



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

**Technical Advisory Services for Basrah Provincial
Water and Sewage Directorates**

Provide training and support to operators of water and wastewater treatment plants

Tender No. RFP-DAI-IGPA-19-146

Issue Date: October 17, 2019

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-19-146
Issue Date	October 17, 2019
Title	Provide training and support to operators of water and wastewater treatment plants
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 04:00pm 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/Takamul) project, invites qualified offerors to submit proposals for this tender request.

The purpose of this activity is to build the technical capacity of water & wastewater treatment plant operators in Basrah. Using material previously produced by IGPA/Takamul and adapting other relevant existing materials, the selected vendor will train and provide complementary technical support to 75 water treatment and desalinization plant (WTP) operators in Basrah's Water Directorate and 100 wastewater treatment plant (WWTP) operators in Basrah's Sewage Directorate, ensuring sustainable transfer of knowledge through the integration of a training of trainers (TOT) component.

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 at a minimum

- 1. 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, diversity, 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, diversity, 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.

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.

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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.

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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

10.1.1 Activity Purpose and Summary

The purpose of this activity is to build the technical capacity of water treatment and desalination plant (WTP) and wastewater treatment plant (WWTP) operators in Basrah. Using material previously produced by IGPA/Takamul and adapting other relevant existing materials, the selected vendor will train and provide complementary technical support to 75 WTP operators in Basrah's Water Directorate and 100 WWTP operators in Basrah's Sewage Directorate, ensuring sustainable transfer of knowledge through the integration of a training of trainers (TOT) component.

10.1.2 Background and Rationale

The water crisis in Basrah is due to natural and human factors affecting water quality and quantity. Obsolete water supply networks, frequent pipe bursts, leaks, and intermittent water supply increase the likelihood of wastewater infiltration into the water network, especially in highly populated areas with no wastewater infrastructure or poorly functioning wastewater treatment plants. To address this issue, the GOI provided funds in 2018 to improve wastewater infrastructure in Basrah and limit the impact of the crisis on drinking water quality, public health, and the environment. Provincial authorities have already executed these wastewater infrastructure projects, but raw or poorly treated wastewater is still making its way into rivers and canals, affecting drinking water quality.

In support of the GOI's efforts to address these issues, last year IGPA/Takamul developed standard operating procedures (SOPs) and provided training for the operation & maintenance (O&M) of water and desalination plants. Following the successful implementation of the intervention, the Basrah Water Directorate requested the project to conduct the same training for an additional group of operators. At the same time, the Basrah Sewage Directorate requested a similar intervention as was delivered to the Water Directorate (i.e., the development of SOPs and subsequent training).

10.1.3 Objectives

To ensure the sustainability of the activities and to build on previous capacity development work delivered, IGPA/Takamul will provide additional capacity development and on-the-job training to 75 WTP operators using existing training modules developed last year. In addition, the project will develop SOPs for wastewater treatment plants and conduct on-the-job training for 100 wastewater treatment plant operators on the implementation of the procedures.

The services provided in this award will accomplish the following specific objectives:

- Provide training for 75 WTP operators selected by the Basrah Water Directorate using existing training modules including the integration of a TOT component
- Identify procedural and training needs of WWTP operators
- Prepare SOPs for the O&M of WWTPs
- Train WWTP operators to implement the SOPs including the integration of a TOT component

10.1.4 Vendor Requirements

- Has at least 5 years of experience in related technical area.
- Provide examples of past technical deliverables.
- 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.

10.1.5 Technical Proposals

The technical proposal should include the following as a minimum:

- 1. 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, diversity, 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.

10.1.6 Detailed Task Requirements

Task I: Project Kick-off

Vendor will submit an implementation plan within one week of signing the contract (10 pages maximum). The implementation plan must consist of the following components and be accompanied by a kick-off meeting/call with IGPA/Takamul staff:

- A description of the project lifecycle, including the phases and detailed deliverables under each phase
- The tasks under each phase, with a timeline for estimating each task
- The allocated resources for each task including the key person responsible
- A communication protocol that describes how communication will be managed throughout the project to ensure the timely exchange of necessary information to the person(s) responsible

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- A risk management plan that identifies the key risks in the project and the proposed response; and
- A detailed description of how the work will be conducted without affecting the normal operation of the plant.

Task 2: Train WTP operators

Using existing WTP training modules developed by IGPA/Takamul last year, vendor will train an additional 75 WTP operators selected by the Basrah Water Directorate who did not benefit from the previous training. Training should be designed in such a way that it allows for continued operation of the WTP throughout the duration and is recommended to be conducted in approximately two one-week phases. Vendor will also provide approximately 40 printed copies of these modules and guidelines to be used as a reference guide for trainees (exact number to be determined in consultation with water directorate).

In cooperation with the Water Directorate and plant managers, vendor will also identify “champion” engineers/managers/operators and provide them TOT to become trainers in Basrah on the O&M of WTPs. Given the level of complexity of operations and issues in the water and wastewater sectors in Basrah, the Water Directorate will benefit from having a pool of in-house trainers supporting their peers. TOT should be conducted approximately two (2) weeks following the successful completion of the initial training.

