

USAID Resilience through Agriculture in South Sudan Activity (RASS)

REQUEST FOR PROPOSALS (RFP)

Issue date: January 25, 2022

Deadline: February 08, 2022

Request No: RASS-RFP-NINF-2022-007

**Recruitment of a consulting firm for a Market Assessment,
Gender Analysis & Food Security Baseline in selected
counties in 5 States of South Sudan**

NOTICE: Prospective Offerors who have received this document from a source other than the RASS Activity should immediately contact rass_procurement@rassactivity.org and provide their name and mailing address so that any amendments to this RFP or other solicitation-related communications can be sent directly to them. Any prospective Offeror who fails to register their interest with DAI/RASS assumes complete responsibility if they do not receive communications prior to the closing date of this RFP. Any amendments to this solicitation will be issued via email.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Offerors will not be reimbursed for any costs associated with the preparation of their quote. No discussions or negotiations are permitted with Offerors under this RFP. Offerors shall submit their best and final price.

Table of Contents

Request for Proposals – Services 3	
1. Introduction and Purpose	4
1.1 Purpose.....	4
1.2 Issuing Office	4
1.3 Type of Award Anticipated.....	4
2. General Instructions to Offerors	4
2.1 General Instructions	4
2.2 Proposal Cover Letter	4
2.3 Questions regarding the RFP.....	5
3. Instructions for the Preparation of Technical Proposals	5
3.1 Services Specified.....	5
For this RFP, DAI is in need of the services described in Attachment A.....	5
3.2 Technical Evaluation Criteria	5
4. Instructions for the Preparation of Cost/Price Proposals	6
4.1 Cost/Price Proposals	6
5. Basis of Award	6
5.1 Best Value Determination	6
5.2 Responsibility Determination.....	7
6. Anticipated post-award Deliverables	7
7. Inspection & Acceptance	7
8. Compliance with Terms and Conditions	8
8.1 General Terms and Conditions	8
8.2 Source and Nationality	8
8.3 Proposal's eligibility	8
8.4 Data Universal Numbering System (DUNS)	9
9. Anti-corruption and Anti-Bribery Policy and Reporting Responsibilities	9
10. Attachments	9
10.1 Attachment A: Scope of Work for Services	11
10.2 Attachment B: Proposal Cover Letter	12
10.3 Attachment C: Price Schedule.....	13
10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors	15
10.5 Attachment E: Self Certification for Exemption from DUNS Requirement	23
10.6 Attachment F: Representations and Certifications of Compliance	Error! Bookmark not defined.
10.7 Attachment G: Organization of the Firm	25
10.8 Attachment H: Experience of the Firm	25
10.9 Attachment I: Description of Approach, Methodology and Work Plan for Performing the Assignment	25
10.10 Attachment J: Team Composition and Task Assignments	25
10.11 Attachment K: Work and Deliverables Schedule	25
10.12 Attachment L: Curriculum Vitae (CV) for Proposed Key personnel.....	30
10.13 Attachment M: Breakdown of Price by deliverable and Remuneration	30

Request for Proposals

Synopsis of the RFP

RFP No.	RASS-RFP-NINF-2022-007
Issue Date	January 25, 2022
Title	Recruitment of a consulting firm for a Market Assessment, Gender Analysis & Food Security Baseline in selected counties in 5 States of South Sudan.
Issuing Office & Email/Physical Address for Submission of Proposals	DAI Global LLC USAID-funded RASS Activity Rivercamp by Afex Hai Malakal, alongside River Nile Juba, South Sudan All bids must be submitted by email only to the following address: rass_submissions@rassactivity.org with RASS-RFP-NINF-2022-007 in the email subject line. Any other form of submission will not be accepted.
Deadline for Receipt of Questions	Bidders may request clarifications by email no later than 12:00 CAT, January 31, 2022 . Clarification requests are received at: rass_procurement@rassactivity.org
Deadline for Receipt of Proposals	Proposals/Bids must be submitted no later than 17:00 CAT, February 08, 2022
Point of Contact	rass_procurement@rassactivity.org
Anticipated Award Type	DAI anticipates awarding a Firm Fixed Price agreement for the provision of this assignment
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

Overview: DAI Global LLC, implementer of the USAID-funded Resilience in Agriculture South Sudan (RASS) Project, is seeking best-value proposals from qualified consultant firms for a **Market Assessment, Gender Analysis & Food Security Baseline in selected counties in 5 States of South Sudan.**

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis 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 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed agreement. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

“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.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. 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.

Proposals are due no later than 17:00 CAT, February 08, 2022, to be submitted via email to rass_submissions@rassactivity.org and include the reference " RASS-RFP-NINF-2022-007- Company’s name" in the subject line.

Cost and technical proposals shall be submitted in a single email or in separate emails and clearly labeled. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a nonresponsive or incomplete proposal.

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:

- The Offeror will certify a validity period of **60** calendar days for the prices provided.

- Acknowledge the solicitation amendments received if applicable.
- Point of contact in the organization

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or RASS employee, or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be separate from cost/price proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents:

1. Organizational Capacity and Experience of the firm
2. Proposed Technical Approach, Work Plan and Methodology
3. Qualification of key personnel

3.1 Services Specified

For this RFP, DAI needs the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

#	Evaluation criteria	Maximum Points
1	<u>Organizational Capacity and Experience of the firm</u>	25
	At least two (2) experiences in the last five (5) years on projects of similar scope and complexity in South Sudan	25
2	<u>Proposed Technical Approach, Work Plan and Methodology</u>	25
	These criteria will assess the quality of the approach and process proposed by the firm for the implementation of the mission, especially for the achievement of the expected results and the delivery of the deliverables specified in the terms of reference	
	2.1 Appropriateness of approach and methodology to the terms of reference	10

#	Evaluation criteria	Maximum Points
	<i>This sub-criterion verifies how the consultant will perform the tasks required by the terms of reference. At a minimum, this should cover the organization's approach/methodology on how the consultant will undertake the tasks described in the terms of reference.</i>	
	2.2 Proposed workplan/Timeline <i>This sub-criterion will assess the extent to which the proposed activities are planned in a realistic manner (duration and implementation period) and the compliance of the deliverables schedule with the terms of reference requirement.</i>	10
	2.3 Personnel organization <i>This sub-criterion will assess the deployment strategy of key personnel and the necessary ad hoc expertise, including:</i> <ul style="list-style-type: none"> - Division of duties and responsibilities among key personnel - Consistent allocation of response time - Consistency between the deployment of key personnel and expertise with the schedule of deliverables - Cost optimization in the deployment of experts. 	5
3	Qualification of key personnel	50
	Team Leader/ Food Security Baseline Specialist	20
	Market Assessment Specialist	15
	Gender Analysis Specialist	15
TOTAL POINTS		100

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be separate from technical proposals and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Attachment C is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services are eligible for VAT exemption under the DAI prime contract. 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. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may

also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

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

5.2 Responsibility Determination

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. Copy of certificate of incorporation/registration;
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D);
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below);
4. Having 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;
5. Ability to comply with required or proposed delivery or performance schedules;
6. Have a satisfactory past performance record;
7. Have a satisfactory record of integrity and business ethics;
8. Have the necessary organization, experience, accounting and operational controls and technical skills;
9. Have the necessary production, construction and technical equipment and facilities if applicable;
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

7. Inspection & Acceptance

The designated DAI Point of Contact will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that the services 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.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with 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 F.

8.2 Source and Nationality

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

Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.

DAI must verify the source and nationality 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. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. 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 or nationality 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.

8.3 Proposal's eligibility

A firm shall not have a conflict of interest. All Firms found to have a conflict of interest shall be disqualified unless the conflict of interest has been mitigated and the mitigation is approved by DAI. The below may be considered to have a conflict of interest and disqualified or terminated if they:

- (a) have the same legal representative as another Firm for purposes of this Proposal; or
- (b) have a relationship, directly or through common third parties, that puts them in a position to have access to information about or influence over the Proposal of another Firm, or influence the decisions of the DAI regarding the selection process for this procurement; or
- (d) participate in more than one Proposal in this process; participation by a Firm in more than one Proposal will result in the disqualification of all Proposals in which the party is involved; however, this provision does not limit the inclusion of the same Sub-Firm in more than one Proposal.

8.4 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.

9. Anti-corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

10. [Attachments](#)

10.1 [Attachment A: Scope of Work](#)

See attached the Scope of Work for the services.

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO:

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with RASS-RFP-NINF-2022-007 issued on January 25, 2022.

Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of _____ days 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.

Should a contract be awarded, we confirm that we accept the proposed payment terms specified in Attachment A.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

10.3 Attachment C: Price Schedule

Instruction: please submit best-value cost proposals in United States Dollars using the format provided below

Financial proposal for 13 counties

- a) Jonglei State- (1) Akobo, (2) Uror, (3) Duk, (4) Pibor counties
- b) Unity State– (5) Panyijar, (6) Leer & (7) Mayendit counties
- c) Western Bari El Ghazal State – (8) Wau & (9) Jur River counties
- d) Upper Nile State– (10) Ulang & (11) Baliet counties
- e) Eastern Equatoria State- (12) Kapoeta North & (13) Budi counties

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	Deliverable 1: Inception report which includes survey methodology, assessment and research questions & questionnaire design, Report Outline Development in consultation and approvals from relevant RASS activity leads with timelines and participation in Inception workshop	Per attachment A	Deliverable		
2	Deliverable 2: Community Engagement, meeting with key partners, stakeholders and key informants, Field quantitative & qualitative Data Collection -, weekly/biweekly meetings or field updates/progress reports Debriefing with summary of findings,	Per attachment A	Deliverable		
3	Deliverable 3: Data analysis, submission of draft report	Per attachment A	Deliverable		
4	Deliverable 4: Final Report : 3 separate reports, each for Market Assessment, Gender Analysis & Food Security Baseline Study, South Sudan Context Specific Standard HDDS questionnaire, fully completed indicator table with	Per attachment A	Deliverable		

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
	current baseline data for 32 indicators and all assessment raw and cleaned datasets and data quality reports.				
5	VAT	Excluded			
GRAND TOTAL IN UNITED STATES DOLLARS					\$

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

INSTRUCTIONS FOR OBTAINING A DUNS NUMBER DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic 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. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

Note: The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

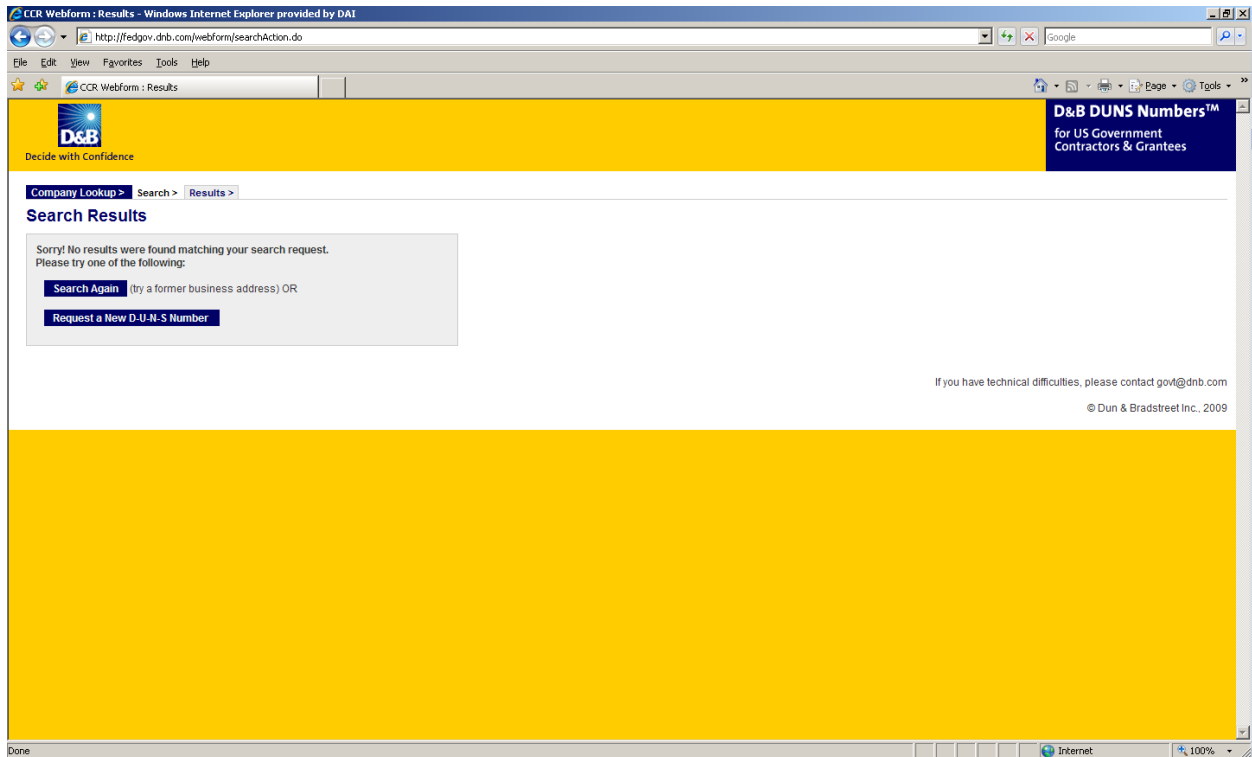
1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<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.

The screenshot shows a web browser window titled "CCR Webform : New Duns Number Request." The address bar shows a URL from fedgov.dnb.com. The page header includes the D&B logo and the text "Decide with Confidence" and "D&B DUNS Numbers™ for US Government Contractors & Grantees". The main heading is "Request for New D-U-N-S Number". Below this, there is a search bar and a note: "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." A sub-heading reads "Complete the information below to obtain a new D-U-N-S Number for your company's physical location." A note states "Note: All fields are required unless otherwise indicated." The form is divided into sections: "Company Name" with fields for Legal Name (filled with "DNB TEST, INC"), Legal Structure (filled with "Proprietorship"), and three optional Tradestyle Name fields. "Physical Address" fields include Street (filled with "100 Jalan Abdul Rahman"), City (filled with "Kabul"), State, Zip Code + 4/Postal Code, and Country (filled with "AFGHANISTAN"). A "Mailing Address (optional)" section has a checkbox for "Same as Physical Address" and fields for Street/P.O. Box and 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 organization's 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.

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

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

Street/ P. O. Box
City
State
Zip Code + 4/P. Postal Code
Country

Organization Information

Executive Name
Title
Primary SIC code
Description of Operations
Socioeconomic Data
Number of Employees(includes owners, partners, and/or officers)
Annual Sales or Revenue

Parent Organization (optional)

Name
Street
City
State
Zip Code + 4/P. Postal Code
Country

Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

Done Internet 100%

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/lms/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

OSHA

UNITED STATES DEPARTMENT OF LABOR

OSHA QuickTakes Newsletter RSS Feeds Print This Page Text Size

Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure.

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

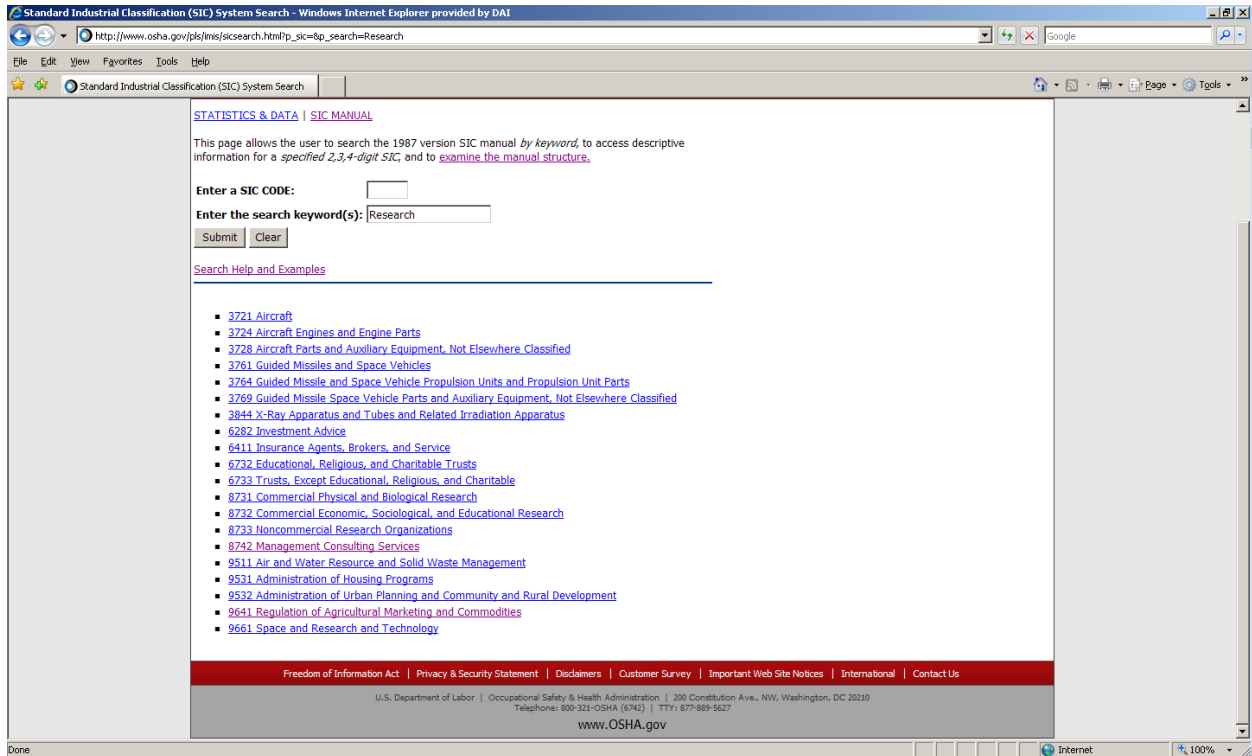
[Search Help and Examples](#)

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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627
www.OSHA.gov

Internet 100%

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, "Research" was entered as the keyword, and resulted in the following:



PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

8742 Management Consulting Services

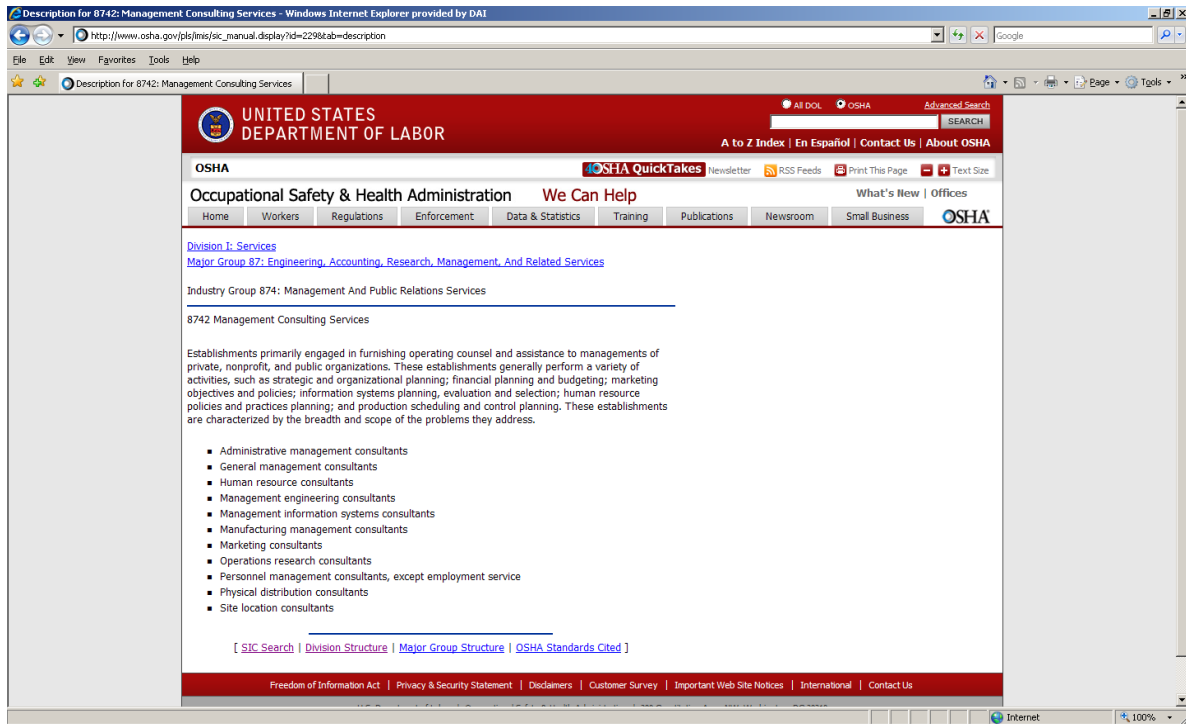
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

