



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

RFP-DAI-IGPA-EBL-19-122

Train Ministry of Labor and Social Affairs (MOLSA) directorate of social security on
Effective Governmental Decentralized Accounting Systems- KRI

Issue Date: October 1, 2019

WARNING: Prospective Offerors who have received this document from a source other than the Iraq Governance and Performance Accountability project, 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	4
2.3	Questions regarding the RFP	5
3.	Instructions for the Preparation of Technical Proposals	5
3.1	Services Specified.....	5
3.2	Technical Evaluation Criteria.....	5
4.	Instructions for the Preparation of Cost/Price Proposals	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	7
8.1	General Terms and Conditions	7
8.2	Source and Nationality.....	7
8.1	Data Universal Numbering System (DUNS)	8
9.	Procurement Ethics	8
10.	Attachments	9
10.1	Attachment A: Scope of Work for Services or Technical Specifications.....	9
10.2	Attachment B: Proposal Cover Letter	12
10.3	Attachment C: Price Schedule	13
10.4	Attachment D: Past Performance Form.....	16
10.5	Attachment E: Representations and Certifications of Compliance	17

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-EBL-19-122
Issue Date	October 1, 2019
Title	Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI
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 ProcurementIGPA@dai.com
Deadline for Receipt of Proposals	October 20, 2019 at 4:00 PM Baghdad Time
Point of Contact for Questions and Answers	IGPAProcurementINBOX@dai.com – Procurement Manager
Deadline for Asking question	October 13, 2019 at 4:00 PM Baghdad Time
Bidders' Conference	October 8, 2019 at 10:00 AM Bagdad Time. 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 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

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.

1.2 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 October 20, 2019 at 4:00 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 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 or in writing to the Issuing Office as specified in the Synopsis above, no later than October 13, 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 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. Plus, the DAI will score the vendor’s bid based on the CVs of the prospect qualified trainers with 7 -10 years of experiences in delivering accounting trainings. 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.

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach	<ul style="list-style-type: none"> • Training Gantt Chart • Methodology and approach of implementing the scope of work 	40 points
Management Approach and Personnel Qualifications	<ul style="list-style-type: none"> • Organizational chart and resumes of relevant staff 	35 points
Corporate Capabilities and Past Performance		25 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”. Cost/ Price Proposal can be submitted either by e-mail to 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.

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

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

- Situational and training needs assessment and analysis in English
- Draft and final training implementation plan in English
- Training materials (agenda, presentations, handouts, case studies) in English and Kurdish
- Trainees evaluations in English
- Draft and final training report in English

All deliverables will be in hard copies as well as soft electronic copies (word, excel and/or power point file format). For all forms completed by candidates and/or participants (e.g. selection criteria assessment, participant registration form, training evaluation forms, etc.), the original completed forms must be provided to IGPA/Takamul.

7. Inspection & Acceptance

1. The designated DAI monitoring and evaluation project team 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.
2. 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:

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI <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. 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.

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

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 USAID-funded Iraq Governance and Performance Accountability (IGPA) project, works to advance effective, accountable, and transparent governance in Iraq, including the Kurdistan region. IGPA/Takamul works with the government and civil society players to improve service delivery in provinces through technical assistance and capacity building.

IGPA/Takamul is willing to provide a 5-day advanced training program for the Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems. The training will include all three Directorates of social security in the three governorates of Erbil, Sulimanyah and Duhok. The training course is designed for 25 participants from different areas and entities of the KRI including employees from ministries and government offices who specialize in or are working on Governmental Accounting Systems.

B. OBJECTIVES:

- The objectives of the activity are: Understanding the Governmental Accounting System for social security
- Maintaining financial records suitable for budgetary control, internal control and for auditing
- Applying means for effective management of government assets, liabilities, expenditures and revenues.
- Introducing budget control mechanisms in accounting
- Give decision makers the ability to make informed decisions

The training plan and curriculum will include a combination of presentations related to the activity objectives outlined above, handouts to include exercises and decision tools for the decision makers to make decisions regarding budgeting, accounting, management of government resources and case studies from other relevant countries experience and MOLSA accounting related tasks and duties.

