



Digital Frontiers

Request for Proposals (RFP)

No. 2019-01

USAID Digital for Resilience and Food Security Support IQC

Issue Date: March 6, 2019

WARNING: Prospective Offerors who have received this document from a source other than the **DigitalFrontiers@dai.com** email or the **Digital@DAI blog** should immediately contact DigitalFrontiers@dai.com and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them. Any amendments to this solicitation, questions and answers, or other communications will be issued from DigitalFrontiers@dai.com or posted on the Digital@DAI blog, <https://dai-global-digital.com>.

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Synopsis of the RFP

RFP No.	2019-01
Issue Date	March 6, 2019
Title	USAID Digital for Resilience and Food Security Support IQC
Issuing Office & Email/Physical Address	Digital Frontiers c/o DAI WeWork, 1440 G St NW Washington, DC 20005 DigitalFrontiers@dai.com
Deadline for Receipt of Questions	March 12, 2019, 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	March 26, 2019, 5pm EST
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	IQC with issuance of Time and Materials (T&M) Task Orders under such IQC
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

Digital Frontiers is a 5-year, \$75 million USAID project, managed by DAI and works closely with USAID's Center for Digital Development (CDD), USAID missions and bureaus, the private sector, and international and local development organizations to identify successful and sustainable digital approaches and scale their impact globally. Digital Frontiers is a buy-in mechanism where USAID bureaus and missions can "buy in" to Digital Frontiers for digital support and services and digital program design and implementation.

Digital Frontiers is supporting the Bureau for Food Security to integrate digital tools and approaches into their programs. Due to the scale and variety of digital needs within the Bureau, Digital Frontiers seeks to develop a network of partner organizations with a diversity of regional experience, technical knowledge, and consulting and program management skills that the Bureau and USAID missions can easily access to meet immediate and long-term digital support needs.

DAI seeks to award IQC contracts for a variety of services. The SOW in Attachment A contains a list of illustrative tasks divided into two main categories. To respond to this RFP, Offerors must apply for at least one of the tasks listed in Section 1. Section 2 tasks are optional, and offerors may apply for as many as applicable based on the firm's capabilities. Although Section 2 tasks are optional, it is to the Offeror's advantage to apply for tasks listed in Section 2.

Digital Frontiers intends to award IQC contracts to one or more successful offerors to provide services that fall within the Scope of Work specified in Attachment A. Once specific services and country locations are identified, Digital Frontiers will contract implementation of the work through Task Orders, competed among the successful IQC holders by issuance of a Request for Task Order Proposal (RFTOP).

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with DigitalFrontiers@dai.com assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding an Indefinite Quantity Contract (IQC) with issuance of Time and Material (T&M) Task Orders. This contract type is subject to change during negotiations.

An IQC is a type of contract that provides for an indefinite quantity (within the stated limits) of the same or very similar services during a fixed period.

A Time and Materials Task Order is: An award that allows the acquisition of supplies or services based on direct labor and materials at cost. It has two primary components: Labor (Time) and Non-labor (Materials).

The number of Task Orders to be awarded for the specified services will depend on demand from USAID Missions and CDD. Digital Frontiers does not have an estimate for number of IQC contracts to be awarded, nor for the number of Task Orders to be awarded under each IQC. There is no guarantee as to the number of Task Orders or minimum value that successful contractors will receive as a result of this

RFP. It is anticipated that Task Orders will range from \$30,000-\$300,000 but may be larger depending on USAID Mission demand.

1.4 Task Order Process

To obtain services within the Scope of Work of this IQC contract, Digital Frontiers will issue Task Orders. Task Orders may be awarded within the IQC ordering period of April 1, 2019-September 30, 2020.

Requests for Task Order Proposals (RFTOPs) will be issued to all IQC holders. Contractors may be asked to provide technical and cost proposals in response to RFTOPs. Technical responses to RFTOPs will include a technical approach, proposed team, implementation plan/timeline, specific country experience and knowledge, etc. as relevant. Digital Frontiers will not reimburse contractors for the cost of preparing, submitting, and/or negotiating a Task Order proposal. All IQC Contractors will be provided the opportunity to submit proposals for all RFTOPs issued for these activities, but Contractors are not required to submit a proposal in response to all RFTOPs.

