



July 6, 2022

Request for Proposals # **RFP-DCEO-ERB-TO1-002, Graphic Design, Videos & Photos Production Services**

Dear Sir or Madam,

Chemonics International Inc. through **Chemonics Iraq LLC**, (hereinafter referred to as “Chemonics”), under the **Durable Communities and Economic Opportunities/Tahfeez (DCEO-Tahfeez) project**, USAID Contract No. **72026719D00001/72026719F00001** is issuing an Indefinite Quantity Subcontract (IQS) Request for Proposals (RFP) for Graphic Design, Videos & Photos Production Services. The attached IQS RFP contains all the necessary information for interested Offerors.

The purpose of DCEO is to support Iraqis to build resilient, adaptive communities and to advance economic well-being in Iraq by increasing community leadership of inclusive local development, improving private sector networks, and enhancing micro-, small, and medium enterprise (MSME) competitiveness.

Chemonics realizes that companies may have additional questions after reading this RFP. Please submit any and all questions **in writing** to [dceoprocurement@iraqdceo.com](mailto:dceoprocurement@iraqdceo.com) no later than 5:00 pm Baghdad Time on July 17, 2022.

Companies shall submit their offers no later than **05:00 PM Baghdad Time** on **July 25, 2022**, to **Procurement team** at [tenders@iraqdceo.com](mailto:tenders@iraqdceo.com)

Following this RFP, DCEO anticipates awarding an IQS and may issue accompanying task orders (TOs). During the implementation of the work solicited in this RFP, the IQS instrument will serve as the governing subcontract for the work and relationship between the contractor and subcontractor, while the TOs instruments will be used by the contractor to order work from the subcontractor as needed, within the parameters of the IQS. Only IQS holders may bid on TOs under the IQS.

If necessary, Chemonics will provide answers to all relevant questions received in an amendment that will be emailed directly to all interested offerors who sent questions or registered for the proposal conference which will be held online on July 18, 2022 (see detailed schedule below).

This IQS RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Sincerely,

Procurement Team  
DCEO/ Tahfeez Project

Request for Proposals

IQS RFP # **DCEO-ERB-TO1-002**

For the provision of

**Graphic Design, Videos & Photos Production Services**

Contracting Entity:

**Chemonics International Inc.**

**Under its local registration Chemonics Iraq LLC**

**Erbil, Iraq**

Funded by:

United States Agency for International Development (USAID)

Funded under:

**Durable Communities and Economic Opportunities (DCEO)/Tahfeez**

Prime Contract Number **72026719D00001/72026719F00001**

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this IQS RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Dr. Susanne E. Jalbert, Chief of Party ([sjalbert@iraqdceo.com](mailto:sjalbert@iraqdceo.com)) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

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**List of Acronyms**

CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COP	Chief of Party
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
FAR	Federal Acquisition Regulations
FDR	Fixed Daily Rates
IQS	Indefinite Quantity Subcontract
M&E	Monitoring and Evaluation
NICRA	Negotiated Indirect Cost Rate Agreement
NGO	Nongovernmental organization
RFP	Request for Proposals
SAF	Strategic Activities Fund
SOW	Scope of work
STO	Sub Task Order
UEI	Unique Entity Identifier
U.S.	United States
USAID	U.S. Agency for International Development
USAID/ <b>Iraq</b>	USAID Mission in <b>Iraq</b>
USG	U.S. Government
VAT	Value Added Tax

## **Section I. Instructions to Offerors**

### **I.1. Introduction**

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the **DCEO/Tahfeez Project** under contract number **72026719D00001/72026719F00001** is soliciting offers from companies and organizations to submit proposals to participate with **DCEO/Tahfeez Project** to provide ad-hoc **Graphic Design, Videos & Photos Production Services**.

The purpose of DCEO is to support Iraqis to build resilient, adaptive communities and to advance economic well-being in Iraq by addressing underlying drivers of conflict, increasing community leadership of inclusive local development, improving private sector networks, and enhancing micro-, small, and medium enterprise (MSME) competitiveness.

Chemonics anticipates issuing an award to **more than one awardee**. The award(s) will be in the form of an indefinite quantity subcontract (IQS) with STOs issued priced on a firm fixed price basis (hereinafter referred to as “the IQS”). The successful Offeror(s) shall be required to adhere to the statement of work and terms and conditions of the IQS, which are incorporated in Section III herein.

Offerors are invited to submit proposals in response to this IQS RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the IQS. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III. Chemonics will subsequently solicit individual orders for the scope of services requested. These individual orders are called STOs. While the IQS will contain the main terms and conditions and the pricing methodology to be used in negotiating STOs, each STO will contain specific information regarding the services being requested by **DCEO/Tahfeez Project** the period of performance, deliverables, and other details about the specific work ordered. STOs issued under the IQS will be on a **Fixed Price STOs** basis. The Offeror shall develop a budget (i.e., cost proposal) for each STO using the pricing methodology set forth in the IQS. Chemonics will not reimburse the Offeror for any costs associated with managing the IQS; each STO must stand on its own.

This IQS RFP does not obligate Chemonics to execute any STOs nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the IQS RFP shall be consecutive calendar days.

### **I.2. Offer Deadline**

Offerors shall submit their offers no later than **05:00 PM Baghdad Local Time on July 25, 2022**, Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. In accordance to FAR 52.215-1(c)(3)(ii)(A) late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

### **I.3. Submission of Offers**

Proposals must be submitted **electronically only**.

## A. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to [tenders@iraqdceo.com](mailto:tenders@iraqdceo.com)

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit. The IQS RFQ number must be included in the subject line.

## I.4. Requirements

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B.

