



## **USAID Liberia Accountability and Voice Initiative (LAVI)**

Request for Proposals (RFP)

**RFP-Global-0015 Re-advertisement**

**Capacity Development Support for LAVI Civil Society Organization Partners**

Issue Date: January 7, 2019

**WARNING:**

Prospective Offerors who have received this document from a source other than USAID/Liberia Accountability and Voice (LAVI), 18<sup>th</sup> Street and Warner Avenue, Sinkor, Monrovia, should immediately contact [Liberia\\_procurement@dai.com](mailto:Liberia_procurement@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and sent to registered prospective offerors email addresses. Offerors are encouraged to check their mails periodically.

## RFP-Global-0015

### Synopsis of the RFP

RFP No.	<b>RFP-Global-0015 Re-advertisement</b>
Issue Date	January 7, 2019
Title	<b>QuickBooks Installation and Training Activity</b>
Issuing Office & Email/Physical Address for Submission of Proposals	DAI Attn: Liberia Accountability and Voice Initiative (LAVI) 18 <sup>th</sup> Street and Warner Avenue, Sinkor, Monrovia, Liberia Email: Liberia_procurement@dai.com
Pre-submission meeting	N/A
Deadline for Receipt of Questions	Applicants can send questions for clarification. The deadline for receiving questions is <b>Friday, January 11, 2019 4:30 pm, local time.</b>
Deadline for Receipt of Proposals	The deadline for receiving the proposal is January 23, 2019, <b>at 4:30 pm local time. Proposal should be submitted via email only to Liberia_bidbox@dai.com.</b>
Anticipated Award Type	A Firm Fixed Price Purchase Order
	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

# RFP-Global-0015

## Table of Contents

<b>1. Introduction and Purpose</b>	<b>4</b>
1.1 Purpose	4
1.2 Issuing Office	4
1.3 Background	4
1.4 Type of Award Anticipated	4
<b>2. General Instructions to Offerors</b>	<b>4</b>
2.1 General Instructions	4
2.2 Proposal Cover Letter	5
2.3 Questions regarding the RFP	5
2.4 Pre-Proposal Conference	6
<b>3. Instructions for the Preparation of Technical Proposals</b>	<b>6</b>
3.1 Goods or Services Specified	6
3.2 Technical Acceptability Requirements	6
<b>4. Instructions for the Preparation of Cost/Price Proposals</b>	<b>7</b>
4.1 Price Schedule	7
<b>5. Required documents to Determine Responsibility</b>	<b>7</b>
5.1 General Responsibility	7
5.2 Data Universal Numbering System (DUNS)	8
<b>6. Basis of Award and Selection Process</b>	<b>8</b>
6.1 Basis of Award	8
6.2 Selection Process	8
<b>7. Source and Nationality</b>	<b>9</b>
<b>8. Anticipated Post-Award Deliverables</b>	<b>9</b>
8.1 Branding Implementation Plan and Marking Plan	10
<b>9. Inspection &amp; Acceptance</b>	<b>10</b>
<b>10. Compliance with Terms and Conditions</b>	<b>10</b>
<b>11. Procurement Ethics</b>	<b>10</b>
<b>12. Attachments</b>	<b>12</b>
12.1 Attachment B: Proposal Cover Letter	15
12.2 Attachment C: Price Schedule	16
12.3 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors...	17
12.4 Attachment E: Self Certification for Exemption from DUNS Requirement	21
12.5 Attachment F: Past Performance Form	22
12.6 Attachment G: Representations and Certifications of Compliance	23
12.7 Attachment J: Proposal Checklist	24

# RFP-Global-0015

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the Liberia Accountability and Voice Initiative (LAVI) invites qualified offerors to submit two separate proposals to deliver **QuickBooks Installation and Training Activity for LAVI Civil Society Organization Partners** in support of program implementation.

