



Digital Frontiers

Request for Proposals (RFP)

No. 2023-06

Democratizing Digital Event Facilitation

Issue Date: April 11, 2023

Key Dates of RFP #2023-06, "Democratizing Digital Event Facilitation,"

Issued on April 11, 2023

A Virtual Bidders Conference will be held on **April 18, 2023 (9am EST)** where you can learn more about this opportunity.

Please join us via this [link](#)!

Deadline to submit written questions about this opportunity:	April 19, 2023 (5pm EST)
Deadline to submit proposals:	May 10, 2023 (5pm EST)
Where to submit questions & proposals:	email only to DigitalFrontiers@dai.com

DigitalFrontiers@dai.com is the sole point of contact at DAI for purposes of this RFP.

Any prospective offeror who fails to confirm their interest with DigitalFrontiers@dai.com assumes complete responsibility if they do not receive direct communications (amendments, answers to questions, etc.) prior to the RFP closing date.

1. Summary of RFP #2023-06

Anticipated Contract Value (in USD)

DAI anticipates awarding one (1) contract with a ceiling amount between \$25,000-\$30,000.

Eligibility: who can apply?

Organizations must meet the following minimum requirements to apply:

- Location: You must have a physical presence in Nairobi, Kenya;
- You must be fully registered to legally operate in Kenya;
- Years of Experience: You must have at least five years of experience coordinating hybrid workshops;
- Language: Applications must be submitted in English;
- There is a **mandatory** requirement for your organization to be fully registered on [SAM.gov](https://sam.gov), with the accompanying UEI and CAGE/NCAGE numbers. For detailed information on registration in the above USG databases, see [Attachment E - Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and UEI](#).

Organizations must submit written proposal to be considered for contract. What must proposals include to be considered for award?

1. **A cover letter**, on company letterhead, using [Attachment A](#) as template. The cover letter must certify a validity period of **90 days** for the prices provided.
2. **A technical proposal (3 pages max) which includes:**
 - o Detailed implementation plan demonstrating how you will achieve tasks specified in Section 2, Scope of Work;
 - o Your organizational capacity and experience to implement the Scope of Work;
 - o Your experience and knowledge of the Nairobi market for event facilitation.
3. **A workplan** (in Gantt chart format) to demonstrate your ability to complete the Scope of Work within the required time period.
4. **A personnel plan (2 pages max)** that includes titles and job responsibilities of your proposed team. The personnel plan must:
 - o demonstrate an effective management and coordination plan for proposed personnel, and;
 - o justify the personnel hours budgeted to complete the Scope of Work;
5. **CVs of personnel**. Each CV should not exceed 3 pages.
6. **A Past Performance Matrix** (see [Attachment C](#) for format) containing at least 3 completed past projects.
7. **A Budget** (\$25,000 - \$30,000 USD max) See [Attachment B](#) for budget format. The budget must:
 - o Reflect accurate, reasonable local market prices;
 - o Include all costs, with as much detail as possible;
 - o Confirm that contractor is responsible for all applicable taxes and fees;
 - o Be fully compliant with local labor and financial regulation.
8. **A Budget Narrative** to explain the budget See [Attachment B](#) for Narrative format. The Narrative must:
 - o Explain and justify each budget line;
 - o Provide enough unit price detail to allow DAI to confirm budgeted prices are reasonable for the Nairobi market;
 - o Submit Proof of Registration in Kenya

2. Scope of Work for Requested Professional Services

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 an emerging USAID priority, including in Sub-Saharan Africa (SSA). The potential of digital development to positively impact many aspects of development, including government transparency and accountability, the strength of civil society, and women's empowerment, is well-documented. There is mounting evidence to support the positive development impact of digital penetration: research shows that for every 10 percent increase in mobile broadband penetration, there is an increase of between 0.82 to 1.4 percent in the gross domestic product (GDP) of countries in Africa (Becker 2021). As a result, digital has become increasingly important to international development policies and practices.

USAID supports programs specifically focused on expanding access to and use of digital technology, as well as sector-focused programs that integrate digital tools to accelerate impact, stretching back for decades. To name a few examples: USAID launched the Leland Initiative in 1996 to help bring early internet connectivity to Africa; launched a funding mechanism focused solely on digital development, Mobile Solutions Technical Assistance and Research (mStar) in 2012; led the endorsement campaign for the Digital Development Principles in 2015; and adopted its first Digital Strategy in 2020.

