



## **Iraq Governance and Performance Accountability Project (IGPA)**

Request For Proposals (RFP)

RFP-DAI-IGPA-18-061

Water Communications Assistance – Baghdad

(Reannouncement)

Issue Date: January 21, 2019

**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](mailto:ProcurementIGPA@dai.com), [IGPAProcurementINBOX@dai.com](mailto:IGPAProcurementINBOX@dai.com), should immediately contact [IGPAProcurementINBOX@dai.com](mailto: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](mailto:IGPAProcurementINBOX@dai.com).

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**Synopsis of the RFP**

RFP No.	RFP-DAI-IGPA-18-061
Issue Date	January 21, 2019
Title	Water Communications Assistance – Baghdad (Reannouncement)
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Al Jadriya, Baghdad <a href="mailto:ProcurementIGPA@dai.com">ProcurementIGPA@dai.com</a>
Bidders' Conference	Baghdad- Al-Jadriya – Babylon Warwick Hotel January 27, 2019 at 02:00PM Baghdad Time
Deadline for receipt questions	January 29, 2019 at 05:00PM Baghdad Time
Deadline for Receipt of Proposals	January 31, 2019 5:00 PM Baghdad Time
Point of Contact	<a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a> – Procurement Manager
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Subcontract. This is only the anticipated type of award and may be changed as a result of negotiations.  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 bid.
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.

*Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.*

## **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 implement the behavior change aspects of the Water Assistance Package in support of program implementation.

### **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 Purchase Order This is only the anticipated type of award and may be changed as a result 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 January 31, 2019 5:00 PM Baghdad Time, to be submitted to [ProcurementIGPA@dai.com](mailto:ProcurementIGPA@dai.com) and the RFP Number and Title of the activity must be stated in the subject line of the 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 120 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 (insert Project Acronym) 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 sealed in a separate envelope from cost/price proposals, and 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. 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.

#### 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.

<b>Evaluation Criteria</b>	<b>Evaluation Sub-criteria (if needed)</b>	<b>Maximum Points</b>
Technical Approach		35 points
Management Approach or Personnel Qualifications		35 points
Corporate Capabilities or Past Performance		30 points
<b>Total Points</b>		<b>100 points</b>

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

### 4.1 Cost/Price Proposals

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

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

## 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 or non-governmental organization registration to operate in the host country.
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.

No.	Task	Task Deliverable	Due Date
1	Capture baseline from Water Directorate and Baghdad Amanat	One page baseline summary based on water usage, bill payment and contact to service phone lines.	One week after award
2	Create a timeline for the work and receive materials, message and direction from IGPA and the TWG.	Timeline and implementation plan. Briefing on specifics from the TWG and IGPA and submission of the work schedule.	Two weeks after award
3	Literature on Behavior Change	One specific leaflet for water conservation in for the door-to-door activity and to share with locations around the province (shops, mosques, schools) for distribution. IGPA and TWA have key messages. Production of one-page flyer -- 15,000 in all.	One month after award
4	Organize community meetings and then conduct in door-to-door outreach	Six short community meetings with speakers (including government, religious and women) and following a door-to-door activity after the event with literature on water conservation, service numbers, and messages. Event should be posted on social media and the press should be invited. Two events should be in rural or suburban areas. IGPA will assist in recruitment for door-knockers.	Starting after printing is complete from 6 weeks after award to end of contract.
5	Behavior Change Ads	Produce and place 5 ads for social media; 3 should be image ads and 2 should be 30 second videos. Purchase ads on Facebook for 90 days at \$10 a day for \$900 for target audience as defined by a	Starting month one and going through the end of the project.

No.	Task	Task Deliverable	Due Date
		technical working group (TWG). Ad content will involve the TWG messages. Metrics must be including reach, likes, comments and shares from the Facebook ad page.	
6	Water Directorate Support Ads	Produce and place 3 ads on social media; 2 should be image ads and 1 should be 30 second video. Purchase ads on Facebook for 90 or more days \$10 day for \$900. Metrics must be including reach, likes, comments and shares from the Facebook ad page.	Starting one month after award and through the end of project.
7	Water Directorate Literature	Require 15,000 one page flyers for Water Directorate collectors to distribute. Literature will include repairs, service numbers, bill payment and budget/financial information as well as behavior change messages.	Starting month one and completed by month three.
8	Closing number collection and final report	Collect the post campaign numbers for water usage, customer service calls, and bill payment compliance. Final report should include lessons learned, challenges and any success stories.	Close 120 days after project start date.

## 7. 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.



## 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 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.

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

**Geographic Code 110:** Goods and services from the United States, the independent states of the former Soviet Union, or a developing 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.

### 8.1 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 \$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.

## **9. 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.

### **9.1 Mandatory Vetting**

Pursuant to AIDAR 752.204-71, all recipients of DAI Iraq awards above \$25,000 must comply with vetting requirements of all key individuals under the given award. No cash or in-kind disbursements will be provided until the recipient organization and all key individual(s) under the organization have passed vetting. The purpose of vetting is to mitigate the risk that USAID funds and other resources do not, even inadvertently provide support or benefit individual or entities that are terrorists, supporters of terrorists or affiliated with terrorists.

## **10. Attachments**

### **10.1 Attachment A: Scope of Work for Services or Technical Specifications**

#### **SCOPE OF WORK/TERMS OF REFERENCE**

**IGPA/Takamul**

**Water Communications Assistance - Baghdad**

#### **A. BACKGROUND AND JUSTIFICATION**

The shortage of portable water is a challenge, and citizens waste water resources by not conserving clean water in their homes, farms and workplaces.

IGPA/Takamul project provided a course of several meetings, trainings, and technical assistance to representatives of the government, water delivery providers, and civil society organizations, to improve the relationship with the people and water services. A technical working group has created a communication and outreach plan which aims to change citizen behavior in water consumption, and support the provincial government in providing better services. This scope of work will support the TWG activities.

The vendor will be responsible for implementing the communication and outreach plan that set for Baghdad with ongoing direct supervision of IGPA/ Takamul project technical staff and the Technical Working Group members over a four-month period.

This SOW determines the activities, deliverables, quantities and quality of work set in the communication and outreach plan by a technical working group of government and CSO leaders. Many vendors may have experience in some aspects of this proposal, but can consider partnership agreements with individuals that have the skills the organization does not have for the purpose of this proposal.

#### **B. OBJECTIVES**

- 1- Changes in behavior in water consumption to reduce wasting water and support the water provision services
- 2- Provide support to the Water Directorate in service challenges, bill collection, budget and finances.

#### **C. SCOPE OF WORK AND DETAILED TASKS REQUIREMENTS**

This RFP is designed to utilize the communication tools targeted to specific audiences, and consider the characteristics of different audiences and ways to deliver the messages in corporation with IGPA/Takamul technical team within a duration of 120 days. The vendor will collect a pre and post statistics on water consumption, bill payment and call averages to the service lines to serve as a baseline from Baghdad Water Directorate and Baghdad Amanat.

The specific activities of this SOW are described below:

No.	Task	Task Deliverable
1	Capture baseline from Water Directorate and Baghdad Amanat	One page baseline summary based on water usage, bill payment and contact to service phone lines.
2	Create a timeline for the work and receive materials, message and direction from IGPA and the TWG.	Timeline and implementation plan. Briefing on specifics from the TWG and IGPA and submission of the work schedule.
3	Literature on Behavior Change	One specific leaflet for water conservation in for the door-to-door activity and to share with locations around the province (shops, mosques, schools) for distribution. IGPA and TWA have key messages. Production of one-page flyer -- 15,000 in all.
4	Organize and hold community meetings and then conduct in door-to-door outreach with volunteers	Six short community meetings with speakers (including government, religious and women) and following a door-to-door activity after the event with literature on water conservation, service numbers, and messages. Event should be posted on social media and the press should be invited. Two events should be in rural or suburban areas. IGPA will assist in recruitment for door-knockers who will not be paid.
5	Behavior Change Ads	Produce and place 5 ads for social media; 3 should be image ads and 2 should be 30 second videos. Purchase ads on Facebook for 90 days at \$10 a day for \$900 for target audience as defined by a technical working group (TWG). Ad content will involve the TWG messages. Metrics must be including reach, likes, comments and shares from the Facebook ad page.
6	Water Directorate Support Ads	Produce and place 3 ads on social media; 2 should be image ads and 1 should be 30 second video. Purchase ads on Facebook for 90 or more days \$10 day for \$900. Metrics must be including reach, likes, comments and shares from the Facebook ad page.
7	Water Directorate Literature	Require 15,000 one page flyers for Water Directorate collectors to distribute. Literature will include repairs, service numbers, bill payment and budget/financial information as well as behavior change messages.
8	Closing number collection and final report	Collect the post campaign numbers for water usage, customer service calls, and bill payment compliance. Final report should include lessons learned, challenges and any success stories.

