



June 20, 2023

Request for Proposals # RFP-DCEO-IQS-2023-001

Business Development Technical Assistance for SME Enterprises

Dear Sir or Madam,

Chemonics International Inc. (hereinafter referred to as “Chemonics”), under the Durable Communities and Economic Opportunities (DCEO) Project, USAID Contract No. 72026719D00001, is issuing an Indefinite Quantity Subcontract (IQS) Request for Proposals (IQS RFP) for a provision of expert management and consulting services to pre-selected client firms for multiple facets of business development and targeted technical assistance. The subcontract will support DCEO’s Economic Opportunities (EO) Task Order 02 and the purpose of which is to increase competitiveness and promote job growth.

The attached IQS RFP contains all the necessary information for interested Offerors.

Offerors shall submit their offers no later than **5:00 PM Baghdad Time on July 15, 2021**,

Chemonics realizes that Offerors may have additional questions after reading this RFP. Please submit any and all questions **in writing** to dceoprocurement@iraqdceo.com no later than 5:00 pm Baghdad Time on Wednesday, June 27, 2023. **Questions received via phone will not be answered.**

Mandatory Proposal Conference. In order to provide bidders an opportunity to raise questions and learn more about the scope of work described herein, a mandatory proposal conference will be held online on July 06, 2023, at 03:00 PM Baghdad time. Please confirm attendance via email to DCEO Procurement Team at dceoprocurement@iraqdceo.com by **June 27, 2023, at 05:00pm Baghdad time.**

Following this RFP, Chemonics anticipates awarding an Indefinite Quantity Subcontract (IQS) and may issue accompanying TOs. During 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 the interested companies or organizations who submitted their interest in submitting a proposal.

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,

DCEO Procurement Team

Request for Proposals

IQS RFP # RFP-DCEO-IQS-2023-001

For the provision of

Business Development Technical Assistance for SME Enterprises

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) Program

Prime Contract Number: IDIQ 72026719D00001

***** **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 dceoprocurement@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 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/Iraq	USAID Mission in Iraq
USG	U.S. Government
VAT	Value Added Tax

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, through Chemonics Iraq LLC, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the Durable Communities and Economic Opportunities (DCEO) project, under contract number 72026719D00001 is soliciting offers from companies and organizations to submit proposals to provide ad-hoc business development services and targeted firm-level technical assistance to selected Iraqi enterprises to increase their competitiveness and stimulate job growth.

The Durable Communities and Economics Opportunities (DCEO) Project is a USAID program implemented by Chemonics International in Iraq. The DCEO project was awarded in September 2019 for a five-year period. Known by its Arabic name, Tahfeez – meaning “motivation” The goal of the DCEO Project is to the Iraq Durable Communities and Economic Opportunities (DCEO) project, also known by its Arabic name “Tahfeez,” to support Iraqis in their efforts to re-establish stable and resilient communities. This five-year project has two main objectives, each of which has two sub-objectives, as follows: 1) Increase the adaptive capacity of vulnerable communities 1.1 Mitigate drivers of conflict in target communities 1.2 Enhance community leadership of inclusive development 2) Advance the economic well-being of communities 2.1 Improve private sector networks 2.2 Increase micro, small, medium enterprise (MSME) development.

The Economic Opportunities (EO) is DCEO’s Task Order No. 2 which supports Objective 2 and helps local businesses to grow in ways that create new jobs. The project employs a mix of assistance to meet its goals, including technical assistance, identification and matching for investment opportunities, grants, skill building, and in-kind assistance. Under this Subcontract, DCEO will procure technical experts to work collaboratively with selected MSMEs to identify needs and solve problems that are constraining firm and sector level sales and employment growth. DCEO’s interventions are focused on providing business solutions that will result in greater private investment and job creation for Iraqi citizens.

Chemonics anticipates issuing an award to approximately up to five companies. 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** 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 Time on July 15, 2023**, 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 may 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

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. 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 the documents and sections included in I.4.A and I.4.B.

A. General Requirements

Chemonics anticipates issuing an IQS to several Iraqi, U.S., or international companies or organizations, provided they are legally registered and recognized under the laws of Iraq, the U.S., or the country where it is headquartered, respectively, 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, or university.

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

- (i) Companies must be legally registered under the laws of Iraq, the U.S., or the country where the firm is headquartered upon award of the IQS.
- (ii) Must currently provide paid business advisory/consulting services and be service oriented.
- (iii) 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.
- (iv) Preference will be given to companies or organizations that have an authorized local presence in Iraq at the time of proposal submission. Chemonics is also interested in companies or organizations without a current presence but with demonstrated ability to quickly deploy a team in Iraq.

- (v) 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 3.¹

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. E-mail
- vi. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- vii. Taxpayer Identification Number
- viii. UEI Number
- ix. Official bank account information
- x. 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 an IQS-specific technical proposal which shall respond to and include the following comprise the following parts:

- **Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 4 and 8 pages long but may not exceed 8 pages.**

¹ 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.

Offerors must describe their technical approach, including as much detail of the types of consulting services they can provide, from any of the eight areas of intervention below. This should also include information on their prior experience and corporate capabilities to provide the requested technical services.

1. **Business Strategy** (enhancement of business plans, assisting management to assess strategic alternatives, etc.)
2. **Governance** (structuring a company to grow and/or export, including assessing needed personnel, etc.)
3. **Production and quality assurance** (assisting companies and their suppliers to improve quality to meet buyer standards through improved packaging, production processes improvement, etc.)
4. **Access to Finance** (assisting companies to prepare plans for banks, other financial institutions or bigger companies to develop innovative programs to ensure their suppliers receive credit. Developing strategies for reducing working capital needs.)
5. **International certification** (preparing them for certifications like ISO as well as the process)
6. **Marketing** (including social media and digital marketing to make the company more competitive.)
7. **Value chain enhancement** (assisting companies to develop programs to ensure that suppliers and other supply chain members work together to make the company more competitive).
8. **Capital investment and procurement** (assisting companies in identifying and selecting the technological upgrade or capital investment needed to increase and improve production or sales).
9. **Climate Smart** (Renewable energy, modern irrigation system, recycling, etc.)

Capabilities in the technical service categories noted above should be described fully. Offerors will also present capabilities in table matrix format such as is provided in Annex 7.

Additionally, the Offeror must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the chosen technical service categories including number of years of experience implementing similar technical support for client firms in Iraq. Preference will be given to offerors who have experience providing firm-level support in DCEO's Six (6) target cities: Baghdad, Basrah, Ninewa, Dohuk, Anbar and Erbil.

Finally, Offerors must include three (3) past performance references of similar work previously implemented as well as contact information for the companies for which such work was completed. Preference is given to firms that have experience supporting private, NGO, and government organizations. 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. A sample reference format is provided in Annex 5.

Chemonics reserves the right to check additional references not provided by an offeror.

- **Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 3 and 6 pages long but may not exceed 6 pages.**

In this section, Offerors must include a summary of the qualifications of their consultants, and an illustrative staffing and mobilization plan for the below illustrative scenario. Offerors shall also propose an IQS Manager who will serve as main point of contact under any awarded IQS, including request for STO proposal receipt and response, staffing and management coordination, finance and invoicing, and other subcontract management tasks as required. If the firm intends to recruit or hire additional consultants to meet the requested demands, this section shall include a description of how the offeror will identify and recruit consultants with the required qualifications. Additionally, the Offeror shall provide at least one (1) and up to five (5) illustrative CVs for technical specialists to implement the breadth of technical services offerors can provide from the list in Part 1 (separate from the scenario response). The CVs will include extensive professional experience relevant to the technical services proposed in Part 1. CVs may be included in an annex to the technical proposal and will not count against the page limit. CVs included as part of the illustrative scenario should be included in the CV annex, and clearly designated as such (separate from the 1-5 other illustrative CVs).

Illustrative STO Scenario: The Economic Opportunities (EO) team has identified that Client Firm “ABC Solutions” in Erbil requires support in creating and implementing a variety of internal governance policies and procedures (such as accounting manuals and standard operating procedures, and IT security standards), and preparing to pursue ISO 4500 certification. A team qualified to support these technical assistance areas is sought under the BDSP IQS, and IQS holders are requested to provide CVs and a staffing plan (inclusive of mobilization timelines) to meet these needs.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this IQS RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

The key personnel are considered to be essential to the work being performed thereunder. Prior to replacing any of the specified individuals, the Subcontractor must immediately notify Chemonics reasonably in advance and must submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion or replacement of such personnel shall be made by the Subcontractor without the prior written approval of Chemonics and USAID, through Chemonics, if required. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during the course of this Subcontract to add, change, or delete personnel and positions, as appropriate. Chemonics may request the replacement of Subcontractor personnel at its sole discretion. Chemonics will not pay for early repatriation of departing long-term personnel, or fielding costs of replacement personnel, respectively, without the prior written approval of the USAID Contracting Officer through Chemonics.

- **Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 2 and 7 pages long but may not exceed 7 pages.**

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, offerors must include a minimum of **three (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: the name of the 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. The Offeror shall use the Past Performance Template included in Annex 5. Chemonics reserves the right to check for additional references not provided by the offeror.

Chemonics reserves the right to check additional references not provided by the offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this IQS RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

3. Cost Proposal

The cost proposal must be submitted in English. Offerors' pricing is expected to be fair, reasonable, allowable, allocable, and cost-effective, and shall be subject to a cost/price realism analysis. Offerors must propose fixed daily rates (inclusive of salary and any profit or overhead) for the applicable labor categories below. All cost information must be expressed in USD.

Offerors shall ensure that no pricing information is displayed in the Technical Volume. The proposed Fixed Daily Rates (FDRs) and proposed material costs will be used for the purpose of evaluating cost for the award of the IQS. The resulting subcontract will be an IQS, which will have a ceiling price under which STOs will be issued. The STOs will be issued for defined deliverables and with firm fixed prices. The IQS will have labor categories and levels with corresponding Fixed Daily Rates (FDRs). The FDRs incorporated in the IQS will be used to inform the creation of individual firm fixed price STOs.

