



Digital Frontiers

Request for Proposals (RFP)

No. 2023-07

Digital Development Mapping Exercise

Issue Date: April 10, 2023

WARNING: Prospective Offerors who have received this document from a source other than the DigitalFrontiers@dai.com email address, 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 prospective Offeror who fails to contact DigitalFrontiers@dai.com assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation, questions and answers, or other communications will be issued from DigitalFrontiers@dai.com

Table of Contents

| | |
|---|----------|
| 1. Introduction and Purpose | 4 |
| 1.1 Purpose..... | 4 |
| 1.2 Issuing Office | 4 |
| 1.3 Type of Award Anticipated..... | 4 |
| 2. General Instructions to Offerors | 4 |
| 2.1 General Instructions | 4 |
| 2.2 Proposal Cover Letter | 4 |
| 2.3 Questions regarding the RFP..... | 4 |
| 3. Instructions for the Preparation of Technical Proposals | 5 |
| 3.1 Services Specified..... | 5 |
| 3.2 Technical Evaluation Criteria | 5 |
| 4. Instructions for the Preparation of Cost Proposals..... | 5 |
| 4.1 Cost Proposals..... | 5 |
| 4.2 Budget Narrative | 6 |
| 5. Basis of Award..... | 6 |
| 5.1 Best Value Determination | 6 |
| 5.2 Responsibility Determination..... | 6 |
| 6. Inspection & Acceptance | 6 |
| 7. Compliance with Terms and Conditions..... | 7 |
| 7.1 General Terms and Conditions | 7 |
| 7.2 Prohibited Technology | 7 |
| 7.3 Source and Nationality | 7 |
| 7.4 US Government Registrations..... | 7 |
| 7.5 Fly America Act | 8 |
| 8. Procurement Ethics..... | 8 |
| 9. Attachments..... | 9 |
| 9.1 Attachment A: Scope of Work for Services | 9 |
| 9.2 Attachment B: Proposal Cover Letter | 11 |
| 9.3 Attachment C: Budget and Budget Narrative Template | 12 |
| 9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and UEI Number | 14 |
| 9.5 Attachment E: Past Performance Table Template..... | 16 |
| 9.6 Attachment F: Representations and Certifications of Compliance | 19 |
| 9.7 Attachment H: Proposal Checklist | 18 |

Synopsis of the RFP

| | |
|-----------------------------------|--|
| RFP No. | 2023-07 |
| Issue Date | April 10, 2023 |
| Title | Digital Development Mapping Exercise |
| Issuing Office & Email | Digital Frontiers c/o DAI DigitalFrontiers@dai.com |
| Deadline for Receipt of Questions | April 17, 2023, 5pm EST, to DigitalFrontiers@dai.com |
| Deadline for Receipt of Proposals | May 8, 2023, 5pm EST time, to DigitalFrontiers@dai.com |
| Point of Contact | DigitalFrontiers@dai.com |
| Anticipated Award Type | Firm Fixed Price |
| Basis for Award | An award will be made based on the Trade Off Method . The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors. |

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Digital Frontiers program, invites qualified offerors to submit proposals to support Digital Frontiers and USAID ITR Hub in conducting a comprehensive mapping of past global USAID initiatives with a digital component.

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 if 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 one (1) Firm Fixed Price contract with a ceiling amount of \$60,000. The contracting mechanism applied is subject to change during negotiations.

A Firm Fixed Price Contract is: An award for a total firm fixed price, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

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 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 contract. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for or liable for these costs.

Proposals are due no later than **May 8, 2023 at 5pm EST**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (2023-07) 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 **three (3) to five (5) pages (excluding supporting documents detailed below)**.

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 **90 days** for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions Regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to DigitalFrontiers@dai.com by **April 17, 2023 at 5pm EST time**. 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 who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate attachment from cost proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”. Technical proposals are limited to **three (3) to five (5) pages**, excluding personnel CVs, past performance matrix, and cover letter.

Technical proposals shall include the following contents:

1. Technical Qualifications

- Explanation of how the Offeror will achieve the tasks specified in Attachment A, Scope of Work;
- Workplan, demonstrating the approach, sequence, and management components involvement in providing the services described in Attachment A;
- Demonstration of Offeror’s capacity and experience to implement the approach proposed;

2. Personnel Plan and Qualifications

- Personnel Plan that includes titles and job responsibilities of proposed team, demonstrating ability to successfully achieve selected tasks from SOW;
- CVs or bios of proposed personnel;

3. Past Performance

- The Offeror should provide at least 3 past relevant project examples in past performance matrix per the template in Attachment E along with and References and portfolio;

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

All offers that meet the proposal requirements will be reviewed by the review panel.

Awards will be made based on the ranking of applications by the review panel according to the evaluation criteria and scoring system identified below:

| Criteria | Evaluation Sub-criteria | Maximum Points |
|-----------------------------------|--|----------------|
| Technical Qualifications | <ul style="list-style-type: none"> • Technical approach demonstrates deep understanding of the specified tasks; • Technical approach presents an effective, efficient, and feasible methodology for the implementation of requested services; • Technical approach demonstrates the applicant’s capacity to successfully complete all required deliverables while incorporating client feedback & respecting deadlines. • Preference will be given to applicants who can use machine learning to scan DEC, KIN, CLA Case Competition and DECA, among others as needed. | 9 |
| Personnel Plan and Qualifications | <ul style="list-style-type: none"> • Proposed personnel demonstrate an ability to successfully achieve outlined tasks stated in Attachment A. • Proposed personnel meet the relevant qualifications outlined in Attachment A. | 6 |
| Past Performance | <ul style="list-style-type: none"> • Applicant has a record of positive past performance (at least three references) • USAID experience is preferred | 3 |

4. Instructions for the Preparation of Cost Proposals

4.1 Cost Proposals

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

Offerors should use their previous experience and knowledge to inform a cost proposal that reflecting unit prices reasonable for the local market. The final number and type of events will be determined during the convening design phase of the scope of work. A variety of convenings (sizes, lengths, and virtual and in-person) should be included in costs.

Provided in Attachment C is a template for the cost proposal. Offerors shall complete the template including as much detailed information as possible. The Contractor 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.

4.2 Budget Narrative

The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of the SOW in Attachment A. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Attachment C.

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. Alternatively, a lower priced proposal may be selected in lieu a higher scoring technical proposal, should cost savings be identified as the best means to deliver value for money to the initiative.

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 UEI 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. Ability to comply with required or proposed delivery or performance schedules.
5. A satisfactory past performance record.
6. A satisfactory record of integrity and business ethics.
7. Offeror has the necessary organization, experience, accounting and operational controls and technical skills.
8. Is qualified and eligible to perform work under applicable laws and regulations.

6. 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 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.

7. Compliance with Terms and Conditions

7.1 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 F.

7.2 Prohibited Technology

Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with 2 CFR 200.216.

7.3 Source and Nationality

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 exclusions for prohibited countries outlined above.

Under the authorized geographic code for its agreement DAI may only procure goods and services from the following countries. DAI **will not** 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.

7.4 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 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 UEI 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 agreement:
 - UEI 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 UEI Number

Restricted/Sanctioned Groups or Individuals

U.S. Executive Orders and U.S. law prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. These requirements apply to Vendor/Subcontractor. No material support or resources may be provided to individuals or entities that appear on the following lists¹:

- a. Office of Foreign Assets Control (OFAC) (Department of Treasury) Sanctions List: <https://sanctionssearch.ofac.treas.gov/>

- b. OFAC's List of Specially Designated Nationals (SDN) and Blocked Persons, and the database formerly known as EPLS, now searchable at www.sam.gov
- c. Consolidated United Nations Security Council Sanctions List, available at <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>

The term "material support" includes "any property, tangible or intangible, or service, including currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, and transportation, except medicine or religious materials."

Please note that the following are included in the list of sanctioned entities:

- Fuerzas Armadas Revolucionarias de Colombia (FARC)
- FARC Communes/Political Party
- The National Liberation Army (ELN) (Colombia and Venezuela)
- Shining Path (SL) (Peru)

Further information is available at:

<https://www.state.gov/j/ct/rls/other/des/122570.htm>

<https://www.treasury.gov/resource-center/sanctions/Programs/Documents/terror.pdf>

7.5 Fly America Act

The contractor must comply with Fly America Act restrictions for all international travel under this award.

8. 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 DAI's Ethics Hotline at +1-503-597-4328, Ethics@dai.com, or www.dai.ethicspoint.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.

9. Attachments

9.1 Attachment A: Scope of Work: Digital Development Mapping Analysis

BACKGROUND

In April 2020, USAID released its first-ever [Digital Strategy](#). The Strategy charts an Agency-wide vision for development and humanitarian assistance in the world's rapidly evolving digital landscape. The Strategy's goal is to achieve and sustain open, secure, and inclusive digital ecosystems that contribute to broad-based, measurable development, and humanitarian assistance outcomes. USAID's Digital Strategy has two core, mutually-reinforcing objectives: 1) improve measurable development and humanitarian assistance outcomes through the responsible use of digital technology in USAID's programming; and 2) strengthen the openness, inclusiveness, and security of country-level digital ecosystems.

