



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

RFP-DAI-IGPA-19-101

Public Hearing Sessions & Women Forums in Erbil Governorate

Issue Date: March 28, 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 , 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.

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	5
2.3 Questions regarding the RFP.....	5
2.4 Pre-Proposal Bidders’ Conference.....	Error! Bookmark not defined.
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.....	6
4.1 Cost/Price Proposals	6
5. Basis of Award.....	6
5.1 Best Value Determination.....	6
5.2 Responsibility Determination	6
6. Anticipated post-award Deliverables.....	7
7. Inspection & Acceptance.....	7
8. Compliance with Terms and Conditions.....	8
8.1 General Terms and Conditions	8
8.2 Source and Nationality.....	8
8.1 Data Universal Numbering System (DUNS).....	8
9. Procurement Ethics.....	9
10. Attachments.....	10
10.1 Attachment A: Scope of Work for Services or Technical Specifications.....	10
10.2 Attachment B: Proposal Cover Letter.....	12
10.3 Attachment C: Price Schedule	14
10.4 Attachment F: Past Performance Form.....	15
10.5 Attachment G: Representations and Certifications of Compliance.....	16

Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-18-
Issue Date	March 18, 2019
Title	Public Hearing Sessions & Women Forums in Erbil Governorate
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Erbil Office Erbil Italian Village 1, villa No 70 -DAI Erbil Office ProcurementIGPA@dai.com
Deadline for Receipt of Proposals	April 14, 2019 5:00 PM Baghdad Time
Bidders' Conference (Attendance is Optional, and it is not Mandatory)	April 9, 2019 24, 2019 at 2:00 PM Baghdad Local Time in Erbil Italian Village 1, villa No 70 – DAI IGPA Erbil Office
Point of Contact	IGPAProcurementINBOX@dai.com – Procurement Manager
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order. 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 based on the technical 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.

I. Introduction and Purpose

I.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified CSO offerors to submit proposals to implement Public Hearing Sessions with Women Forums in Erbil province.

The public hearing sessions will target the promotion of citizen participation in: 1) determining project priorities, and ensuring these priorities are taken into consideration by local governments as part of planning and budgeting; 2) increasing responsiveness in the provision of water, Electricity and solid waste management services within communities in targeted provinces. The women's forums will focus on: 1) addressing the challenges and obstacles that women face in obtaining water supply, Electricity and solid waste management in the targeted areas and 2) collect women's complaints and identify specific solutions to be done by government in response to these complaints.

The vendor CSO shall collaborate with Erbil provincial government and High Council for Women Affairs (HCWA) in KRI to conduct the public hearing sessions and the women's forums and share the final reports and outcomes with the provincial government to use in project planning processes. The vendor CSO shall work closely with the provincial government and HCWA to ensure timely follow up actions, and proper responses to women's issues and needs.

I.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.

I.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 April 14, 2019 5:00 PM Baghdad Time, to be submitted to 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 day 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 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 a socially and gender inclusive 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. Teams are encouraged to demonstrate gender awareness and balance in their teams and reporting structures.
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.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach		40 points
Management Approach or		30 points

Personnel Qualifications		
Corporate Capabilities or Past Performance		30 points
Total Points		100 points

