



Digital Frontiers

Request for Proposals (RFP)

No. 2022-14

Equitable AI Challenge: Community of Practice

Issue Date: November 21, 2022

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

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Synopsis of the RFP

RFP No.	2022-14
Issue Date	November 21, 2022
Title	Equitable AI Challenge: Community of Practice
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	November 23, 2022 5pm EST time, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	December 5, 2022, 5pm EST time, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	Time and Materials or Cost Reimbursable Contract
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 the Equitable AI Challenge: Community of Practice. The requested services are fully detailed in Attachment A of this RFP.

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 a Time and Materials or Cost Reimbursable contract. The contracting mechanism applied is subject to change during negotiations. Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals, as this contract will be considered a subaward.

- A Time and Materials Contract 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).
- A Cost Reimbursable Contract is: An award where the contractor is reimbursed for actual reasonable, allowable, and allocable costs up to a maximum ceiling value of the contract agreement.

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 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 for or liable for these costs.

Proposals are due no later than **December 5, 2022, 5pm EST time**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (2022-14) 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 **two to three pages (excluding cover letter, staff bios/CVs, and past performance matrix)**.

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 **November 23, 2022 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) pages**, excluding CVs, past performance matrix, and cover letter.

Technical proposals shall include the following contents:

1. Technical Approach

- Narrative summary of firm’s technical approach to complete the Scope of Work in Attachment A;
- Narrative demonstrating relevant, existing networks with subject matter experts from development, donor communities, private sector, US government, partner governments, and academia to further the goals of the Equitable AI Challenge and increase exposure of the Challenge finalists and semi-finalists to government officials and policymakers.
- Offeror must demonstrate that they encourage responsible stewardship of AI technologies in line with the OECD AI principles and promote knowledge sharing and lessons learned to advance opportunities for mitigating bias in AI and emerging technologies in the development context.

2. Past Performance

- Past Performance Matrix per the template in Attachment E. The matrix should include a list of at least three (3) recent projects. At least one of the projects included should showcase the offerors’ ability to convene a large network of subject matter experts for an in person or virtual event. *As available*, the information shall include the legal name and address of the organization for which services were performed, a description of the 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.

3. Personnel Qualifications

- Personnel plan that includes titles and job responsibilities of proposed team demonstrating ability to successfully achieve selected tasks from SOW (this should be in the form of a table that does not take up more than half a page)
- CVs of key named personnel. Each CV should not exceed 2 pages. Personnel must possess prior experience implementing similar-scale activities with international stakeholders.

3.1 Services Specified

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

3.2 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 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	Evaluation Sub-criteria	Maximum Points
Technical Approach	<p>Technical Approach demonstrates understanding of required services and tasks in the SOW;</p> <p>Technical approach identifies and demonstrates the utilization of relevant networks with subject matter experts from development, donor communities, private sector, US government, partner governments, and academia to further the goals of the Equitable AI Challenge.</p>	6 points

Past Performance	<p>Offeror submits at least three (3) project examples in the Past Performance Matrix demonstrating the qualifications as outlined in Section 3.0 above and in Attachment A: SoW</p> <p>Demonstrates experience in conducting similar types of events/activities, highlighting offeror's ability to bring high level/experts to the table</p> <p>Past performance reflects mobilization of large networks of experts relevant to this SoW.</p>	6 points
Personnel Qualifications	<p>Personnel Plan demonstrating responds full to the various tasks and requirements described in the outlined tasks and presents a coordination and management plan to achieve high quality deliverables in an independent and responsive manner.</p> <p>Proposed Personnel demonstrate the experience and expertise relevant to the outlined tasks;</p>	6 points
Total Points		18 points

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".

Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals. Offerors should use their previous experience and knowledge to inform a cost proposal that reflecting unit prices reasonable for the local market.

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, and specifically to the objectives of this initiative. 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 UEI, 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.
9. Offeror already has, or is in the progress Defense Base Act (DBA) insurance or local equivalents, in addition to general liability and other required insurance coverages.

6. Inspection & Acceptance

The designated DAI Project Manager will inspect 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

Under the authorized geographic code for its Agreement DAI may only procure goods and services from the following countries. DAI may exercise 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: <https://www.usaid.gov/ads/policy/300/310maa> and <https://2012-2017.usaid.gov/sites/default/files/documents/1876/310mab.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 exclusions for prohibited countries outlined above.

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, 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
 - 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.

7.5 Fly America Act

The contractor must comply with Fly America Act restrictions for all international travel under this award. See Attachment G for the mandatory standard provision regarding international air travel.

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 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.

9. Attachments

9.1 Attachment A: Scope of Work for Services

Equitable AI Challenge: Community of Practice

BACKGROUND

As the use of AI across the world proliferates, more instances of the inequitable design, use, and impact of these tools are coming to light. Too often, those who are treated unfairly by an AI system because of their gender (e.g., through automated resume-screening tools or creditworthiness prediction tools) are not aware that any discrimination occurred, and do not know what options they have to challenge these systems. To address this, USAID seeks to support approaches that contribute to the goal of increasing the transparency and accountability of AI systems in order to better prevent and respond to instances of gender inequity.

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 Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

Digital Frontiers awarded five grants to organizations seeking to identify and communicate how and when AI tools can propagate gender bias or gender-specific harms and suggest solutions for how to prevent and/or address unfair outcomes that occur as a result of these tools being deployed. To support the awardees, Digital Frontiers will create a community of practice to build collaboration among the awardees, provide opportunities to showcase recent accomplishments, and help awardees build better programs with greater impact through resource-sharing and mentoring.

OBJECTIVE

Digital Frontiers seeks support to organize and lead a Community of Practice to build collaboration among Challenge participants and the larger community interested in advancing gender equity in AI in development contexts. The Community of Practice will consist of webinars and communications tools to provide knowledge sharing and mentoring resources to Challenge participants. It will also seek to broaden awareness of the grant results and outcomes to contribute to a learning community seeking to mitigate bias in AI-related technologies in developing countries. The Lead will provide technical leadership in establishing and managing the goals, agenda, and speakers for the Community of Practice and will also work with Digital Frontiers to manage the logistical event coordination and implementation.

TASKS

The Lead will achieve the above objective through the following tasks:

- Host up to 6 webinars (including up to 2 open sessions) to support Equitable AI Challenge semi-finalists and finalists with latest knowledge, research, and insights to inform project implementation and to showcase project results and findings. Closed sessions will be internally focused, allowing networking and collaboration amongst Challenge semi-finalists and finalists with USAID; open sessions in contrast will include external stakeholders.
 - Develop workplan and timeline for webinar series as well as agendas for the webinars in close collaboration with USAID and DAI.
 - Hosting webinars will also include responsibilities such as drafting invitations, organizing speakers, coordinating logistics, and working with Digital Frontiers' communications team for webinar marketing.
 - Conduct run-of-show in advance of each webinar and anticipate all associated production needs, including event invitations and registration.
 - Work with USAID and DAI project staff to ensure smooth setup, flow and wrap-up of all webinars and appropriate coordination and support for event speakers and high-level attendees.
 - Support facilitation, note-taking, and recording webinar sessions as needed/relevant.
- Convene key external partners from the development and donor communities, private sector, US Government, partner Governments, academia, and more to bring attention to gender equity and AI challenges. Coordinate with

and build connections between relevant communities of practice, including but not limited to USAID's Women's Economic Empowerment and WomenConnect Challenge.

- In response to a recommendation from the Equitable AI Challenge Co-Creation event in 2022, create and maintain a distribution list with regular updates for current grant recipients and unfunded semi-finalists to encourage participation within the community of practice and cross-collaboration from all organizations.
- Coordinate and schedule regular meetings, including setting and sending out agendas, facilitating meetings, and sending out action items as follow-up, with DAI, USAID, and all stakeholders.

ANTICIPATED DELIVERABLES

Upon USAID approval on webinar dates, anticipated deliverables and general timelines are listed below.

DELIVERABLES	TIMEFRAME
Workplan	3-4 weeks before event date
Agenda with sequence of events, list of confirmed speakers, and presenter's guide	2 weeks before event date
Webinar real-time support, facilitation, and management	During event
Post-event report and communications updates	1-2 weeks after event date

Partner qualifications

- Encourages the responsible stewardship of AI technologies in line with the OECD AI Principles
- Ability to convene key external partners from the development and donor communities, private sector, US Government, partner Governments, academia, and more to bring attention to gender equity and AI challenges
- Demonstrated experience in developing creative webinar content and managing workshop organization and speaker coordination that generates meaningful engagement and thought leadership in issues related to mitigating bias in AI in development
- Offeror will have an existing network of international government officials and academics in Africa, Asia, and Central and South America to participate in webinars

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 2022-14**, issued on **November 21, 2022**. 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. Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals, as this contract will be considered a subaward.

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.

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.

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

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 a contract resulting from this RFP is contingent upon the winner providing a UEI, 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 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 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)

By April 4, 2022, the federal government will transition 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.

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, must 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. 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. 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.
7. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
8. 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.

TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

a. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed reasonable charges normally allowed by the recipient in its regular operations as the result of the recipient organization's written travel policy and are within the limits established by the applicable cost principles.

In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the AO. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

b. FLY AMERICA ACT RESTRICTIONS

(1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.

(2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation pursuant to the Standard Provision, "Accounting, Audit and Records." The documentation must use one of the following reasons or other exception under the Fly America Act:

(i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU "Open Skies" agreement (<http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm>).

(ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see <http://apps.fas.gsa.gov/citypairs/search/>):

- a. Australia on an Australian airline,
- b. Switzerland on a Swiss airline, or
- c. Japan on a Japanese airline;

(iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;

(iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;

(v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or

(vi) If the US Flag Air Carrier does not offer direct service,

- a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,
- b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or
- c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

c. DEFINITIONS

The terms used in this provision have the following meanings:

(1) "Travel costs" means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. "Travel costs" do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package that are consistent with the recipient's personnel and travel policies and procedures.

(2) "International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.

(3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at <http://ostpxweb.dot.gov/aviation/certific/certlist.htm>. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

(4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

9.8 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 three (3) pages
- ☐ Past Performance Matrix (*use template in Attachment E*)
- ☐ CVs of Proposed Personnel
- ☐ Cost Proposal including budget and budget narrative (*use templates in Attachment C*)