



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

Water Decision Support Tool

Tender No. RFP-DAI-IGPA-19-147

Issue Date: October 17, 2019

1. Table of Contents

2. Introduction and Purpose	1
2.1 Purpose	1
2.2 Type of Award Anticipated.....	1
3. General Instructions to Offerors.....	1
3.1 General Instructions	1
3.2 Proposal Cover Letter	1
3.3 Questions regarding the RFP.....	1
4. Instructions for the Preparation of Technical Proposals	2
4.1 Services Specified	2
4.2 Technical Evaluation Criteria	2
5. Instructions for the Preparation of Cost/Price Proposals.....	3
5.1 Cost/Price Proposals.....	3
6. Basis of Award.....	4
6.1 Best Value Determination.....	4
6.2 Responsibility Determination.....	4
7. Inspection & Acceptance.....	4
8. Compliance with Terms and Conditions.....	4
8.1 General Terms and Conditions	4
8.2 Source and Nationality.....	5
8.3 Data Universal Numbering System (DUNS)	5
9. Procurement Ethics.....	5
10. Attachments	7
10.1 Attachment A: Scope of Work for Services or Technical Specifications.....	7
10.1.1 Activity Purpose and Summary	7
10.1.2 Background and Rationale	7
10.1.3 Objectives	7
10.1.4 Statement of Work & Technical Proposal.....	7
10.1.5 Deliverables.....	10
10.1.6 Timeframe/duration	11
10.1.7 Technical Proposal	11
10.1.8 Vendor Requirements:.....	12
10.2 Attachment B: Proposal Cover Letter	13
10.3 Attachment C: Detailed Budget.....	14
10.4 Attachment D: Past Performance Form	17
10.5 Attachment E: Representations and Certifications of Compliance.....	18
10.6 Attachment F: Proposal Checklist	19

Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-19-147
Issue Date	October 17, 2019
Title	Water Decision Support Tool
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Al Jadriya, Baghdad ProcurementIGPA@dai.com
Deadline for Receipt of Questions	November 03, 2019 5:00pm Baghdad Local Time
Bidders' Conference	<u>October 31, 2019 at 02:00pm Baghdad Local Time in Babylon Rotana Hotel, Al-Jadriya, Baghdad.</u>
Deadline for Receipt of Proposals	November 07, 2019, 5:00pm Baghdad time
Point of Contact	IGPAProcurementINBOX@dai.com
Anticipated Award Type	Firm Fixed Price Subcontract
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.

2. Introduction and Purpose

2.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified offerors to submit proposals for this tender request.

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

2.2 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This award type is subject to change during the course of negotiations.

3. General Instructions to Offerors

3.1 General Instructions

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

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

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

Proposals are due no later than **November 07, 2019, 5:00pm Baghdad time**, to be submitted to ProcurementIGPA@dai.com. The RFP number and title of the activity must be stated in the subject line of the email. Technical and cost proposals may be submitted in the same email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

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

3.2 Proposal Cover Letter

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

- The Offeror will certify a validity period of 90 days for the prices provided.
- Acknowledge the solicitation amendments received.

3.3 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 or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or IGPA employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

4. Instructions for the Preparation of Technical Proposals

Technical proposals shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

- I. **Technical Approach:** Description of the proposed services which meets or exceeds the stated technical specifications or scope of work.
 - i. Methodology: Describes the systematic approach that demonstrates the achievement of timely and acceptable performance of the work.
 - ii. Training approach: Describes the approach of conducting the trainings, mechanism, courses design, training plan and the selection criteria of the trainees. The offeror should demonstrate well understanding of the need requirements of the trainings.
 - iii. Cross-cutting themes: Explanation of how vendor will integrate result-based management, gender equality, and capacity building in the technical approach.
2. **Project Implementation Plan (PIP):** Description of actions that demonstrate how to implement the activities in the context of achieving project objectives, addressing requirements, and meeting expectations. The PIP should demonstrate details for all the activities within a proposed timeline.
3. **Management approach:**
 - i. Organizational structure: Description of the Offeror’s proposed organizational structure includes the staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
 - ii. CVs: The proposal should include relevant CVs that match the management and technical requirements.
4. **Corporate Capabilities or Past Performance:** Provide a list of at least four (4) recent awards of similar scope and duration, specifically relating to work with international organizations and USAID are highly desirable. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment D.