C: SCOPE OF WORK:

IGPA will coordinate with the Ministry of Labor and Social Affairs – Directorate of social security in the three governorates of Erbil, Sulimanyah and Duhok to agree on trainee's selection criteria. The training course will be designed for 25 governmental employees who specialize in or are working on the governmental accounting system. All of the trainees will be from the Ministry of Labor and Social Affairs – Directorate of social security in the three governorates of Erbil, Sulimanyah and Duhok. Trainees will be selected based on selection criteria set forth by IGPA, the criteria for participating in the governmental decentralized accounting system training will include factors like experience in accounting and finance, skills in Excel and governmental financing reporting and process. In general, the governmental accounting system specialist needs to have some duties and responsibilities within MOLSA related to implementing a governmental accounting system, budgeting, and management of MOLSA resources

The participants' demographic, education and experience details will be shared with the IGPA project before the training is implemented. The IGPA PFM coordinator and activity organizer will attend and supervise the training

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI program and give their comments and feedback for improvements constantly.

IGPA aims to have proportionate representation of women and vulnerable populations in the trainings. For the selection criteria, IGPA attempts to reflect the demographic of the target ministries in the composition of participants, e.g., at least 50% of the participants should be women. The distinction of being women or from a vulnerable population group does not however supersede the need to select participants who meet the minimum requirements, i.e. tokenism is not encouraged.

The Subcontractor should prepare a training implementation plan, training materials and equipment, reports and assessments as listed below:

- Conduct an assessment and analysis of the situation of government accounting in MOLSA and the training needs for the MOLSA staff who specialize in governmental accounting in English
- Incorporate the results of the assessment into the training materials to be delivered for the governmental accounting system training program
- Draft a training implementation plan in English with timelines
- Prepare training materials to include presentations, handouts with tools for making decisions related to budgeting and accounting, case studies from other relevant countries' experiences and MOLSA's budgeting and accounting tasks and duties
- Provide trainers and trainer assistants and laptops and training equipment
- Provide trainees evaluations in English
- Final training report and training materials in English

All deliverables will be in hard copies as well as soft electronic copies (Word, Excel and/or power point file format). For all forms completed by candidates and/or participants (e.g. selection criteria assessment, participant registration form, training evaluation forms, etc.), the original completed forms must be provided to IGPA/Takamul.

This activity implementation is through a USAID IGPA/Takamul vendor, which is expected to perform the following tasks:

1. Conduct an assessment of the current situation related to governmental accounting in the three MOLSA directorates and the training needs for the staff who specialize in governmental accounting
2. Based on the assessment findings, develop a training implementation plan to cover the three (3) governorates (Erbil, Sulimanyah and Duhok) for topics related to developing and implementing a governmental accounting system in MOLSA
3. Develop programs and materials for advanced level training
4. Design training program (define goals and objectives for the training program, an agenda, training materials, training methodologies, training tools) with timelines (gant chart).
5. Conduct the five-day training program. Prepare training evaluation and follow up technical assistance plan
6. Submit the final report and training materials

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

D: SCOPE OF WORK AND DETAILED TASKS REQUIREMENTS

The subcontractor must submit an initial proposal / mechanism for all activities listed in the below table to help the IGPA committee in choosing the right training firm.

The specific activities of this SOW are described below:

No.	Task	Task Deliverable
1.	Conduct an assessment of the current situation related to governmental accounting in the three MOLSA directorates and the training needs for the staff who specialize in governmental accounting	Situational and training needs assessment report
2.	Based on the situational assessment findings, develop a training implementation plan for an advanced governmental accounting system course to cover the three governorates of (Erbil, Sulimanyah and Duhok).	Training implementation plan Word and PDF documents.
3.	Design a training package which consist of (goals and objectives, an agenda, materials, methodologies, decision tools) with timelines	Hard and Electronic copies in English and Kurdish
4.	Deliver the five-day training program	Training agenda and materials, and photos of training, participant training evaluations
5.	Submit final report and training materials	Word and PDF documents.

The Subcontractor will prepare weekly reports on progress towards implementing the tasks and completing the deliverables under this statement of work in English. The weekly reports are to be submitted to the PFM Coordinator no later than the Tuesday of the following week.