Chemonics reserves the right to request additional cost information if the evaluation committee has concerns about the reasonableness, realism, or completeness of an offeror's proposed cost. All daily rates must be fully burdened (inclusive of all fees and overhead costs) and will remain in effect for the duration of the contract life. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns about the reasonableness, realism, or completeness of an offeror's proposed cost. See Annex 2 for the cost structure of the fixed daily rates.

In accordance with Section I.9, the cost proposal may be used to determine which technical proposals represent the best value and serve as a basis of negotiation before award of a subcontract.

The cost volume has no page limitation; however, the following shall be submitted in the format identified below. Please note that the below information shall be completed for the entire IQS pricing period:

a) Labor Categories

DCEO requires a variety of qualifications including Senior, Mid-Level and Junior technical specialists based on the above-mentioned eight technical services categories. It is up to the offeror to propose Technical Consultants that meet or exceed the below qualifications required for each level. Offeror's illustrative CVs can be from one or more of the eight technical services categories described in the "Technical Tasks" Section above.

1. Junior-Level Technical Consultant Qualification Include:

- B.S./B.A. required with relevant professional certification(s) or master's degree preferred.
- At least 4-6 years of relevant work experience in the related technical area
- Excellent communication and writing ability.

2. Mid-Level Technical Consultant Qualification Include:

- B.S./B.A. required with relevant professional certification(s) or master's degree preferred.

- Advanced degree in relevant technical field with relevant professional certification(s) desired
- At least 7-10 years of work experience in relevant technical area
- Relevant and geographic work experience implementing similar technical assistance programs for international donors or companies preferred.
- Demonstrated professional excellence and communications and writing.

3. Senior-Level Technical Consultant Qualification Include:

- Advanced degree in the area of specialty. Additional professional credentials preferred such as a master's degree or Ph.D. in a relevant field, CPA, industrial or other professional certifications that denote specific technical, business, or industry qualifications relevant to technical areas.
- 11+ years of work experience in the technical area with increasing senior level experience and supervisory responsibility
- Relevant and geographic work experience implementing similar technical assistance programs for international donors or companies preferred.
- Demonstrated professional excellence, excellent communications and writing ability.

Educational requirements for each level noted above are preferred. The below scale represents alternative requirements for years of relevant work experience acceptable at each level by degree equivalents obtained.

	With PhD or Master's Degree	With BS/BA (Or equivalent)	With no degree
Senior-Level	10-15 years of experience	16-20 years of experience	21-30 years of experience
Mid-Level	5-6 years of experience	7-10 years of experience	11+ years of experience
Junior-Level	3 years of experience	4-6 years of experience	7-10 years of experience

b) Fixed Daily Rates (FDR)

The offeror shall propose a fixed daily rate (FDR) in **USD** for each proposed labor category based on the offeror's own internal policies concerning recruitment and hiring and the fair market value for the skill set and experience of the proposed personnel. The fixed daily rate must be inclusive of all overhead and fee costs. In their budget narrative, offerors must address how these rates are fair and reasonable. The fixed daily rate should be based upon a productive eight-hour day.

The labor category and corresponding daily rates proposed by the offeror will be incorporated in the IQS and will remain fixed for the IQS period. The daily rates will then be used to price individual STOs. The Offeror shall use the budget template included in Annex 2 to propose their FDRs.

C) Materials

Materials costs under the subcontract must be budgeted separately from the fixed daily rates. Under this subcontractor pricing methodology, offerors are not allowed to apply an indirect or fee rate on Materials. Because DCEO is a USAID-funded project and is implemented under a bilateral agreement between Iraq and the U.S. Government, offerors must not include VAT in their cost proposal.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Stipends and travel costs for any participants are not to be included in the costs. These costs, if applicable, will be covered separately and at-cost through each STO. In addition, software costs should not be included in the costs below; software required by the Subcontractor will be procured by Chemonics and provided in kind.

All cost information must be expressed in US\$. Offerors are invited to provide a narrative that accompanies each cost table that further elaborates the assumptions behind each unit cost.

Description and Specifications of Item	Unit	Unit Price
Junior Level Technical Consultant (add additional rows per technical area if rates vary)	Level of Effort (LOE) 1 Days= 8 hours	
Mid-Level Technical Consultant (add additional rows per technical area if rates vary)	Level of Effort (LOE) 1 Days= 8 hours	
Senior Level Technical Consultant (add additional rows per technical area if rates vary)	Level of Effort (LOE) 1 Days= 8 hours	

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. 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 **\$250,000.00**. Chemonics will order at least the quantity of supplies or services designated in the subcontract as the “Minimum Order Guarantee,” currently estimated at **\$500.00**.

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=bc646daa32249b2fcda27d1fce1c8ed2&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.

IQS RFP announcement	June 20, 2023
Deadline for written questions	June 27, 2023
Proposal conference pre-registration deadline	June 27, 2023
Answers provided to questions/clarifications	July 05, 2023
Mandatory Proposal conference	July 06, 2023
Proposal due date	July 15, 2023
IQS award (estimated)	Sep 01, 2023

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

Mandatory Proposal Conference.

In order to provide bidders an opportunity to raise questions and learn more about the scope of work described herein, a mandatory proposal conference will be held online on **July 6, 2023, at 03:00 PM Baghdad time**. Please confirm attendance via email to DCEO Procurement Team at dceoprocurement@iraqdceo.com by **June 27, 2023, at 05:00pm Baghdad time**. The RFQ number must be included in the subject line of the email. This confirmation should include the full name and contact information of all participants. Chemonics will only accept proposals from those offerors who attend the proposal conference. Participation in the proposal conference is the responsibility of the offeror. Chemonics will not reimburse the offerors for any costs associated with attending the proposal conference.

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 the 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 dceoprocurement@iraqdceo.com no later than **June 27, 2023, at 05:00pm Baghdad time**. 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 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 15, 2023, at 05:00 pm** to tenders@iraqdceo.com ONLY. 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 the offers' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the DCEO 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 ninety (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. This IQS RFP will use the tradeoff process to determine the 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 significantly 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
Technical Corporate Capabilities and Past Performance	Technical know-how – Does the proposal clearly explain, understand, and respond to the objectives of the project as stated in the Scope of Work?	30 points
	Company current capabilities and past experience – Does the company have experience relevant to the scope of work? Points will be awarded based on experience developing and implementing similar technical assistance programs in Iraq or similar environments	30 points
	Does the company have the ability to cover all Iraq governorates?	10 points
Sub-Total Points – Technical Corporate Capabilities and Past Performance		70 points
Personnel/Technical Consultants	Summary of qualifications of consultants. Additionally, at least one (1) and up to five (5) proposed senior technical specialist CVs. Do the illustrative personnel proposed have the necessary experience and capabilities to carry out the scope of work, including language capabilities? English and Arabic fluency is mandatory for all labor categories working in federal Iraq. English and Kurdish are mandatory for all labor categories hired in KRG.	30 points
Sub-Total Points – Personnel:		30 points
Total Points:		100 points

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

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 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

Chemonics, through Chemonics Iraq LLC, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the Durable Communities and Economic Opportunities (DCEO) project, under contract number 72026719D00001 is soliciting offers from companies and organizations to submit proposals to provide ad-hoc business development services and targeted firm-level technical assistance to selected Iraqi enterprises to increase their competitiveness and stimulate job growth.

The Durable Communities and Economics Opportunities (DCEO) Project is a USAID programs implemented by Chemonics International in Iraq. The DCEO project was awarded in September 2019 for a five-year period. Known by its Arabic name, Tahfeez – meaning “motivation” The goal of the DCEO Project is to the Iraq Durable Communities and Economic Opportunities (DCEO) project, also known by its Arabic name “Tahfeez,” to support Iraqis in their efforts to re-establish stable and resilient communities. This five-year project has two main objectives, each of which has two sub-objectives, as follows: 1) Increase adaptive capacity of vulnerable communities 1.1 Mitigate drivers of conflict in target communities 1.2 Enhance community leadership of inclusive development 2) Advance the economic well-being of communities 2.1 Improve private sector networks 2.2 Increase micro, small, medium enterprise (MSME) development.

The Economic Opportunities (EO) is DCEO’s Task Order No. 2 which supports Objective 2 and helps local businesses to grow in ways that create new jobs. The project employs a mix of assistance to meet its goals, including technical assistance, identification and matching for investment opportunities, grants, skill building, and in-kind assistance. Under this Subcontract, DCEO will procure technical experts to work collaboratively with selected MSMEs to identify needs and solve problems that are constraining firm and sector level sales and employment growth. DCEO’s interventions are focused on providing business solutions that will result in greater private investment and job creation for Iraqi citizens.

The Economic Opportunities (EO) is a five-year task order under DCEO. Its goals are to support private sector firm growth that, in turn, generates job opportunities. To achieve this goal, Economic Opportunities (EO) works with individual private sector firms providing technical and material assistance and, in selected cases, identifying international financial investment in order to help firms expand. The Economic Opportunities (EO) approach recognizes that Iraqi businesses, like businesses everywhere, face constraints that impede their growth. These constraints include, but are not limited to, lack of know-how, antiquated technologies, poor infrastructure, unsupportive legal and regulatory environment, and lack of access to investment capital.

Economic Opportunities (EO) applies a buyer-led approach to help Iraqi enterprises increase their sales and hire more Iraqi citizens. Economic Opportunities (EO) uses selection criteria to identify specific buyer/s and understand their requirements; to diagnose the key enterprise-level constraints that stand in the way of concluding sales contracts with these buyer/s; and to find solutions to these problems using tailored firm-specific technical assistance solutions delivered principally by business service providers and consultants. Economic Opportunities (EO) will prioritize support for businesses that produce goods and services for a known buyer or market. Economic Opportunities (EO) work will be transactional—focused on making deals happen, because sales growth leads to jobs. Over time, Economic Opportunities (EO) will also prioritize selected business enabling environmental problems and work with the private sector to analyze these issues and propose solutions for them.

At the firm level, actors across multiple sectors face a variety of constraints and therefore a one-size-fits-all approach for technical assistance will not work. To obtain and provide targeted, specialized assistance, Economic Opportunities (EO) will work with training and business development service providers throughout both federal Iraq and the Kurdish Region of Iraq. These businesses and organizations may be subcontracted to develop and deliver specialized technical assistance and training to firms to support them in developing their business offerings, and/or to address constraints preventing those firms from achieving growth.

II.2. Scope of Work

Economic Opportunities (EO) is looking to pre-select eligible training, consulting, and business development service provider (BDSP) organizations to form a pre-qualified consortium that it can contract through an expeditious procurement mechanism. The BDSPs will undertake various consulting, training, and capacity-building activities that address firm constraints and increase competitiveness. The objective of this scope of work is to allow Economic Opportunities (EO) to provide technical assistance based on reoccurring requests through a structured procurement process.

Economic Opportunities (EO) will use an indefinite quantity subcontract (IQS) as a pre-selection mechanism to provide “just-in-time” expertise to our client firms. The IQS allows awardees to bid on specific scopes of work in specialty technical or geographic areas, enabling Economic Opportunities (EO) to quickly issue task orders to IQS holders to carry out necessary work. The aim is for technical assistance to firms to begin within 1-2 weeks of signing a partnership agreement. The procurement process will be carried out in four phases.

1. Economic Opportunities (EO) requests technical services from IQS pool based on applicable technical services category.
2. Economic Opportunities (EO) pre-qualifies one IQS holder and co-designs a technical action plan with that holder and Economic Opportunities (EO)’s client firm.
3. Economic Opportunities (EO) contracts the IQS holder to provide proposed TA to client firm.
4. IQS holder implements assistance with Economic Opportunities (EO)’s technical oversight.

Economic Opportunities (EO) expects BDSP providers to co-design solutions (with the project’s technical advisors and using existing project analysis of firm capacity) that address key identified growth constraints for a specific firm. The BDSP provider will then provide the needed technical assistance to client firms including, but not limited to, management consulting, strategy, access to finance and preparing companies to access credit, certifications, export promotion and identifying domestic and international clients, value chain development, and productivity, and HR management.

Economic Opportunities (EO) is currently operating in a series of business corridors. These include five target cities: Baghdad, Basrah, Ninewa, Dohuk, and Erbil. While the project has not identified Anbar as a business corridor for Year 1 of project life, relevant work that includes Anbar will be welcome.

Economic Opportunities (EO) will draw business services from BDSPs within the following priority sectors: ICT, agriculture and agri-food, textiles and clothing, and mechanical and electrical. There may be other sectors that Economic Opportunities (EO) will support client firms, as the needs arise.

Technical Tasks:

This section describes the technical task areas that the BDSP shall perform and are illustrative and should not be considered all-inclusive. For BDSPs/consulting firms pre-qualified under this tender, Economic Opportunities (EO) will release on an as needed basis specific Task Orders with detailed scopes of work. This may include, for example, providing technical assistance to an apparel company in Baghdad, to improve its internal production process in order to qualify for a specific international certification. Another example could be providing technical assistance to a firm's suppliers in improving product quality.

Potential technical assistance broadly covers a wide range of potential activities that are necessary to address the problems and impediments constraining client firms' productivity and output. Economic Opportunities (EO) will draw services from BDSPs based on the below categories of consulting services that will focus on "on the ground" direct technical assistance. These services categories will support our client firms to overcome constraints that keep them from increased sales growth and job creation. The technical service categories under this RFP are:

1. **Strategy** (enhancement of business plans, assisting management to assess strategic alternatives, etc.)
2. **Governance** (structuring a company to grow and/or export, including assessing needed personnel, etc.)
3. **Production and quality assurance** (assisting companies and their suppliers to improve quality to meet buyer standards through improved packaging, production processes improvement, etc.)
4. **Access to Finance** (assisting companies to prepare plans for banks, other financial institutions or bigger companies to develop innovative programs to ensure their suppliers receive credit. Developing strategies for reducing working capital needs.)
5. **International certification** (preparing them for certifications like ISO as well as the process)
6. **Marketing** (including social media and digital marketing to make the company more competitive.)
7. **Value chain enhancement** (assisting companies to develop programs to ensure that suppliers and other supply chain members work together to make the company more competitive).
8. **Capital investment and procurement** (assisting companies in identifying and selecting the technological upgrade or capital investment needed to increase and improve production or sales).
9. **Climate Smart** (Renewable energy, modern irrigation system, recycling, etc.)

The BDSPs that Economic Opportunities (EO) selects can opt to specialize in anyone, or multiple, of the above-mentioned eight categories of services. We encourage companies with regional networks across Iraq with any one or more of the above-described services to apply for this procurement. It is not required that a BDSP have specialty in all eight of the above categories, but they will need to specialize in at least one or more of the above services to provide to client firms under this procurement. Therefore, we want Offerors to propose their specialty and services in one or more of the above-mentioned categories.

Additional illustrative activities are included in Annex 6 to give firms an idea of potential targeted requests.

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 1, 2023**, the primary place of performance will be Iraq.

II.4. Staffing

To undertake the services mentioned above, the BDSP will provide technical consultants throughout the life of the subcontract, based on the seven identified technical service categories mentioned above.

This category includes a large and technically diverse range of both industry and functional specialists with professional credentials in Iraq, or other similar environments, and in relevant technical areas, including (but not limited to):

- Industry specialist (some illustrative examples: dairy, handicrafts, information and communications technology (ICT) services, agribusiness, banking, among many others)
- Industrial/production engineer
- Marketing and sales specialist
- Distribution and manufacturing specialist
- Change management specialist.
- Franchising specialist
- Environmental analyst
- ICT
- Economist
- Financial analyst, officer, and manager
- Accounting advisor/auditor
- Agribusiness specialist
- Food Processing/Food Safety specialist
- ISO certification specialist
- ERP specialist
- Customs specialist
- Business recovery specialists
- Tax Specialist
- Electrical/PLC Engineer
- Supply Chain/Operations Specialist
- Renewable energy (solar) Engineer/Specialist

DCEO will need a variety of qualified personnel including Senior, Mid-Level and Junior technical specialists based on the above-mentioned eight technical services categories. It is up to the BDSP to propose at least one (1) but up to five (5) CVs of Senior Technical Consultants that meet or exceed the below levels of qualifications. The proposed CVs can be from one or more of the seven technical services categories described in the “Technical Tasks” Section above.

II.5. 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.6. 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, the following terms and conditions of the attached draft IQS will apply. Chemonics, at its own discretion, reserves the right to modify these terms.

Annex 1 Cover Letter

[Offeror: Insert date]

ATTN: Mohammed Othman
Senior Procurement and Subcontracts Manager
Iraq DCEO Project
Chemonics International Inc. under its local registration Chemonics Iraq LLC
Erbil, Iraq

Reference: Request for Proposals# RFP-DCEO-IQS-2023-001

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

Dear Mr. Mohammed Othman,

[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 annexed 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.

Labor categories	Unit Rate	Cost Notes
Junior Level Technical Consultant (add additional rows per technical area if rates vary)		
Mid-Level Technical Consultant (add additional rows per technical area if rates vary)		
Senior Level Technical Consultant (add additional rows per technical area if rates vary)		

Annex 3 Required Certifications

The Federal Acquisition Regulation mandates certain certifications that offerors are required to sign as part of a solicitation or request for proposal (RFP) funded with federal funds. A list of required certifications should be included in the solicitation document for subcontracts that have not been priced as part of the prime contract and Offerors must submit all the certifications to be responsive to the RFP.

Insert applicable solicitations. The required certifications are as follows and their full text can be found in the following pages. Review and delete all instructions before inserting in the appropriate location in the solicitation document. Additional certifications may be required depending upon the prime contract-specific terms and conditions.

Pre-completed certifications. For companies who work with the U.S. Government regularly, an online repository of these representations and certifications has been created by the Federal Government. This repository can be found in the System for Award Management (SAM) available at www.sam.gov. Companies can choose to register their corporate information online which would reduce the paper copy submission (and related level effort) in submitting these certifications. If a firm is not registered with the SAM, then they would be required to fill out the applicable certifications listed below. Additional details on registering in SAM are available in the GlobalQMS [UEI and SAM Registration Guidance](#).

Save completed certifications. When a certification is required for inclusion in a solicitation or RFP, and in accordance with the GlobalQMS [Partnering Procedure](#) and related work instructions, a copy of the signed certification must be saved in the applicable prime contract's subcontract/procurement files.

List of certifications:

- **[Certification of Independent Price Determination](#) – (FAR 52.203-2).** Certifies that prices in this offer have been arrived at independently, without, for the purposes of restricting competition, any consultation, communication, or agreement with other offeror or competitor relating to – prices, intention to submit an offer, or factors used to calculate prices offered. This is applicable to any solicitation for fixed price subcontracts over \$250,000 only.
- **[Subcontractor Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions](#) – (FAR 52.203-11).** Certifies 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 or a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, grant, loan, cooperative agreement, etc. This completed certification from FAR 52.203-11 must be included in the subcontract file for any subcontract expected to exceed \$150,000; in addition, note that Chemonics' subcontracting templates include additional language to document compliance at the "time of award" for all subcontracts (regardless of value). In addition, a disclosure may be required in accordance with FAR 52.203-11(d), which notes: "*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...*;" when applicable, this disclosure must be saved in the subcontract/procurement file with the certification. This certification/disclosure requirement of FAR 52.203-11 is applicable to any solicitations expected to exceed \$150,000.

- **Subcontractor Certification Regarding Responsibility Matters – (FAR 52.209-5)**. Certifies that offeror/or any of its Principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency. This completed certification from FAR 52.209-5 must be included in the subcontract file for any subcontract expected to exceed \$250,000; in addition, note that Chemonics’ subcontracting templates include additional language to document compliance at the “time of award” per FAR 52.209-6 for all subcontracts (regardless of value). This “Subcontractor Certification Regarding Responsibility Matters” certification from FAR 52.209-5 is applicable to any solicitations expected to exceed \$250,000.
- **Evidence of Responsibility Statement** – Certification describing internal policies and procedures, listing authorized signatories, and stating that the company is able to comply with the terms and conditions of the subcontract. This is applicable to all solicitations regardless of value.
- **Prohibition on Assistance to Drug Trafficking Participant Certification** – (Section 487 of the Foreign Assistance Act/ADS 206). Certifies that key individuals of subcontractor are not or have not been involved in drug trafficking. Requirement for certification applies to subcontractors in covered countries (identified annually by the President of the United States as major, illicit, drug-producing or drug-transit countries) and in principle is not required from most subcontractors except for: (1) intermediate credit institutions (entity receiving USAID funds for the purpose lending to third parties) and; (2) subcontractors specifically designated by USAID to receive or provide more than \$100,000 in covered assistance. Designation means that subcontractor has been unilaterally selected by USAID as the subcontractor. USAID approval of a subcontractor, selected by another party, or joint selection by USAID and another party is not designation. To assess if this certification is required, check prime contract terms and conditions.
- **Subcontractor Size Self-Certification** – Certification based on the SBA (Small Business Administration) form, completed by the subcontractor to self-certify any small business designations.
- **Subcontractor Certification Regarding Trafficking in Persons Compliance Plan (October 2020)** – This certification is required for all subcontracts including purchase orders that: 1. are for supplies, other than commercially available off-the-shelf items (COTS), to be acquired outside the United States, or services to be performed outside the United States, and 2. have an estimated value that exceeds \$550,000. The certification requires subcontractors to certify that they are in compliance with the terms and conditions under FAR 52.222-50, and have an anti-trafficking compliance plan in place as required by the FAR clause.
- **Federal Funding accountability and Transparency Act (FFATA) subaward Reporting Questionnaire and Certification** - In accordance with the Federal Funding Accountability and Transparency Act (FFATA), the information in this form is required to be reported by prime contractors through FAR 52.204-10 “Reporting Executive Compensation and First-Tier Subcontract Awards” for subawards valued at \$30,000 and greater in the FFATA Subcontract Reporting System (FSRS.gov). As required by the referenced FAR, complete this questionnaire and certification as part of the Subcontract or Sub-Task Order with a value of \$30,000 or more. Please review the Subcontractor Data included herein for accuracy and note any adjustments necessary. The Subcontractor is exempted from the FSRS.gov reporting in the case of a positive response to Section A.

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 _____

EVIDENCE OF RESPONSIBILITY

1. Offeror Business Information

Company Name: Full Legal Name

Address: Address

UEI Number: Enter the Unique Entity Identifier (UEI number) assigned to the company

(Instructions to Offerors: Offerors will provide their registered UEI number for subawards valued at USD\$30,000 and above with Chemonics unless exempted. Exemption may be granted by Chemonics or based on a negative response to Section 3(a) below (ie, the offeror, in the previous tax year, had gross income from all sources under USD\$300,000). Sam.gov regulates the system and registration may be obtained online. 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 applicable or not possible. Additional guidance on obtaining a UEI number is available upon request.)

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)?

☐ 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 assister, 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: RFP-DCEO-TO 2- IQS-2021-002

Project Name: Iraq DCEO Project

Primary NAICS Code:

Company Name: Full legal name

Address: Street address

City, State, Zip: City, State Zip

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

Contact Person: Name, Title

Contact Phone Number: (555) 555-5555

Type of Entity

If you have difficulty ascertaining the business size status, please refer to SBA's website (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/) 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.
 - 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)?

☐ 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, managing partners, or any other employees in management positions.

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.

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

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

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 USD
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.

Annex 6- Illustrative Technical Assistance Requests

Service providers will support Economic Opportunities (EO) in implementing technical assistance plans and deliver specialized technical assistance and training in one or more of the following illustrative areas:

A.1 Sales

Developing a Tailored Sales System Development Plan

- *Prepare the Sales Strategy*
- *Define the set KPI's.*
- *Prepare the Sales Process, steps from Prospecting to Closing including all required forms*
- *Set up the B2B Communication and Sales Toolkits*
- *Advise on CRM and integration.*
- *Design and Develop the Sales Capacity Training Program*
- *Submit the Final Report and Materials*
- *Training and Coaching*
- *Training on the Set Sales System*
- *Training on Sales Techniques*

A.2 Marketing

- *Marketing Strategy*
- *Branding*
- *Digital marketing*
- *Business Identity*

A.3 E-Commerce and Digital payment

- *Consultation*

A.4 Customer Service

- *Training*
- *Consultation*

A.5 Health, Safety, and Environment (HSE)

- *Training*
- *Certification*
- *Consultation*

A.6 Accounting/Finance

- *Training on using modern accounting systems.*
- *Consultation for SMEs*

A.7 Hospitality (Hotels & Restaurants)

- *Training*
- *Consultation*

A.8 Lean Production/manufacturing

- *Assessment*
- *Training on lean production techniques*
- *Consultation*

A.9 Quality Control/Management

- *Assessment*
- *Training*
- *Consultation*

ISO 22000

Establish and implement a Food Safety Management System in accordance with guidelines of ISO 22000 and to get international acknowledgement in the form of certification. The scope of the work for ISO certification would be to develop and implement ISO 22000 by training a team on Food safety & HACCP in addition to a course given to the food safety team leader, and updating the company structure as per the below list:

- Application
 - Quality management system
 - General requirements
 - Documentation requirements
- Management responsibility
 - Management commitment
 - Customer focus
 - Quality policy
 - Planning
 - Responsibility, authority and communication
 - Management review
- Resource management
 - Provision of resources
 - Human resources
 - Infrastructure
 - Work environment
 - Product realization
 - Planning of product realization
 - Customer-related processes
 - Design and development
 - Purchasing
 - Production and service provision
 - Control of monitoring and measuring equipment
 - Measurement, analysis and improvement
- General
 - Monitoring and measurement
 - Control of nonconforming product
 - Analysis of data
 - Improvement

After finalizing the above, the firm shall prepare the beneficiary to pass the required audits and receive a third-party ISO 22000 accredited certificate (Certificate cost not included).

A.2 ISO 9001:2015

Training and Consultancy services for implementation of Quality Management Systems (QMS) leading to ISO 9001:2015 Certification.

The consultancy firm shall assist our clients in the following as a part of the scope:

1. Gap analysis identification
2. Preparation of work plan
3. Identification of lead team and facilitating training
4. Developing the quality policy
5. Facilitating the awareness training
6. Developing the quality manual and quality procedures

7. Developing quality objectives and action plans
8. Training internal auditors
9. Facilitating an internal audit
10. Review of the results and implementing corrective action

After finalizing the above, the firm shall prepare the beneficiary to pass the required audits and receive a third-party ISO 9001 accredited certificate (Certificate cost not included).

A.3 ISO 45001

Support the client to secure the services of a consultant who can train staff on ISO 45001 relevant requirements.

ISO 45001 provides a framework based on the well-established management principles of Plan-Do- Check-Act. The consultant will help our client to identify the hazards and assess the occupational health and safety risks related to its activities and services, determine the necessary controls and to set clear objectives and targets to improve on its OH&S performance.

Deliverables:

The documents that will be provided by the end of the assignment include, but are not limited to the following:

- Policies, procedures, lists and forms Sample documents:
- OH&S risks and opportunities analysis.
- OH&S action plan.
- Interested parties' analysis System scope.
- OH&S policy.
- OH&S competence and training.
- OH&S performance monitoring system and records.
- Internal audit report
- Management review report
- Training material and records

Added value:

- The impact of ISO 45001 implementation can be summarized as follows.
- Promoting worker and employee health and safety
- Preventing workplace injuries or illnesses
- Improved workplace conditions and increased employee satisfaction
- Fostering a health and safety culture
- Competitive edge when applying to bids and submitting proposals.
- Boosted company brand and reputation.

A.4 Franchise Manual

The consultancy firm proposal should include (but not necessarily limited to) the following

1. Evaluate current operations and recommend changes to start Franchising.
2. Develop franchise strategic road map and business model
3. Develop Operations Manual(s).
4. Develop Training Program(s).
5. Implement necessary training(s)
6. Review Franchise Agreement(s) and Para-Legal documents.
7. Develop franchise fees structure.
8. Evaluate & Recommends changes to field and headquarters support.
9. Produce the final franchise documents such as franchise agreement, non-disclosure agreements (NDA), letter of intent, get acquainted form and franchisee license inquire.

A.5 Human Resource

The consultancy firm proposal should include (but not necessarily limited to) the following:

Elaborate the human resources manual: The Human Resources manual will detail the human resources system to be followed, the organizational chart, the job descriptions, the different types of trainings to be followed and at which frequency they should be scheduled, as well as all policies and procedures related to the management of the Human Resources Department (e.g. leaves, attendance, recruitment, etc.). The manual will also include an employee handbook and several forms and checklists.

The HR manual will cover the following topics:

- Typical structure
- Employment policies
- Recruitment procedures
- Transfer and relocation procedures
- Employment ending procedures.
- Re-employment procedures
- Time management
- Break policy
- Leave policy.
- Remuneration scale and guidelines
- Performance evaluation procedures
- Training and development procedures
- Personal appearance
- Code of conduct and disciplinary action
- Ethical and legal responsibilities
- Health and safety responsibilities
- Use of the Staff Handbook

A.6 Strategy Design and Execution

The consultancy firm proposal should include (but not necessarily limited to) the following:

- Provide Enterprises with advice on their goals and future direction so that they can plan effective strategies for growth and expansion.
- Use industry experience and analysis to help Enterprises identify strategies that will increase revenue and market share by improving competitive advantage.
- Provide Enterprises leaders with a way of thinking about how to deal with the future and a process to guide decision-making.
- Follow a scenario-based methodology by providing Enterprises with growth scenarios and options. A deep analysis must be given to each scenario, highlighting the risk factors and the potential gains. This methodology guides Enterprise leaders to make strategic decisions that will step change their performance.
- Assess the potential of success based on understanding the competitive scene and market dynamics. If the potential is low, re-orient leaders to other growth business avenues.
- Examine the Enterprises product range and services, the skills of its employees, its customer base and its marketing communications to build a picture of its current capabilities. then classify the core and supporting capabilities and build a future road map for capability transformation.
- To put in place strategies and procedures that are applicable and will be used under the new design.
- Training managers and relevant employees on the new procedures and policies.

Annex 7 Sample Technical Assistance Services Matrix

Offerors should note the technical assistance service areas where they provide qualified staff and services across levels with check marks (or similar), describing any notable skills, certifications, or additional qualifications they can offer in response to the illustrative needs described in the RFP and Annex 6.

BDSP Technical Assistance Specialty	Senior	Mid	Junior	Notes