

April 4, 2016  
MAP 16-003



United States  
Department of  
Agriculture

Farm and Foreign  
Agricultural  
Services

Foreign  
Agricultural  
Service

1400 Independence  
Ave, SW  
Stop 1052  
Washington, DC  
20250-1052

**SUBJECT: Submission of Contracting Guidelines**

**TO: All Market Access Program (MAP) Participants**

---

### **Background**

The current MAP regulations were published in the Federal Register on May 17, 2012, and were effective beginning with program year 2013. Regulations regarding contracting procedures are found at 7 CFR 1485.29.

Section 1485.29 requires all Participants to submit to FAS, for review and approval, written contracting guidelines that outline the procedures the Participant will follow when awarding contracts funded, in whole or in part, with MAP funds.

During their reviews, FAS' Compliance Review Staff will confirm if the contracting guidelines are being implemented as approved.

---

### **Contracting Guidelines – All Participants (1485.29(d)):**

1. At a minimum, the guidelines submitted for approval must address the elements identified in 7 CFR 1485.29(d).
2. Individual MAP contracts do not need to be identified in such guidelines. Instead, Participants may establish universal contracting guidelines for a variety of different contracting situations.
3. A Participant's written contracting guidelines may detail special situations where the requirements found in 7 CFR 1485.29(d)(3) do not apply, such as situations involving highly specialized technical services or where specific services are not commonly offered in a particular market.
4. Contracts for in-country representation are not required to be re-competed after the initial award. If a Participant prefers not to re-bid such a contract, the performance of the in-country representation must be evaluated and documented by the Participant annually to ensure that the terms of the contract are being met in a satisfactory manner.
5. All contracting guidelines must be received by FAS no later than 30 days after the Unified Export Strategy (UES) submission deadline.

6. Participants should submit electronic versions of their contracting guidelines to FAS via email to [uesadmin@fas.usda.gov](mailto:uesadmin@fas.usda.gov) by the submission deadline.
7. FAS has developed an optional contracting guidelines template that Participants can use to develop and submit their plans. This optional template is available to Participants on the homepage of the online UES system.
8. FAS will endeavor to evaluate the contracting guidelines and notify Participants of approval or disapproval within 30 days of the submission deadline.
9. Once approved by FAS, the contracting guidelines will remain in place until FAS retracts its approval in writing or FAS approves revised guidelines submitted by the Participant.
10. Participants may modify or resubmit their contracting guidelines for re-approval by FAS at any time.

/s/

---

Mark A. Slupek  
Acting Deputy Administrator  
Office of Trade Programs