

Bureau-wide Use (Yes)

Seeking Partner Agencies (Yes)

Automation Available to Other Agencies (Pending)

<b>Automation Name</b>	Finding Negotiation Memo ("Negmo")
<b>Implementing Agency</b>	United States Agency for International Development (USAID)
<b>Description of Automation</b>	<p>This automation supports the production of a negotiation (neg) memo, which is a document that explains the creation or modification of a procurement award.</p> <p>The automation uses information pulled from Standard Form (SF 30) <i>Amendment of Solicitation/Modification of Contract</i>.</p> <p>In addition, the automation conducts eligibility checks on awardees using SAM.gov, the Office of Foreign Assets Control (OFAC), and the United Nations (UN) Security Council Consolidated List – also known as the UN Sanctions List. The automation conducts these checks and includes its findings in the outputted neg memo.</p>
<b>Type of technology used</b>	Robotic Process Automation (RPA)
<b>Benefits of Use</b>	<ul style="list-style-type: none"><li>• Increased compliance for generating this required memo</li><li>• Reduces errors in the data included in neg memos</li><li>• Reduces risk for awarding to non-responsible contractors</li></ul>

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<b>Automation Status</b>	Design and testing completed. Automation expected to be in production July 2022
<b>Agency Authority to Operate (ATO) Completed</b>	No
<b>Timeline: Time to Develop</b>	24 months
<b>Timeline: Key Milestones During Development</b>	Expected to be in production – July 2022
<b>Primary Data Sources</b>	<ul style="list-style-type: none"><li>• SF 30 <i>Amendment of Solicitation/Modification of Contract</i></li><li>• Sam.gov</li><li>• OFAC</li><li>• UN Sanctions List</li></ul>
<b>Is the automation available to other agencies?</b>	Pending
<b>Point of contact</b>	Charity Benson, cbenson@usaid.gov