## **(3) Formatting mechanics**

- a. File size – Solicitation documents, including attachments, should not exceed 200 pages. If you have an upcoming solicitation that will exceed 200 pages, please notify the OPIC before you send any materials, to discuss options. Advance notice of anything greater than 2MB should also be given. (File size can be determined as follows: Open Windows Explorer, highlight the file, right click on your mouse to open the Properties window).
- b. File Types – MS Word and .pdf are acceptable file types, provided they have no 508 violations. Forms are the most difficult documents for 508 compliance. There are two ways to create compliant forms:
  - i) If you have Adobe Acrobat Writer you can create a PDF file directly from ProDoc by choosing Adobe Acrobat in the printer drop down select menu in the print dialog box. This will include all forms in a text-based format. (You can also send the forms to print to pdf separate from the body of the solicitation.)
  - (ii) If you do not have Adobe Acrobat Writer, please submit your documentation in MS Word format. You will need to regenerate in Word any included forms, outside of ProDoc, because those forms are currently not exportable from ProDoc. We have included the four most commonly required forms: SF18, SF33, SF30, and SF1449 for your use.

#### **(4) File Naming Conventions -**

- a. Please include the type of notice you are submitting in your file name. Please include the solicitation number in your file name.

**Examples:**

psc_03_1234.doc	(USPSC solicitation)
psc_03_1234a1.doc	(amendment one)
rfq_mop_03_1234.doc	(RFQ)
hcc_03-1234.doc	(Host Country contract)

The solicitation type is needed to direct your request to the appropriate location on the web site.

- b. Please do not use uppercase, spaces, slashes, dashes, or special characters in your file names. If you want to separate words or numbers use the underscore ( \_ ) key. See examples above.
- c. Please do not use file names such as amendment1, volume, solicitation, or any other generic name. Also, please use only words from the English language.

**Examples of incorrect file names:**

M/Op 456 78.doc  
Volume1.pdf  
Amendment 2.doc  
TOMO.zip

#### **(5) Submittal Times and Posting Duration**

You must submit any document that you would like posted to the Internet site **at least 2 business days in advance** of your required issuance date. The documents will be posted as soon after receipt by the coordinator as possible, but not before the issuance date. (If posted after the issuance date on the solicitation, the coordinator would have to let the CO know prior to posting so the issuance date can be changed in the document.)

USPSC solicitations will be removed one day after the closing date for the receipt of proposals. Ocean Tender Solicitations will be removed after 30 days and PIBs up to one year after the closing dates. Records of these documents are not maintained electronically or otherwise; therefore, requests for documents that have been deleted from the Internet site will be directed to the appropriate Overseas Mission or USAID/W Office.

All other documents are deleted at the discretion of the OPIC in consultation with the Chief of the Procurement Support Division.

## **(6) GENERAL OPIC CONTACT INFORMATION:**

Address: Office of Procurement Internet Coordinator  
M/OP/SPU, Room 7.8-85, RRB  
U.S. Agency for International Development  
Washington, D.C. 20523-2702  
Phone: (202)-712-4442  
Facsimile: (202)-216-3143  
E-mail address: (for posting requests and general inquiries):  
[OPIC@usaid.gov](mailto:OPIC@usaid.gov)

### **C. Section 508 Update**

Generally, the 508 requirements are aimed at ensuring that all information posted to Federal government websites can be read through assistant devices that may be used by the visually impaired (i.e., text readers). Our Word documents are generally compliant except when it comes to forms. Acceptable formats include HTML and Word forms. Unacceptable formats are those that provide an “image” or use Optical Character Recognition (OCR) to provide a “picture” of a form. This AAPD does not mandate a particular format; however, adhering to the following guidelines will help you meet the requirements:

1. Do not submit scanned documents that present material or information solely in a graphic or picture-based format. Posting of these documents is prohibited.
2. If you include any type of graphic in your document, that graphic must be explained in full text within the body of the document. Graphs and flowcharts that contain text captions must also be explained in full text because a text reader will only pick up the captions and not be able to describe the visual cues.
3. Logos must also be described in text. For example, under the USAID logo, you will need to type "USAID logo". If you do not want this text to be visible, you can change the font color to white (it will not be viewable on screen but will be picked up by a text reader).
4. Formal tables must be used when presenting data in a row and column format. Do not use tabs and spaces to align data to look like a table. A text reader will not be able to follow the logic.
5. All documents must be sent electronically.

You may check with your local Systems Administrator to ensure your documents are Section 508 compliant. If you need further assistance on this matter or have further questions, please contact the OPIC at 202-712-4442 or via e-mail (see contact address above).

**4. POINT OF CONTACT:**

Technical Support, Judy Britt, M/OP/CIMS, [jbritt@usaid.gov](mailto:jbritt@usaid.gov), 202-712-0397