



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

July 27, 2011
2011-WBG-12

To: All USAID/West Bank and Gaza Contractors, Grantees and Recipients
Subject: USAID/West Bank and Gaza Regulatory Compliance Review

Dear Implementing Partners and Contractors,

The purpose of this notice is to notify you that USAID/West Bank and Gaza hired Mr. Fadi Siam to serve as the Mission's Compliance Specialist. In this capacity, Mr. Siam will confirm partners' compliance with USAID/West Bank and Gaza anti-terrorism procedures and Mission Order No. 21, by conducting reviews of partners' files and examining sub-award documentation.

For your reference, USAID has been conducting regulatory compliance reviews to verify partners' adherence to Mission Order No. 21 since 2006. Reviews are conducted to: (a) verify whether partners have obtained the necessary vetting approvals prior to executing any sub-awards; (b) verify whether partners included the required special provisions in their sub-awards and obtained the signed Anti-Terrorism Certification in accordance with Mission Order No. 21; and (c) verify whether all sub-awards executed under each award were promptly reported to USAID on the monthly sub-award report. Upon completion of the field work, a final report will be issued for each award that includes all weaknesses and recommendations. This is to note that in addition to the Office of Contracts Management's internal use, these reports will be also shared with your respective COTRs/AOTRs, USAID/WBG's Mission Management and the Regional Inspector General (RIG).

Mr. Siam will be contacting you in the next few weeks to schedule a time for this review. We kindly request that he be granted access to all relevant records and documentation in order to facilitate a proper review of your sub-awards.

Should you have any questions or concerns regarding this notice, please contact Ms. Reine Joubran, Acquisition Supervisor, at rjoubran@usaid.gov.

Sincerely,



Bruce Gelband
Director, Office of Contracts Management
USAID West Bank and Gaza

CC: USAID West Bank/Gaza COTRs/AOTRs