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Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition & Assistance Issued: September 4, 2013

AAPD 13-02

Revised AIDAR 752.7005 Submission Requirements for Development Experience Documents

Subject Category: Acquisition Management
Type: POLICY

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 AAPD 04-06

Applicable to:

- Existing awards; Modification required
- No later than
- As directed in Required Actions and Guidance sections
- RFPs, RFAs and APSs issued on or after the effective date of this AAPD
- Other or N/A

Precedes change to:

- AIDAR Part **752.7005**
- USAID Automated Directives System (ADS) Chapters 303
- Code of Federal Regulations
- Other ADS 540, USAID Development Experience Information
- No change to regulations

New Provision/Clause Provided Herein

(signed copy on file)

Aman S. Djahanbani
Director

1. PURPOSE:

The purpose of this AAPD 13-02 is to announce the revision of AIDAR Clause 752.7005, Submission Requirements for Development Experience Documents. This AAPD replaces AAPD 04-06 in its entirety.

Required Actions:

- (a) Contracting Officers (COs) must insert the attached revised acquisition clause 752.7005, in all new solicitations and awards;
- (b) For existing awards, COs must:
 - (1) Notify the contractors of the revisions made to clause 752.7005
 - (2) Modify the award to include the revised clause 752.7005 at the earliest practicable opportunity.

2. BACKGROUND:

The Development Experience Clearinghouse (DEC) is the largest online repository for USAID funded, international development documentation. It supports USAID's objectives by making these development experience documents available to USAID personnel, the development community, and the general public. To ensure that this cumulative knowledge is continuously expanded and kept up-to-date, all documents produced or funded by USAID must be submitted for inclusion in the DEC database.

AIDAR clause 752.7005 provides guidance to contractors on how to comply with the DEC submission requirement. The clause is revised to conform with the numerous changes that have taken place since it was last updated in 2004. In particular, the following requirements were added:

- All submissions must be free of financially sensitive or personally identifiable information;
- All electronic documentation must be compliant with Section 508 of the Rehabilitation Act of 1973 and configured in one of the National Archives and Records Administration (NARA)-approved formats.

Additionally, with the launch of the updated DEC website, it is no longer necessary to provide the detailed submission instructions in the clause itself – this information, including the correct mailing address, is now available on the DEC website at <https://dec.usaid.gov>.

As an interim step in the rulemaking process, class deviation # OAA-DEV-13-01c, authorizing this revision to AIDAR 752.7005, was approved by the Procurement Executive simultaneously with the issuance of this AAPD.

3. GUIDANCE:

COs must include the attached AIDAR clause 752.7005, as prescribed above in “Required Action.”

4. POINT OF CONTACT:

Inquiries related to the submission of materials to the Development Clearinghouse should be addressed to docsuubmit@usaid.gov. All other DEC-related questions can be sent directly to Celida Malone, M/CIO/ITSD/KM, (703) 666-5633, cmalone@ussaid.gov. Any questions concerning this AAPD may be directed to Lyudmila Bond, M/OAA/P, E-mail: lbond@usaid.gov; Phone (202) 567-4681.

ATTACHMENT A –

**AIDAR 752.7005 SUBMISSION REQUIREMENTS FOR
DEVELOPMENT EXPERIENCE DOCUMENTS (September 2013)**

(Class Deviation OAA-DEV-13-01c)

(a) Contract Reports and Information/Intellectual Products.

(1) Within thirty (30) calendar days of obtaining the Contracting Officer Representative's approval, the contractor must submit to USAID's Development Experience Clearinghouse (DEC) one copy each of reports and information products which describe, communicate or organize program/project development assistance activities, methods, technologies, management, research, results and experience. These reports include: assessments, evaluations, studies, technical and periodic reports, annual and final reports, and development experience documents (defined as documents that (1) describe the planning, design, implementation, evaluation, and results of development assistance; and (2) are generated during the life cycle of development assistance programs or activities.) The Contractor must also submit copies of information products including training materials, publications, databases, computer software programs, videos and other intellectual deliverable materials required under the Contract Schedule. The following information is not to be submitted:

(i) Time-sensitive materials such as newsletters, brochures or bulletins.

(ii) The contractor's information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information.

(2) Within thirty (30) calendar days after completion of the contract, the contractor must submit to the DEC any reports that have not been previously submitted and an index of all reports and information/intellectual products referenced in paragraph (a)(1) of this clause.

(b) Submission requirements. The contractor must review the DEC Web site for the most up-to-date submission instructions, including the DEC address for paper submissions, the document formatting and the types of documents to be submitted. The submission instructions can be found at: <https://dec.usaid.gov>.

(1) Standards.

(i) Material must not include financially sensitive information or personally identifiable information (PII) such as social security numbers, home addresses and dates of birth. Such information must be removed prior to submission.

(ii) All submissions must conform to current USAID branding requirements.

(iii) Contract reports and information/intellectual products can be submitted in either electronic (preferred) or paper form. Electronic documentation must comply with Section 508 of the Rehabilitation Act of 1973.

(iv) The electronic submissions must consist of only one electronic file, which comprises the complete and final equivalent of the paper copy. In the case of databases and computer software the submissions must also include necessary descriptive information, e.g., special backup or data compression routines, software used for storing/retrieving submitted data, or program installation instructions.

(v) Electronic documents must be in one of the National Archives and Records Administration (NARA)-approved formats as described in NARA guidelines related to the transfer of permanent E-records. (See <http://www.archives.gov/records-mgmt/initiatives/transfer-to-nara.html>).

(2) Essential bibliographic information. Descriptive information is required for all Contractor products submitted. The title page of all reports and information products must include the contract number(s), contractor name(s), name of the USAID Contracting Officer's Representative, the publication or issuance date of the document, document title, (if non-English, provide an English translation of the title), author name(s), and development objective or activity title (if non-English, provide a translation) and associated number, and language of the document (if non-English). In addition, all hard copy materials submitted in accordance with this clause must have, attached as a separate cover sheet, the name, organization, address, telephone number, fax number, and Internet address of the submitting party.