**AUTHORIZATION TO PROVIDE GOVERNMENT-FURNISHED SPACE FOR**

**NON-DIRECT HIRE PERSONNEL IN WASHINGTON**

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| **BACKGROUND** | |
| This document provides approval for the Contracting Officer/Agreement Officer (CO/AO) to include government furnished space in the award identified below. Workspace for institutional support contractors must usually be provided by the parent company as a part of the terms of any Washington-based contract. Government space should only be considered when co-location with Federal employees is necessary to carry out the scope of the contract or the contract employee(s) require routine access to information, systems or tools that are only available in USAID space. Work space may be provided for other categories of non-direct hire personnel (e.g., personal services contractors) to the extent that it can be accommodated within the initiating Bureau or Independent office (B/IO) space allocation or can be made available as determined by the approving official in the Bureau for Management.  This checklist provides the justification and/or authorization to include government-furnished space in any type of award for services in Washington. The request must be cleared by the Assistant Administrator/Deputy Assistant Administrator or Independent Office Director for the B/IO that will house the staff and approved by the Director, Office of Management Services, Bureau for Management or the Assistant Administrator for Management in the case of an appeal. This form must be completed and approval provided prior to the execution of a new award or extension of an existing award which will result in an increase in staff requiring Agency work space. | |
| **AWARD TYPE** | |
| Institutional Support Contract  Personal Services Contract  Interagency Agreement  Fellow Agreement | |
| **AWARD INFORMATION** | |
| New Award  Extension of Existing Award | |
| Award Title: Click here to enter text. | |
| Award Purpose: Click here to enter text. | |
| Award Number: Click here to enter text. | |
| **JUSTIFICATION – FOR INSTITUTIONAL SUPPORT CONTRACTORS ONLY (Check all that apply)** | |
|  | The contractor provides daily administrative support.  Comment: Click here to enter text. |
|  | The contractor requires routine access to physical records/materials located on site.  Comment: Click here to enter text. |
|  | The contractor requires daily access to classified information, sensitive but unclassified information or classified systems.  Comment: Click here to enter text. |
|  | USAID provides unique tools/equipment needed to carry out the services.  Comment: Click here to enter text. |
|  | Direct-hire staff must provide daily guidance in order to execute the deliverables/services defined in a mechanism/award.  Comment: Click here to enter text. |

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| **WORK SPACE REQUIREMENT** | |
| Number of people to be housed in government-furnished space:  Click here to enter text. | |
| If the B/IO has space within the current allocation, please identify the locations and type of work space to be designated:  Click here to enter text. | |
| If the B/IO does not have space within the current allocation, please identify the type and number of work spaces required:  Click here to enter text. | |
| **BUREAU/INDEPENDENT OFFICE CLEARANCES** | |
| Contracting Officer Representative | Date:  Click here to enter a date. |
| Assistant Administrator/Deputy Assistant Administrator/Independent Office Director | Date:  Click here to enter a date. |
| **APPROVAL** | |
| Approved  Disapproved | Date:  Click here to enter a date. |
| Comments:  Click here to enter text. | |
| Director, Office of Management Services, Bureau for Management | |
| **APPEAL** | |
| Approved  Disapproved | Date:  Click here to enter a date. |
| Comments:  Click here to enter text. | |
| Assistant Administrator for Management | |