Cost proposals in response to RFTOPs should be consistent with cost proposals offered in response to the IQC RFP.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Contractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a contract. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be liable for these costs.

Proposals are due no later than **March 26, 2019; 5pm ET**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (**2019-01**) in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. Technical proposals are limited to **eight-ten pages**, excluding staff bios/CVs, past performance matrix, and cover letter.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of **60** days for the prices provided
- Acknowledge the solicitation amendments received

- Indication of which specific tasks from the SOW the Offeror is bidding on

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to DigitalFrontiers@dai.com by **March 12, 2019**. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed via email to all prospective bidders as well as posted on the Digital@DAI blog.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate attachment from cost/price proposals, and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL". Technical proposals are limited to **eight-ten pages**, excluding staff bios/CVs, past performance matrix, and cover letter.

The SOW in Attachment A contains a list of anticipated tasks with corresponding qualification requirements and illustrative deliverables indicated for each. To respond to this RFP, Offerors must apply for at least one task from Section 1. Section 2 tasks are optional. Offerors may apply for as many Section 2 tasks as applicable based on the firm's capabilities. Although Section 2 tasks are optional, it is to the Offeror's advantage to apply for tasks listed in Section 2, if applicable. The Offeror's cover letter must specify on which tasks the Offeror is choosing to bid.

Technical proposals shall include the following contents:

1. **Technical Qualifications and Past Performance** – Offeror must provide a narrative summary of firm's technical capabilities to demonstrate that the Offeror is qualified to implement the specific tasks chosen from SOW Section 1 and Section 2. Required technical capabilities for each task are indicated in the SOW. This summary should include detailed descriptions of past relevant activities or projects related to the selected tasks. Offeror may mention as many projects as they feel relevant to demonstrate the full breadth of capabilities.

Offeror must also indicate whether they have any desired country focus for implementation of the selected SOW tasks. The IQC activities will mainly be implemented in the 12 target Feed the Future countries (also known as the Global Food Security Strategy Target Countries) ([list of target countries can be found here](#)) but may expand to other USAID countries as well.

In addition to a narrative summary, Offerors must provide a Past Performance Matrix per the template in Attachment F. The matrix should include a list of at least three (3) recent projects. The information shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, and a current contact phone number of a responsible and knowledgeable representative of the organization. This information may be used for validation of experience or reference checks.

2. **Personnel Qualifications** – Offeror must include bio or CV for one key Technical Manager, who will be DAI's main point of contact and will provide leadership and technical oversight for work done through this IQC. In addition to the Technical Manager position, Offeror must include bio

or CV for at least one staff member for each Labor Category defined in Offeror’s Cost Proposal. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the selected tasks from the IQC Scope of Work.

3.1 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria stated in the table below. Cost proposals are not assigned points but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors.

Evaluation Criteria	Details	Maximum Points
1. Technical Qualifications and Past Performance	a) Technical capabilities demonstrating ability to meet or exceed requirements of the SOW in Attachment A b) Matrix with list of three recent, relevant projects c) Relevant experience/knowledge in desired focus country or region	50
2. Personnel Qualifications	a) Staff bios or CVs of Technical Manager and at least one person per Labor Category b) Staff bios or CVs showing relevant experience to perform selected tasks from SOW	50
Total Points		100

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be in a separate attachment from technical proposals, and shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”.

Cost proposals will consist of:

- a) List of Labor Categories including all positions the Offeror feels are relevant to complete the selected SOW tasks. A labor table template is provided in Attachment C. Offeror must define level, description, and minimum qualifications for each position
- b) Fixed Daily Rates for each Labor Category
- c) Justification for Fixed Daily Rate (FDR) calculation. Additional guidance regarding FDR calculation is included in Attachment C.

Other Direct Costs (travel, project materials) should not be included in IQC costs proposals. Other direct costs will be negotiated individually for each Task Order issued under the IQC.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Evidence of a DUNS number, CAGE/NCAGE code, and SAM.gov registration (explained below and instructions contained in Attachment D).
2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Offeror has adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
4. Offeror can comply with required or proposed delivery or performance schedules.
5. Offeror has satisfactory past performance record and a satisfactory record of integrity and business ethics.
6. Offeror has the necessary organization, experience, accounting and operational controls and technical skills.
7. Offeror is qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a Task Order contract, a specific Scope of Work and deliverables will be defined by DAI. All deliverables must be submitted to and approved by DAI before payment will be processed.

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed under a Task Order to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The contractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Project Director as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. DAI has the option to seek a waiver to these requirements if selected Offeror is registered in a country outside of Geographic Code 937.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.1 US Government Registrations

There is a **mandatory** requirement for your organization to provide evidence of the following registrations to DAI prior to being awarded an IQC agreement. Without registering in the required databases, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a contract or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a DUNS number, CAGE/NCAGE Code, and evidence of SAM.gov registration to DAI. Offerors who fail to provide these will not receive an award and DAI will select an alternate Offeror.

- Offerors need to obtain the following before award of an IQC agreement:
 - DUNS Number
 - Registration with SAM
 - CAGE/NCAGE

For detailed information on registration in the above USG databases, see Attachment D - Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and DUNS Number

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or contractors/subgrantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and

as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Attachment A: Scope of Work for Services

USAID Digital for Resilience and Food Security Support IQC

Objective

DAI is searching for experienced organizations to support USAID's Bureau for Food Security in integrating digital tools and approaches into Feed the Future and other Agency programs.

Background

Organization

The Bureau for Food Security is working with USAID Missions to integrate digital tools and technologies into Feed the Future activities and other programs. BFS works with Digital Frontiers, a buy-in mechanism that allows USAID Missions to receive digital solutions for resilience and food security assessments as well as program, project, and activity design and implementation support. The Digital for Resilience and Food Security initiative is currently focused on three categories of digital tools, based on evidence of impact:

- Digital financial services
- Data-driven agriculture (includes sensor technology)
- Digitally-enabled Advisory Services

USAID is scaling the use of these tools by engaging Missions, providing technical assistance to Feed the Future and other Agency programs, providing capacity building for Feed the Future teams, and strengthening the knowledge base of best practices in digital agriculture and food security under the Global Food Security Strategy. As part of this work, Digital Frontiers and BFS are seeking to engage qualified organizations that can provide a variety of digital-related support to BFS.

Overview

Digital Frontiers is supporting the Bureau for Food Security to integrate digital tools and approaches into their programs. Due to the scale and variety of digital needs within the Bureau, Digital Frontiers seeks to develop a network of partner organizations with a diversity of regional experience, technical knowledge, and consulting and program management skills that the Bureau and USAID missions can easily access to meet immediate and long-term digital support needs.

Tasks

DAI expects the selected FIRMS to be able to complete all or some the following tasks as required by USAID missions (**see Table 1 below**):

- **Section 1 Tasks (you must apply for at least one from this category)**
 - Conduct assessments of and provide technical advisory services to agriculture programs at USAID Missions and advise those missions on what digital tools and approaches (including the latest, emerging digital agriculture and finance solutions) may help their programs achieve greater results and impact

- Conduct DFS assessments of agriculture programs at USAID missions and develop recommendations for Mission actions
- Design and implement digital agriculture programs
- Conduct research on digital agriculture approaches, programs, and impact
- **Section 2 Tasks (optional, if applicable)**
 - Create case studies of digital agriculture programs
 - Develop communications plans and materials including one-pagers, PowerPoint presentations, talking points, videos, blogs, social media posts, etc.
 - Design, coordinate, and implement digital agriculture events/workshops worldwide

Illustrative Deliverables (see Table 2 below)

- Digital assessments of and recommendations for agriculture programs
- Program scopes of work
- Farmer profiles, digital tool use cases and other county and/or sector-specific research and strategy
- Research papers and reports
- Digital agriculture events/workshops
- Case Studies
- One-pagers, PowerPoint presentations, talking points, videos, blogs, social media plans

Reporting

Selected FIRM staff will primarily report to the program manager of DAI’s Digital Frontiers Cooperative Agreement. The FIRM should also expect to be responsive to the USAID mission that is the focus of the assistance as well as USAID’s Center for Digital Development team.