4.1 Services Specified

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

4.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

Evaluation Criteria	Evaluation sub-criteria	Maximum Points
1. Technical Approach: <i>Description of the proposed services which meets or exceeds the stated technical specifications or scope of work.</i>		

i. Methodology	Describes the systematic approach that demonstrates the achievement of timely and acceptable performance of the work.	20 points
ii. Training approach	Describes the approach of conducting the trainings, mechanism, courses design, training plan and the selection criteria of the trainees. The offeror should demonstrate well understanding of the need requirements of the trainings.	15 points
iii. Cross-cutting themes	Explanation of how vendor will integrate result-based management, gender equality, and capacity building in the technical approach.	5 points
2. Project Implementation Plan (PIP)	Description of actions that demonstrate how to implement the activities in the context of achieving project objectives, addressing requirements, and meeting expectations. The PIP should demonstrate details for all the activities within a proposed timeline.	25 points
3. Management Approach		
i. Proposed organizational structure	Organizational structure: Description of the Offeror's proposed organizational structure includes the staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.	5 points
ii. CVs	The proposal should include relevant CVs that match the management and technical requirements.	10 points
4. Corporate Capabilities or Past Performance	Provide a list of at least four (4) recent awards of similar scope and duration, specifically relating to work with international organizations and USAID are highly desirable. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment D.	20 points
TOTAL		100 points

5. Instructions for the Preparation of Cost/Price Proposals

5.1 Cost/Price Proposals

Cost/Price proposals shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

Detailed budget notes must be included in the “notes” column of the cost/price proposal describing in detail the specifications and calculations of each proposed line item. Separate cost/price schedules may be included for more detail if needed. Separate cost/price proposals should be submitted for Phases I & 2.

6. Basis of Award

6.1 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.**

6.2 Responsibility Determination

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

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions available upon request).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

7. Inspection & Acceptance

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

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 E.

8.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

8.3 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

Instructions for obtaining a DUNS number will be sent to the selected vendor upon request.

For those not required to obtain a DUNS number, DAI will send the "Self-Certification for Exemption from DUNS Requirement" form to the selected vendor upon request.

9. Procurement Ethics

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

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

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

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

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications

10.1.1 Activity Purpose and Summary

The main purpose of this activity is to support The Ministry of Water Resources (MoWR) in Iraq in modernizing its water planning and management tools and capabilities to better manage the nation's water resources.

10.1.2 Background and Rationale

The MoWR in Iraq uses several modeling tools to understand and manage water resources. These tools are used to make critical decisions related to water allocation (including reservoir releases), data management, flood control, and water quality. However, most of these tools are outdated and require updating with new data and functionality. Furthermore, the models are not able to communicate with each other, as they were produced by different organizations and adapted ad-hoc over the course of several years. The most important of these tools is the PowerSim model, used for making major water allocation decisions; however, MoWR staff no longer use this software because it is not Windows-based and it is complicated to use. More modern software for water resources management typically has a graphical user interface (GUI) as well as visualization capabilities that make results easier to share with stakeholders.

While several software upgrade initiatives are planned as part of the MoWR update to the “Strategy for Water and Land Resources in Iraq”, the most critical of these is the water allocation tool. One tool that MoWR staff prefer to use is called the River Basin Simulation Model (RIBASIM), which is developed and maintained by Deltares, an independent institute for applied research in the Netherlands. RIBASIM has much more functionality (for example rainfall-runoff simulation capabilities) than PowerSim and is also easier to use. RIBASIM models have been developed for applications all over the world, including the Nile River and Oum Er Rbia (Morocco) River basins.

In addition, the US Geological Survey (USGS) is conducting a complementary project which will provide better information on rainfall-runoff processes, water inflows to Iraq, irrigation needs, and reservoir capacity, etc. The outputs of the USGS project are considered inputs to the proposed RIBASIM model and this information will help ensure the model contains the latest physical data available. The results of the USGS analyses will help ensure that a more accurate and useful model is delivered through this scope of work. As part of this SOW, procurement of the USGS data must be arranged directly between the vendor and USGS in advance of the model development.

10.1.3 Objectives

This activity aims to support the MoWR in Iraq in developing an automated water management decision support tool that helps the ministry in making decisions about water allocation, data management, flood control, and water quality.

10.1.4 Statement of Work & Technical Proposal

To address these needs a total of seven tasks have been identified. Under this Scope of Work, the activities of the consulting team will include, but are not limited to, the following tasks:

All deliverables should be provided in both English and Arabic languages. The provided software solution should be licensed. Open sourced software is not accepted.

The project will include two phases. “Phase 1” will include Tasks One, Two, Three, Four, and Five.

“Phase 2” will include Tasks Six, Seven, and Eight. IGPA/Takamul will award the project to the winning vendor to start the implementation of Phase 1. The implementation of Phase 2 is conditional to vendor performance in Phase 1 and the extension of the IGPA/Takamul contract. The offeror’s proposal should include considerations for both Phase 1 and Phase 2, with separate detailed budgets for Phases 1 & 2.

Task One: Kick off meeting

A detailed implementation plan to be submitted by the project manager and approved by IGPA/Takamul.