Digital Frontiers is a \$90 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2024. DAI implements the Digital Frontiers project, which works closely with USAID's Development, Democracy, and Innovations (DDI) Bureau; the Technology Unit within the Innovations, Technology, and Research Hub (ITR/T); USAID missions; the private sector; civil society organizations; and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally. Digital Frontiers played a key role in supporting the development and launch of the Digital Strategy and continues to play an integral role in its implementation.

OBJECTIVE:

DAI, along with USAID's ITR Hub, seeks to conduct a comprehensive mapping of past global USAID initiatives with a digital component. The analysis will use data from the Development Experience Clearinghouse (DEC), [Qualitative Key Issue Narratives \(KIN\)](#), the CLA Case Competition, DECA implementation records, and others to 1) provide an overview of all USAID initiatives with a digital component; 2) report on the most common objectives of these initiatives (e.g. increase access, improve women's empowerment, workforce development, etc.) and level of success 3) report on any mentions of the digital development, digital literacy, digital government, data governance, data privacy, data protection, cybersecurity, child and youth protection, digital finance, digital inclusion, and policy and regulation for digital services, information and communications, technology policy, or related terms in USAID project evaluations or other documents.

TASKS:

- 1) Develop a workplan that details program objectives, required deliverable elements and reporting schedule, and roles & responsibilities of personnel;
- 2) In collaboration with Digital Frontiers, the vendor will define key questions and recommend the most appropriate data sources to answer these questions based on the Systematic Literature and Data Review Methodology;
- 3) Complete a full scan of all relevant documents in the Development Clearing House (DEC) as well as data sets from external sources and develop a Digital Development Taxonomy;
- 4) Analyze common objectives and level of success of digital initiatives according to the taxonomy. Work with DAI and USAID to revise taxonomy based on feedback;
- 5) Provide DAI and USAID with data visualizations which interpret the data in response to pre-determined research questions;
- 6) Make recommendations for further research based on findings with a final presentation and workshop with USAID key stakeholders;

TIMEFRAME

The period of performance is anticipated to be 5-6 months.

ANTICIPATED DELIVERABLES

- A comprehensive mapping of USAID initiatives with a digital component and related terms from USAID project evaluations and other reports
- A list of source data categorized by type with methodology for selection
- List of common terms validated by USAID to be used for analysis/ data scraping, and then a final list of common terms included in the analysis
- Analysis of trends in digital development, digital & data governance, technology policy, cybersecurity, and other topics related to digital technology
- Associated data visualizations & presentation of results

RELEVANT QUALIFICATIONS

- Demonstrated data analytics and visualization experience
- Experience conducting systematic reviews, meta-evaluations, or similar projects using data science to collect and analyze large amounts of data
- Experience analyzing USAID program-related data from the Development Clearing House (DEC)
- Familiarity with USAID Digital Strategy
- Regular availability for calls and meetings overlapping with US East Coast time zone

9.2 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 2023-07** 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 Cost Proposal. 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.

9.3 Attachment C: Budget and Budget Narrative Template

| | Name | Rate | LOE/Units | Unit Type | Cost |
|---------------------------------------|------|--------|-----------|-----------|------------|
| I. Salaries and Wages | | | | | |
| | | | | | |
| Person 1 | TBD | \$0.00 | 0 | | \$0 |
| Person 2 | TBD | \$0.00 | 0 | | \$0 |
| | | | | | |
| Person 3 | TBD | \$0.00 | 0 | | \$0 |
| Total Salaries and Wages | | | 0 | | \$0 |
| | | | | | |
| II. Indirect Costs on Labor | | | | | |
| Fringe (full-time employees) | | | | | \$0 |
| Overhead on Labor | | | | | \$0 |
| Total Indirect Costs on Labor | | | | | \$0 |
| | | | | | |
| III. Other Direct Costs | | | | | |
| 1. Project Management Expenses | | | | | |
| Communications | | \$0.00 | 0 | | \$0 |
| Other (DESCRIBE) | | \$0.00 | 0 | | \$0 |
| Total Other Direct Costs | | | | | \$0 |
| | | | | | |
| Total Program Expenses | | | | | \$0 |
| Indirect Costs on All Costs | | | 0 | | \$0 |
| | | | | | |
| Grand Total | | | | | \$0 |

Budget Narrative Template

The following narrative follows the format of the budget. *Firm Name* has priced its proposal on a: (specify) Cost Reimbursable or Time and Materials (T&M) basis.

Salaries and Wages

For our labor cost estimates, we have used the daily rates for personnel, as supported by actual salaries and/or prevailing labor rates (please explain and provide justification or backup for rates).

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

Level of Effort (LoE) allocations should be accompanied with brief technical justifications describing each position's roles and responsibilities (and requisite LoE) for each of the Tasks outlined in Attachment A.