Relevant Qualifications

- Successful experience with USAID missions or programs, particularly on activities related to digital development and agriculture
- Experience working in countries or regions where USAID operates Feed the Future/Global Food Security Strategy programming
- Knowledge of established and emerging digital technologies that are relevant for the agriculture sector
- Expertise in digital financial services
- Research experience, particularly in the digital development and/or agriculture sectors
- Experience working with USAID implementing partners
- Communications experience
- Professional fluency and experience working in French and/or Arabic preferred but not required

TABLE 1 – Tasks and Qualifications Needed

TABLE 1 – Tasks and Qualifications Needed								
Tasks		Qualifications Needed						
		Successful experience with USAID missions or programs, particularly on activities related to digital development and agriculture	Experience working in countries or regions where USAID operates Feed the Future/Global Food Security Strategy programming	Experience working with USAID implementing partners	Knowledge of established and emerging digital technologies that are relevant for the agriculture sector	Expertise in digital financial services	Research experience, particularly in the digital development and/or agriculture sectors	Communications Experience
1	Section 1 Tasks (you must apply for at least one task from this category)							
a	Conduct DFS assessments of agriculture programs at USAID missions and develop recommendations for Mission actions	X	X	X	X	X		
b	Conduct assessments of and provide technical advisory services to agriculture programs at USAID Missions and advise those missions on what digital tools and approaches (including the latest, emerging digital agriculture and finance solutions) may help their programs achieve greater results and impact	X	X	X	X			
c	Design and implement digital agriculture programs	X	X		X	X		
d	Conduct research on digital agriculture approaches, programs, and impact		X		X		X	X
2	Section 2 Tasks (optional, if applicable)							
a	Create case studies of digital agriculture programs			X	X		X	X
b	Develop communications plans and materials including one-pagers, PowerPoint presentations, talking points, videos, blogs, social media posts, etc.			X				X
c	Design, coordinate, and implement digital agriculture events/workshops worldwide	X	X	X	X			

TABLE 2 – Illustrative Deliverables

Tasks	Illustrative Deliverables						
	Digital assessments of and recommendations for agriculture programs	Program scopes of work	Farmer profiles, digital tool use cases and other county and/or sector-specific research and strategy	Research papers and reports	Digital agriculture events/workshops	Case Studies	One-pagers, PowerPoint presentations, talking points, videos, blogs, social media plans
Conduct DFS assessments of agriculture programs at USAID missions and develop recommendations for Mission actions	X			X	X		X
Conduct assessments of and provide technical advisory services to agriculture programs at USAID Missions and advise those missions on what digital tools and approaches (including the latest, emerging digital agriculture and finance solutions) may help their programs achieve greater results and impact	X	X			X		X
Design and implement digital agriculture programs		X					
Conduct research on digital agriculture approaches, programs, and impact			X	X	X	X	X
Create case studies of digital agriculture programs						X	X
Develop communications plans and materials including one-pagers, PowerPoint presentations, talking points, videos, blogs, social media posts, etc.							X
Design, coordinate, and implement digital agriculture events/workshops worldwide					X		

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)
DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP 2019-01** issued on [Click here to enter text.](#) Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >. We are presenting a proposal for the following tasks from the RFP Scope of Work:

I certify a validity period of 60 days for the prices provided in the attached Price Schedule. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.
Offeror shall verify here the items specified in this RFP document.

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

Authorized Signature:
Name and Title of Signatory: [Click here to enter text.](#)
Name of Firm: [Click here to enter text.](#)
Address: [Click here to enter text.](#)
Telephone: [Click here to enter text.](#)
Email: [Click here to enter text.](#)

10.3 Attachment C: Labor Table

Labor Category	Level (Sr., Mid)	Description	Minimum Education Required	Minimum Experience Required	Fixed Daily Rate
EXAMPLE: Senior Technical Manager	Sr.		Master's degree	15 years	

T&M Fixed Daily Rate guidance

A Time and Materials contract is a contract that allows the client to acquire supplies or services based on direct labor and materials at cost.