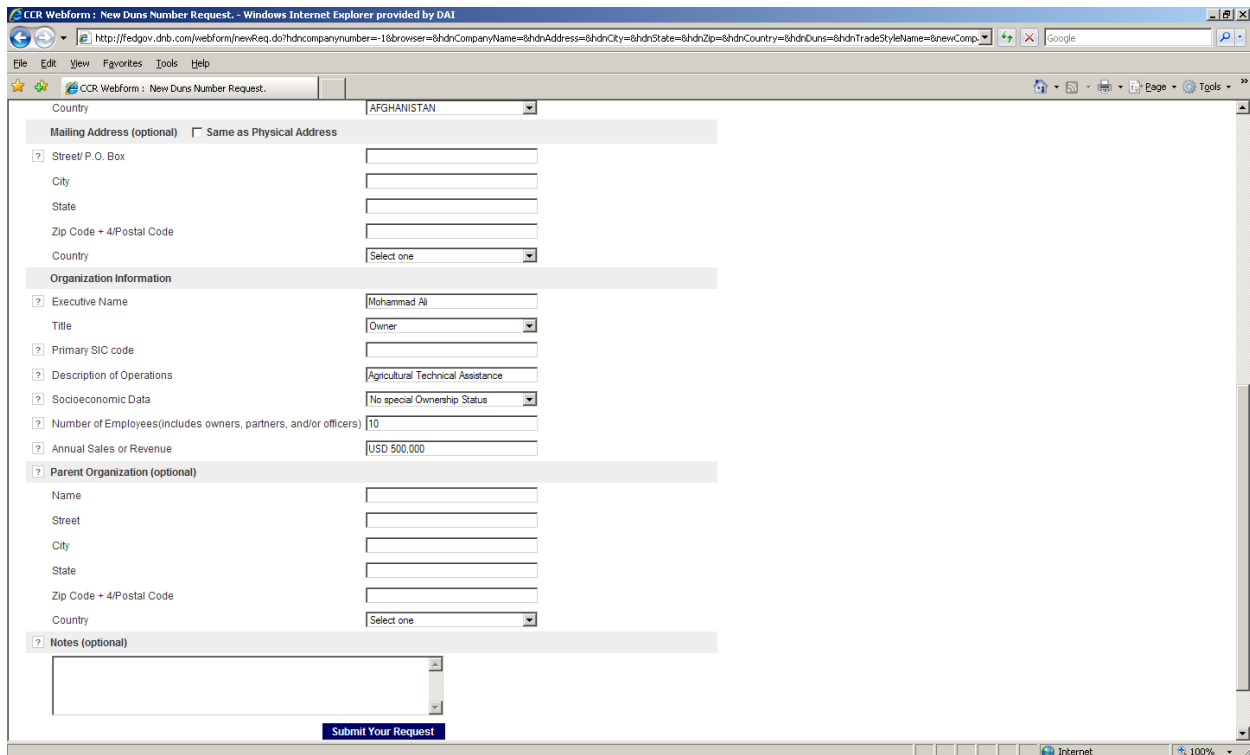
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

