



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

No. RFP-DAI-IGPA-18-051

Issue Date: October 7, 2018

WARNING: Prospective Offerors who have received this document from a source other than the Iraq Governance and Performance Accountability project, Babylon-Warwick Hotel, ProcurementIGPA@dai.com, IGPAProcurementINBOX@dai.com, should immediately contact IGPAProcurementINBOX@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 distributed via IGPAProcurementINBOX@dai.com.

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-18-051
Issue Date	October 7, 2018
Title	Governance Assessment Survey (GAS)
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Al Jadriya, Baghdad ProcurementIGPA@dai.com
Deadline for Receipt of Questions	October 9, 2018 5:00pm Baghdad Local Time
Bidders' Conference	<u>October 11th, 2018 at 04:00pm Baghdad Local Time in Babylon Warwick Hotel, Al-Jadriya, Baghdad.</u>
Deadline for Receipt of Proposals	October 28 th , 2018, 5:00pm Baghdad time
Point of Contact	IGPAProcurementINBOX@dai.com
Anticipated Award Type	Firm Fixed Price Subcontract
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

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified offerors to submit proposals to supply and deliver Government Assessment Survey (GAS) in support of program implementation.

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.

1.2 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This award 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 no later than **October 28th, 2018, 5:00pm Baghdad time**, to be submitted to ProcurementIGPA@dai.com. The RFP number and title of the activity must be stated in the subject line of the email. Technical and cost proposals may be submitted in the same email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

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 non-responsive 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 90 days for the prices provided.
- Acknowledge the solicitation amendments received.

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 IGPA 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 clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration, specifically relating to work with international organizations and USAID are highly desirable. 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 is in need of the services described in Attachment A and review Annex 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
Technical Approach	35 points
Timeline Approach	30 points
Management Approach or Personnel Qualifications	20 points
Corporate Capabilities or Past Performance	15 points
TOTAL	100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

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

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. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions available upon request).
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. Inspection & Acceptance

The designated 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.

7. Compliance with Terms and Conditions

7.1 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.

7.2 Source and Nationality

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

Geographic Code 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.

7.1 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/RFQ/RFA 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 \$25,000 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.

Instructions for obtaining a DUNS number will be sent to the selected vendor upon request.

For those not required to obtain a DUNS number, DAI will send the "Self-Certification for Exemption from DUNS Requirement" form to the selected vendor upon request.

8. 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. 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's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, 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.

9. Attachments

9.1 Attachment A: Scope of Work for Services or Technical Specifications

Scope of Work (SoW) **Ad-Hoc Political Economy Analysis of the Post the National Elections of 2018** **Governance Assessment Survey (GAS)**

Activity Purpose

IGPA/Takamul commissions a Governance Assessment Survey (GAS) aimed at collecting data on the impact of contradictory and fluctuated legal interpretations on the performance of the Federal and Provincial governments in terms of service delivery. GAS focuses on the Iraq's sovereign institutions such as the President office, The Federal Supreme Court (FSC), the Supreme Judiciary Council (SJC), the Office of the Prime Minister (PM) and Council of Ministers' Secretariat (COMSec), and the Iraqi Council of Representatives (COR). In addition, the GAS will also focus on three ministries that are related and mandated with fulfilling various aspects of service delivery, these ministered are; Ministry of Finance (MoF), Ministry of Planning (MoP), and Ministry of Reconstruction, Housing, Municipalities, and Public Work (MoRHMPW).

Background and Rationale

The Political Economy Unit (PEU) is tasked with developing an ad-hoc Political Economy Analysis (PEA) of post- National Elections of 2018. It will cover major provinces representative of the Iraqi mosaic and IGPA/Takamul's main areas of operation; Basrah, Maysan, Najaf, Baghdad, Diyala, Anbar, Ninewa, and the KRG.

Based on IGPA/Takamul's PEA on country and provincial levels, the administrative confusion stemmed from a contradictory legal framework and interpretation was identified as one the main issues hindering the advancement of the decentralization process, confining the provincial governments, and hence, resulting in poor service delivery.

Furthermore, the PEU team has identified the (Power of Legal Interpretation) as one of the most important dynamics that played vital role in the steering the national elections in a way that ended up, yielding more political friction, legal and governance complexities, and public anger, instead of the very much needed political and governing stability. Consequently, the country slipped into waves of demonstrations and clashes between the protestors and the Iraqi Security Forces (ISF), especially in the Southern part of the country, particularly in Basrah.

In a fragile state like Iraq, legal interpretations or legislative amendments are driven by political calculations, influencing the state legislations and judicial institutions. In addition, governance and bureaucracies are highly politicized with political operatives running key roles and positions, hence, shifting and steering the performance based on their parties' calculations.