### 1.2 Issuing Office

The Issuing Office above is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

### 1.3 Background

The USAID funded Liberia Accountability and Voice Initiative (LAVI) is a five-year project designed to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms in Liberia. It aims to increase the influence of citizens and media in governance of public goods and services, as well as to create more effective, accountable and inclusive governance in Liberia. As part of its four key objectives, LAVI works to strengthen the capacity of civil society organizations (CSOs) to more effectively participate in issue-based reforms. In order to achieve this goal, LAVI CSO partners are assessed using organizational and advocacy capacity assessment tools to identify areas in which they need further development.

### 1.4 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order which is an award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

## 2. General Instructions to Offerors

### 2.1 General Instructions

Proposals are due no later than January 23, 2019, at 4:30pm local time to be submitted to Liberia\_bidbox@dai.com. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. DAI reserves the right not to evaluate a non-responsive or incomplete proposal. The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the proposal will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. All documents from the Offeror related to this RFP shall be in English. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

## RFP-Global-0015

Offerors are required to fully review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk.

Offerors shall submit proposals only via email. Please state the RFP Number and Title of the activity in the subject line of the email.

Offerors shall confirm in writing that the Offeror fully understands that their proposal/offer must be valid for a period of 120 days.

If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged. Offerors shall acknowledge receipt of amendments in the cover letter.

Offerors shall:

1. Furnish all of the information required by the RFP
2. Ask any questions to clarify the requirements if necessary
3. Sign and submit the cover letter
4. Use and submit forms as provided in the Attachments as required.

"Offeror", "Subcontractor", and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

### 2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- ) Acknowledge reception of the solicitation and any amendments of the solicitation, if applicable.
- ) Certify the validity period of six months for the prices provided.
- ) List all the documents attached (see template below)

### 2.3 Questions regarding the RFP

Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be submitted via email to LAVIprocurement@dai.com no later than the date and time specified in the Synopsis above. Only written communications relative to the procurement shall be considered. No questions will be answered over the phone or in person, except for administrative questions regarding the project office location, packaging of the bid, etc. The subject line of the email or the heading of the letter must include the RFP Number and Title.

Questions and requests for clarifications – and the responses thereto – that DAI believes may be of interest to other offerors will be circulated in writing to all RFP recipients who have indicated interest in responding to this RFP. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective Offerors who are on record as having received this RFP. Any verbal information received from a DAI or LAVI employee or other entity shall not be considered as an official response to any question regarding this RFP.

## **RFP-Global-0015**

### **2.4 Pre-Proposal Conference**

There will be no pre-proposal conference. Please submit your inquiry on January 11, 2019 to get answer on January 15, 2019.

### **3. Instructions for the Preparation of Technical Proposals**

Technical proposals shall include a thorough description of the proposed service which meets or exceeds the stated technical specifications or scope of work. It shall include the following sections:

1. Understanding of the subject matter including the common challenges faced by CSOs in this area
2. Understanding of the tasks
3. Overview of the institution's training methodology and approach
4. Past trainings offered by LAVI that the institution attended and how they enhanced its services in the specific capacity development area for which you are applying
5. Profile of the technical staff who will be delivering the services
6. Submission of documents which demonstrates that the offeror can meet or exceed the listed non-cost factors that determine technical acceptability.
7. A list of Past Performance (See template below)

#### **3.1 Goods or Services Specified**

For this RFP, DAI is in need of the services described in detail in Attachment A.

#### **3.2 Technical Acceptability Requirements**

To be considered technically acceptable, offerors must demonstrate how they will meet or exceed all of the requirements that are outlined below as Technical Acceptability Requirements. If the proposal fails to meet one or more of the requirements, it will be deemed technically unacceptable. Proposals deemed technically unacceptable contain significant weaknesses or deficiencies that are not able to be corrected without a major rewrite or revision of the original proposal.

Offerors are required to meet or exceed the significant non-cost factors listed below:

- ) A minimum of 3 years of demonstrated experience in QuickBooks Installation and Training Activity
- ) Offeror must have documented ability to meet deadlines, produce quality report and work collaboratively, as demonstrated through reference letters from prior clients.
- ) A minimum of two years' experience in working with USAID projects
- ) A minimum of 5 years of demonstrated experience in developing customized training materials and providing training and mentorship to clients. Proposal should be accompanied by two reference letters from prior clients.

The technical proposal shall include information on past performance. Provide a list of at least three (3) recent awards of similar scope and duration. The information supplied shall be stated in a table and shall include the legal name and address of the organization for which services

## RFP-Global-0015

were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

### 4. Instructions for the Preparation of Cost/Price Proposals

#### 4.1 Price Schedule

Provided in Attachment C is a template for the Price Schedule. Offerors shall complete the template including as much detailed information as possible. The sections of the template are as follows:

- ) Item number
- ) Item name
- ) Description/Specifications
- ) Quantity
- ) Unit Price
- ) Total Price
- ) Applicable taxes and fees

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required

### 5. Required documents to Determine Responsibility

#### 5.1 General Responsibility

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Up to date business registration papers
2. Latest tax clearance
3. Company Profile
4. CVs of key technical staff (tailored to specific capacity development domain)
5. Sample of previous training materials (manuals, presentation, activity reports)
6. Overview of satisfactory past performance record (services provided in specific capacity development area(s) for which you are applying).
7. Contact for previous clients
8. Evidence of a DUNS number (explained below and instructions contained in the Attachment).
9. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
10. Adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
11. Ability to comply with required or proposed delivery or performance schedules.
12. Satisfactory record of integrity and business ethics.

## RFP-Global-0015

13. Necessary organization, experience, accounting and operational controls and technical skills.
14. Be qualified and eligible to perform work under applicable laws and regulations.

### 5.2 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

## 6. Basis of Award and Selection Process

### 6.1 Basis of Award

Award will be made to a responsible offeror, whose proposal offers the lowest evaluated price and meets or exceeds the acceptability standards for technical/non-cost factors, using United States Federal regulations (FAR 15.101-2 – Lowest Price Technically Acceptable Source Selection Process) as a guide. DAI will classify a proposal as not acceptable for award if it does not meet the requirements of this RFP. DAI may also determine that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities in all respects to perform the work required.

In order for Offerors to be considered technically acceptable, they must meet all of the technical acceptability requirements and business requirements as specified in this RFP. Proposals will be evaluated by committee against the acceptability requirements contained herein.

DAI may award to an Offeror without discussions with the Offeror. Therefore the initial offer must contain the Offeror's best price and technical terms.

### 6.2 Selection Process

All proposals shall be received and remain unopened until the due date. All proposals shall be stored in a secure and locked location. On the due date, all proposals shall be opened by the Procurement Officer and shall be witnessed by at least one other project employee.

An Evaluation Committee comprised of a minimum of three (3) people shall be convened, and each committee member will receive a copy of the solicitation requirements and shall sign a Statement of Non-Disclosure/Conflict of Interest form. The Evaluation Committee shall jointly review the technical proposals and determine which proposals 1) are complete, and 2) meet the technical acceptability requirements. Those proposals which are determined to be “technically acceptable” shall be considered in the “Competitive Range”. Prior to concluding on those offerors in the Competitive Range, DAI may contact offerors to seek clarification to proposal submissions that are insufficient. Competitive Range offerors may then be contacted to answer questions, negotiate and discuss offers, and potentially be asked to submit a “Best and Final Offer”. Upon receiving all Best and Final Offers (if a Best and Final Offer is requested), the Evaluation Committee shall select the offer which is the lowest price amongst those in Competitive Range and investigate to ensure that the offeror is responsible and the price is reasonable.

## **7. Source and Nationality**

Under the authorized geographic code for its contract DAI, may only procure goods and services from the following countries.

**Geographic Code 937:** Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries:, excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

## **8. Anticipated Post-Award Deliverables**

Upon award of a subcontract, the deliverables detailed in the individual SOW will be submitted to DAI according to deadlines established by DAI and the selected subcontractor. The deliverables are intended as evidence or confirmation that the activities have been successfully completed.

All of the deliverables must be submitted to and approved by DAI before payment will be processed.

### **8.1 Branding Implementation Plan and Marking Plan**

Markings under this subcontract shall comply with the USAID "Graphic Standards Manual" available at [www.usaid.gov/branding](http://www.usaid.gov/branding) or any successor branding policy. In accordance with ADS 320 "Branding and Marking," this subcontract incorporates USAID's policy directives and required procedures on branding and marking of USAID-funded programs, projects, activities, public communications, and commodities with the USAID identity.

### **9. Inspection & Acceptance**

The DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

### **10. Compliance with Terms and Conditions**

Offerers shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

### **11. Procurement Ethics**

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to [FPI\\_hotline@dai.com](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI Fraud Prevention and Investigations Team at the contacts above.

By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

## 12. Attachments

### QuickBooks Installation and Training Activity

LAVI is a five-year USAID-funded project designed to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms in Liberia. As part of its four key objectives, LAVI works to strengthen the capacity of civil society organizations (CSOs) to more effectively participate in issue-based reform. LAVI CSO partners are assessed using organizational and advocacy capacity assessment tools to identify areas for further development.

To address the identified needs, LAVI works exclusively with local capacity development service providers who are members of the LAVI-supported Consortium of Business Development Service Provider of Liberia (CBDSPL). The goal of utilizing members of the CBDSPL is to support the development of local service providers so that eventually they can fill CSO capacity gaps independently without international donor support. Entities placed on the CBDSPL will work with LAVI CSO partners to improve their organizational and advocacy capacity development needs through the development of action plans, training, mentorship, and coaching.

#### Description of Services

DAI is requesting the services of \_\_\_\_\_ to provide QuickBooks installation and capacity development training to the following civil society partners:

) COTAE, HOPE, NTAL , YOCEL

The service provider will work side by side with the finance and IT staff for each CSO to install and train staff on QuickBooks software.

**Time Frame:** January - March 2019

#### Tasks and Responsibilities

Activities to be carried out by the service provider will include:

- ) Consultative meeting with each partner (COTAE, HOPE, NTAL, YOCEL) to understand specific needs, requirements and expectations, and to inspect computers to ensure compatibility with QuickBooks Pro.
- ) Providing a 1 day QuickBooks Pro installation, using a latest version of QuickBooks, and customized to the needs of the partners
- ) Conduct a 5 day QuickBooks training workshop covering key aspects of QuickBooks usage
- ) Conduct a mentorship visit to each selected partner to review cash management system and develop customized financial reporting tools
- ) Draft final report and recommendations.

## Detailed List of Activities, Timelines, and Number of Days

Activities	Expected Outputs	Number of days
<p>1 day meeting with HOPE, NTAL and YOCEL to:</p> <ul style="list-style-type: none"> <li>- Review CSO financial management policies including cash management system</li> <li>- Develop an action plan for fulfilling the tasks in this SOW, includes dates, timelines, staff names, other specifics.</li> </ul>	<ul style="list-style-type: none"> <li>- Completed agreed upon action plan that includes: Objectives, Activities, dates and timelines for work, list of staff for training</li> </ul>	3
<p>1 day QuickBooks installation customized to the needs of the following partners: COTAE, NTAL, HOPE, YOCEL</p>	<ul style="list-style-type: none"> <li>- Installed customized version of QuickBooks software to 4 partners</li> </ul>	4
<p>5 day QuickBooks training workshop to 3 partners: NTAL, HOPE, YOCEL to include sessions on:</p> <ul style="list-style-type: none"> <li>- Managing QuickBooks data files, working with list and items using QuickBooks</li> <li>- Creating and managing bank accounts, enter sales or financial information, enter and record payments and making deposits,</li> <li>- how to process invoices, customize forms and analyze financial data</li> </ul>	<ul style="list-style-type: none"> <li>- QuickBooks Step-by-step manual</li> <li>-</li> </ul>	5
<p>1 day mentorship visit to HOPE, NTAL and YOCEL to review cash management system and develop customized financial reporting tools</p>	<ul style="list-style-type: none"> <li>- Customized Financial reports</li> <li>- Mentorship report</li> </ul>	3
<p>SP submits draft final report and recommendations.</p>	<ul style="list-style-type: none"> <li>- Final report</li> </ul>	2
<p>Total number of days</p>		17

### Deliverables

- ) Action Plan that includes:
  - a. Objectives
  - b. Anticipated outcomes
  - c. Activities
  - d. Dates and timeline for work
  - e. List of staff for training
  - f. Basic curriculum for training
- ) Training Materials including:
  - a. PowerPoint

- b. Training handouts and resources for participants
  - c. Agenda
  - d. Sign in sheets (LAVI forms)
  - e. Photos
- ) Mentorship Report that includes:
- a. Description and date of each mentoring and coaching session
  - b. Sign in sheets from each session (LAVI forms)
  - c. Photos
- ) Final Report that includes:
- a. Summary of all activities
  - b. Outcomes
  - c. Progress Achieved
  - d. Recommendations

## 12.1 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

Click here to enter text.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. dated Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >. I certify a validity period of Click here to enter text. months for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

*Offeror shall verify here the items specified in this RFP document.*

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

**12.2 Attachment C: Price Schedule**

Item Number	Services Name	Quantity	Number of days	Number of staff	Daily labor cost	Total Price
1a	List of services					
1b						
1c						
2	Applicable taxes and fees					
		<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>				
		GRAND TOTAL IN UNITED STATES DOLLARS				\$

**Delivery Period:** [Click here to enter text.](#)

### **12.3 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors**

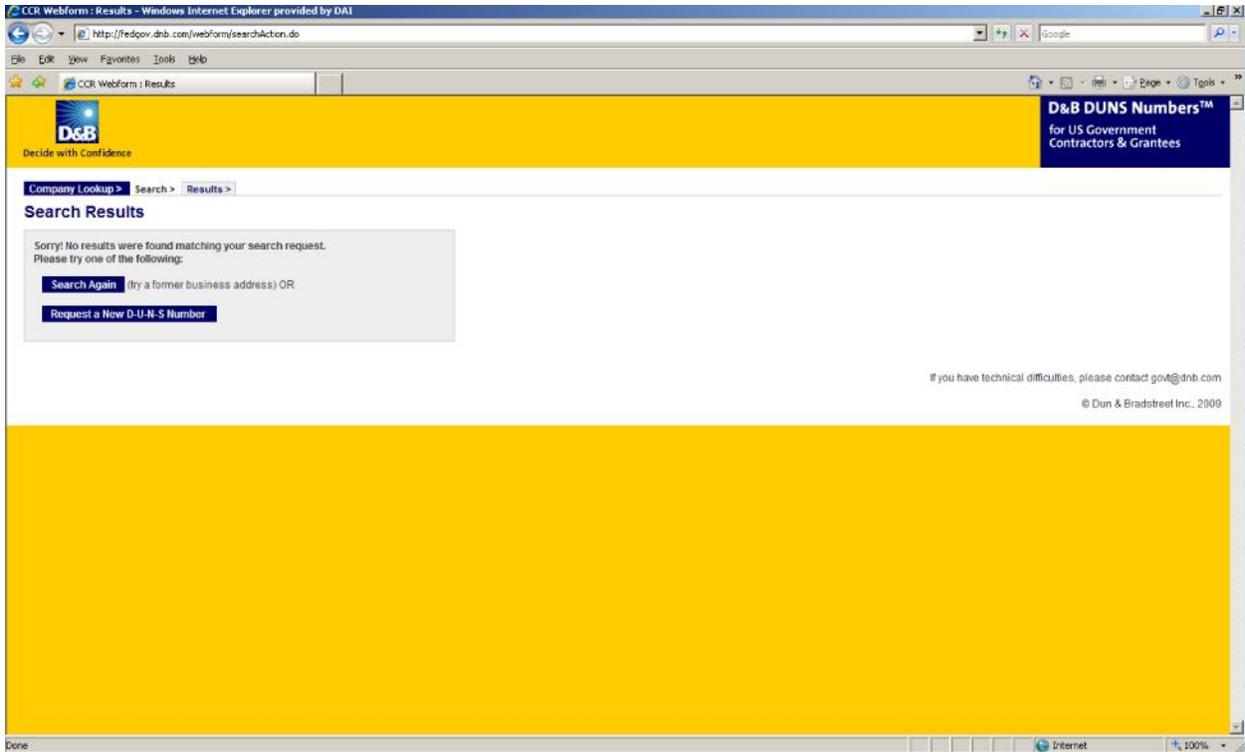
#### **THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:**

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.
  - Legal Business Name (commas are allowed, periods are not allowed)
  - Address
  - Phone
  - Name of Owner/Executive
  - Total Number of Employees
  - Annual Sales or Revenue (US Dollar equivalent)
  - Description of Operations
6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=11&browser=0&hdnCompanyName=0&hdnAddress=0&hdnCity=0&hdnState=0&hdnZip=0&hdnCountry=0&hdnDuns=0&hdnTradeStyleName=0&newComp=

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

D&B DUNS Numbers™  
for US Government  
Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information >

### Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

**Company Name**

Legal Name: DNE TEST, INC

Legal Structure: Proprietorship

Tradestyle Name 1 (optional):

Tradestyle Name 2:

Tradestyle Name 3:

Phone Number of Business: 20-555-1212

**Physical Address**

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

**Mailing Address (optional)**  Same as Physical Address

Street/P.O. Box:

City:

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- ) **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- ) **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- ) **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- ) **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most

organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

**Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.**

- ) **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- ) **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

The screenshot shows a web browser window with the URL <http://redgov.dnb.com/webform/newReq.do?hdnCompanyNumber=-1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=>. The form is titled "CCR Webform : New Duns Number Request" and contains the following fields:

- Street/ P.O. Box
- City
- State
- Zip Code + 4/Postal Code
- Country (dropdown menu)
- Organization Information**
  - Executive Name
  - Title (dropdown menu)
  - Primary SIC code
  - Description of Operations
  - Socioeconomic Data (dropdown menu)
  - Number of Employees (includes owners, partners, and/or officers)
  - Annual Sales or Revenue
- Parent Organization (optional)**
  - Name
  - Street
  - City
  - State
  - Zip Code + 4/Postal Code
  - Country (dropdown menu)
- Notes (optional)** (text area)

A "Submit Your Request" button is located at the bottom of the form. At the bottom right of the browser window, there is a small text link: "If you have technical difficulties, please contact gov@dnb.com".

If you are unsure of which SIC Code your organization's core business

**12.4 Attachment E: Self Certification for Exemption from DUNS Requirement**

**Self Certification for Exemption from DUNS Requirement  
For Subcontractors and Vendors**

Legal Business Name:

---

Physical Address:

---

Physical City:

---

Physical Foreign Province (if applicable):

---

Physical Country:

---

Signature of Certifier

---

Full Name of Certifier (Last Name,  
First/Middle Names):

---

Title of Certifier:

---

Date of Certification (mm/dd/yyyy):

---

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

\*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

**12.5 Attachment F: Past Performance Form**

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable )
1									
2									
3									
4									
5									

## 12.6 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## 12.7 Attachment J: Proposal Checklist

Offeror:

---

Have you?

Submitted your proposal to DAI electronically as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Proposal of the Product or Service that meets the technical requirements as per Attachment A

Demonstration of how you meet or exceed each of the technical acceptability criteria.

Documents use to determine Responsibility

Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

Past Performance (*use template in Attachment F*)