



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

Request for Proposals (RFP)

RFP-DAI-IGPA-EBL-19-121

**Providing Translation Services of Xizmet Portal from Kurdish into Arabic and English**

Issue Date: June 27, 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-EBL-19-121
Issue Date	<b>June 27, 2019</b>
Title	Providing Translation Services of Xizmet Portal from Kurdish into Arabic and English
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 IGPA Erbil Regional Office <a href="mailto:ProcurementIGPA@dai.com">ProcurementIGPA@dai.com</a>
Deadline for Receipt of Proposals	<b>July 15, 2019 at 4:00 PM Baghdad Time</b>
Point of Contact for Questions and Answers	<a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a> – Procurement Manager
Deadline for Asking question	<b>July 6, 2019 at 4:00 PM Baghdad Time</b>
Bidders' Conference	<b>July 4, 2019 at 11:00 AM Bagdad Time.</b> The conference will be held at IGPA DAI Erbil Office, in Italy city 1, Villa#70.
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 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 for Providing Translation Services of Xizmet Portal from Kurdish into Arabic and English.

### **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 or eligible individual 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 **July 15, 2019 at 4:00 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 of 120 days for the prices provided.
- Acknowledge the solicitation amendments received.

In case the Offeror is an individual (not company), A cover letter from the individual with full name, address and signature shall be included with the proposal 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 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 to [IGPAProcurementINBOX@dai.com](mailto:IGPAProcurementINBOX@dai.com) or in writing to the Issuing Office as specified in the Synopsis above, no later than **July 6, 2019 at 4:00 PM Baghdad Time**. No questions will be answered by phone. Any verbal information received from a DAI 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 Proposal can be submitted either by e-mail to [ProcurementIGPA@dai.com](mailto:ProcurementIGPA@dai.com) or in a sealed envelope to the physical address mentioned above.

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. A methodology of implementation shall describe the benchmarking of each deliverable under the scope of work and Gantt chart of milestones.
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. An organizational chart of the assigned staff to the project and line of reporting shall state by professions requires to carry on the implementation, oversight, and reporting.
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 D.

#### **3.1 Services Specified**

For this RFP, DAI is in need of the services described in Attachment E.

#### **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		35 points
Management Approach and Personnel Qualifications		25 points
Corporate (or individual in case not a company) capabilities and Past Performance		40 points
<b>Total Points</b>		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”**. Cost/ Price Proposal can be submitted either by e-mail to [ProcurementIGPA@dai.com](mailto:ProcurementIGPA@dai.com) or in a sealed envelope to **Procurement Department at DAI IGPA Erbil Regional Office in Italian Village 1, villa No 70, Erbil, Iraq.**

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

1. Conduct Baseline Analysis in coordination with the High Committee for Services at the KRG Presidency of the Council of Ministers.
2. Conduct Translation assigned works of KRG Xizmet portal.
3. Revision of translated texts.
4. Implementation of the translated texts into the application through an IT expert.
5. The portal is assessed after adding Arabic and English languages.
6. Producing final translation report.

## 7. Inspection & Acceptance

7. 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 deliverables 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.

**All deliverables shall gain complete satisfaction of beneficiary and written "Task Completion Evidence" by beneficiary and verified by IGPA is required prior to processing the payment.**

## 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 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](mailto: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

#### **A: BACKGROUND AND JUSTIFICATIONS:**

The purpose of the USAID-funded Iraq Governance Performance and Accountability (IGPA) project is to advance effective, accountable, and transparent governance in Iraq. This USAID effort, implemented by DAI, will work with the Government of Iraq (GOI) and KRG at all levels to better respond to citizen needs by supporting reform initiatives and Iraqi change agents on inclusive governance and public-sector transparency, accountability, and economy. “Reform initiatives” includes support to improve service delivery functions, public financial management, and open government initiatives. IGPA/Takamul will support the GOI, KRG and the citizens of Iraq in forming partnerships and collaborative efforts to solve problems jointly and has four (4) objectives:

1. Enhance GOI service delivery capacity
2. Improve public financial management
3. Strengthen monitoring and oversight of service delivery and public expenditure
4. Support Iraqi change agents (cross-cutting objective)

#### **Purpose**

The Xizmet project is part of the ongoing reform and modernization program of the Kurdistan Regional Government (KRG). The KRG has been documenting government services and integrating the results in one web portal which covers 422 public services. The portal is being administered by the High Committee for Services at the KRG Presidency of the Council of Ministers. The initiative was based on reports that 30 percent of the total time that citizens spend trying to obtain a particular service is used in trying to figure out who or what office provides the service, the location of the office, requirements for service, and procedures. In addition, service providers also spend a great deal of time providing this basic information to citizens over the phone or in person. The information concerning those services is now available in one convenient place on the Xizmet web portal in Kurdish language.

Currently many international and non-citizens receive services from KRG. To better deliver the services, it is necessary to provide translation in one or more other languages for all or priority services of Xizmet.

This activity aims at assisting the KRG to provide information on the public services in Arabic and English languages in addition to Kurdish, so that other residents of KRI can benefit from the service.

#### **B. OBJECTIVES:**

The objectives of the activity are:

- 1- Provide better information and services
- 2- Ensure that Xizmet services reach a wider audience
- 3- Enable non-speaking Kurdish residents of Kurdistan Region benefit from the services provided by KRG
- 4- Facilitate the works and simplify understanding of international representatives and diplomatic posts’ public and private sector activities
- 5- Help foreign investors better understand what public services are provided in KRI by the KRG

## **C: SCOPE OF WORK:**

The project will address different tasks which will be done through an expert Vendor as follows:

### Task 1: Conduct a Baseline Analysis

The vendor will meet with the High Committee for Services at the KRG Presidency of the Council of Ministers to conduct a baseline analysis of the services that require translation from Kurdish into Arabic and English based on importance and priority. One week.