In the same vein, fluctuating legal interpretations, constitutional articles, and amendments of the National Election laws marked the pre and post national elections of 2018, with complicated consequences emerging after the elections that have affected the political process, provincial government and their ability for an adequate service delivery. Hence, and based on the IGPA proposal to develop (Ad-hoc)

political economy analyses to capture the main issue for major trends and turning points in Iraqi governance and political context, the following survey is designed to capture the issue of legal interpretation as one of the main dynamics and variables that have affected the democratic process and the government's service delivery.

Objectives

The general objective of this scope of work is to identify a national-company or CSO with strong access and experience in politics and governance issues in the Iraqi context to conduct the Governance Assessment Survey (GAS). The survey and analysis objectives will accomplish the following specific objectives, but not limited to:

1. To analyze these legal dynamics and their impact on government administrative and governance performances.
2. To capture the juncture between political interests and legal interpretation and its impact on service delivery.
3. To explain how politics drives the implementation of the constitutional articles, the legislation process, and the legal interpretations of these laws and regulations.
4. To engage the Iraqi sovereign institutions as well as service related ministries and assess how political and legal inter-agency interactions affect legal interpretations.
5. The post-election PEA data and analysis will:
 - a. Inform the planning of project activities, especially with regard to targeting high-impact aspects of delivery of services in the areas of water and waste management and other selected service delivery areas.
 - b. Inform the planning of project activities and implementation during the upcoming provincial elections that are planned to be held by mid 2020.

Vendor Requirements

1. The nature and implementation of GAS is highly specialized, and given its engagement with the Iraqi sovereign institutions, it is highly sensitive too. It must be done with the highest level of professionalism, and deep and on-the ground understanding of Iraqi politics and the nature and politics of these institutions. Respondents must have the ability to access high level officials and can provide evidence of this ability.
2. The GAS is a highly sensitive activity; hence, it must be conducted by a well-versed local subcontractor, who does have access, acceptance, and the right network to work and deliver in the Iraqi political and legal contexts. This will be demonstrated by past performance and official references.
3. IGPA/Takamul must work closely with a subcontractor that will support DAI in designing the activity, preparation, planning, implementation and management of the GAS on the national level. This includes' developing the methodology, conducting the survey, collecting data from the President's office, COR, PM, COMSec, FSC, SJC, MoF, MoP, and MoRHMPW, and developing a comprehensive analysis based on the data outcome.
4. The vendor should be an Iraqi national company or CSO that has deep and on the ground background experience to address the sensitivity and complexity of the GAS. The vendor should also have excellent access and network to be able to address the subtle and nuanced issues intended as the objectives of GAS. The vendor should submit strong names as political and legal analysts, because they will be leading the analysis and reporting deliverables.

5. The vendor should be located in of Iraq's major city for logistical and access consideration, e.g., Baghdad or Erbil.

Technical Proposals

The technical proposal should include the following section/approaches:

1. Executive Summary: summarises the proposal, task, timeline, and approach.
2. Overall Implementation Description.
3. Methodology and academic approach: As explained in the Deliverable Section.
4. Training Description: The Vendor should provide a description of the trainings that will be conducted, based on the deliverable requirement mentioned in the section below. This section should provide full details about the material, rationale, and how it will help and facilitate conducting the survey.
5. Implementation description by stage, task, and timeline: This section should demonstrate the vendor implementation strategy and plan to conduct the survey and produce the deliverables mentioned in the following section.
6. Navigation approach: given the sensitivity of the survey, the high-level institutions included, the vendor should map out its approach, access, and network that secure the implementation of the GAS.
7. CVs of Key Personnel
8. Conclusions and final steps: summarizing the main steps of the project implementation with the timeline, and how the final report will be developed. Providing an outline of the final report is a plus.

Deliverables

The GAS is designed to be finished in one month upon awarding the contract. This section consists of two sub-sections; a) deliverables, and b) timeline table.