Other Direct Costs

This category includes basic support costs for the project such as XXXX (Explain and provide backup for costs). Included within this cost category are all costs necessary for the successful operation of this activity.

Offerors should use their previous experience and knowledge to recommend the number of convenings within the budget. A variety of convenings (sizes, lengths, and virtual verse in-person) should be included in costs.

Indirect Costs on All Costs

All indirect costs must be in accordance with the Firm's policies (explain and provide justification).

9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and UEI 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 UEI 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.

- 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 Legal Business Name and Physical Address
 - 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

Follow this link to create a Sam.gov user account and register your organization:

<https://sam.gov/content/entity-registration>

Unique Entity ID (UEI)

On April 4, 2022, the federal government transitioned away from the DUNS Number to the new Unique Entity ID (SAM), or ‘UEI,’ for entity identification of federal awards government-wide. Entity identification in federal awards (grants, loans, contracts, etc.) means a unique set of numbers and letters used to identify every entity seeking to do business with the federal government. Currently, and through April 3, 2022, the federal government uses the DUNS Number, assigned by Dun & Bradstreet. On April 4, 2022 and moving forward, the federal government will use the Unique Entity ID (SAM), or “UEI” assigned by SAM.gov.

For new entities:

- Prior to starting entity validation process, an entity should be prepared with documents that: (1) shows the entity's legal business name and physical address in the same document and is less than 5 years old; (2) shows the legal business name and start year in the same document; and, (3) shows legal business name and US state of Incorporation (for US entities) or National Identifier (for non-US entities).

If any documents are in a language other than English, they must be accompanied by certified translations (see the link below for more details).

- This GSA guide has detail on documentation requirements. It includes a downloadable document outlining what type of documentation is acceptable, general guidelines, and guidance on translations.
- Additionally there is a general FAQ also maintained by GSA.

If, after entering the required information, an entity receives a validation error message and/or is not a match with any of the returned potential matches, the entity should create an incident. There are two new, useful videos that GSA has recently published to help explain this process. These are different than the brief overview video that has been previously shared, so projects and partners are encouraged to watch:

- This video provides a detailed, step-by-step walk through of the entity validation process. Be advised the scenario it addresses is for an existing entity that has to update some information (rather than a new entity, which is the case for most of our partners), but the steps are the same: <https://www.youtube.com/watch?v=ZKc9UfxtOIA> (the “create incident portion” runs from 27:58 to 35:05).
- This video provides guidance on how to manage the validation ticket once it has been submitted: <https://www.youtube.com/watch?v=a3nPZvnPpE0> (the “managing your validation ticket” portion runs from 17:34 to 28:55).

Entities need to regularly check their email – including spam folders – after they have submitted the incident report for emails from fdssupport@gsa.gov. They should be able to look up the status either by logging into their user account on SAM.gov (go to the “Workspace” view and click the “View” button under the Incident Report Number) or in fsd.gov (directions on how to do this can be found here). Entities can communicate with an EVS (Entity Validation System) agent in FSD.gov or by responding to the email. If the entity is unable to generate an incident report for some reason (this was a problem we saw this past week), the entity can also go to FSD.gov and start a chat with an agent by clicking on the “live chat” button in the lower right-hand corner. Agents are available from 8AM to 8PM EST.

Once they are contacted by the EVS agent, the entity will have 5 days to respond, or the incident report will be automatically closed and they will have to start again. If the entity needs more time, they should respond to the EVS agent and communicate this. If the ticket is closed, when the entity starts a new one they should include the original ticket number in the Comments Section. Requested documents need to be uploaded at sam.gov, not at fsd.gov. Once the FSD agent has confirmed the entity has been validated, the entity is not done! It will need to go back to SAM.gov to enter its information again and select the current, correct entity info. This step must be done in order to generate the UEID.

9.5 Attachment E: Past Performance Table Template

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 | Reference(s) Name, email and/or phone | Client Name and Address | Cost in US\$ | Start-End Dates | Problem(s) Encountered and Resolutions |
|---|---------------|---------------------------|---------------------------------------|-------------------------|--------------|-----------------|--|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

9.6 Attachment F: 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- DAI, as prime contractor of U.S. federal government contracts, reports 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. 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.
6. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s).
7. 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.
8. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
9. 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.

9.7 Attachment H: 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 (*use template in Attachment B*)
- ☐ Technical Proposal not exceeding five (5) pages
- ☐ Past Performance Matrix (*use template in Attachment E*)
- ☐ CVs/bios of Team lead and staff
- ☐ Cost Proposal including budget and budget narrative (*use templates in Attachment C*)