Successful vendors will meet the following requirements:

- At least 4 years of experience in successfully designing and delivering training programs in KRG
- Extensive experience in delivering trainings on governmental accounting systems, financial modeling, budgeting, financial reporting and analysis
- Experience in working/interacting with public sector institutions, mainly MoF regulations and line ministries
- Adaptability and flexibility in working in a complex and dynamic environment
- Outstanding written and oral communication skills in both Kurdish and English languages

A. Technical Proposals

All technical proposals should include:

Technical Approach:

- Training Gantt Chart
- Methodology and approach for implementing the scope of work
- Adaptability and flexibility in working in a complex and dynamic environment

Management Approach and Personnel Qualifications

- Organizational Chart and resumes of relevant staff
- Outstanding written and oral communication skills in both Kurdish and English languages

Corporate Capabilities and Past Performance

- List of part performance detailing at least 4 years of experience in successfully designing and delivering training programs in KRG
- Demonstration of capability and history pro extensive experience in delivering trainings on governmental accounting systems, financial modeling, budgeting, financial reporting and analysis
- Experience in working/interacting with public sector institutions, mainly MoF regulations and line ministries

B. OUTPUTS AND DELIVERABLES

- Situational and training needs assessment report
- Training implementation plan for a five-day advanced training program on a governmental accounting system for MOLSA
- Training materials
- Participant training evaluations
- Photos
- Weekly reports
- Brief on how to establish an improved governmental accounting system model for the MOLSA social security department

C. Timeframe/duration

The duration of the implementation of this SOW is 12 weeks from the date of award.

E- 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 training and when All deliverables gain complete satisfaction of beneficiary.

General Notes:

- Corporations and companies can apply for this award.
- The location of the training will be in Erbil.

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

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-19-122 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:

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

10.3 Attachment C: Price Schedule

No:	Description/Specifications	Quantity	Unit of Measure	Unit Price in USD	Total Price in USD
1.	Provide qualified trainers/experts for developing and conducting the five-day governmental accounting system training program	1			
2.	Providing qualified trainer assistant(s) for five days for the training program delivery.	1			
3.	Provide situational assessment of the current accounting systems and processes in MOLSA and training needs assessment for the MOLSA social security directorate staff responsible for accounting and budgeting in English	1			
4.	Provide training implementation plan for the five-day governmental accounting system training program	1			
5.	Develop training materials for the five-day advanced training program in governmental accounting system including agenda, presentations, forms and templates for exercises	1			
6.	Prepare final training report and training materials in English and Kurdish	1			
7.	Provide 25 Laptops with related software, forms and templates for the five-day training program	25			
8.	The vendor will be provided fees to cover the administrative work that will be performed for the training program management.	1			
9.	Provide a coffee break for 25 trainees over the five days of the training based on one coffee break per day.	25			
10.	Provide lunch for 25 trainees for each of the five days of the training program	25			
11,	Provide dinner for 14 out town trainees for each of the five days of the training program	14			

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

No:	Description/Specifications	Quantity	Unit of Measure	Unit Price in USD	Total Price in USD
12.	Provide a suitable training venue in Erbil to be rented for the five days of training	1			
13.	Cover two-way transportation for 14 participants - seven from Dohuk with \$50 transportation rate for one way and seven participants from Sulimanyah with \$69 transportation rate for one way. All participants need to be provided two-way transportation	1			
14.	Print a roll up banner and a wall banner to be located in the training venue based on the template to be provided by the IGPA PFM coordinator	1			
15.	Provide accommodations for 14 participants who will stay in the hotel for five days starting from the day of travel	1			
Total Price in Number:					
Total Price in Writing:					

Delivery Period: 12 weeks from the date of award

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

10.4 Detailed Budget

Please include a detailed budget narrative outlining the assumptions and specifying calculation details for the items listed in the budget below. The narrative should clarify how the items listed in the budget correspond to the work required in the scope.

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

RFP-DAI-IGPA-EBL-19-122 Train line Ministry of Labor and Social Affairs (MOLSA) directorate of social security on Effective Governmental Accounting Systems- KRI

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

RFP-DAI-IGPA-EBL-19-122 Train MOLSA directorate of social security on Effective Governmental Accounting Systems- KRI

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) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of a 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.