

Digital Frontiers

Request for Proposals (RFP)

No. 2023-10

Democratizing Digital Convening Technical Partner

Issue Date: August 3, 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

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Synopsis of the RFP

RFP No.	2023-10
Issue Date	August 3, 2023
Title	Democratizing Digital Convening Technical Partner
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	August 10, 2023, 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	August 31, 2023, 5pm EST time, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	Time and Materials or Cost Reimbursable contract
Award Ceiling	\$100,000
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 USAID Bureau for Africa to design and convene an event for digital ecosystem stakeholders to discuss the risk of digital repression in light of increasing use of technology, efforts to counter digital repression, and ways to protect human rights in digital development programming in Sub-Saharan Africa, specifically the offline consequences of online activity.

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.

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 **August 31, 2023 at 5pm EST**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (2023-10) 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**.

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 **August 10, 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, cover letter, and element 5 below, optional local partner management plan.

Technical proposals shall include the following contents:

1. Technical Approach

- Narrative summary of firm's technical approach to the Scope of Work in Attachment A, proposing a methodology for the design and facilitation of the convening event plus a demonstration of offeror's technical capabilities and qualifications to implement the Scope of Work. Required technical capabilities are indicated in the SOW.

2. Management Approach

- Proposed implementation and management approach for SOW activities.
- The management approach should include specific breakdowns of roles and responsibilities of proposed personnel. Proposed personnel should include technical, management and communications specialists.
- The detailed breakdown of roles and responsibilities should be broken out into the component steps of the required services as specified in the Scope of Work;
- A work plan (in Gantt chart format) that outlines how the firm will approach and achieve the milestones in the specified timeframe. Similar to the roles and responsibilities breakdown, the work plan should be detailed and show the chronological sequence of each component of the required services as specified in the Scope of Work.

3. Past Performance

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

4. Personnel Qualifications

- Narrative summary of technical capabilities, demonstrating that the Offeror is qualified to implement the SOW for the desired position(s).
- CV(s) of key named personnel that demonstrate relevant qualifications for the SOW. Required qualifications for each position are indicated in the SOW. CVs should not exceed 3 pages each.

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

All proposals that meet the proposal requirements will be reviewed by the review panel. The proposals will be evaluated according to the evaluation criteria set forth below. To the extent necessary (if an award is not made based on initial proposals), negotiations may be conducted with each applicant whose application, after discussion and negotiation, has a reasonable chance of being selected for the award. **Award will be made to responsible Offerors whose proposals offer the best value.**

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

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach	<ol style="list-style-type: none"> Proposed approach demonstrates understanding and ability to provide necessary support identified in the SoW. Proposed approach demonstrates deep knowledge and technical expertise in the area of digital and democracy, human rights, and governance in Africa. 	6 points
Management Approach	<ol style="list-style-type: none"> Management approach has a feasible plan for implementation of SOW activities Management approach includes a breakdown of roles and responsibilities for all Event Tasks Management approach includes a detailed, feasible and realistic work plan in Gantt chart format showing how tasks will be accomplished in the provided time frame 	6 points
Past Performance	<ol style="list-style-type: none"> At least 3 past relevant project examples in past performance matrix demonstrating capabilities to deliver services requested by the SOW; Demonstrated experience planning and convening large groups of stakeholders in-person and virtually Relevant experience in topics related to digital development and/or democracy, human rights, and governance in sub-Saharan Africa strongly preferred 	9 points
Personnel Qualifications	<ol style="list-style-type: none"> Narrative summary of proposed personnel's technical capabilities demonstrating the ability to complete the scope of work. CVs of key named personnel that include relevant qualifications for selected position(s) in the SOW. Proposed personnel demonstrate strong communication skills 	9 points
Total Points		30 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 reflects 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.

a. **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.

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.

b. **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 has the option to seek a waiver to these requirements if selected Offeror is registered in a country outside of Geographic Code 937.

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

c. 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>

d. 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 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 for Services

ATTACHMENT A STATEMENT OF WORK

Digital Frontiers is a \$90 million buy-in mechanism available to USAID Bureaus and Missions from 2017 to 2024. DAI implements the Digital Frontiers project, which works closely with USAID's Development, Democracy and Innovation Bureau (DDI), the Innovation Technology and Research Hub's Technology Unit (ITR/T), USAID missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

BACKGROUND

Digital Development is a USAID priority, especially for Sub-Saharan Africa (SSA). Information and Communications Technology (ICT) can make governments more efficient, improve service delivery and record keeping, and improve access to information. However, just as ICT can be a conduit for growth and development, it can also be used as a tool by those who seek to suppress civil liberties, harass and intimidate, and dismantle democracy. The COVID-19 pandemic has accelerated both the positive and negative use of digital technologies.

In an effort to understand the potential risks related to increasing digitization, in partnership with USAID's Africa Bureau, Digital Frontiers, under the Democratizing Digital buy-in, conducted a [landscape assessment](#) on the intersection between digital development and digital repression and a [Digital Development Mapping](#) Exercise for Sub-Saharan Africa. The findings suggested that USAID has an important opportunity to further integrate awareness of digital repression and digital repression safeguards into its programming. Digital Frontiers is conducting further research to guide the Africa Bureau on digital repression in specific sectors; legislation relating to access to information, freedom of expression, and the right to privacy; digital repression and gender; and a social media analytics guide. The research is expected to be completed and disseminated in 2024.

Digital Frontiers will further support the Africa Bureau in building the capacity of USAID mission staff and partners to recognize and address the risks of digital repression in their programs through dissemination of this research as well as initiating further discussion and thinking on this topic among key stakeholders.

OBJECTIVE

Digital Frontiers and USAID's Bureau for Africa would like to host a hybrid in-person/virtual event bringing together key stakeholders to discuss the risks associated with the increasing use of technology, efforts to counter digital repression, and ways to protect human rights in digital development programming in Sub-Saharan Africa. The event will be held in Kenya in April 2024.

DAI seeks an organization to provide technical, communications and project management support to design and facilitate the event. The partner is expected to provide technical guidance and direction on the goals, agenda, and identification of speakers and participants for the event, including developing an event strategy in coordination with USAID and DAI.

TASKS

Specific tasks include the following:

1. Event Design/Strategy
 - Develop a detailed work plan and timeline

- Review the Democratizing Digital buy-in's research to be informed on the buy-in's objectives and topics of interest
 - Lead discussions with the Digital Frontiers, Bureau for Africa and USAID/Kenya mission to better understand USAID's objectives for the convening
 - Brainstorm potential agenda and session design with DAI and USAID
 - Present USAID with an overall strategy for the convening including: objectives, target speakers, target audience, communication strategy and other details. The strategy should also include a proposed approach to provide both in-person and virtual participant experiences. Please note, any important changes to the SOW as a result of the strategy will be incorporated into the contract via a modification
 - Develop a detailed agenda for the event including suggested session formats, content, and speakers
2. Speaker Coordination
 - Identify and secure keynote speakers and other session leads/presenters from Sub-Saharan Africa and confirm their attendance in-person
 - Work with speakers to develop session content, in consultation with USAID and DAI
 - Coach speakers directly on a continual basis leading up to the event on content and delivery of visual and oral presentations; ensure consistent high quality of prepared content and presentations.
 - Compile master slide deck for overall event/individual panels and sessions
 3. Participant Identification
 - Create an invitation distribution list for the convening according to the strategy agreed upon in task 1. Participants may include USAID Africa mission staff, sub-Saharan Africa specific ecosystem players, social media platforms, other donors and implementing partners and relevant regional and international bodies. USAID and Digital Frontiers will provide inputs, but will also rely on the partner's network;
 - As required by agreed upon event strategy, develop and execute a communications plan that includes a social media plan and marketing plan
 - Develop and distribute a save the date and invitations for the event
 4. Event Execution
 - Attend, coordinate, and manage the event
 - Ensure appropriate coordination and support for event speakers including a run through with the speakers before the event
 - Potentially facilitate sessions or transitions as necessary
 - Coordinate with the Nairobi-based event logistics firm* and ensure run of show is moving according to the event agenda
 5. Post-Event
 - Provide notes and short summaries of all event sessions
 - Provide post-event report with final participation list, photos, final agenda, event session notes, and recommendations/key outcomes from the discussion

**Nairobi-based Event Logistics Firm*

Digital Frontiers has already concluded the procurement process for a Nairobi-based event logistics firm. The event logistics firm will perform the following tasks:

- Provide photography for the day of the event
- Manage an event website including registration of attendees for both in-person and virtual.
- Provide recordings of all sessions available to participants for at least three months after the event on the event website.
- Manage virtual event participation technology in coordination with vendors
- Set-up event venue including testing in the venue the day before the event to ensure audio visual and other features function properly.

- Ensure smooth in-person participant registration process.
- Conduct run of the show in advance of the event and anticipate all associated production needs
- Contract event venue, catering, and other local vendors according to event needs and specifications

DELIVERABLES

Final Deliverables	Due by
Work plan and Timeline	October 2023
Event Strategy Presentation	October 2023
Save the Date	October 2023
Concept Note and Event Agenda	November 2023
List of Speakers	November 2023
Communications Plan	November 2023
Invitation	December 2023
Invitation Distribution List	December 2023
Master Slide Deck	March 2024
Speaker Coaching	November 2023 - April 2024
Post Event Report	April 2024

REPORTING

The selected vendor will report to the Digital Frontiers Buy-In Manager and collaborate closely with USAID.

QUALIFICATIONS

- Proposed personnel demonstrate strong communications skills.
- Demonstrated ability to convene key external partners as well as USAID Mission staff
- Experience convening large groups of stakeholders in-person and virtually.
- Ability to coach speakers.
- Proposed technical personnel with at least 10 years of experience in digital development and/or democracy, human rights, and governance
- Experience working in Sub-Saharan Africa strongly preferred
- Knowledge of US Government branding a plus
- Demonstrated experience in client management & responsiveness to evolving requirements.

PERIOD OF PERFORMANCE

The contract is expected to run for seven months.

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-**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
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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). Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals.

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 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.

- o Link to the CAGE/NCAGE Code request:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

- o 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:

- o 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)

- o 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/entityregistration>

Unique Entity ID (UEI)

Effective April 4, 2022, the federal government transition away from the DUNS Number to the 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. Each awardee will be required to obtain a Unique Entity ID (UEID) via sam.gov. Below are some helpful tips on how an organization can obtain the UEID.

1. Obtaining a UEID and registering as an entity are two different processes. Obtaining a UEID is quicker and requires a less intensive validation process. A NCAGE code is not needed for entity validation and to get a UEID, but it is needed for full registration in SAM.

2. For new entities:

- a. Prior to starting entity validation process, an entity should be prepared with documents that:
 - i. shows the entity's legal business name and physical address in the same document and is less than 5 years old;
 - ii. shows the legal business name and start year in the same document, and;
 - iii. 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).
- b. 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.
- c. Additionally there is a general FAQ also maintained by GSA.

3. 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:

- a. 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).
- b. 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).

4. Entities need to regularly check their email – including spam folders – after they have submitted the incident report for emails from fsdsupport@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](https://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](https://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.

5. 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.

6. Requested documents need to be uploaded at sam.gov, not at fsd.gov.

7. 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

2. 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.
3. 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)
4. 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.
5. 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.
6. 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.
7. 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 DAII with a disclosure statement describing this information.
8. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
9. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
10. 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.
11. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
12. 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.
13. 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 Colombia.

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 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)*