



USAID

FROM THE AMERICAN PEOPLE

Dated Issued: April 27, 2009
Closing Date: June 12, 2009
Closing: 2:30 p.m.

SUBJECT: Request for Proposal, Automated Directives Services
Solicitation Number SOL-OAA-09-00005 (previously under Presolicitation No. M-OAA-GRO-ALPS-1013)

The United States Agency for International Development (USAID), the Office of Acquisition and Assistance Office (OAA) in Washington, DC, intends to award a labor-hour contract for five (5) years consisting of an one year base period and four one year options. The purpose of this program is to ensure all agency policy created or revised by designated offices as documentation of its organizational functions, policies, decisions, procedures, operations or other essential activities are contained in the Automated Directives System (ADS). The ADS is accessible through two media types: the Agency's intranet and intranet websites and the ADS CD-ROM

The U. S. Government has this solicitation set for a small business set-aside(s).

You are invited to submit a proposal in accordance with the requirements of the enclosed RFP No. SOL-OAA-09-00005 (previously under Presolicitation No. M-OAA-GRO-ALPS-1013). Proposals must be received by the Government no later than the local time on the due date stated above and in the RFP.

All Amendments to this solicitation will be made available through the Government homepage at <http://www.fbo.gov>. It is the offerors responsibility to check this site periodically for official updates and amendments to the solicitation.

Offerors are encouraged to read the entire solicitation, which includes all pertinent technical sections and the terms, conditions and instructions required for submitting a proposal. . No phone requests will be accepted, no solicitation will be available for pick-up, and no walk-ins will be allowed. Questions must be directed to Ray Carmichael, Contract Specialist, the U.S. Agency for International Development, M/OAA/GRO/ALPS, RRB 7-9-101, 1300 Pennsylvania Avenue, NW, Washington, DC 20523, (Phone 202-712-4433; email: rcarmichael@usaid.gov). By email only, please submit all questions about this RFP no later than 2:00 p.m. EDT on May 1, 2009.

Proposals submitted in response to this RFP will be received in the following manner: via regular mail, or hand carried. Proposal may also be forwarded by Courier or Overnight Mail Service. Our address is:

Hand-Carried Address:

U.S. Agency for International Development
Office of Acquisition and Assistance, M/OAA/GRO/ALPS
Ronald Reagan Building
1300 Pennsylvania Avenue, NW
Lobby Entrance on 14th Street
Washington, DC 20523-7100

Attention: Ray Carmichael, (202) 712-4433 or
William Reynolds, (202) 712-5922

Mailing Address:

William Reynolds, Contracting Officer
U.S. Agency for International Development
Office of Acquisition and Assistance, M/OAA/GRO/ALPS, Rm. 7.9-74
Ronald Reagan Building
1300 Pennsylvania Avenue, NW
Washington, DC 20523-7100

All submittals must be **received** by the closing date and time stated above.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Reynolds', with a stylized flourish at the end.

William Reynolds
Contracting Officer/ Division Chief
M/OAA/GRO
Office of Acquisition and Assistance