A. Deliverables

1. Task–1 Activity-implementation roadmap: This deliverable consists of a three-page (maximum) report that presents the subcontractor roadmap for the activity stages with regard of designing, planning, implementation, and deliverables. This will be due no later than three days upon the award of the contract.
2. Task–2 GAS Methodology: This deliverable consists of a ten-page report (maximum) that provides comprehensive and scientific methodology for conducting the activity along with timetable for data collection. The methodology must be well explained, with a clear presentation as why the proposed methodology is best situated to address the nature of activity and achieve its goals. This will be due no later than the first week upon the award of the contract.
3. Task – 3 Enumerator Training and Orientation: given the nature of the GAS, the subcontractor must conduct a training and an orientation session for the enumerators. This subcontractor must submit a training/orientation roadmap two-page report two days ahead of the training. The report must not exceed two pages. The training and orientation session must be completed within the first ten days upon the award of the contract.
4. Task – 4 GAS Survey and Data Collection: The implementation of the GAS, running the survey and data collection. This must start at the beginning of the week three of the activity upon

- the award of the contract. Target institutions: President Office, PM office, COMSec, COR, FSC, SJC, MoF, MoP, and MoRHMPW.
5. **Task – 5 Activity Update Report:** This deliverable consists of a three-page (maximum) report that presents the subcontractor's implementation progress. This will be due no later than the mid of the fourth week of implementation upon the award of the contract.
 6. **Task – 6 Final Report:** This deliverable consists of a twenty-five-page (maximum) report that consists of the following sections and annexes:
 - a. Comprehensive analysis of the collected data about the political and legal motivations of each institution and how that impacted the direction of the elections process and government performance.
 - b. The analysis will include commentary based on the Subcontractor's extensive experience in the Iraqi political, governance, and legal context, to highlight specific issues relevant and/or necessary to be considered in other IGPA/Takamul activities.
 - c. Support the analysis with comprehensive data presentation tools, such as charts, tables, and visual graphics.
 - d. Conclusions and Recommendations.
 - e. Power point presentation of the GAS and its main findings- no more than 20 slides.
 - f. Annex 1: A list of the interviewed persons, their affiliated institutions, and the date of their interview.
 - g. Annex 2: Reflection on the field work and data collection activities with a view to identifying specific problems encountered and highlighting any issues that may imply data limitations.
 - h. Annex 3: An Excel sheet with all the raw data-collected information and answers.

B. Timeframe/duration

1. The period of implementation of GAS will commence immediately after contract signature and will be completed with submission of the Final Report. Emphasis is on the need to coordinate and structure ongoing activities in parallel as a result of severe time constraints.
2. The indicative calendar below will be amended in consultation with the subcontractor, but will be finalized upon the approval of IGPA/Takamul:

Task	Survey Stages							
	Preparatory		Field		Data Analysis, Report Writing, Presentation			
	Survey Dates (Week)							
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	
Task 1 &2 Activity road map, and Development of methodology, detailed sampling plan and set of tools for the survey								
IGPA/Takamul approval of Methodology								
Task 3 Numerator Training and Orientation								
IGPA/Takamul approval of Numerator Training and Orientation								

Task 4 GAS Survey and Data collection							
Task 5 Activity Update							
IGPA/Takamul approval of Activity Update							
Task 6 Development of draft of the Final Report							
Task 6 Submission of the Final Report, including conclusions, PP, and Annexes							
IGPA/Takamul approval of the Final Report							

Required Profile/Experience

The nature and implementation of GAS is highly specialized, and given its engagement with the Iraqi sovereign institutions, it is highly sensitive too. It must be done with the highest level of professionalism, and deep on-the ground understanding of Iraqi politics and the nature and politics of these institutions. The proposal must demonstrate strong access to Iraqi sovereign institutions and the right political and legal networks to enable the successful implementation of the GAS.

9.2 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 **RFP**-Click here to enter text.-Click here to enter text. issued on 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 90 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:

9.3 Attachment C: Detailed Budget and Price Schedule

Nr.	Line Item	Unit	Quantity	Unit Price	Total Cost	Notes
A	Salaries and Wages					
1						
2						
3						
4						
5						
6						
	Sub-Total					
B	Fringe Benefits					
1						
2						
3						
4						
5						
	Sub-Total					
C	Travel, Transportation and Per Diem					
1						
2						

3						
4						
5						
	Sub-Total					
D	Allowances					
1						
2						
3						
	Sub-Total					
E	Other Direct Costs					
1						
2						
3						
4						
5						
	Sub-Total					
	GRAND TOTAL IN Iraqi Dinar					
	GRAND TOTAL in USD					

Price Schedule

Item Number	Item Name	Description/Specifications	Duration	Unit Price	Total Price
1	Task 1& 2	Task 1 &2 Activity road map, and Development of methodology, detailed sampling plan and set of tools for the survey			
2	Task 3	Task 3 Numerator Training and Orientation			
3	Task 4	Task 4 GAS Survey and Data collection			
4	Task 5	Task 5 Activity Update			
5	Task 6	Task 6 Submission of the Final Report, including conclusions, PP, and Annexes			
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Attachment D: 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	Complete d on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

9.4 Attachment E: 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 DAI 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.

9.5 Attachment F: 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 used to determine Responsibility
- ☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- ☐ Past Performance (*use template in Attachment F*)