Task 3: Conduct procedural and training needs assessment for WWTP operators

Vendor will conduct a procedural and training needs assessment with WWTP managers and operators to better understand their roles and assess their capacities and training needs in three primary technical areas: mechanical, electrical, and chemical. Based on assessment results, the consultant will prepare a report highlighting WWTP technical issues, current O&M practices, and recommendations to improve the performance of these plants. The report and recommendations will be presented to the Basrah Sewage Directorate’s management team for comments and approval. The recommendations made as part of Task 3 will directly inform the SOP improvements as part of Task 4.

The procedural and training needs assessment will be conducted through focus group discussions, interviews, etc., in addition to simple tests and observing daily tasks.

Task 4: Review and improve SOPs for O&M of WWTPs

In cooperation with Basrah Sewage Directorate technical staff, vendor will review and improve existing SOPs (including O&M forms) for two (2) WWTPs using simple reference documents, manufacturer guidelines, supplementary operations material, and recommendations identified under Task 3.

Task 5: Train WWTP operators

Vendor will train 100 WWTP managers and operators from the two (2) identified WWTPs on the revised SOPs while emphasizing the three (3) primary technical areas: mechanical, electrical, and chemical. Training will take place on-site in the WWTP to remain practical and provide the opportunity to immediately address issues operators face in their day-to-day work. Training should be designed in such a way that it allows for continued operation of the WWTP throughout the duration.

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In cooperation with the Sewage Directorate and plant managers, vendor will also identify “champion” engineers/managers/operators and provide them TOT to become trainers in Basrah on the O&M of WWTPs. Given the level of complexity of operations and issues in the wastewater sectors in Basrah, the Water and Sewage Directorates will benefit from having a pool of in-house trainers supporting their peers. TOT should be conducted approximately two (2) weeks following the successful completion of the initial training.

Task 6: Provide follow-up support to WTP and WWTP operators in their daily work and document final results in final report

To ensure the sustainability of these activities beyond the training, vendor will conduct regular visits to selected WTPs and WWTPs over a period of two (2) months at a frequency to be determined with the Basrah Water and Sewage Directorates and the plant managers.

Final report should document the activities completed, obstacles faced & how they were resolved, and improvement in indicators in terms of pump run-time, treated waste water flows, etc.

10.1.7 Deliverables

All training materials and accompanying materials (e.g., SOP documents) should be submitted in Arabic and English. Implementation plan and report(s) should be submitted in English.

Task	Deliverable	Timeframe
1- Project Kick-Off	An implementation plan which consists of the following components: <ul style="list-style-type: none">• A description of the project lifecycle, including the phases and detailed deliverables under each phase• The tasks under each phase, with a timeline for estimating each task• The allocated resources for each task including the key person responsible• A communication protocol that describes how communication will be managed throughout the project to ensure the timely exchange of necessary information to the person(s) responsible• A risk management plan that identifies the key risks in the project and the proposed response; and• A detailed description of how the work will be conducted without affecting the normal operation of the plant.	End of week 1
2- Train WTP operators	<ul style="list-style-type: none">• Train an additional 75 WTP operators selected by the Basrah Water Directorate who did not benefit from the previous training (agenda, PowerPoint,	End of month 2.5

Task	Deliverable	Timeframe
	<p>training attendance sheets, photos, other training materials).</p> <ul style="list-style-type: none"> • Vendor will also provide approximately 40 printed copies of these modules and guidelines to be used as a reference guide for trainees (exact number to be determined in consultation with water directorate). • Complete TOT for WTP & WWTP managers/engineers/operators approximately two (2) weeks following the initial training (agenda, PowerPoint, training attendance sheets, photos, other training materials). 	
3- Conduct procedural and training needs assessment for WWTP operators	<ul style="list-style-type: none"> • A report (Word doc) that outlines the main procedural and training need classified into categories such as mechanical, electrical, chemical, etc. • A complete presentation to the Basrah Water Directorate management for comments and approval (PowerPoint presentation and signed official letter required) 	End of Month 3
4- Review and improve SOPs for O&M of WWTPs	<ul style="list-style-type: none"> • Modified SOPs for two (2) WWTPs including O&M forms (Word document) • Presentation to Basrah Sewage Directorate for comments and approval (Signed official letter required) 	End of month 4
5- Train WWTP operators	<ul style="list-style-type: none"> • Complete training of 100 WWTP managers and operators from two (2) WWTPs designated by the sewage directorate in three technical areas: mechanical, electrical, and chemical. Trainings should take place at selected WWTPs and waste water laboratories (agenda, PowerPoint, training attendance sheets, photos, other training materials). • Complete TOT for WTP & WWTP managers/engineers/operators approximately two (2) weeks following the initial training (agenda, PowerPoint, training attendance sheets, photos, other training materials). 	End of month 5.5
6- Provide follow-up support to WTP & WWTP operators in their daily work and document project results in final report	<ul style="list-style-type: none"> • Vendor will conduct regular visits to selected WTPs and WWTPs over a period of two (2) months, with each trip documented in the evaluation report. • Complete TOT for WTP & WWTP managers/engineers/operators (agenda, PowerPoint, training attendance sheets, photos, other training materials). 	End of month 7

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Task	Deliverable	Timeframe
	<ul style="list-style-type: none">A final evaluation report to show the activities completed, obstacles faced & how they were resolved, and improvement in indicators in terms of pump run-time, treated waste water flows, etc. (Word document)	

10.1.8 Timeframe/duration

The period of implementation of this award will be seven (7) months.

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 detailed budget narrative describing the assumptions used in the budget below. Submission of budget in Microsoft Excel is highly encouraged. All costs must be in USD.

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 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: