



USAID
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**Functional Series [300](#)
Acquisition & Assistance**

INTERIM UPDATE 07-11

SUBJECT: USAID Procedures for Partnership Agreement Between SBA and USAID for Expedited 8(a) Awards (ADS 302)

NEW MATERIAL: This Policy Notice informs USAID acquisition personnel that 1. the U.S. Small Business Administration (SBA) and USAID have entered into the attached Partnership Agreement (PA) to expedite the award of 8(a) contracts and purchase orders and 2. the authority to obligate USAID with these acquisition instruments has been re-delegated to USAID Contracting Officers and Executive Officers.

EFFECTIVE DATE: 04/16/2007

ATTACHMENTS: Partnership Agreement

[Delegation of Authority to Utilize the SBA-USAID Partnership Agreement](#)

[Training Schedule for Procuring Agencies on the Revised Partnership Agreement](#)

POLICY

USAID/General Notice
M/OAAP
04/17/2007

Subject: USAID Procedures for Partnership Agreement Between SBA and USAID for Expedited 8(a) Awards (ADS 302)

This Policy Notice informs USAID acquisition personnel that 1. the U.S. Small Business Administration (SBA) and USAID have entered into the attached Partnership Agreement (PA) to expedite the award of 8(a) contracts and purchase orders and 2. the authority to obligate USAID with these acquisition instruments has been re-delegated to USAID Contracting Officers and Executive Officers.

Actions Required When Utilizing the PA:

- a. Carry out the USAID responsibilities on pages 5-8 of the attached PA, Items IV.B. 1.-3. and 5.-23. and V., and
- b. Take the training prescribed below prior to utilizing the PA.

BACKGROUND:

USAID and SBA had entered into a PA for expediting prime contract awards and purchase orders that are made under Section 8(a) of the Small Business Act and procedures for using the PA were addressed under AAPD 04-12. That PA expired September 30, 2006, and it has been succeeded by one executed January 16, 2007. In the interim, SBA informally accepted offerings under the terms of the expired PA.

GUIDANCE:

Utilization of the PA is recommended, but not required, for 8(a) contracting actions. It covers the basic procedures for expediting prime contracts and purchase orders that are awarded under Section 8(a) of the Small Business Act.

Delegation: In the PA, SBA delegates to USAID SBA's authority* to enter into 8(a) prime contracts and purchase orders. The attached delegation of authority re-delegates this authority to all USAID Contracting Officers and Executive Officers, up to the dollar limits of their respective warrants and subject to the terms of the PA.

Summary of Partnership Agreement: The term of the PA covers the period January 16, 2007 through September 30, 2009. It encompasses all competitive and non-competitive acquisitions offered by USAID and accepted by the SBA into the 8(a) program.

FAR 19.804-2 and the PA's paragraph IV.B. contain the offering procedures for submitting the offering letter to the appropriate SBA office. When you have identified an 8(a) participant to perform the contract (other than a construction contract), submit the offering letter to the SBA District Office serving its geographical area. The addresses of SBA District Offices may be found at:

<http://www.sba.gov/localresources/index.html>

When an 8(a) participant has not been identified (other than for a construction contract), submit the offering letter as follows:

1. USAID/W contracting offices:

To SBA Washington Metropolitan Area District Office:

Attn: Loretta Taylor
U.S. Small Business Administration
Washington Metropolitan Area District Office
740 15th Street NW, Suite 300
Washington, D.C. 20005

Phone: (202) 272-0345

FAX: (202) 481-0398

E-mail: loretta.taylor@sba.gov

2. Mission contracting offices:

To SBA Headquarters:

Deputy Associate Administrator for
Government Contracting and Business Development
U.S. Small Business Administration
409 3rd Street, SW, Room 8000
Washington, DC 20416

Phone: (202) 205-6459

FAX: (202) 481-5547

E-mail: mailto:sheila.thomas@sba.gov

We do not anticipate any construction contracting requirements in the United States being conducted under the PA, but in the event that one arose, submit it to the SBA District Office covering the location of the construction site. Submit any Non-U.S. construction contracting requirements under the PA to the above SBA Headquarters address.

Provide a copy of all offering letters and purchase orders to OSDBU (E-mail: osdbu@usaid.gov) when they are transmitted to SBA.