Successful vendors will meet the following requirements:

- **Should have at least three years' experience in relevant projects**
- **CVs, and organizational Structure.**
- **List of the technical staff with relevant experiences.**

## **D. Technical Proposals**

All technical proposals should include:

Organizational chart and relevant staff

Sample print and online materials. (can be copies, screenshots or links)

Implementation sample calendar

## **E. OUTPUTS AND DELIVERABLES**

- Weekly Reports: IGPA expects a weekly report on progress of the implementation Tuesday at the close of business each week. Additionally, IGPA and the TWG members would like to have access to the activities during the implementation in order to provide direction when necessary and to build the crowd for community events.
- Baseline number collection at the beginning and end of the campaign.
  - Water usage by citizens.
  - Calls of customer service per day, per week or per month prior to the communication campaign
  - Bill collection numbers for the month prior to the communication campaign in terms of overall numbers or a percentage.
- The vendor will need to produce a timeline or a calendar schedule that covers the steps for literature design and production, organization for the communication meetings, social media ad production and purchase. Literature for door-to-door should be scheduled prior to the community meetings.
- Literature on Behavior Change: This is a one sided flyer that will contain information for households on how and why to conserve water at home. Behavior change messages have been identified by the TWG. The vendor is responsible for design, production and printing.
- Community Meetings: Six community meetings with speakers (including government, religious leaders and women) and should last no longer than an hour. IGPA and the TWG will help identify speakers and provide direction on the door-knocking communities. After brief speeches, there will be door-to-door activity after the event with printed leaflets. Two events should be in rural areas, and the TWG will provide direction on locations where water consumption is high. IGPA and the TWG will support crowd-building with the vendor. The vendor is responsible for the venue (can be free), tea service and crowd-building. For each event there should be sign-in sheets, photos, posting to social media, invitations for the press (if applicable) and any success stories or results. Success stories or results can come from participants calling the organizer with results.
- Behavior Change Ads- Produce and place 5 ads for social media; 2 should be image ads and 3 should be 30 second videos. Purchase ads on Facebook for 90 days at \$10 a day for \$900 for target audience as defined by a technical working group (TWG). Facebook ad metrics will include views, shares, likes and comments and can be shared from the Facebook ad console. Ads should

be posted on Instagram, under #WaterIraq and other appropriate hashtags, but there will be no purchase of ads on Instagram.

- Water Directorate Support Ads- Produce and place 3 ads on social media; 2 should be image ads and 1 should be 30 second videos. Purchase ads on Facebook for 90 or more days \$10 day for \$900. Facebook ad metrics will include views, shares, likes and comments and can be shared from the Facebook ad console.
- Water Directorate Literature- Require 15,000 one page flyers. Literature will include repairs, service numbers, bill payment and budget/financial information as well as behavior change messages. This will be a one-page document that collectors can use in the course of their work to better explain improvements and issues. Content will be approved by the Water Directorate, and circulation will be their responsibility. The vendor will be responsible to creation and production of the flyer.
- Final Report- Collect the post campaign numbers for water usage, customer service calls, and bill payment compliance. IGPA can assist in this collection.
  - Water usage in the month prior to the campaign
  - Calls of customer service per day, per week or per month prior to the communication campaign
  - Bill collection numbers for the month prior to the communication campaign

Additional information in the report should include an outline of activities, photos, explanation of results and challenges faced. If there are success stories or interesting quotes they should be included here.

#### **F. Timeframe/duration**

The duration of the implementation of this SOW are 120 days.

#### **G. SPECIAL CONSIDERATIONS**

All designed materials should be approved by IGPA/Takamul- Objective three technical team, graphic designer specialist, concerned department, and the TWG in Baghdad province. All approvals should be documented in hard copy.

**10.2 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 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:

**10.3 Attachment C: Price Schedule**

Item Number	Deliverable	Description/Specifications	Quantity	Percentage of total cost	Price
1	Baseline and Timeline or Calendar Plan	Collect numbers on usage, payment and service calls prior to the campaign. A timeline or calendar outlining steps and deadlines for each activity should be submitted.	1	5%	
2	Design and content for printing material and social media concepts	Design and content for the BCC and Water Directorate printed flyers and 8 concepts for social media posts	10	20%	
3	Print materials, launch social ad buy	Two flyers go to printer and 50% of community meetings are scheduled. Social media campaign begins with ad buy.	2 flyers 2 ads	55%	
4	Progress Report 2	Meetings completed and remaining social media posts are posted.	6 meetings 6 more ads	15%	
5	Final Report	Includes data collection from the Water Directorate and final activities report.	1	5%	
<b>GRAND TOTAL IN dollars</b>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					

**Delivery Period: 120 days**



**10.4 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	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									

## 10.5 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. 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.