### A. General Requirements

Chemonics anticipates issuing an IQS to an Iraqi company or organization, provided it is legally registered and recognized under the laws of Iraq and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this IQS RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of **Iraq** upon award of the IQS.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in **Iraq** at the time the IQS is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a UEI number if selected to receive an IQS valued at USD\$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.<sup>1</sup>

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<sup>1</sup> If Offeror does not have a UEI number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact sam.gov to obtain a number: Further guidance on obtaining a UEI number is available from Chemonics upon request.

## **B. Required Proposal Documents**

### **1. Cover Letter**

The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. Fax
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number
- ix. UEI Number
- x. Official bank account information
- xi. Other required documents that shall be included as attachments to the cover letter:
  - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
  - b) Copy of company tax registration, or equivalent document.
  - c) Copy of trade license, or equivalent document.
  - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 3 "Required Certifications".
  - e) Applicable documents listed in I.4.A.

A sample cover letter is provided in Annex 1 of this IQS RFP.

### **2. IQS Technical Proposal**

Offerors must prepare and submit past performance and previous work videos and photos, contract, social media pages or links that shows the subcontractor technical work quality, Certifications of individuals, and CVs who will be hired for this IQS and their experiences based on the SoW in II.2.

### **3. Cost Proposal**

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract. The price of the subcontract to be awarded will be based on the fixed unit prices of these services.

If unanticipated services are required at the time of issuing a scope of work for an anticipated sub-task order, these costs will be negotiated and agreed to in writing with Chemonics prior to sub-task order signing.

If Tenderers have fixed unit prices for services, they regularly utilize or believe to be required, they are invited to provide these as a separate list. These line items will not be a part of the official proposal, but they may be used if the tenderer is selected for award after being checked for reasonability

Tenderers are expected to provide their best prices at current market conditions. Considering fluctuations in market conditions, an economic price adjustment clause will be included in the terms of the subcontract

per FAR 52.216-2 if a unit price increases by more than five percent (5%), but no more than an aggregate ten percent (10%) of the original subcontract unit price. Chemonics may exercise the terms of FAR 52.216-2 depending on the circumstance. Additional details can be found in clause B.3 below.

Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Tenderer’s proposed cost. All cost information must be expressed in USD.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

The table below contains the list of services that may be ordered under the IQS mechanism.

Content Production for <b>Mosul and its cities</b>				
Description and Scope of Service		Unit Price USD	Unit Price USD)	Unit Price USD
<b>Video Duration:</b>		<b>30 second</b>	<b>60 second</b>	<b>1:20 – 1:40 min</b>
1	Require 1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
2	Require 2 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
3	Require 3 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
4	Require 4 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
<b>Total cost: USD</b>				

Content Production for <b>Mosul and its cities</b>		
Description and Scope of Service		Unit Price: USD
1	1 visit to activity location(s) – at least 35 pictures	

Content Production for <b>Ninewa Plains</b>				
Description and Scope of Service		Unit Price USD	Unit Price USD)	Unit Price USD
<b>Video Duration:</b>		<b>30 second</b>	<b>60 second</b>	<b>1:20 – 1:40 min</b>
1	Require 1 visit to activity location(s) Provide: - 1 video			



	- At least 15 pictures during the visit			
2	Require 2 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
3	Require 3 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
4	Require 4 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
<b>Total cost: USD</b>				

<b>Content Production for Ninewa Plains</b>	
<b>Description and Scope of Service</b>	<b>Unit Price: USD</b>
1   1 visit to activity location(s) – at least 35 pictures	

<b>Content Production for Sinjar, Ba’aj District</b>			
<b>Description and Scope of Service</b>	<b>Unit Price USD</b>	<b>Unit Price USD)</b>	<b>Unit Price USD</b>
<b>Video Duration:</b>	<b>30 second</b>	<b>60 second</b>	<b>1:20 – 1:40 min</b>
1   Require 1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
2   Require 2 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
3   Require 3 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
4   Require 4 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
<b>Total cost: USD</b>			

<b>Content Production for Sinjar, Ba’aj District</b>	
<b>Description and Scope of Service</b>	<b>Unit Price: USD</b>
1   1 visit to activity location(s) – at least 35 pictures	

<b>Content Production for Anbar (Fallujah, Ramadi)</b>
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Description and Scope of Service		Unit Price USD	Unit Price USD)	Unit Price USD
<b>Video Duration:</b>		<b>30 second</b>	<b>60 second</b>	<b>1:20 – 1:40 min</b>
1	Require 1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
2	Require 2 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
3	Require 3 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
4	Require 4 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
<b>Total cost: USD</b>				

Content Production for <b>Anbar</b> (Fallujah, Ramadi)	
Description and Scope of Service	Unit Price: USD
1   1 visit to activity location(s) – at least 35 pictures	

Content Production for <b>Baghdad Province</b>	
Description and Scope of Service	Unit Price: USD
1   1 visit to activity location(s) – at least 35 pictures	

Content Production for <b>Basra Province</b>		Unit Price USD	Unit Price USD)	Unit Price USD
<b>Video Duration:</b>		<b>30 second</b>	<b>60 second</b>	<b>1:20 – 1:40 min</b>
1	Require 1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
2	Require 2 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
3	Require 3 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			

4	Require 4 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit			
<b>Total cost: USD</b>				

<b>Content Production for Basra Province</b>	
<b>Description and Scope of Service</b>	<b>Unit Price: USD</b>
1	1 visit to activity location(s) – at least 35 pictures

<b>Content Production for Kurdistan Region (Erbil, Dohuk, Sulimani)</b>			
<b>Description and Scope of Service</b>	<b>Unit Price USD</b>	<b>Unit Price USD)</b>	<b>Unit Price USD</b>
<b>Video Duration:</b>	<b>30 second</b>	<b>60 second</b>	<b>1:20 – 1:40 min</b>
1	Require 1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit		
2	Require 2 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit		
3	Require 3 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit		
4	Require 4 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit		
<b>Total cost: USD</b>			

<b>Content Production for Kurdistan Region (Erbil, Dohuk, Suleimani)</b>	
<b>Description and Scope of Service</b>	<b>Unit Price: USD</b>
1	1 visit to activity location(s) – at least 35 pictures

Placement of English text	Price: USD
Some videos identified by DCEO staff will need to be submitted in two versions, a version with Arabic text and this is the original video. And the same exact version with English text. DCEO staff will translate the video and submit the English text along with Kurdish translation to the service provider. The service provider is responsible only for placing the English and Kurdish text on the video.	