In our increasingly digitized world, 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. In an effort to understand the potential risks related to increasing digitization, in partnership with USAID's Africa Bureau, Digital Frontiers recently conducted several pieces of research including a [landscape assessment](#) on the intersection between digital development and digital repression in Sub-Saharan Africa; a [Digital Development Mapping](#) Exercise in Sub-Sahara Africa; four sectoral briefs on how digital repression affects programming in agriculture, health, education and economic growth; a legislative analysis of access to information and right to privacy laws in Africa; an analysis on how digital repression affects women; and a social media monitoring report and guide.

Digital Frontiers will work with USAID Africa Bureau to plan and host a workshop focused on the findings of the research. Specifically, to raise awareness of digital risks associated with digital development interventions and provide tools to mitigate risk. The workshop will be hosted in July 2023 and will consist of two days of meetings. The workshop will have a virtual call-in option for participants who cannot travel to the workshop location.

OBJECTIVE

Digital Frontiers seeks a firm to provide logistical support for a two-day hybrid workshop to be held in Nairobi, Kenya in July 2023. Digital Frontiers' Event Communications Specialist will provide draft workshop materials for the facilitation of the workshop.

TASKS

PRE-WORKSHOP TASKS

- Gather all required information and context from Digital Frontiers and the Event Communications Specialist
- Develop a detailed workplan and timeline for workshop facilitation with Digital Frontiers and USAID/Africa
- Review and provide feedback on proposed agenda and other workshop materials from an event planning perspective
- Coordinate with Digital Frontiers and USAID/Africa on event space and set up
- Coordinate communication with speakers as needed
- Coordinate event registration and invitations
- Provide feedback on the run-of-show and anticipate all associated production needs
- Provide project and logistic management for the event planning and execution to ensure the event is implemented smoothly

- Track the invitations list and all RSVPs, both in-person and virtual.
- Prepare and update run of show prior to the workshop launch, providing a full event breakdown outlining segments, speakers, stage set-up, projector screen content, interactivity, location, room layout, times and relevant notes
- Run through the plan and ensure that speakers, hosts, DAI and other staff are comfortable and prepared for their event roles and responsibilities
- Additional tasks as determined by DAI and USAID team

DURING-WORKSHOP TASKS

- Manage virtual workshop participation technology in coordination with the vendors and manage communications during the workshops.
- Work with USAID/Africa and Digital Frontiers project staff to ensure smooth setup, flow and wrap-up of all workshop sessions.
- Oversee workshop coordination and ensure discussion is moving according to the workshop session agendas.
- Work with USAID and Digital Frontiers project staff to ensure appropriate coordination and support for event speakers.
- Ensure smooth participant registration process.
- Manage relations with workshop venue vendors, especially with regards to catering and audio visual equipment, and work with vendors to troubleshoot any issues that may arise during the workshop. Please note: Offeror is expected to provide catering but the venue will be provided by USAID.
- Provide virtual note takers to take notes from each workshop session and record and transcript workshop sessions to supplement notes.

AFTER WORKSHOP TASKS

- Promptly prepare and distribute post-workshop survey to source anonymous feedback from workshop participants, such as questions regarding workshop objectives, clarity of content, relevancy to job responsibilities, impacts on existing digital risks knowledge, etc.
- Perform analysis and summary of survey results and share the qualitative/quantitative analysis with Digital Frontiers and USAID/Africa
- Provide post-workshop report with final participation list, photos, final agenda, workshop session notes, feedback survey analysis and recommendations/key outcomes from the discussion.

TIMEFRAME and REPORTING

The implementer will report to the Democratizing Digital Program Manager and collaborate closely with the Democratizing Digital team. The period of performance will be three - four months.

QUALIFICATIONS

Required

- At least 5 years of previous experience in coordinating workshops with virtual component.
- Physical presence in Nairobi, Kenya but able to conduct planning meetings with EST time zone

Preferred

- Proven relevant experience with the international development sector
- Experience with USAID preferred

3. Evaluation of Proposals: How will the contractor be selected?

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated below 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. Conversely, a lower priced offer may be selected despite a lower technical score, if DAI determines that price is the primary factor to realize value for money. DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach	<ul style="list-style-type: none">• Technical Approach includes effective, proven approaches to event management and facilitation for multi-stakeholder workshops.• A workplan that demonstrates how the offeror will approach and achieve the work in the required timeframe.	6 points
Personnel Plan	<ul style="list-style-type: none">• Personnel Plan demonstrates ability of proposed staff to successfully achieve outlined tasks.• Proposed personnel should demonstrate strong event management and writing and communication skills.	6 points
Past Performance	<ul style="list-style-type: none">• At least 3 past project examples in past performance matrix.• Demonstrated experience facilitating hybrid events.	6 points
Total Points		18 points

Attachment A: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.
DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP 2023-06**, issued on **April 11, 2023**. 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.

Attachment B: Budget and Budget Narrative Template

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

Budget Narrative Template

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

Salaries and Wages

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

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

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).

Please submit Proof of active business or organizational registration in Kenya.

3.1 Attachment C: 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							

Attachment D: 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 A*)
- ☐ Technical Proposal not exceeding three (3) pages
- ☐ Workplan (Gantt Chart)
- ☐ Past Performance Matrix (*use template in Attachment C*)
- ☐ CVs/bios of Proposed Personnel
- ☐ Cost Proposal including budget and budget narrative (*use templates in Attachment B*)

Attachment E: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and UEI

Background: Summary of Current U.S. Government Requirements

There are mandatory requirements for Contractors to obtain the following items/registration before a contract of any kind can be awarded. Without registering in the required databases, DAI cannot deem an Offeror to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a contract resulting from this RFP is contingent upon the winner providing a UEI, a CAGE/NCAGE code, and proof of registration in the SAM.gov system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate Offeror.

CAGE/NCAGE Code

The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code before registering in SAM.

- Link to the CAGE/NCAGE Code request: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Link to CAGE/NCAGE code request instructions: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

System for Award Management (SAM) Registration

You must have an active registration with www.SAM.gov to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

- U.S. Registrants:
 - 1) Your Legal Business Name and Physical Address
 - 2) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
 - 3) Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)
- International Registrants:
 - 1) Your NATO Commercial and Government Entity (NCAGE) Code

Follow this link to create a Sam.gov user account and register your organization: <https://sam.gov/content/entity-registration>

Unique Entity ID (UEI)

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

For new entities:

- Prior to starting entity validation process, an entity should be prepared with documents that: (1) shows the entity's legal business name and physical address in the same document and is less than 5 years old; (2) shows the legal business name and start year in the same document; and, (3) shows legal business name and US state of Incorporation (for US entities) or National Identifier (for non-US entities). If any documents are in a language other than English, they must be accompanied by certified translations (see the link below for more details).
- This GSA guide has detail on documentation requirements. It includes a downloadable document outlining what type of documentation is acceptable, general guidelines, and guidance on translations.
- Additionally there is a general FAQ also maintained by GSA.

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

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

Entities need to regularly check their email – including spam folders – after they have submitted the incident report for emails from 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.

Once they are contacted by the EVS agent, the entity will have 5 days to respond, or the incident report will be automatically closed and they will have to start again. If the entity needs more time, they should respond to the EVS agent and communicate this. If the ticket is closed, when the entity starts a new one they should include the original ticket number in the Comments Section. Requested documents need to be uploaded at sam.gov, not at fsd.gov. Once the FSD agent has confirmed the entity has been validated, the entity is not done! It will need to go back to [SAM.gov](https://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.

Attachment F: Full Instructions and Legal Terms and Conditions

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.

Contractual Mechanisms

The contracting mechanism applied is subject to change during negotiations. Acceptable contracts include:

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.

RFP Purpose

DAI, the implementer of the USAID-funded Digital Frontiers program, invites qualified offerors to submit proposals to provide communications and workshop support for a two-day workshop to be held in Nairobi, Kenya in July 2023. The requested services are fully detailed in Section 2 of this RFP.

Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to DigitalFrontiers@dai.com by **April 19, 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.

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 **May 10, 2023, 5pm EST time**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number **(2023-06)** in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Technical proposals are limited to **two to three pages (excluding cover letter, workplan, personnel plan, staff bios/CVs, and past performance matrix)**.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

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 C).
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.

Inspection and 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.

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.

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.

Source and Nationality

Under the authorized geographic code for its Agreement DAI may only procure goods and services from the following countries. DAI **will not** exercise the option to seek a waiver to these requirements if selected Offeror is registered in a country outside of Geographic Code 937.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries" excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <https://www.usaid.gov/ads/policy/300/310maa> and <https://2012-2017.usaid.gov/sites/default/files/documents/1876/310mab.pdf> respectively.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the exclusions for prohibited countries outlined above.

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 C - Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and UEI.

Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or contractors/subgrantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- DAI, as prime contractor of U.S. federal government contracts, must report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Organizational Conflict of Interest –The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
6. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
7. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
8. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.