



## Digital Frontiers

Request for Proposals (RFP)

No. 2022-13

Digital Development Conference and Digital Development Advisors  
Workshop

Issue Date: November 18, 2022

**WARNING:** Prospective Offerors who have received this document from a source other than the [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) email address, should immediately contact [DigitalFrontiers@dai.com](mailto: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](mailto: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](mailto:DigitalFrontiers@dai.com)

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## Synopsis of the RFP

RFP No.	2022-13
Issue Date	November 18, 2022
Title	Digital Development Conference and Digital Development Advisors Workshop
Issuing Office & Email	Digital Frontiers c/o DAI <a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Deadline for Receipt of Questions	December 2, 2022 5pm EST time, to <a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Deadline for Receipt of Proposals	December 19, 2022, 5pm EST time, to <a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Point of Contact	<a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Anticipated Award Type	Fixed, Time and Materials, or Cost Reimbursable Contract
Basis for Award	An award will be made based on the <b>Trade Off Method</b> . 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 assist in the design and oversee implementation of the Digital Development Conference and Digital Development Advisors Workshop. 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](mailto: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 Fixed, 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.
- A Firm Fixed Price Contract is: An award for a total firm fixed price, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

## 2. General Instructions to Offerors

### 2.1 General Instructions

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

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

Issuance of this RFP in no way obligates DAI to award a contract 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 19, 2022, 5pm EST time**, to be submitted via email to [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com). Please include the RFP number **(2022-13)** 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 to five pages (excluding cover letter, staff 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](mailto:DigitalFrontiers@dai.com) by **December 2, 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 **five (5) pages, excluding staff CVs, past performance matrix, and cover letter.**

Technical proposals shall include the following contents:

#### 1. Technical Qualifications

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

#### 2. Personnel Qualifications

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

#### 3. Past Performance

- The Offeror should provide at least 3 past relevant project examples in past performance matrix per the template in Attachment E along with relevant work samples.

#### 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.

Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach	<ul style="list-style-type: none"> <li>• Technical approach proposes a credible methodology to collaborative event design and understanding of trends in the international digital development field;</li> <li>• Technical approach includes effective, proven approaches for event management and facilitation for multi-stakeholder conference event using hybrid tools and creative use of adult learning techniques for audience engagement.</li> </ul>	9
Personnel Plan and Qualifications	<ul style="list-style-type: none"> <li>• Personnel Plan that demonstrates ability of proposed staff to successfully achieve outlined tasks;</li> <li>• CVs of illustrative personnel who will carry out one or more tasks outlined in the SoW that meet the minimum if not preferred qualifications as specified in the SoW;</li> </ul>	6

	<ul style="list-style-type: none"> <li>• Proven capacity to develop conference materials including agendas, talking points, and other materials;</li> <li>• Proven capacity to manage stakeholder a client engagement;</li> <li>• International Development/Digital Development Experience preferred.</li> </ul>	
Past Performance	<ul style="list-style-type: none"> <li>• At least 3 past project examples in past performance matrix;</li> <li>• Demonstrated experience designing, facilitating, and implementing events;</li> <li>• Proven successes in the international digital development field required.</li> </ul>	9

#### 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](http://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](mailto: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

#### Digital Development Conference and Digital Development Advisors Workshop SCOPE OF WORK

##### BACKGROUND

##### 1. Digital Development Conference

To support the continued implementation of the Agency's [Digital Strategy](#), the USAID Technology Division plans to design, plan, organize, and host the first ever Digital Development conference to bring together USAID staff with industry, government, and think tank leaders to discuss issues and topics that are relevant to USAID staff on technology and digital development.

The hybrid (in-person and online) event will take place over 3 days. The event concept is divided into two phases, first would be a two-day session tailored for USAID staff. Day 1 will focus on the Agency's digital work, emerging trends, and exploring ways to scale digital strategy implementation throughout the Agency. Day 2 will focus on USAID staff engaging with the interagency, private sector, and academic leaders to hear about digital trends, opportunities, and tools to help with the Agency's work.

Day 3 would be open to USAID staff and USAID implementing partners to highlight partner work in digital, and engage with thought leaders in digital development to understand broad trends impacting the development sector.

This event will be developed and include participation from the Digital Sector Council, Digital Development Advisors and Specialists in Missions, and the broader Digital Development Community of Practice at USAID. The objectives of the conference are to:

1. Share best practices and lessons learned through peer-to-peer exchange and discussion with USAID staff, the private sector, civil society, and researchers.
2. Provide an overview of Digital Strategy implementation to date and impact on the Agency as they move from foundation to scale.
3. Have USAID staff learn about the latest issues emerging in the digital development field directly from world experts.
4. Engage USAID partners working on digital development programming to hear about trends/opportunities/challenges
5. Provide and facilitate networking opportunities.
6. Provide training and learning opportunities on current trends in the field.
7. Support an esprit de corps among digital development practitioners at the Agency.
8. Conduct a listening session to gather feedback from the staff about their pain points and where they most need help in areas that fall under training, policy, and programming

While the event is still in the planning stages, the Technology Division expects it to include sessions focused on information sharing and exchange, training, and networking. The selected offeror will be expected to provide technical assistance to the conceptual design and possible thematic approaches the event can take.

##### 2. Digital Development Advisors Workshop

USAID's Technology Division manages the Digital Development Advisors Program. Digital Development Advisors (DDAs) serve as their Mission expert on digital ecosystems and provide guidance on anticipating, recognizing, and reacting to changes and opportunities in these ecosystems. The DDAs are the Mission's primary resource and support for understanding the partner country's digital ecosystem, and helping Missions create open, secure, and inclusive digital development programming. To help support the DDA community and their ongoing work, the Technology Division plans to convene a 5-day facilitated in-person workshop potentially in conjunction with the Agency-wide Digital Conference. The objectives of the workshop are to:

1. Share best practices and lessons learned through peer-to-peer exchange and discussion
2. Build a greater sense of community and provide for networking opportunities among the current DDAs
3. Support the DDAs' role of being Digital Development champions by providing them with information, tools, and opportunities to practice communicating digital development knowledge to others.

## OBJECTIVE

Digital Frontiers seeks qualified firms to support the USAID's Technology Division to plan, facilitate, and implement the Digital Development Conference and Digital Development Advisors Workshop simultaneously in support of the Agency's Digital Strategy.

## TASKS

Digital Frontiers envisions that the selected firm will implement the following activities:

### 1. PRE-EVENT TASKS, DIGITAL DEVELOPMENT CONFERENCE AND DIGITAL DEVELOPMENT ADVISORS WORKSHOP

- Design and conduct a survey with Digital Sector Council representatives before the Digital Development Conference to obtain their input into the design and sessions of the conference. The firm should utilize their knowledge of the digital development field to solicit suggestions from Council representatives that align with current digital trends and Digital Strategy objectives; (Survey 1 of 2);
- Design and conduct a survey with DDAs before the event to obtain their input into the design and sessions of the Digital Development Advisors Workshop. The firm should utilize their knowledge of the digital development field to solicit suggestions from Council representatives that align with current digital trends and Digital Strategy objectives (Survey 2 of 2);
- Work with the Technology Division's Knowledge and Insights (K&I) team to conceptualize and design both the conference and workshop, including using adult learning techniques, such as Knowles Adult Learning Theory, to develop an agenda and curriculum for both events. The firm should act as a thought partner to the K&I team and bring their technical expertise to bear in designing an agenda that reflects the main trends in the digital development field today.
- Additional requirements include drafting an organizer's run of show, conference facilitation guide & talking points, and participant programs;
- Develop materials for both technical and general non-technical sessions, as needed.
- Utilize network to identify potential speakers and help reach out to guest speakers for the conference and/or workshop. The firm should use their contacts to help bring in speakers beyond USAID's network.
- Assist in organizing and managing a conference committee.
- Provide advice to K&I staff on strategies and activities that could produce the desired event results.