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 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 the table below will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Task	Task Deliverable	Due Date
1	Design action plan	Detailed plan with actions, time schedule, tasks and assignments, locations, and any other implementation procedures.	one week after award
2	Coordination with provincial government.	Meeting notes, attendance sheets, decisions made, areas selected, approvals, decrees, and facilitation letters.	15 days after award.
3	Design required technical material and make necessary preparation for conducting (2) public hearing sessions in Erbil (1 inside city & 1 outside city).	Sex disaggregated participant attendance sheets, presentations, handouts, forms, and other documents. Minutes of Hearing sessions, summary of outcomes and recommendations, by relevant group, sector, etc.	Three-six weeks after award
4	1-Design required technical material, make necessary preparations. 2- implementing two (2) women forums in Erbil (1 inside city & 1 outside city).	Sex disaggregated participant attendance sheets, presentations, handouts, forms, and other documents. Minutes of women forums, summary of complaints, solutions, and recommendations, by relevant group, sector, etc.	Three-Six weeks after award
5	Summarize outcomes of the hearing sessions and women's forums in Erbil	List of prioritized issues. List of analyzed and prioritized complaints, by group. Summary of long-term, medium, and short-term actions required to address issues. recommendations and suggestions that the vendor CSO should share with the service delivery task force team and Erbil provincial government	Seven weeks after award
6	Final report	Includes government responsiveness to issues, recommendations, suggestions, solutions and results, challenges, photos, sign sheets, success stories, and other documentations such as agreed follow up by government agencies and partners, and linkages to other projects and initiatives if any.	Eight weeks after award

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. 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.

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications SCOPE OF WORK/TERMS OF REFERENCE

IGPA/Takamul

Public Hearing Session & Women Forum in Erbil Governorate

A. BACKGROUND AND JUSTIFICATION

Before 2003, planning process in Iraq was made under centralized system where citizens especially women and most vulnerable weren't able to address their needs and participate in decision making at both levels federal and provincial. After 2003 Iraq experienced new constitution and transitioned to decentralization. Currently, new system depends on the bottom up planning process adopted, and public initiatives started to address the vulnerable peoples and women needs.

To that end, IGPA/Takamul will support the public participation through a vendor CSO who will be responsible for implementing a Public Hearing Sessions with Women Forums in Erbil province.

The public hearing sessions will target the promotion of citizens participation in determine of projects priorities and ensuring these priorities are taken into consideration as part of the planning and budgeting process, and increase responsiveness in support to the provision of water supply and solid waste management services within communities of areas in targeted provinces, while the women forums will focus on addressing the challenges and obstacles that women face to obtain services of water supply and solid waste management within the targeted areas, and collect women complaints and identify specific solutions to be taken by governments in response to these complaints.

The vender CSO shall work in collaboration with Erbil provincial government and High Council of Women Affairs in KRI (HCWA) to conduct the public hearing sessions and the women forums, and share the final reports and outcomes of with the provincial government to use in projects planning process. Moreover, the vendor CSO shall work closely with the local government and HCWA to ensure constant follow up actions, and a proper respond for women issues and needs addressed.

This SOW determines the activities, deliverables, quantities and quality of work described that the vendor CSO should implement within the determined duration and deliverables. Many CSOs 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- Coordinate with Erbil provincial government to obtain government approvals and identifies targeted areas.
- 2- Coordinate with the High Council of Women Affairs (HCWA) and review existing data and information from INAP.
- 3- Summarize the outcomes of the hearing sessions and women forums and share it with Erbil provincial government and collaborate with the HCWA and CSOs to follow up the government actions taken in response to the outcomes.

C. SCOPE OF WORK AND DETAILED TASKS REQUIREMENTS

This RFP is designed to coordinate with local government and CSOs in Erbil province conduct public hearing sessions and women’s forums in corporation with IGPA/Takamul technical team in Erbil office for 70 days. The vendor CSO will prepare the required materials and documentation for these sessions and forums.

The specific activities of this SOW are described below:

No.	Task	Task Deliverable
1	Design action plan	Detailed plan with actions, time schedule, tasks and assignments, locations, and any other implementation procedures. Specific attention social inclusion and gender in implementation, participants, responses and M & E.
2	Coordination with provincial government.	Meeting notes, attendance sheets, decisions made, areas selected, approvals, decrees, and facilitation letters.
3	1-Design required technical material and make necessary preparation. 2-conducting (2) public hearing sessions in Erbil	Participants attendance sheets, presentations, handouts, forms, and other documents. Minutes of Hearing sessions, summary of discussions and recommendations.
4	Design required technical material and make necessary preparation for conducting (2) women forums in Erbil	Participants attendance sheets, presentations, handouts, forms, and other documents. Minutes of women forums, summary of complaints, solutions, and recommendations.
5	Summarize the outcomes of the hearing sessions and the women forums.	List of prioritized issues. summary of outcomes. list of complaints and issues recorded. summary of long-term, medium, and short-term solutions, and actions required. recommendations and suggestions.
6	Final report	Includes government responsiveness, solutions and results, challenges, photos, sign sheets, success stories, and other documentations. Detailed break down of participants by sex, age, and relevant social category.

Successful vendors will meet the following requirements:

- Should have at least three years’ experience in relevant projects
- Valid CSO registration certificate or business license in NGOs department in Kurdistan Region of Iraq (KRI).
- CVs, and Organizational Structure.
- List of the technical staff with relevant experiences in KRI.

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 proposal and sample calendar

E. OUTPUTS AND DELIVERABLES

- Weekly Reports: IGPA expects a weekly report on progress of the implementation, weekly plan for next week on Each Tuesday at 02:00 PM each week.
- The CSO will need to identify the participants that should represent the major community diversity, young, academics, vulnerable group, meet with the to identify locations for holding public hearing sessions and women forums. These are more than one location and no more than four locations in outlying areas of targeted provinces.
- The CSO will need to produce a timeline or a calendar schedule that covers the steps for conducting the public hearing sessions and women forums and sharing the final reports.
- Public Hearing Session: This is a one-day session for minimum of 50 participants representing their communities within targeted areas, includes the government officials that represents the local authorities and service providers.
- Women Forum: this is a one-day forum designed for a minimum of 50 women participants to present their complaints and expressing the obstacles and challenges facing them on daily basis during the obtain of services especially water supply and solid waste management within their areas of residence.
- Final Report- 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. The participants signing sheet can be included in their original form with name, address, phone, locations, and signature.
- The final report should contain the results of the public hearing sessions, and women forums must be submitted and shared with Erbil provincial government. For action. IGPA/Takumel should receive a copy of this.

F. Timeframe/duration

The duration of the implementation of this SOW are 70 days.

G. SPECIAL CONSIDERATIONS

All designed materials, handouts, and presentations should be approved by IGPA/Takumul- Objective three technical team. 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.

DAI Global, LLC.

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

#	Deliverable	Description/Specifications	Quantity	Percentage of total cost	Price
1	Design action plan	Submit of detailed plan with actions, time schedule, tasks, locations, and any other implementation procedures.	1	5%	
2	Coordination with provincial government.	Summary or meeting notes and decisions made for: 1- Areas selected. 2- Approvals and facilitation letters.	1	5%	
3	Design required technical material and make necessary preparation for conducting (2) public hearing sessions in Erbil	1- Hearing session materials (presentations, handouts, form, and other documents). 2- Hiring conference hall, lunch, break, and other hospitality and logistics requirements. 3- Implementing (2) public hearing sessions in two targeted areas.	2	40%	
4	Design required technical material and make necessary preparation for conducting (2) women forums in Erbil	1- Women forum materials (presentations, handouts, form, and other documents). 2- Hiring conference hall, lunch, break, and other hospitality and logistics requirements. 3- Conduct (2) women forums in two targeted areas.	2	40%	
5	Summarize the outcomes of the hearing sessions and women forums.	1- Minutes and summary of outcomes and recommendations from the hearing sessions and women forums. 2- Sharing the outcomes with the local government, service providers and CSOs in Erbil province.	1	5%	
6	Final report	Final reports include pictures, press releases, sign sheets, official letters and approvals, and all other related documents for government responsiveness.	1	5%	
GRAND TOTAL IN dollars					
GRAND TOTAL IN UNITED STATES DOLLARS					

Delivery Period: 70 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) 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 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.