- Labor:
 - o The actual salaries of your organization’s employees working directly for the project
 - o A “multiplier” applied to the actual your organization’s salaries that are billed directly to the project. The multiplier should recover: (1) Fringe Benefits, employment benefits given to your organization’s employees; and (2) Overhead, the expenses related to operating your organization

If your organization does not have a NICRA, you may justify proposed Fixed Daily Rates through the following methods:

Multiplier

DAI will require a mathematical build-up of your organization’s proposed multiplier that links the costs in your financial statements and supporting documentation. Additionally, your organization’s multiplier should also include a profit/fee factor, as appropriate. To evaluate how your organization developed your multiplier and whether it is fair and reasonable, DAI requests:

- At least three years of audited financial statements on auditor letterhead, profit and loss statements, detailed income statements, and balance sheets and a letter signed by your organization’s authorized representative (e.g. President, Chief Executive/Financial Officer, or Owner) certifying your organization’s indirect cost rate structure, how it is determined, and the basis for your organization’s proposed multiplier

Commercial or Market Rates

If it is your organization's customary practice is to bill commercial or market rates to clients for goods and services provided, DAI can accept a commercial price list with your organization's fringe, indirect rates, and fees built into the rates. To evaluate how your organization developed your commercial or market rates and whether it is fair and reasonable, DAI requests:

- At least three years of audited financial statements on auditor letterhead, profit and loss statements, detailed income statement, and balance sheet and a letter signed by your organization's authorized representative (e.g. President, Chief Executive/Financial Officer, or Owner) certifying your organization's indirect cost rate structure, how it is determined, and the basis for your organization's proposed multiplier

10.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and DUNS Number

Background:

Summary of Current U.S. Government Requirements

There are mandatory requirements for Contractors to obtain the following items/registration before a contract of any kind can be awarded. Without registering in the required databases, DAI cannot deem an Offeror to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of an IQC or Task Order contract resulting from this RFP is contingent upon the winner providing a DUNS number, a CAGE/NCAGE code, and proof of registration in the SAM.gov system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate Offeror.

CAGE/NCAGE Code

The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code **and** a DUNS number before registering in SAM.

- Link to the CAGE/NCAGE Code request:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Link to CAGE/NCAGE code request instructions:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

System for Award Management (SAM) Registration

You must have an active registration with www.SAM.gov to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

- U.S. Registrants:
 - 1) Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record
 - 2) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
 - 3) Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)
- International Registrants:
 - 1) Your NATO Commercial and Government Entity (NCAGE) Code
 - 2) Your DUNS Number, Legal Business Name, and Physical Address from your D&B record; Make sure your DUNS information and NCAGE information match

Follow this link to create a SAM.gov user account and register your organization:
https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQApdmllldzo5ZTNkNDA3MS1lYzZiLTRjZigtYmQ2Ny03Mjg3Y2EyZjJhMzIAB19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-

312126928af8&interactionstate=JBPNS_r00ABXcwABBfanNmQnJpZGdIVmIld0lkAAAAAQAPL2pzZi9iYW5uZXIuanNwAAdfX0VPRI9f&portal:type=action##11

Data Universal Numbering System (DUNS)

The Data Universal Numbering System is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

Attachment E: Proposal Checklist

Offeror: _____

Have you?

Submitted your proposal to DigitalFrontiers@dai.com as specified in General Instructions above?

Submitted Separate Technical and Cost proposal email attachments?

Does your proposal include the following?

Signed Cover Letter indicating selected tasks from SOW (*use template in Attachment B*)

Technical Proposal not exceeding 10 pages

Cost Proposal including labor table and FDR calculation (*use templates in Attachment C*)

Past Performance Matrix (*use template in Attachment F*)

Staff CVs or bios

10.5 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Client Name	Reference(s) name	Contact Phone and Email	Cost in USD\$	Start-End Dates	Completed on schedule (Yes/No)
1							
2							
3							
4							
5							

10.6 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award