### 2. EVENT FACILITATION TASKS, DIGITAL DEVELOPMENT CONFERENCE AND DIGITAL DEVELOPMENT ADVISORS WORKSHOP

- Provide facilitation as well as implementation/production support for the Digital Development Conference and DDA Workshop.
  - Carry out smooth workshop/conference setup, flow and completion of all sessions and arrange suitable support for speakers and high-level guests
  - Deploy designated staff members to assist in-person and virtual attendees with a guest friendly registration process, technical questions and troubleshooting.
  - Oversee workshop coordination and feedback loop keeping client informed about relevant information, addressing live requests and feedback, managing the run of show, and providing time checks in alignment with session agendas.
  - Oversee all hybrid technology during the workshop, including synchronization of content updates, toggling between virtual speakers and presentations, ensuring high quality audio and visual production, promptly addressing any technology challenges, and engaging with virtual attendees as needed.
  - Manage communications throughout the workshop with in-person and virtual speakers, DAI and K&I staff, venue staff, tech operators, staff, and guests, providing direction as applicable.
  - Track remote attendance through the virtual platform, recording attendees for each session and reconciling names and organizations.

### 3. POST-EVENT TASKS, DIGITAL DEVELOPMENT CONFERENCE AND DIGITAL DEVELOPMENT ADVISORS WORKSHOP

- Conduct a survey after the events to collect feedback on workshop and conference benefits and relevance.

- Create and disseminate workshop and conference notes.

#### PROGRAM DELIVERABLES

Upon award, the contractor will be expected to deliver the following according to the approximate schedule, assuming a January 15, 2023 start date:

DIGITAL DEVELOPMENT CONFERENCE	
Milestones	Timeframe
Summary of Pre-Event Survey Results	February 2023
Agenda, Materials, Run of Show, and preparation for the Workshop	March - May 2023
Facilitation, Support, and Execution of the Workshop	June 2023 (*Likely timeframe but exact date TBD)
DIGITAL DEVELOPMENT ADVISORS WORKSHOP	
Milestones	Timeframe
Summary of Pre-Event Survey Results	February 2023
Agenda, Materials, Run of Show, and preparation for the Event	March - May 2023
Facilitation, Support, and Execution of Event	June 2023 (*Likely timeframe but exact date TBD)

#### QUALIFICATIONS

##### REQUIRED QUALIFICATIONS

- Prior experience designing, facilitating, and executing multi-day and hybrid in-person/virtual events.
- Demonstrated success designing and implementing events in the international development/digital development sector;
- Experience in adult learning techniques and developing curriculum and agendas for small group and large group workshops.
- Experience with developing conference materials for speakers and participants.
- Prior experience in client management.

##### PREFERRED QUALIFICATIONS

- Experience working with USAID stakeholders preferred but not required.
- Experience working on two events or more events in a similar timeframe.
- Demonstrated thought leadership within digital development, as evidenced through personnel qualifications, publications, accolades, and past performance;

## 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 2022-13**, issued on **November 18, 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
<b>I. Salaries and Wages</b>					
Person 1	TBD	\$0.00	0		\$0
Person 2	TBD	\$0.00	0		\$0
Person 3	TBD	\$0.00	0		\$0
<b>Total Salaries and Wages</b>			<b>0</b>		<b>\$0</b>
<b>II. Indirect Costs on Labor</b>					
Fringe (full-time employees)					\$0
Overhead on Labor					\$0
<b>Total Indirect Costs on Labor</b>					<b>\$0</b>
<b>III. Other Direct Costs</b>					
<b>1. Project Management Expenses</b>					
Communications		\$0.00	0		\$0
Other (DESCRIBE)		\$0.00	0		\$0
<b>Total Other Direct Costs</b>					<b>\$0</b>
<b>Total Program Expenses</b>					<b>\$0</b>
<b>Indirect Costs on All Costs</b>			<b>0</b>		<b>\$0</b>
<b>Grand Total</b>					<b>\$0</b>

#### 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](http://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							

Links to, or copies of, Work Samples relevant to the above Past Performance:

- 1.
- 2.
- 3.

## 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](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](mailto: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 Proposed Personnel
- ☐ Cost Proposal including budget and budget narrative (*use templates in Attachment C*)