The PA revises the SBA acceptance procedures:

1. It shortens the timeframe for SBA's acceptance or notification of rejection in FAR 19.804-3 from ten (10) to five (5) working days of receipt of an offering letter. This current agreement contains the provision, not contained in the former one, that acceptance of USAID's offering letter may be assumed on the sixth working day if a notice of rejection is not received by the fifth working day (see PA IV.A.3.(a)ii and (b)(ii)).

2. No offering letter is required for simplified acquisitions, but the purchase order must delay the beginning of performance for at least two working days, and you must furnish a copy of this documentation to SBA immediately (see PA, IV.A.3.(c)). Absent receipt of a negative determination from SBA, acceptance of a simplified acquisition may be assumed after two (2) working days from its receipt of a signed purchase order.

Review all the RESPONSIBILITIES in Section IV and the procedures for CONTRACT EXECUTION in Section V. SBA's responsibilities are covered in paragraph IV.A., while USAID's responsibilities are in paragraph IV.B. USAID's responsibilities fall on the Contracting Officer or Executive Officer, entirely or in cooperation with the OSDBU--except for re-delegating authority, in IV.B.4., and OSDBU's responsibility, in IV.B.4.24., not to count unaccepted offers in USAID's reports on 8(a) business development goals.

Training for Using the Partnership Agreement: SBA requires that USAID acquisition personnel take its training prior to using the new agreement and has scheduled monthly training classes through December 2007 that are listed in the Training Schedule attachment.

Contact Ms. Melinda Edwards, Phone: (202)619-1843, E-mail:

mailto:melinda.edwards@sba.gov, to pre-register for one the scheduled sessions. Provide the

following information: name, email address, phone number, agency name, and mailing address (for training certificate).

The preferred means of taking the training is through teleconferencing arrangements, utilizing simultaneous online and telephone connections. At 8:30 AM, Washington, DC time, on the date for which you have registered:

1. On-line participation:

- a. Login at: www.readytalk.com to view a slide presentation
- b. Enter access code: 2770107
- c. Submit the participant registration information requested; and

2. Telephone (two-way) participation:

- a. Dial (toll free) (866) 740-1260
- b. Enter access code 2770107 and the # sign when prompted.

With team leader/supervisor approval, acquisition personnel may also schedule on-site attendance in one of the sessions at:

U.S. Small Business Administration
409 3rd Street, SW
Eisenhower Conference Room, 2nd Floor
Washington, DC 20416

On-site attendance is limited to 30 persons per session.

A recorded audio/slide presentation is available at:

<https://cc.readytalk.com/play-id=qgvjiz8d>

Upon completion of the scheduled training session, participants will be given a certificate of completion. Participants taking the recorded training may self-certify completion and request a certificate by emailing mailto:melinda.edwards@sba.gov.

To be given credit for the training in the official personnel record, direct-hire participants will send a copy of the certificate as follows:

Civil Service Personnel:
M/HR/CSP, RRB 2.08-110B, or
E-mail: salbritton@usaid.gov

Foreign Service Personnel:
M/HR/POD/FS, RRB 2.08-192, or
E-mail: qbutler@usaid.gov

M/HR will acknowledge receipt and posting of the record.

Personal services contractors will provide a copy of the certificate to their contracting officer for inclusion in the personal services contract file.

POINTS OF CONTACT:

Please direct concerns with the procedures addressed in the Partnership Agreement to:

Ms. Sharon Jones-Taylor, OSDBU
E-mail: sjones-taylor@usaid.gov, Phone: (202) 712-0119

Please direct concerns with the issuance of this Notice to:

Mr. Kenneth Monsess, M/OAA/P
E-mail: <mailto:kmonsess@usaid.gov>, Phone: (202) 712-4913

ATTACHMENTS:

1. **SBA-USAID Partnership Agreement**
2. [Delegation of Authority to Utilize the SBA-USAID Partnership Agreement](#)
3. [Training Schedule for Procuring Agencies on the Revised Partnership Agreement](#)

Notice 0440

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU3_0711_041707_cd47	04/17/2007	04/16/2007			This IU will remain active until it is incorporated into ADS chapter 302.

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