



USAID
FROM THE AMERICAN PEOPLE

WEST BANK/GAZA

March 25, 2016
2016-WBG-08

To: All USAID/West Bank and Gaza Contractors, Grantees and Recipients

Subject: Implementing Partner Notice – Change in Agency Policy on Vetting of Key Individuals

Dear Implementing Partners,

The purpose of this notice is to inform you of a change in USAID agency-wide policy vetting procedures. Previously when there was a change in a “key individual”¹ of a non-US organization that had been vetted, only the new individual required vetting. Going forward, whenever there is a change in a “key individual” of a non-US organization that has been vetted per Mission Order 21, not only will the new key individual need to be vetted, but the organization and all other “key individuals” will also need to be re-vetted at the same time.

Accordingly, following a change or addition to an organization’s “key individuals”, Prime Contractors and Grantees are required to submit a new Partner Information Form (PIF) via the Partner Vetting System (PVS) portal identifying the affected award and detailing the organization and all current “key individuals.” In the PIF field labeled *Purpose of the Award* “change of key individuals” should be noted. Ongoing awards can continue during the vetting process until a new eligibility notice is obtained, unless otherwise directed by the Mission.

Please note that the organization will continue to be eligible for this specific award for the shorter of three years (from the date of the award) or the life of the award. However, re-vetting will provide an additional 12 months in which the award may be amended or additional award made to the organization without requiring vetting.

For example: ABC Company is found eligible to receive USAID assistance on September 15, 2015. Prime Partner 1 signs an award with ABC Company on October 1, 2015 for two years until October 1, 2017. In February 2016, ABC Company’s chief of party (COP) leaves for a job with another organization and a replacement COP is proposed. Per the new policy, Prime Partner 1 must submit a vetting request for ABC Company which includes the new COP and all other “key individuals” who were previously cleared in September 2015. Prime Partner 1 receives a new eligibility notice for ABC Company on February 28, 2016. The vetting for Prime Partner 1’s initial award to ABC Company remains valid until October 1, 2017. Amendments to

¹ “Key individuals” means (i) principal officers of the organization’s governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USG-financed program; and (iv) any other person with significant responsibilities for administration of the USG-financed activities or resources.

this original award or new awards to ABC Company can be made without re-vetting until February 28, 2017.

You may direct any questions regarding this Notice to Courtney Taylor at cotaylor@usaid.gov. Thank you for your attention to this matter.

Sincerely,



Dale Lewis
Contracting Officer
USAID/West Bank and Gaza

cc: USAID/West Bank and Gaza CORs/AORs