<b>Graphic design (design only)</b>	<b>Unit price: USD</b>
Poster, black and white or colored 21 x 29.7cm	

Poster, black and white or colored, 28 x 43cm	
Poster, color, black and white 28 x 43cm	
Poster, color, black and white 46 x 61cm	
Brochures, Size: A5	
Brochures, Size: A3	
Billboards with different sizes, black and white and colored	
Printed T-shirts, 4 colors, 3 logos, 2 sides	
Cap Hats with logo branding in the front, 4 colors	
Reflection Vest, 3 logos, 2 sides	
Reflection Vest, 1 logo, back side	
Reflection Vest, 2 logo, back & front sides	
ID Card design	
Mugs design	
Banner 200 cm * 100 cm	

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next 12 months:

Yes       No

## I.5. Indefinite Quantity Type Subcontract and Future STOs

a) This IQS RFP will result in the award of an indefinite quantity type subcontract with STOs issued thereunder priced on a firm fixed price basis to one or more offerors. These STOs will be issued as the need arises. The award of the IQS – including quantities of supplies and services specified under it - are estimates only and are not purchased by the awarded IQS.

A Fixed Price STO is a subcontract for services, reports, or other tangible deliverables provided to and accepted by Chemonics on behalf of **DCEO/Tahfeez Project**. As the name implies, the price of the STO is fixed, and it is not subject to any adjustment on the basis of the Subcontractor's cost experience in performing the work.

b) Delivery or performance shall be made only as authorized by STOs issued in accordance with the Ordering Procedures contained within the IQS. The Subcontractor shall furnish to Chemonics, when and if ordered, the supplies or services specified in the SOW of this subcontract up to and including the quantity designated in the IQS as the “Maximum Subcontract Ceiling,” currently estimated at between **\$150,000 to \$250,000**. Chemonics will order at least the quantity of supplies or services designated in the subcontract as the “Minimum Order Guarantee,” currently estimated at **\$90,000**.

c) Except for any limitations on quantities in the STO Limitations clause, there is no limit on the number of STOs that may be issued. Chemonics may issue STOs requiring delivery to multiple destinations or performance at multiple locations.

## I.6. Source of Funding, Authorized Geographic Code

- a) Any subcontract resulting from this IQS RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. All goods and services offered in response to this IQS RFP or supplied under any resulting award must meet USAID Geographic Code **937** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=bc646daa32249b2fcd27d1fce1c8ed2&mc=true&node=pt22.1.228&rgn=div5>.

The cooperating country for this IQS RFP is **Iraq**.

Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

- b) The USG has implemented a blanket prohibition on providing direct government financing to international solar projects that source from suppliers that are the subject of a [withhold release order](#) (Hoshine Silicon Industry), on the Commerce Entity List, or otherwise sanctioned for their use of forced labor. The PRC energy companies that were added to the Commerce Entity List for their ties to forced labor are found below. NOTE: the subcontractor may not purchase from any of the Suppliers listed below without advance written approval from Chemonics/USAID.
- Hoshine Silicon Industry (metallurgical grade silicon and silicon products) - also subject to a WRO
  - Xinjiang Daqo New Energy (polysilicon, wafers)
  - Xinjiang East Hope Nonferrous Metals (polysilicon, ingots, wafers)
  - Xinjiang GCL-New Energy Material (polysilicon, ingots, wafers, cells, modules)

- Xinjiang Production and Construction Corps (state-owned paramilitary organization, electricity supplier).

This does not mean that all PRC-produced solar panels are immediately blocked. Currently, the restriction is just on any panels or products that are directly purchased using USG funds from any of the above companies. Should the purchase of any solar panels or components be required, Chemonics/USAID prior review and written approval is required.

## **I.7. Chronological List of Proposal Events**

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	05-July-2022
Deadline for written questions	17-July-2022 at 17:00 Iraq time
Answers provided to questions/clarifications	18-July-2022
Proposal conference	19-July-2022 at 15:00 Iraq time
Proposal due date	25-July-2022 at 17:00 Iraq time
Subcontract award (estimated)	04-September-2022

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

### **Optional Proposal Conference**

A proposal conference will be held online on **July 19, 2022, at 03:00 PM**, Baghdad time to provide interested offerors an opportunity to learn more about DCEO and to ask any questions about this IQS RFP and the solicitation process. The proposal conference is not mandatory. Chemonics welcomes any organization to attend this proposal conference. Pre-registration to attend the proposal conference is required but attendance is not a pre-requisite for submitting a proposal. Please email your registration request and any advance questions by **July 17, 2022, at 17:00** Baghdad Time to [dceoprocurement@iraqdceo.com](mailto:dceoprocurement@iraqdceo.com).

Written notes from the proposal conference will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the proposal conference, but were unable to attend the proposal conference in person. Participation in the proposal conference and offerors are the responsibility of the offeror. Chemonics will not reimburse offerors for any costs associated with attending the proposal conference.

**Written Questions and Clarifications.** All questions or clarifications regarding this IQS RFP must be in writing and submitted to **Procurement Team** on [dceoprocurement@iraqdceo.com](mailto:dceoprocurement@iraqdceo.com) no later than **July 17, 2022** Questions and requests for clarification, and the responses thereto, will be circulated to all IQS RFP recipients who have indicated an interest in this IQS RFP.

