

Millennium Challenge Corporation

Guidance on Preparing the Procurement Performance Report

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MILLENNIUM
CHALLENGE CORPORATION

UNITED STATES OF AMERICA

MCC Guidance on Preparing the Procurement Performance Report

This paper provides guidance to the MCA Entity¹ on preparing the Procurement Performance Report (PPR) in accordance with the applicable provisions² of the MCC Program Procurement Guidelines.³ This guidance applies to the PPR format released by MCC in May 2009. Please see the Annex to this guidance for a description of how the current PPR format differs from format used by MCC prior to this date.

Objective

The information in the PPR is used for implementation oversight and is prepared by the MCA Entity. The primary function of the Procurement Performance Report is to serve as a managing tool by which the MCA Entity oversees the procurement activities of the Procurement Agent and by which MCC monitors the MCA Entity's approach to implementation and progress on the specific milestones achieved in the procurement process. The objective is to assist MCC in monitoring the MCA Entity's compliance with the MCC Program Procurement Guidelines.

Submission Requirements

The MCA Entity must submit the Procurement Performance Report, using the approved format, together with the regular quarterly reporting submissions required to be included as part of the Disbursement Request. It is important to note that this report is cumulative, and therefore should contain the required details on all procurement actions undertaken by the MCA Entity that are estimated or awarded for an amount of US\$25,000 or more, including those actions authorized for 609(g) funding and Compact Implementation Funding (CIF). Procurement actions authorized under 609(g) funding or CIF should be grouped each in a separate reporting section of the PPR with a note in the description column indicating "609(g)" or "CIF" in order to distinguish these procurements from those funded under the Compact, with funds made available following Compact entry into force.

Please note that regular purchases that are covered under the MCA Entity's travel policy or other small-purchase policy should not be included in the PPR. These include airplane tickets, rental cars, hotel rooms, etc.

¹ The MCA Entity shall reflect the data from the latest approved Procurement Plan in the PPR. Note: The PPR does not take the place of the Procurement Plan which is submitted in accordance with the MCC Program Procurement Guidelines, but the PPR should include all approved procurement actions.

² MCC Program Procurement Guidelines

³ The Millennium Challenge Corporation ("MCC") provides funding to foreign governments under the authority of Section 605 of the Millennium Challenge Act of 2003 (the "MCA") (each a "Compact") or under Section 609(g) of the MCA (each a "609g Grant Agreement"). The MCC Program Procurement Guidelines are set out in supplemental agreements between the MCC and foreign governments and apply to MCC-funded contracts between the MCA Entity and contractors, suppliers and consultants. Contracts entered into directly by MCC are governed by the Federal Acquisition Regulations, not this policy.

Information in the PPR should be current as of ten (10) calendar days prior to the submission deadline for the Disbursement Request. For example, if the Disbursement Request deadline is December 10, all actions that have taken place (advertisement, contract signature, etc.) on or before November 30 must be included in that quarter's PPR.

Report Guidance

In the PPR, a single date of completion shall be indicated for any completed actions, with blank spaces for those actions not yet completed. If there are multiple dates (advertising, for instance), use the earliest date of advertisement. If a certain action is not contemplated and is therefore not applicable (i.e., there will be no Expression of Interest notice issued), the MCA Entity should insert "NA" in the appropriate space.

Deviations

Any deviation from the Procurement Plan, or non-compliance with the MCC Program Procurement Guidelines, must be explained in a document accompanying the PPR. If deviations or instances of non-compliance are not adequately explained, MCC will issue a formal notice to the MCA Entity outlining the issues to be resolved and a course of action to remedy those issues. Such actions taken may include revising the PPR, amending the Disbursement Request, putting a hold on the Disbursement Request, or ratification of the procurement action that deviates from the Procurement Plan.

Required Information

The following information must be included in the PPR using the attached format:

Procurement Information

- ★ System ID (*Generated automatically by MIDAS*)
- ★ Fund (*Compact, CIE, or 609g*)
- ★ Project Name (Project Code)
- ★ Action ID (*MCA-created ID*)
- ★ Description (*Brief description of procurement - less than 10 words*)
- ★ Requirement Type (Goods, Works, Services, Non-Consultant Services)
- ★ Method of Procurement Planned
- ★ Estimated Value of Procurement (USD)

- ★ Relevant Common Procurement Vocabulary (CPV) Code (*These codes are provided in the Annex*)
- ★ Method of Procurement Actually Used
- ★ Final Contract Amount (USD)
- ★ Name of Firm(s)/Individual(s) Contracted
- ★ Nationality of Firm(s)/Individual(s) Contracted

Expression of Interest (if applicable)

- ★ Date of MCC Approval
- ★ Date of Publication in UNDB/DG and/or Local newspapers
- ★ Deadline for receiving responses (EOI)

Pre-Qualification or Short List (if applicable)

- ★ Date of MCC Approval on Pre-qualification or Short list (as applicable)

Solicitation Document (as applicable to method of procurement)