Task Two: Collect Data

Vendor will arrange meetings with MoWR staff to understand more specifically the functionality of the PowerSim model, including, for example, input data, which processes are simulated, and how decisions are made based on model results. It will also include collecting data inputs, such as:

- Reservoir area-elevation capacity curves,
- Historic flow and reservoir level data,
- Channel flow attenuation and losses,
- Historical diversions and return flows,
- Water allocations,
- Water demand by region and by sector, precipitation, and evaporation estimates, etc.

The key purposes of this task are to (i) make sure that the RIBASIM tool caters for the requirements of the MoWR, and (ii) to obtain the data necessary to build a new RIBASIM model.

Task Three: Attend RIBASIM Training

Vendor will attend a one-week Deltares training course on RIBASIM in the Netherlands in order to conduct a subsequent two-week training course for 10 to 15 MoWR staff in Baghdad (Task 7). This course will include workshops during which the trainers and MoWR staff will develop simple basin examples. The training will enable the MoWR staff to continue operating and updating the RIBASIM as needed.

Task Four: Coordinate with USGS

Vendor will coordinate with the USGS during the development of the model to ensure that the USGS project outputs are incorporated as inputs to the RIBASIM model. Procurement of the USGS data must be arranged directly between the vendor and USGS in advance of the model development.

Task Five: Develop Model Using RIBASIM

Using the information gathered in Task 2 and the training attended in the Netherlands, the model of the Tigris and Euphrates River Basins will be developed for Iraq only. That is, the model should only reflect/capture the amount of water entering and flowing through Iraq from Turkey and Syria. Boundary conditions at the borders will be based on the best available information, and flow forecasting

capabilities may be built-in based on snowpack estimates and/or river flow forecasting. The geographic extent of the models may be expanded in the future, depending on needs. The models will be developed collaboratively with MoWR staff who attended the training to ensure identified needs are met.

Task Six: Prepare Reference Manual

Vendor will prepare standard operating procedures (SOPs) for the operation of the RIBASIM Tigris and Euphrates River Basins model which will provide detailed descriptions and instructions. The SOPs will include detailed steps on how to run, update, and maintain the model. The reference manual will include screenshots to illustrate the implementation of key steps, as well as instructions on how to update the model as required.

Task Seven: Conduct Training on the Model and Handover

Once the RIBASIM model is completed, the vendor will provide a 10-day (two work-weeks) training course for 10-15 MoWR staff (at least 25% women). The purpose of the training is to make sure that the relevant staff members who will be responsible for using the model are fully capable of using it properly. The task will also include the handover to the MoWR of six high-end computers that have been set up with the RIBASIM models and associated permanent eight licenses (two for training in Netherlands and six for MoWR use) which the vendor will procure as part of the assignment and have access to all the relevant databases and data analysis tools.

Task Eight: Provide Technical Support

Once the model has been developed and delivered to MoWR staff and training has been provided, it is expected that additional technical support may be needed in order to build in additional information or improve functionality. Therefore, technical support will be provided for a period of six months after the handover and on an as-needed basis. It may involve up to 10 workdays of Deltares staff for any complicated problems. In addition, Deltares must provide free software update and upgrade as needed. The Vendor is responsible for arranging the support and updates directly with Deltares on behalf of the MoWR.

Vendor should submit a final report containing lessons-learned and best practice, documenting the obstacles and the technical challenges that were faced during the development of the model and how these obstacles were resolved.

10.1.5 Deliverables

Task	Deliverable	Timeframe
Phase I		
Task 1: Project Kick off	- An implementation plan to be submitted by the project manager.	End of week 1
Task 2: Collect Data	- Requirements sheet which includes MoWR functional and non-functional requirements which were agreed upon and signed off by MoWR. Also, the PowerSim model and associated files.	End of week 6
Task 3: Attend RIBASIM Training	- A report on the content of the training attended at Deltares in Netherlands and a copy of the training materials.	End of week 10
Task 4: Coordinate with USGS	- Minutes of meeting/discussions with USGS, including the results of their work which can be used as input to the RIBASIM model	End of week 16
Task 5: Develop Model Using RIBASIM	- RIBASIM Model developed for the Tigris and Euphrates Basins which can be used to analyze the water balance in each river and provides basic information on the available quantity of water as well as the composition of the flow at every location and at any time in the river basin, taking into account drainage from agriculture, discharges from industry, and the downstream re-use of water, etc. Model review and QA/QC to be provided by Deltares and coordination with MoWR on inputs and functionality.	End of week 25
Phase 2		
Task 6: Prepare Reference Manual	- SOPs on the use of RIBASIM, including:	End of week 48

