



USAID
FROM THE AMERICAN PEOPLE

Template Acquisition and Assistance Review and Approval Document (AARAD) for Pre-Award

(This pre-award template is used only for awards of \$75 million or greater that were not reviewed by A/AID at pre-solicitation)

A Mandatory Reference for ADS Chapter 300

Partial Revision Date: 05/08/2015
Responsible Office: M
File Name: 300mao_050815

**ACQUISITION AND ASSISTANCE REVIEW AND APPROVAL DOCUMENT FOR
PRE-AWARD ONLY**

(No more than 7-10 pages recommended)

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Activity Name:

Bureau/Office/Mission:

Total Estimated Cost and Number of Years:

This document authorizes the cognizant official to move forward with a solicitation based on a description of how the activity/services satisfy the criteria below.

Background: (provide brief background information)

1. **Policy Relevance:** The activity is consistent with the Country Development Cooperation Strategy (CDCS), the sector strategy, and U.S. policy and Agency priorities.
2. **Commitment to Sustainable Results:** The activity reflects a clear commitment to effective programs designed to deliver results that can be sustained beyond the U.S. engagement.
3. **Feasibility:** The situation on the ground is conducive to the success of the activity (if applicable).
4. **Value for Money:** The overall funding is consistent with the Agency's objectives and priorities (in-country if applicable) and the projected funding level is commensurate with the expected results to be achieved.

Note: In the Independent Government Cost Estimate (IGCE), the activity manager confirms that anticipated support costs are as low a percentage of total costs as possible and that local costs are as high a percentage of total costs as possible.

5. **Partner Capacity:** In the event of a final "Go/No-Go" decision, the proposed partner (without disclosure of the name of the organization) demonstrates sufficient technical capacity to perform the activity and a commitment to developing local capacity, if applicable
6. **Funding:** In the event of a final "Go/No-Go" decision, the Operating Unit must note if and when any planned funding is expiring.
7. **Internal Clearance:** The regional bureau AA has received no objection from the pillar bureau **program office** and vice versa, if applicable.

Quick Facts

- Brief quantitative information and background statistics that support the points discussed in the AARAD.

SENSITIVE BUT UNCLASSIFIED

[For Acquisition--Procurement Sensitive Information under FAR 3.104]

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Activity Name:

Bureau/Office/Mission:

Total Estimated Cost and Number of Years:

PRE-AWARD AUTHORIZATION (AT OR ABOVE \$75 MILLION)

Award Recommended

Award Not Recommended

Responsible AA Date

Responsible AA Date

Comments:

Award Authorized

Award Not Authorized

A/AID Date

A/AID Date

Comments:

Attachment: Supplemental Questions

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SUPPLEMENTAL QUESTIONS

1. What will the planned award accomplish? Provide tangible, illustrative examples of countries, program descriptions, types of partners, etc. If a follow-on award, what did the Agency learn from the previous award? How will the new award demonstrate significant advances over the previous award? What lessons learned are incorporated from impact evaluations?
2. What is the problem the planned award addresses and the projected end result? For example, if the problem is student dropout rates over 30 percent, explain how the proposed award is going to reduce it and by how much. If the program includes technical assistance, address why the technical assistance is needed and explain what tangible results it provides.
3. What is the reporting and communication strategy? How will the Operating Unit communicate purpose, approach, expected outcomes, and achievements once the award is made?
4. How are data transparency and open data incorporated into the proposed award? The Planner should coordinate with the CO/AO to ensure that language will be included that allows USAID to access all data sets gathered under the proposed award.
5. How will the proposed award leverage science, technology, and innovation? If needed, consult with USAID's Chief Scientist for advice and counsel on scientific, technological and engineering innovations, applications, and best practices.
6. How is knowledge management incorporated into the award? Explain the strategy for presenting data, lessons learned, and related information on external USAID platforms.
7. What is the branding and marking plan for the proposed award? Ensure that the branding is consistent with USAID branding guidelines and [ADS 320, Branding and Marking](#).
8. What opportunities will the proposed award present for U.S.-based small and disadvantaged businesses? If needed, consult with the Office of Small and Disadvantaged Business Utilization for advice on how to incorporate small businesses as prime or sub-contractor.

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