Only written answers from Chemonics will be considered official and carry weight in the IQS RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the **DCEO/Tahfeez Project**, or any other party, will not be considered official responses regarding this IQS RFP.

**Proposal Submission Date.** All proposals must be received by **July 25, 2022**. Late offers will be considered at the discretion of Chemonics.

**Oral Presentations.** Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the **DCEO/Tahfeez Project** office within 2 days of receiving notification.

**Subcontract Award (estimated).** Chemonics will select the proposal(s) that offer the best value based upon the evaluation criteria stated in this IQS RFP.

### I.8. Validity Period

Offerors' proposals must remain valid for **90** calendar days after the proposal deadline.

### I.9. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this IQS RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the **"tradeoff" process**.

This IQS RFP will use the tradeoff process to determine best value. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for overall evaluation purposes of this IQS RFP, technical evaluation factors other than cost, when combined, are considered **approximately more important than** cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
	<p>Technical Approach, Methodology, and Detailed Work Plan</p> <p>Technical know-how – Chemonics will assess whether the proposal explains, understands, and responds to the objectives of DCEO Tahfeez program. The proposal must explain in detail</p> <ul style="list-style-type: none"> <li>• How will the service provider ensure work submitted on time?</li> <li>• How will the service provider ensure production of high-quality work?</li> <li>• How will the service provider access different geographical locations in Iraq?</li> <li>• How will the service provider resolve any challenges faced during design and/or production of required products?</li> <li>• How will the service provider support capacity building for the</li> </ul>	20 points

	<p>staff working under this subcontract?</p> <ul style="list-style-type: none"> <li>• What hardware equipment and software tools will be used to deliver the requirements of the subcontract?</li> <li>• Coverage plans during absences of key staff member</li> </ul>	
	<p>Approach and Methodology – Chemonics will assess whether the proposed program approach and detailed activities and suggested timeline fulfill the requirements of executing the Scope of Work effectively and efficiently? Also, Chemonics will assess the organization chart specifically designed for the IQS. The Organization Chart must state</p> <ul style="list-style-type: none"> <li>• all the positions that will serve under the IQS and their SOW</li> <li>• location(s) each position will</li> <li>• name of the professional, CV, and portfolio for each position stated</li> </ul> <p>the location of the staff</p>	20 points
	<p>Context/Sector Knowledge – Does the proposal demonstrate the offeror’s knowledge related to the sectors required by the SOW?</p> <p><b>All positions that will serve under this IQS must reflect proven related experience in below technical sectors</b></p> <ul style="list-style-type: none"> <li>- Social media</li> <li>- Local Media and Press Management</li> <li>- Photography and Videography</li> <li>- Do-no-harm policies (bearing in mind that DCEO works in vulnerable communities and with local businesses across Iraq.</li> </ul>	20 points
<b>Total Points – Technical Approach</b>		<b>60 points</b>
<b>Management, Key Personnel, and Staffing Plan</b>		
	<p>Personnel Qualifications – Chemonics will evaluate the curricula vitae (CVs) of the proposed team members and evaluate if the offer has the experience and capabilities carry out the Scope of Work? Portfolios and CVs of the key staff – Chemonics will assess the CVs and portfolios of key staff based on the requirements written below</p>	20 points
<b>Total Points – Management</b>		<b>20 points</b>



<b>Corporate Capabilities, Experience, and Past Performance</b>		
	<p>Company Background and Experience – Chemonics will evaluate whether the company experience is relevant to the project Scope of Work? Also, Portfolio of the company’s previous work through contracts with local/international companies/NGOs.</p> <p>The previous work samples will be evaluated on the below criteria</p> <ol style="list-style-type: none"> <li>1- Resolution of the videos</li> <li>2- Consistency of the events in the videos</li> <li>3- Speed of the video</li> <li>4- Script writing</li> </ol>	10 points
	<p>Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope. Offerors must include 3 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name, and address of the company for which the work was performed, and email and phone number of the point of contact</p>	10 points
<b>Total Points – Corporate Capabilities</b>		<b>20 points</b>
<b>Total Points</b>		<b>100 points</b>

This IQS RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the **DCEO/Tahfeez Project**. Chemonics 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.

**I.10. Negotiations**

Best offer proposals are requested. It is anticipated that a IQS will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a IQS. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

**I.11. Terms of IQS**

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of IQS negotiations, any resulting IQS will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the IQS. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

**I.12. Privity**

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation. Offerors agree that any protest to this RFP must be presented in writing with a full explanation of the offerors concerns to Chemonics for consideration. USAID will not consider protests made to USAID under USAID-funded projects. At its sole discretion, Chemonics will make a final decision on the protest at a level above the Chief of Party.

## Section II Background, Scope of Work, Period and Place of Performance, Staffing, Expected Deliverables, and Deliverables Schedule

### II.1. Background

The Iraq Durable Communities and Economic Opportunities (DCEO/Tahfeez) is a USAID-funded contract with a five-year ordering period. The IDIQ is designed to build resilient, adaptive communities and to advance economic well-being in target communities in Iraq by addressing underlying drivers of conflict, increasing community leadership of inclusive local development, improving private sector networks, and increasing micro, small, and medium enterprise (MSME) development.

### II.2. Scope of Work

Under this IQS, the subcontractor will support in DCEO/Tahfeez in capturing project activities and outcomes throughout Iraq.

- Required Services

The subcontractor will be frequently tasked to produce 30s videos, 60s videos, 1:20 to 1:40m videos and pictures for social media usage covering program activities. Also, the subcontractor will be tasked to produce graphic designs for printed materials (the subcontractor will only be responsible for designing) such as banners, flyers, brochures, posters, calendars, etc... DCEO Tahfeez program Communications Unit will provide written information about program activities, such as location, assistance provided, purpose of the assistance, and contact information of key points of contact. The subcontractor must use the information provided to design and produce videos, photos, and/or graphic designs that promote the program work and messages.

- Required Geographic Coverage

For video and picture shooting, the subcontractor will need to frequently travel to Mosul, Ninewa Plains including Tal Kayf, Hamdaniya, Bashiqa, and Wana, Sinjar and Ba'aj, Tal Afar, Western Anbar including Rummana and its villages, Rutba and its villages, Qaim and its villages, Baghdad Province, Dhi Qar Province, Basra Province, Kurdistan Region including Sulimani, Dohuk, and Erbil. **The service provider must be responsible to obtain access letters to all these areas.** The graphic design services can be done online.

- Required Social Media Production Knowledge

The subcontractor must design and produce videos and photos for social media usage. Thus, all content produced must adhere to social media rules and styles in terms of resolution and presentation. The subcontractor is responsible for following social media content technical trends and demonstrate expertise in this field through the provided services. DCEO Tahfeez program Communications Manager and subcontractor will frequently study the performance of videos and photos on program social media platforms and create changes and improvement when needed for better performance. The subcontractor must demonstrate flexibility and improvements throughout the duration of the subcontract. The subcontractor must produce social media and media analysis reports that capture the outreach on the produced products and campaigns.

- Communications & Problem-Solving Skills

The subcontractor will frequently conduct site visits to DCEO Tahfeez program work in target areas, meet with DCEO Tahfeez program partners, and work with them to produce photos and videos. In some cases, the subcontractor must conduct interviews with high community leaders, and/or youth groups. Thus, the subcontractor must always remain professional when communicating with program partners individuals

that received support from DCEO Tahfeez, and resolve any unexpected challenges arise during photo/video shooting.

#### General Work Consideration for the Subcontractor:

- The service provider must always coordinate with DCEO Tahfeez program Communications Unit before conducting any site visit. Otherwise, the work done under that site visit will not be approved.
- DCEO Tahfeez program Communications Unit and the service provider will agree on an intended purpose(s) prior to each site visit. If the intended purpose(s) was not achieved, the site visit will be declined unless a detailed justification submitted to DCEO Tahfeez program Communications Unit during the site visit and approved by DCEO Tahfeez program Communications Unit.
- Content must be shared through Google Drive links or other platforms that DCEO Tahfeez Communications Unit provide.
- In one site visit, the service provider maybe asked to visit multiple locations inside the district.

#### Pictures Requirements

- Any pictures focused on one single item (couch, desk, chair, light) will not be approved unless directed by DCEO Tahfeez.
- Any pictures of items in boxes will not be approved (unless asked otherwise).
- Several pictures that are identical in action and angle will be counted as one.
- DCEO Tahfeez Communications Unit will count the number of pictures submitted for each site visit. If the service provider submitted pictures less than the required number, the service provider will be responsible to conduct a non-paid site visit to complete the number of required photos.
- Service provider must expect to be asked to use a drone in cases DCEO Tahfeez staff find suitable.
- Pictures need to be 300 dpi minimum.
- Pictures are expected to be shared with DCEO Tahfeez staff less than 48h after shooting. In urgent cases, the services provider is expected to share the photos in less than 6h based on prior agreement between the service provider and DCEO Tahfeez staff. A penalty will be applied if pictures is not submitted within 48h without a proper justification and DCEO Tahfeez staff must approve the justification.

#### Videos Requirements

- The service provider must submit a detailed script (story board) before video shooting. The video must follow the script, unless agreed otherwise.
- The service provider must always use non-copy right music and sound effects. And expected to submit the license of the music/sound effect.
- The service provider must address all DCEO Tahfeez comments until the video is approved.
- All videos must include Arabic headlines unless DCEO Tahfeez staff determine otherwise.
- The service provider must include subtitles without extra costs if an interview was conducted in a language other than Arabic such as Kurdish, Kurmanji and English.
- Service provider must expect to be required to conduct interview(s) in cases DCEO Tahfeez staff find suitable.
- Service provider must expect to be required to use a drone in cases DCEO Tahfeez staff find suitable.
- Videos should not exceed or does not meet the duration agreed on.
- Videos need to be 3840x2160 pixels minimum.

- Comments on a video needs to be addressed in less than 48h. A penalty will be applied if comments were addressed within 48h without a proper justification and DCEO Tahfeez staff must approve the justification.
- Videos must be submitted 4-15 days after the last video shoot. DCEO staff will determine in agreement with the service provider the deadline for submission

### Key Personals and Management Structure

The subcontractor shall ensure an effective organization chart to meet the requirements of the subcontract. Chemonics International **require** the below positions to be in the organization chat.

### Production Manager

- Act as the focal point of contact between the subcontractor and DCEO Tahfeez program team.
- Oversee the production of all content under this subcontract.
- Oversee the quality of the work submitted and ensure consistence of quality.
- Manage all staff working under this subcontract and ensure staff development and improvement.
- Troubleshoot any challenges faced by the subcontract staff during video/photo shooting.
- Conduct weekly meetings with DCEO Tahfeez Communications Manager to discuss upcoming tasks and possible changes and improvements.
- Monitor the performance of pictures and videos on Tahfeez social media platforms, and suggest improvements when needed.
- Obtain access to the geographic areas included in the subcontract for the staff working under the IQS.
- Ensure smooth workflow and clear communication between staff.

### Requirements

- Minimum 5 years of experience in project management.
- Minimum 3 years of experience in media production.
- Ability to travel inside Iraq.
- Ability to address unexpected challenges.
- Strong understanding of social media content.
- Professional communications skills
- Understanding of social media content

### Production Officer

- Design scripts for videos.
- Direct the production of all photos and videos under this subcontract.
- Manage and direct field photographers and videographers.
- Plan, schedule, and coordinate the work of the photographers and videographers to meet the need of the program.
- Ensure visual content convey the message of the assistance provided by the program.
- Follow USAID rules and regulation for visual content including branding guidelines

## Requirements

- Minimum 3 years of experience.
- Ability to travel inside Iraq.
- Ability to address unexpected challenges.
- Strong understanding of social media content.
- Professional communications skills
- Pay strong attention to details
- Understanding of social media content

## Video Editor

- Montage videos.
- Ensure the video follows the written script.
- Ensure proper presentation of video shoots.
- Ensure the soundtrack is non-copy righted and matches the speed and context of the visual content.
- Address comments and request for edits from DCEO Tahfeez program Communications Unit.

## Requirements

- Demonstrate proficiency through submitting a portfolio of the photographer/videographer previous work.
- Minimum 2 year of experience in this sector.
- A keen eye for aesthetics, details, and creativity.
- Excellent communication skills
- Ability to work methodically and meet deadlines
- Understanding of social media content
- Pay strong attention to details

## Graphic Designer

- Design awareness materials for brochures, flyers, calendars, IDs, vests, etc...

## Requirements

- At 1 one-year experience in graphic design.
- A strong graphic design portfolio
- Excellency in using design software and technologies (such as InDesign, Illustrator, and Photoshop)
- A keen eye for aesthetics, details, and creativity.
- Excellent communication skills
- Understanding of social media content
- Ability to work methodically and meet deadlines

In addition to the above key personals, the organization chat **should** include **at least 4** photographers/videographers to cover different geographic areas.

## **Photographer/videographer**

- Shoot videos and photos for social media usage.
- Capture written scripts through pictures and videos.
- Conduct video interviews with community leaders, and youth groups, and help them articulate their thoughts during the interview.
- Troubleshoot any unexpected challenges arise during video/photo shooting.

### **Requirements**

- Demonstrate proficiency through submitting a portfolio of the photographer/videographer previous work.
- Minimum 1 year of experience in this sector.
- Understanding of social media content
- Ability to travel inside Iraq.

The subcontractor **may include other positions** to serve under the subcontract in addition to the required above positions to ensure smoother workflow, quality work, and submission of deliverables on time. If any of the key staff changes throughout the contract, the subcontractor must inform DCEO Tahfeez program and obtain DCEO Tahfeez program approval before hiring a replacement.

### **II.3. Period and Place of Performance**

The anticipated period of performance for the IQS is effective from the date of subcontract award through **September 4, 2023**.

### **II.4. Expected Deliverables**

This is an indefinite quantity type subcontract with STOs issued hereunder priced on a firm fixed price basis. The deliverables will be determined on a task order basis.

### **II.5. Deliverables Schedule**

The deliverables schedule will be determined on a TO basis.

## **Section III Indefinite Quantity Subcontract (Terms and Clauses)**

In the event of a subcontract award resulting from an offer submitted in response to this RFP, Attachment ‘‘A’’ clarify the conditions of the Draft IQS which will apply. Chemonics, at its own discretion, reserves the right to modify these terms.

**Annex 1 Cover Letter**

[Offeror: Insert date]

**Procurement Team**

**Procurement Manager**

**DCEO Tahfeez**

**Chemonics Iraq LLC**

**100 St road, Erbil, Iraq**

Reference: Request for Proposals: **RFP-DCEO-TO1-001 - Graphic Design, Videos & Photos Production Services**

Subject: **[Offeror: Insert name of your organization]**'s technical and cost proposals

Dear Mr./Mrs. **[Insert name of point of contact for IQS RFP]**:

**[Offeror: Insert name of your organization]** is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
UEI Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for **90** calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the IQS RFP.:

**[Offerors: It is incumbent on each offeror to clearly review the IQS RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]**

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

\_\_\_\_\_  
Signature

**[Offeror: Insert name of your organization's representative]**

**[Offeror: Insert name of your organization]**



**Annex 2      Guide to Creating a Financial Proposal for an IQS**

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Step 1: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 2: Write Cost Notes. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable.

**Sample Budget**

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this IQS RFP.

<b>Labor categories</b>	<b>Unit Rate</b>	<b>Cost Notes</b>

**Annex 3 Required Certifications**

**52.203-2 Certificate of Independent Price Determination**

As prescribed in 3.103-1, insert the following provision. If the solicitation is a Request for Quotations, the terms "Quotation" and "Quoter" may be substituted for "Offer" and "Offeror."

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)**

\_\_\_\_\_ (hereinafter called the "offeror")  
(Name of Offeror)

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to— (i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision \_\_\_\_\_ [*insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization*];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

\_\_\_\_\_  
(Applicant)

BY (Signature) \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_ DATE \_\_\_\_\_

52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEPT 2007)

\_\_\_\_\_ (hereinafter called the "offeror")  
(Name of Offeror)

(a) *Definitions.* As used in this provision—"Lobbying contact" has the meaning provided at 2 U.S.C. 1602(8). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12).

(b) *Prohibition.* The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.

(c) *Certification.* The Offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.

(d) *Disclosure.* If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the Offeror with respect to this contract, the Offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The Offeror need not report regularly employed officers or employees of the Offeror to whom payments of reasonable compensation were made.

(e) *Penalty.* Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(f) Should the Offeror's circumstances change during the life of any resulting subcontract with respect to the above, the Offeror will notify Buyer immediately. \_\_\_\_\_

BY (Signature) \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_ DATE \_\_\_\_\_

**52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS**

## Certification Regarding Responsibility Matters (Apr 2010)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) Are  are not  presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have  have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(C) Are  are not  presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have , have not , within a three-year period preceding this offer, been notified of any delinquent U.S. Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) U.S. Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of U.S. Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has ( ) has not ( ), within a three-year period preceding this offer, had one or more contracts terminated for default by any U.S. Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror no responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

PLEASE SIGN AND RETURN

Company Name \_\_\_\_\_

Signature \_\_\_\_\_  
Title \_\_\_\_\_

Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

## EVIDENCE OF RESPONSIBILITY

### 1. Offeror Business Information

**Company Name:**

**Address:**

**UEI Number:**

### 2. Authorized Negotiators

**Company Name** proposal for **Proposal Name** may be discussed with any of the following individuals. These individuals are authorized to represent **Company Name** in negotiation of this offer in response to **RFP No.**

**List Names of Authorized signatories**

These individuals can be reached at **Company Name** office:

**Address**

**Telephone/Fax**

**Email address**

### 3. Adequate Financial Resources

**Company Name** has adequate financial resources to manage this contract, as established by **our audited financial statements (OR list what else may have been submitted)** submitted as part of our response to this proposal.

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this proposal, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes  No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS/UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants,

and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes  No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS/UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

Yes  No

- d) Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

#### 4. Ability to Comply

**Company Name** is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

#### 5. Record of Performance, Integrity, and Business Ethics

**Company Name** record of integrity is (Instructions: Offeror should describe their record. Text could include example such as the following to describe their record: "outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal.")

#### 6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Instructions: Offeror should explain their organizational system for managing the subcontract, as well as the type of accounting and control procedure they have to accommodate the type of subcontract being considered.)

#### 7. Equipment and Facilities

(Instructions: Offeror should state if they have necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW.)

#### 8. Eligibility to Receive Award

(Instructions: Offeror should state if they are qualified and eligible to receive an award under applicable laws and regulation and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Offeror should state whether they have performed work of similar nature under similar mechanisms for USAID.)

## 9. Commodity Procurement

(Instructions: If the Offeror does not have the capacity for commodity procurements - delete this section. If the Offeror does have the capacity, the Offeror should state their qualifications necessary to support the proposed subcontract requirements.)

## 10. Cognizant Auditor

(Instructions: Offeror should provide Name, address, phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.)

## 11. Acceptability of Contract Terms

(Instructions: Offeror should state its acceptance of the proposed contract terms.)

## 12. Recovery of Vacation, Holiday and Sick Pay

(Instructions: Offeror should explain whether it recovers vacation, holiday, and sick leave through a corporate indirect rate (e.g. Overhead or Fringe rate) or through a direct cost. If the Offeror recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number of working days in a calendar year it normally bills to contracts to account for the vacation, holiday, and sick leave days that will not be billed directly to the contract since this cost is being recovered through the corporate indirect rate.)

## 13. Organization of Firm

(Instructions: Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

*One of the authorized negotiators listed in Section 2 above should sign*

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name:

Title/Position:

Organization:

Address:

Date of Birth:

**NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

**Subcontractor Size Self-Certification Form**

**Reference Number:** [enter the funding agency's solicitation or contract number]

**Project Name:** [enter full name of project]

**Primary NAICS Code:** [enter the [NAICS](#) code that best describes the work being performed under the subcontract. i.e: for technical assistance provision use 541990 or management consulting use 541611. For HHE use 484210 and for GIS use 541360. The NAICS codes most commonly used by Chemonics is 541611, 541618, 541620, 541990]

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**Company Name:** Full legal name

**Address:** Street address

**City, State, Zip:** City, State Zip

**DUNS/UEI Number:** [enter the [Data Universal Numbering System \(DUNS\)](#) Unique Entity Identifier (UEI number) here. Subcontractors must have a DUNS/UEI, unless exempted, as a part of receiving a subcontract with Chemonics]

**Contact Person:** Name, Title

**Contact Phone Number:** (555) 555-5555

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**Type of Entity**

If you have difficulty ascertaining the business size status, please refer to SBA's website ([www.sba.gov/size](http://www.sba.gov/size)) or contact your local SBA office.

Small Business  Large Business  Nonprofit/Educational  Government  Non-US

If "Small Business" is checked above, and if applicable, please identify any additional small business designations under which the company qualifies. You may wish to review the definitions for the below categories in the Federal Acquisition Regulation 19.7 or 52.219-8 ([www.acquisition.gov/far/](http://www.acquisition.gov/far/)) to determine applicability.

Small Disadvantaged Business  8(a)  
 HUBZone  Woman Owned Small Business  
 Veteran Owned  Service Disabled Veteran Owned  
 Alaskan Native Corporation  Indian Tribe

By signature below, I hereby certify that the business type and designation indicated above is true and accurate as of the date of execution of this document, and I further understand that under 15 U.S.C. 645(d), any person who misrepresents a business' size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

---

Signature and Title (required)

---

Date

\*\*\*\*\*CHEMONICS INTERNAL USE ONLY\*\*\*\*\*

HUBZone Status has been verified in the [System for Award Management database](#) or [Dynamic Small Business Database Search](#) as of \_\_\_\_/\_\_\_\_/\_\_\_\_ conducted by: \_\_\_\_\_.

**52.222-56 SUBCONTRACTOR CERTIFICATION REGARDING TRAFFICKING IN PERSONS COMPLIANCE PLAN (OCT 2020)**

The Offeror/Subcontractor Certifies that:

- (1) It has implemented a compliance plan to prevent any prohibited activities identified in paragraph (b) of the clause at 52.222–50, Combating Trafficking in Persons, and to monitor, detect, and terminate the contract with a subcontractor engaging in prohibited activities identified at paragraph (b) of the clause at 52.222–50, Combating Trafficking in Persons;
- (2) The compliance plan applicable to the qualifying subcontract meets the minimum requirements set forth in subsection (h)(3) of clause 52.222-50, including the following:
  - a. An awareness program to inform subcontractor employees about the Government’s policy prohibiting trafficking-related activities, the activities prohibited, and the actions that will be taken against the employee for violations.
  - b. A process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking in persons, including a means to make available to all employees the hotline phone number of the Global Human Trafficking Hotline at 1-844-888-FREE and its email address at [help@befree.org](mailto:help@befree.org).
  - c. A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.
  - d. A housing plan, if the subcontractor intends to provide or arrange housing that ensures that the housing meets host-country housing and safety standards.
  - e. Procedures to prevent agents and subcontractors at any tier and at any dollar value from engaging in trafficking in persons (including activities in paragraph (b) of this clause) and to monitor, detect, and terminate any agents, subcontracts, or subcontractor employees that have engaged in such activities.
- (3) The Offeror/Subcontractor will post the relevant contents of the compliance plan, no later than the initiation of contract performance, at the workplace (unless the work is to be performed in the field or not in a fixed location) and on the Offeror’s/Subcontractor’s Web site (if one is maintained). If posting at the workplace or on the Web site is impracticable, the Offeror/Subcontractor shall provide the relevant contents of the compliance plan to each worker in writing. The Offeror/Subcontractor agrees to inform Chemonics immediately of any credible information it receives from any source (including host country law enforcement) that alleges a contractor employee, subcontractor, subcontractor employee, or their agent has engaged in conduct that violates the policy.
- (4) After having conducted due diligence, either—
  - (i) To the best of the Offeror’s/Subcontractor’s knowledge and belief, neither it nor any of its proposed agents, subcontractors, or their agents is engaged in any such activities; or,
  - (ii) If abuses relating to any of the prohibited activities identified in 52.222– 50(b) have been found, the Offeror or proposed Subcontractor has taken the appropriate remedial and referral actions.

PLEASE SIGN AND RETURN THIS CERTIFICATION TO CHEMONICS

Company Name\_\_\_\_\_

Company Address\_\_\_\_\_

Signature\_\_\_\_\_ Printed Name \_\_\_\_\_

Title\_\_\_\_\_ Date\_\_\_\_\_

**NOTE: The Subcontractor is required to recertify annually by signing this document one year from the date signed above and resending it to the Contractor.**

**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) SUBAWARD  
REPORTING QUESTIONNAIRE AND CERTIFICATION**

**Prime Contract**

**Insert Prime Contract Name**

**Insert Prime Contract Number/Task Order Number**

**Subcontractor Data**

**Insert Subcontractor Name**

**Insert Subcontractor AddressLine1**

**Insert Subcontractor AddressLine2**

**Insert Subcontractor City, Insert Subcontractor State in USA, or Province/Other**

**Insert Subcontractor Zipcode or PostalCode Insert Subcontractor Country**

**Subcontract Number: INSERT SUBCONTRACT NUMBER**

**Start Date: INSERT SUBCONTRACT START DATE**

**Subcontract Value: INSERT SUBCONTRACT VALUE**

A. In the previous tax year, was your company's gross income from all sources **under** \$300,000?

Yes  No

B. If "No", please provide the below information and answer the remaining questions.

(i) **Subcontractor DUNS/UEI Number: Insert DUNS/UEI on record**

(ii) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS/UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes  No

(iii) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS/UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?:

Yes  No

(iv) Does your business or organization maintain a record in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

(v) If you have indicated “Yes” for paragraph (ii) **and** “No” for paragraph (iii) and (iv) above, provide the names and total compensation\* of your five most highly compensated executives\*\* for the preceding completed fiscal year.

1. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

4. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

5. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (v) above.

\_\_\_\_\_  
Signature and Title (required)

\_\_\_\_\_  
Date

\*“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- (1) *Salary and bonus.*
- (2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.
- (3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (4) *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- (5) *Above-market earnings on deferred compensation which is not tax-qualified.*
- (6) Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

\*\*“Executive” means officers, m





## **Annex 4 UEI and SAM Registration Guidance**

### **What is UEI?**

The Unique Entity Identifier, or the UEI, is the official name of the “new, non-proprietary identifier” that will replace the DUNS number. The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov). Businesses and organizations who receive funding from the US government will have to use a Unique Entity Identifier (UEI) created in SAM.gov. The UEI number helps the USG to identify companies.

### **Why am I being requested to obtain a UEI number?**

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses UEI numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding UEI number.

### **Is there a charge for obtaining a UEI number?**

No. Obtaining a UEI number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

### **How do I obtain a UEI number?**

UEI numbers can be obtained online at [sam.gov](http://sam.gov).

### **What information will I need to obtain a UEI number?**

To request a UEI number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location
- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

**How long does it take to obtain a UEI number?**

The UEI number is issued immediately upon completion of the request process.

**Are there exemptions to the UEI number requirement?**

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

**What is CCR/SAM?**

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

**When should I register in SAM?**

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

**Why should I register in SAM?**

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

### **What benefits do I receive from registering in SAM?**

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

### **How do I register in SAM?**

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: [https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)

Follow the step-by-step guidance for contracts registrations at:

[https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Contract\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf)

*You must have a UEI number in order to begin either registration process.*

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

### **What data is needed to register in SAM?**

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

\* General Information - Includes, but is not limited to, UEI number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

\* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

\* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

\* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

\* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. \* Electronic Data Interchange (EDI) Information\* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (\*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)

**Annex 5 Past Performance Template**

The following table must be completed and included in the Technical Volume. Include at least 3 projects that best illustrate experience relevant to this RFP or similar activities. Included projects must have been completed within the past 3 years.

#	Client Name, Address/Location, Telephone Number, Email	Contract or Purchase Order Number	Description of Activities or Work	Date of Work	Cost in (insert currency)
1					
2					
3					

Chemonics reserves the right to contact provided references to verify and, if applicable, request further information. Chemonics reserves the right to obtain past performance information obtained from sources other than those identified by the offeror. Chemonics shall determine the relevance of similar past performance information.