Task	Deliverable	Timeframe
	<ul style="list-style-type: none"> ○ Detailed standard operating procedures on the use of the model ○ Screenshots of the model that help illustrate its use ○ Guidelines/tips on using the model 	
Task 7: Conduct Training on the Model and Handover	<ul style="list-style-type: none"> - Training outline and material for the MOWR team - Training conducted for the MoWR team - Proof of handover to the MoWR of six high-end personal computers that have been set up with the RIBASIM models and associated permanent license, and have access to all the relevant databases and data analysis tools 	End of week 56
Task 8: Provide Technical Support	<ul style="list-style-type: none"> - Technical support for the use and upgrade of the tool as needed and requested by MoWR for a period of six months. 	End of week 78

10.1.6 Timeframe/duration

The assignment is expected to be performed in two phases. Phase one will include the first five tasks and the second phase will include task 6 to 8. Phase two is contingent upon DAI's contract extension. The consultant will not be able to perform phase two unless approved by DAI in writing. The assignment is expected to be implemented during the period from January 2020 to June 2021, with a total estimated level of effort of 550 days, including 6 months of technical support, as needed, following training and handover of the model.

Phase	Task	Months	Weeks
Phase 1	Tasks 1-5	January-June 2020	25
Phase 2	Tasks 6-8	July 2020-June 2021	53

10.1.7 Technical Proposal

The technical proposal should include the following:

- I. **Technical Approach:** Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. **Methodology:** Describes the systematic

- approach that demonstrates the achievement of timely and acceptable performance of the work.
- i. **Methodology:** Describes the systematic approach that demonstrates the achievement of timely and acceptable performance of the work.
 - ii. **Training approach:** Describes the approach of conducting the trainings, mechanism, courses design, training plan and the selection criteria of the trainees. The offeror should demonstrate well understanding of the need requirements of the trainings.
 - iii. **Cross-cutting themes:** Explanation of how vendor will integrate result-based management, gender equality, and capacity building in the technical approach.
2. **Project Implementation Plan (PIP):** Description of actions that demonstrate how to implement the activities in the context of achieving project objectives, addressing requirements, and meeting expectations. The PIP should demonstrate details for all the activities within a proposed timeline.
3. **Management approach:**
- i. **Organizational structure:** Description of the Offeror's proposed organizational structure includes the staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
 - ii. **CVs:** The proposal should include relevant CVs that match the management and technical requirements.
4. **Corporate Capabilities or Past Performance:** Provide a list of at least four (4) recent awards of similar scope and duration, specifically relating to work with international organizations and USAID are highly desirable. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment D.

10.1.8 Vendor Requirements:

- Has at least 5 years of experience in related technical area.
- Proven record in training in the related technical area.
- Provide examples of past technical deliverables specially water modeling.
- Current staff or access to staff with capacity to provide the needed deliverables.
- Strong analytical and research skills, including data analysis.
- Expertise in result-based management, gender equality, and capacity building are also important.

10.2 Attachment B: Proposal Cover Letter

[On Firm's

Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of 90 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: 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.

Company Seal/Stamp:

10.3 Attachment C: Detailed Budget

Please provide a budget narrative with the following budget that includes the detailed assumptions used when developing the activity budget. Two budgets should be submitted, separately reflecting work performed in Phase 1 (January-June 2020) and Phase 2 (June-September 2020).

Phase 1 Budget (January-June 2020)

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

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

Phase 2 Budget (July-September 2020)

Nr.	Line Item	Unit	Quantity	Unit Price	Total Cost	Notes
A	Salaries and Wages					
1						
2						
3						
	Sub-Total					
B	Fringe Benefits					
1						

2						
3						
	Sub-Total					
C	Travel, Transportation and Per Diem					
1						
2						
3						
	Sub-Total					
D	Allowances					
1						
2						
3						
	Sub-Total					
E	Other Direct Costs					
1						
2						
3						
	Sub-Total					
	GRAND TOTAL IN Iraqi Dinar					
	GRAND TOTAL in USD					

10.4 Attachment D: Past Performance Form

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

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

#	Project Title	Description of Activities	Location Province/District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.5 Attachment E: Representations and Certifications of Compliance

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

10.6 Attachment F: Proposal Checklist**Does the proposal include the following?**

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical & cost (including excel version of budget and detailed cost narrative) proposals submitted separately in a sealed envelope to the address (electronic or mailing) as specified in the RFP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed cover letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical proposal that meets the technical requirements in the RFP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance References
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance Implementation Plan (PIP)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Priced Bill of Quantities or Cost Proposal – must provide excel version of the cost proposal in addition to a budget narrative detailing approach to cost estimates and how each cost supports the technical proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DUNS number (if Offeror has DUNS and proposal exceeds \$25,000)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CVs of key personnel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of general liability insurance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Partner Information Forms (all key individuals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed proposal checklist

Offeror representative should sign and stamp below acknowledging that the requirements concerning the statement of work and proposal have been read and understood. This checklist should be submitted as part of the offeror's proposal package.

Signature: _____

Name: _____

Title: _____

Company/NGO: _____

Date: _____

Stamp: