



**USAID PROCUREMENT EXECUTIVE  
PROCUREMENT EXECUTIVE'S BULLETIN NO. 2018-02**

**SUBJECT: Democracy and Governance - Inclusion of the Selection of Instrument (SOI) Determination in Request for Proposals/Request for Quotations (RFP/RFQ) & Notice of Funding Opportunities (NOFO)**

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**1. Scope**

This Bulletin applies to all Contracting Officers and Agreement Officers (COs/AOs) working on Democracy & Governance awards.

**2. Purpose**

GAO has conducted reviews of awards for Democracy & Governance programs to determine if the selection of instrument memo was signed and appropriately filed before the release of the solicitation or NOFO. Based on the GAO findings, the Agency decided to make the selection of instrument determination for DG programs available to the public in the RFP/RFQ/NOFO, for transparency of these decisions.

**3. Responsibilities and Requirements**

COs/AOs working on Democracy and Governance programs are reminded to ensure that the SOI determination (Section III of the SOI memo) is included in all RFP/RFQ/NOFO for Democracy & Governance programs. In order to fulfill this requirement, COs/AOs must follow the guidance found in Section III of the mandatory selection of instrument guidance and templates found on the [Professional Development and Training \(PDT\) website](#).

**4. Effective Date**

This Bulletin is effective immediately and will remain in effect until cancelled by the Procurement Executive.

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5/31/2018  
Date

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/s/  
Mark A. Walther  
Acting Procurement Executive