### Task 2: Conduct Translation Works

The vendor will conduct translation of 60 selected services into English and 60 into Arabic and submits the first version of them. The estimated number of words to be translated per language is 30,000 to 50,000 including the content of Dossiers (a dossier could contain up to five services in addition to leading texts and advertisements). Eight weeks.

### Task 3: Revision of Translated Texts

Vendor conducts revision for necessary modifications and editing until obtaining approval from IGPA and the High Committee for Services at the KRG Presidency of the Council of Ministers. Two weeks.

### Task 4: Implementation of the Translations

At this stage the vendor will implement the translated texts into the application by an IT expert. One week.

### Task 5: Assessment of the Application

Check and assessment of the application in different situations to evaluate its performance after adding Arabic and English languages. Three weeks.

### Task 6: Produce Final Report

Four weeks after the completion of the translations and implementation in the application, the vendor will issue a final report that summarizes the whole work in the project and the achieved results and obtains acceptance letter from IGPA and the High Committee for Services at the KRG Presidency of the Council of Ministers.

## **A. Technical Proposals**

All technical proposals should include:  
Organizational chart and resumes of qualified translators/staff.  
Methodology and approach of implementation.  
Proof of fluency in Arabic, English and Kurdish languages.  
Legal translation business licence.  
Demonstrate similar past experience.

## **B. Timeframe/duration**

The duration of the implementation of this task is not more than 130 days from the date of award

## **C- Payment terms and conditions:**

Offeror/vendor is required to provide accurate detailed bank account in the exact name of the vendor for wire transfer of payments.

IGPA will release payment for the vendor after completion of the tasks and when the deliverables gain complete satisfaction of beneficiary and receiving written “Task Completion Evidence” by beneficiary and verified by IGPA Erbil office, as per the following schedule:

<b>Task</b>	<b>Deliverable</b>	<b>Timeframe</b>	<b>Payment Amount</b>
1- Project Kick-Off and Conduct a Baseline Analysis	An implementation plan to be submitted by the vendor that includes the identified services for translation	End of week 1	%5 of total contract amount
2- Conduct Translation Works	Conduct translation of the selected services into English and Arabic	End of week 9	%20 of total contract amount
3- Revision of Translated Texts	Vendor conducts revision and editing until obtaining approval from IGPA and the High Committee for Services at the KRG Presidency of the Council of Ministers	End of week 11	%10 of total contract amount
4- Implementation of the Translations	Implement the translated texts into the application by an IT expert	End of week 12	%15 of total contract amount
5- Assessment of the Application	Check and assessment of the application in different situations to evaluate its performance and provide a summary report.	End of week 15	%15 of total contract amount
6- Produce Final Report	A final report that summarizes the work in the project and the achieved results	End of week 19	%35 of total contract amount

**10.2 Attachment B: Proposal Cover Letter**

[On Firm's Letterhead]

<Insert date>

**TO:** Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with RFP-DAI-IGPA-EBL-19-121 issued on (    /    /    2019) Our attached proposal is for the total price of (    )

I certify a validity period of (    ) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

*Offeror shall verify here the items specified in this RFP document.*

We understand that DAI is not bound to accept any proposal it receives.  
Yours sincerely,

**Authorized Signature:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Company Seal/Stamp:**

**10.3 Attachment C: Price Schedule:**

Item Number	Description/Specifications	Quantity	Unit of Measure	Unit Price in USD	Total Price in USD
1	Project Kick-Off and Conduct a Baseline Analysis. An implementation plan to be submitted by the vendor that includes the identified services for translation.	1			
2	Conduct Translation Works. Conduct translation of the selected services into English and Arabic.	1			
3	Revision of Translated Texts. Vendor conducts revision and editing until obtaining approval from IGPA and the High Committee for Services at the KRG Presidency of the Council of Ministers.	1			
4	Implementation of the Translations. Implement the translated texts into the application by an IT expert.	1			
5	Assessment of the Application. Check and assessment of the application in different situations to evaluate its performance and provide a summary report.	1			
6	Produce Final Report. A final report that summarizes the work in the project and the achieved results.	1			
Total Price in Number:					
Total Price in Writing:					

<b>Delivery Period:</b> Not more than 130 Days from the date of award
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**10.4 Detailed Budget:**

Nr.	Line Item	Unit	Quantity	Unit Price	Total Cost	Notes
<b>A</b>	<b>Salaries and Wages</b>					
1						
2						
3						
4						
5						
6						
	<b>Sub-Total</b>					
<b>B</b>	<b>Fringe Benefits</b>					
1						
2						
3						
4						
5						
	<b>Sub-Total</b>					
<b>C</b>	<b>Travel, Transportation and Per Diem</b>					
1						
2						
3						
4						
5						
	<b>Sub-Total</b>					
<b>D</b>	<b>Allowances</b>					
1						
2						
3						
	<b>Sub-Total</b>					
<b>E</b>	<b>Other Direct Costs</b>					

1						
2						
3						
4						
5						
	<b>Sub-Total</b>					
	<b>GRAND TOTAL IN</b> Iraqi Dinar					
	<b>GRAND TOTAL in</b> USD					



**10.5 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	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

## 10.6 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](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.