



## USAID Resilience through Agriculture in South Sudan Activity (RASS)

Request For Proposals (RFP)

No. RASS-RFP-NINF-2023-004

Conducting Mid-term Evaluation of Resilience through Agriculture in  
South Sudan (RASS) Activity

Issue Date: **August 14,2023**

Deadline: **August 28,2023**

**WARNING: NOTICE:** Prospective bidders/Offerors who have received this document from a source other than the RASS Activity should immediately contact [rass\\_procurement@rassactivity.org](mailto: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 bidder/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.

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 corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

**Table of Contents**

**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

    3.2 Technical Evaluation Criteria ..... 5

**4. Instructions for the Preparation of Cost/Price Proposals .....7**

    4.1 Cost/Price Proposals ..... 7

**5. Basis of Award.....7**

    5.1 Best Value Determination..... 7

    5.2 Responsibility Determination ..... 7

**6. Anticipated post-award Deliverables.....7**

**7. Inspection and Acceptance .....8**

**8. Compliance with Terms and Conditions.....8**

    8.1 General Terms and Conditions..... 8

    8.2 Prohibited Technology ..... 8

    8.3 Source and Nationality..... 8

    8.4 Unique Entity ID (SAM) ..... 9

**9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities .....9**

**10. Attachments ..... 11**

    10.1 Attachment A: Scope of Work for Services or Technical Specifications ..... 11

    10.2 Attachment B: Proposal Cover Letter ..... 12

    10.3 Attachment C: Price Schedule..... 13

    10.4 Attachment D: Instructions for Obtaining an Unique Entity ID (SAM)Number - DAI’S Vendors, Subcontractors ..... 15

    10.5 Attachment E: Self Certification for Exemption from Unique Entity ID (SAM)Requirement..... 15

    10.6 Attachment F: Past Performance Form ..... 18

    10.7 Attachment G: Representations and Certifications of Compliance..... **Error! Bookmark not defined.**

    List of Optional Attachments ..... **Error! Bookmark not defined.**

    10.8 Attachment H: Branding and Marking Plan ..... **Error! Bookmark not defined.**

    10.9 Attachment I: Full Terms of Contract..... **Error! Bookmark not defined.**

    10.10 Attachment J: Proposal Checklist..... 22

**Synopsis of the RFP**

RFP No.	RASS-RFP-NINF-2023-004
Issue Date	August 14,2023
Title	Conducting Mid-term Evaluation of Resilience through Agriculture in South Sudan (RASS) Activity
Issuing Office & Email/Physical Address for Submission of Proposals	DAI Global LLC USAID-funded RASS Activity Afex RiverCamp, Africa 01 Building Hai Malakal, alongside Nile River Juba, South Sudan All quotes must be submitted by email to <a href="mailto:rass_submissions@rassactivity.org">rass_submissions@rassactivity.org</a> with “ <b>RASS-RFP-23-NNIF-004 -Mid-term evaluation</b> ” in the email subject line. Any other form of submission will not be accepted.
Bidders Conference	N/A
Deadline for Receipt of Questions	<b>August 23,2023 by 17.00 CAT</b>
Deadline for Receipt of Proposals	<b>August 28,2023</b> <b>Late submissions will not be accepted</b>
Point of Contact	Bidders/Offerors may submit questions and requests for clarifications by email no later than <b>August 23, 2023 at 17:00 CAT</b> . Please only submit questions to: <a href="mailto:rass_procurement@rassactivity.org">rass_procurement@rassactivity.org</a> . All questions received will be compiled and answered in writing and distributed to all registered Bidders/Offerors.
Anticipated Award Type	DAI anticipates awarding <b>Firm Fixed Price agreement/Sub-contract</b> for the provision of this assignment  Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders/offerors will not be reimbursed for any costs associated with the preparation of their bid.
Basis for Award	An award will be made based on the <b>Trade Off Method</b> . 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.  <b>DAI RASS shall have the right to award to single or multiple offerors depending on the technical completeness of the offer</b>

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the USAID-funded Resilience in Agriculture South Sudan (RASS) Activity, is **seeking best-value proposals** from a reputable consultancy firm to conduct a mid-term evaluation of RASS activity implementation covering October 2021 to September 2023 in nine (9) counties. The overall and primary purpose of this mid-term evaluation is learning-oriented, to guide adaptive management for the remaining period of the RASS activity. There is also an accountability dimension to the mid-term evaluation, to the project's stakeholders, and in particular to USAID, assessing the key project results achieved so far in line with the outcome indicators.

### 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 price sub-contract/agreement. This subcontract type is subject to change during the course of negotiations.

## 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 not later than **17:00 CAT, August 28, 2023, to be submitted via email to [rass\\_submissions@rassactivity.org](mailto:rass_submissions@rassactivity.org)** and include the reference " RASS-RFP-2023-003 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.

### 2.1 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.
- Point of contact of the organization

**2.2 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 submitted in a separate folder 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**
4. **Past Performance** -Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services 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.**

**3.1 Services Specified**

For this RFP, DAI-RASS Activity is in need of 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	Maximum Points
1	<b><u>Organizational Capacity and Experience</u></b>	<b>20</b>
	At least two (2) experiences in the last five (5) years on projects of similar scope and complexity in South Sudan	20
2	<b><u>Proposed Technical Approach, Work Plan and Methodology</u></b> 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	<b>50</b>

	<p><b>2.1 1 Appropriateness of approach and methodology to the terms of reference</b></p> <p><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></p>	30
	<p><b>2.2 Proposed workplan/Timeline</b></p> <p><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></p>	10
	<p><b>2.3 Personnel organization</b></p> <p><i>This sub-criterion will assess the deployment strategy of key personnel and the necessary ad hoc expertise, including:</i></p> <ul style="list-style-type: none"> <li>- <i>Division of duties and responsibilities among key personnel</i></li> <li>- <i>Consistent allocation of response time</i></li> <li>- <i>Consistency between the deployment of key personnel and expertise with the schedule of deliverables</i></li> <li>- <i>Cost optimization in the deployment of experts.</i></li> </ul>	10
3	<b>Qualification of Key Personnel</b>	<b>30</b>
	Team Leader/Agriculture and Livelihood specialist	20
	Gender Specialist	5
	Nutrition Specialist	5
	<b>TOTAL</b>	<b>100</b>

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

### 4.1 Cost/Price Proposals

Cost/Price proposals shall be submitted in a separate folder 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.

These services are not 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-RASS 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-RASS. DAI-RASS 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. Certificate of registration with relevant country authorities i.e. RRC, tax compliance, past audited reports
2. Evidence of an Unique Entity ID (SAM) (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-RASS.
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-RASS. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI-RASS before payment will be processed.

**Table I**

Phase	Deliverables	Submission deadline from the contract start date. (Day)	Milestone Payment
1	Deliverable 1: Inception report which includes but not limited to the following: (1) Survey methodology and sampling , (2) Evaluation, and research questions and questionnaire design, (3) Final report outline (4) Workplan and timelines	5 calendar days after the contract award	20%
2	Deliverable 2: Community engagement, meetings with key partners, stakeholders and key informants, field quantitative and qualitative data collection, weekly/biweekly meetings or field updates/progress reports debriefing with summary of preliminary findings.	15 Calendar days after the contract award	30%
3	Deliverable 3: Data analysis, submission of draft report with results on assessed indicators.	25 calendar days after the contract award	30%
4	Deliverable 4: Final Report with annexes including fully updated indicator table for the 30 indicators and all assessment raw and cleaned datasets and data quality reports.	5 Calendar days after the contract award	20%

## 7. Inspection and Acceptance

The designated DAI-RASS 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 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-RASS 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 G.

### 8.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

### 8.3 Source and Nationality

Under the authorized geographic code for its contract DAI-RASS 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](http://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.

#### **8.4 Unique Entity ID (SAM)**

There is a **mandatory** requirement for your organization to provide an Unique Entity ID (SAM) to DAI. Without an Unique Entity ID (SAM), 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/RFQ/RFA is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Offerors who fail to provide Unique Entity ID (SAM) 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 an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM)- DAI’S Vendors, Subcontractors

For those not required to obtain an Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) 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](http://www.DAI.ethicspoint.com), or
- Email to [Ethics@DAI.com](mailto:Ethics@DAI.com)
- USAID's Office of the Inspector General Hotline at [hotline@usaid.gov](mailto: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 for Services or Technical Specifications

## 11. Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)  
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RASS-RFP-NINF-2023-004** issued on **August 14, 2023**. 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.](#) 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.

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. Attachment C-1: Price Schedule Attachment C-2 Budget roll-up template (See excel template)**

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

<b>Item Number</b>	<b>Item Name</b>	<b>Description/Specifications</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Deliverable 1: Inception report which includes but not limited to the following: (1) Survey methodology and sampling , (2) Evaluation, and research questions and questionnaire design, (3) Final report outline (4) Workplan and timelines	Per attachment A	Deliverable		
2	Deliverable 2: Community engagement, meetings with key partners, stakeholders and key informants, field quantitative and qualitative data collection, weekly/biweekly meetings or field updates/progress reports debriefing with summary of preliminary findings.	Per attachment A	Deliverable		
3	Deliverable 3: Data analysis, submission of draft report with results on assessed indicators.	Per attachment A	Deliverable		
4	Deliverable 4: Final Report with annexes including fully updated indicator table for the 30 indicators and all assessment raw and cleaned datasets and data quality reports.	Per attachment A	Deliverable		
<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					<b>\$</b>

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

**13. Attachment D: Instructions for Obtaining a Unique Entity ID (SAM) Number - DAI'S Vendors, Subcontractors**

**14. Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement**

## 14.1 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](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 DAII 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.



## 14.2 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.)

**15. 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									

**15.1 Attachment J: Team Composition and Task Assignments**

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

**15.2 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													



## 16. Attachment J: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

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

Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

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

Response to each of the evaluation criteria

Documents use to determine Responsibility

Evidence of an Unique Entity ID (SAM) OR Self Certification for Exemption from Unique Entity ID (SAM) Requirement

Past Performance (*use template in Attachment F*)