- ★ Date of MCC Approval
- ★ Date of Publication of availability in UNDB/DG and/or Local newspapers (or date sent to pre-qualified or short list as applicable)
- ★ Deadline to Receive Offers or Open Bids

Evaluation of bids/proposals/quotes (as applicable to method of procurement)

- ★ Number of bids
- ★ Date of MCC Approval on Technical Evaluation
- ★ Date Financial Proposal Opened
- ★ Date of MCC Approval on Proposed Award

Contract Award

- ★ Date of Notice of Award
- ★ Date of MCC Approval
- ★ Date of Eligibility Verification for Selected Firm(s)/Individual(s)

- ★ Effective Date of Contract

Implementation

- ★ Latest Date of MCC Approval on Material Modifications
- ★ Material Modification Description (*Description of the modification that occurred - e.g. extension of time, addition of supervisory work, etc.*)
- ★ Cumulative Material Modification Amount (USD)
- ★ Completion Date
- ★ Date of Most Recent Past Performance Report (CPPRS)
- ★ Status (Open, Closed, Cancelled, Terminated) – (*“Open” means any action that has been advertised, and/or awarded, but work is not yet completed; “Closed” means an action that has been completed and the contract is closed; “Cancelled” means an action that ended prior to contract award; “Terminated” means a contract that was ended prior to its original intended time period*)

Annex

Guidance on Changes to the Procurement Performance Report (PPR)

In November 2008 MCC revised the format for the PPR. This guidance is designed to facilitate transition from the November PPR template to this revised one.

Additional information required:

In the updated PPR there the following additional columns of information must be added.

- ★ System ID (*generated automatically by MIDAS*)
- ★ Fund (*Compact, CIE, or 609g*)
- ★ Project Name (Project Code)
- ★ Action ID (*MCA-created ID*)
- ★ Relevant Common Procurement Vocabulary (CPV) Code (*This 2-digit code should be selected from the list on the following page for all procurements greater than \$100,000*)
- ★ Number of bids (*for all procurements greater than \$100,000*)
- ★ Date of Most Recent Past Performance Report (*See Guidance Paper on CPPRS*)
- ★ Cumulative Material Modification Amount (USD)
- ★ Status (*Open, Closed, Cancelled, Terminated*)

In the updated PPR the following column was removed:

- ★ Date of Start of Work

In addition, from this point forward, it is only required that the MCA include procurement actions estimated or awarded for **US\$25,000** or more. It is not necessary to delete previous actions that were less than this, but for any future actions, it is not necessary to include those with amounts less than US\$25,000.

Sectors	Common Procurement Vocabulary (CPV) Codes/Categories
Agriculture	01 Agricultural, horticultural, hunting and related products
	02 Forestry and logging products
	05 Fish, fishing products and other by-products of the fishing industry
	15 Food products and beverages
	77 Agricultural, forestry and horticultural services
Construction Works	45 Construction work
Education & Training	80 Education services
Energy	10 Coal, lignite, peat and other coal-related products
	23 Petroleum products and fuels
	40 Electricity, gas, nuclear energy and fuels, steam, hot water and other sources of energy
	76 Services related to the oil and gas industry
Finance	66 Financial intermediation services
	67 Services auxiliary to financial intermediation
Health	33 Medical and laboratory devices, optical and precision devices, watches and clocks, pharmaceuticals and related medical consumables
	41 Collected and purified water
	85 Health and social work services
	90 Sewage- and refuse-disposal services, sanitation and environmental services
Industry	13 Metal ores
	14 Mining, quarrying and other associated products
	17 Textiles and textile articles
	18 Clothing and accessories
	19 Leather, leather products and footwear
	20 Wood, wood products, cork products, basketware and wickerwork
	21 Various types of pulp, paper and paper products
	22 Various types of printed matter and articles for printing
	24 Chemicals, chemical products and man-made fibres
	25 Rubber, plastic and film products
	26 Non-metallic mineral products
	27 Basic metals and associated products
	28 Fabricated products and materials
	29 Machinery, equipment, appliances, apparatus and associated products
31 Electrical machinery, apparatus, equipment and consumables	
36 Manufactured goods, furniture, handicrafts, special-purpose products and associated consumables	

Sectors	Common Procurement Vocabulary (CPV) Codes/Categories
ICT	30 Office and computing machinery, equipment and supplies
	32 Radio, television, communication, telecommunication and related equipment and apparatus
	64 Postal and telecommunications services
	72 Computer and related services
Services	50 Repair, maintenance and installation services
	52 Retail trade services
	55 Hotel and restaurant services
	65 Public utilities
	70 Real estate services
	73 Research and development services and related consultancy services.
	74 Architectural, engineering, construction, legal, accounting and other professional services
	75 Administration, defense and social security services
	78 Printing, publishing and related services
	91 Membership organization services
	92 Recreational, cultural and sporting services
Transport	34 Motor vehicles, trailers and vehicle parts
	35 Transport equipment
	60 Land transport services and transport via pipeline services
	61 Water transport services
	62 Air transport services
	63 Supporting and auxiliary transport services; travel agencies services