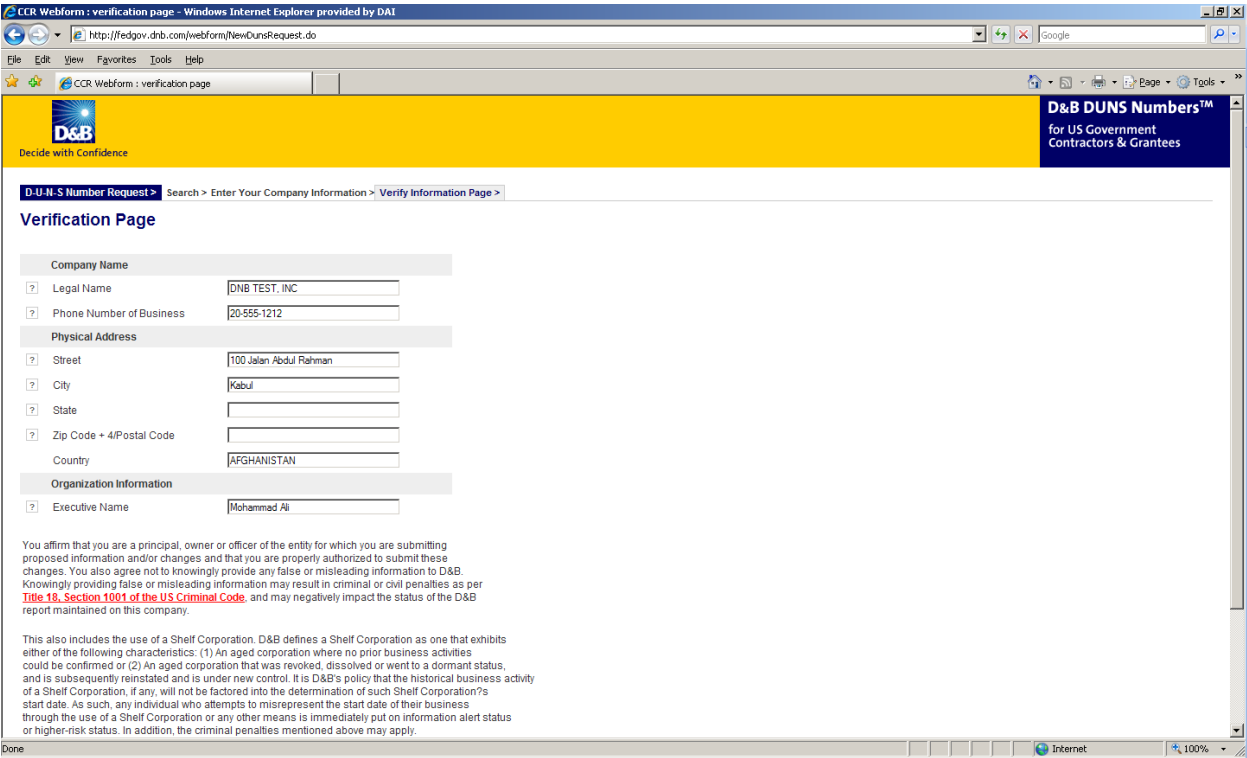
Industry Group 359: Miscellaneous Industrial And Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.



11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.



10.5 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.

10.6 Attachment F: 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) or the United Nations Security Designation List (online at: 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 DAI1 with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. 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.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. 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.
11. 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.

10.7 Attachment G: Organization of the Firm

(Provide a brief description of the background and organization of your firm/entity. Include the organization chart of your firm/entity. The Proposal must demonstrate that the firm has the organizational capability and experience to provide the services.)

10.8 Attachment H: Experience of the Firm

Using the format below, provide information on each relevant assignment for which your firm, and each Associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Terms of Reference included in this RFP. The Proposal must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

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 / Physical address	Name of point of contact / Valid mail address	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										

10.9 Attachment I: Description of Approach, Methodology and Work Plan for Performing the Assignment

In this section, the firm should provide a comprehensive description of how it will provide the required Services in accordance with the Terms of Reference (TOR) included in this RFP. Information provided must be sufficient to convey to the TEP that the Consultant understands the challenges in performing the required Services and that it has an approach, methodology and work plan to overcome those challenges.

Your Technical Proposal should be divided into the following three (3) chapters:

- (a) Technical Approach and Methodology,
- (b) Work Plan, and
- (c) Organization and Staffing

- (a) Technical Approach and Methodology. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Also comment here on any specialized equipment and/or software of which may be necessary to perform the scope indicated in the Terms of Reference.
- (b) Work Plan. In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work and Deliverables Schedule.
- (c) Organization and Staffing. In this chapter, you should propose the structure and composition of your team by task and corresponding deliverables (as applicable). You should list the main disciplines of the assignment, the key expert(s) responsible, and proposed technical and support staff.

10.10 Attachment J: Team Composition and Task Assignments

Key personnel				
Name of Staff	Area of Expertise	LOE	Position Assigned	Task Assigned

10.11 Attachment K: Work and Deliverables Schedule

	Tasks	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
3													
4													
5													
6													
N	Etc.												
	Deliverables												
1													
2													
3													
N	Etc.												

10.12 Attachment L: Curriculum Vitae (CV) for Proposed Key personnel

Provide CV of each key personnel and specify the proposed position of the candidate. Only one candidate shall be nominated for each position.

10.13 Attachment M: Breakdown of Price by deliverable and Remuneration

The firm shall provide a complete program budget providing sub-component details (*a net for budget to be comprehensive with clear budget notes for every parameter and with clarity on the cost drivers*) of each of the cost categories indicated in Attachment C: Price schedule.