



Digital Frontiers

Request for Proposals (RFP)

No. 2022-06

Digital Strategy: Digital Literacy Online Training

Issue Date: April 7, 2022

WARNING: Prospective Offerors who have received this document from a source other than the DigitalFrontiers@dai.com email address, should immediately contact DigitalFrontiers@dai.com and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to contact DigitalFrontiers@dai.com assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation, questions and answers, or other communications will be issued from DigitalFrontiers@dai.com

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Synopsis of the RFP

RFP No.	2022-06
Issue Date	April 7, 2022
Title	Digital Literacy Online Training
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	April 13, 2022, 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	May 2, 2022, 5pm EST time, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	Firm Fixed Price Contract
Anticipated Budget	\$50,000 - \$70,000
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 develop a series of interrelated, short videos for both Washington, DC and Mission-based USAID staff on identified digital literacy topics. A detailed Scope of Work is included as Attachment A of this RFP.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with DigitalFrontiers@dai.com assumes complete responsibility if they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Contract. This contract type is subject to change during negotiations. 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 **May 2, 2022 at 5pm EST**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (2022-06) 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 **three (3) to five (5) pages (excluding supporting documents detailed below)**.

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 **60 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 **April 13, 2022 at 5pm EST time**. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed via email to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate attachment from cost proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”. Technical proposals are limited to **three (3) to five (5) pages**, excluding personnel CVs, past performance matrix, and cover letter.

Technical proposals shall include the following contents:

1. Technical Qualifications

- Explanation of how the Offeror will achieve the tasks specified in Attachment A, Scope of Work
- Workplan, demonstrating the approach, sequence, and management components involvement in providing the services described in Attachment A

2. Personnel Plan and 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 and References and video portfolio (6 video samples)

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

All offers that meet the proposal requirements will be reviewed by the review panel.

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

Criteria	Evaluation Sub-criteria	Maximum Points
Video Production Technical Approach	<p>Technical approach demonstrates the firm's ability (and any proposed partners) to complete, without contracting out of work the required task(s) from the scope of work and have access to a studio, camera, sound, and light equipment to shoot live interviews.</p> <p>Preference will be given to offers that:</p> <ul style="list-style-type: none"> • Have the necessary skills, personnel, and resources to develop a video from start to finish, including storyboarding, filming, animating, and editing • Have experience producing videos that include high quality animation and live interviews 	6
Digital Literacy Technical Approach	<p>Technical approach demonstrates the firm's ability (and any proposed partners) to develop and complete training content for video. Preference will be given to offers that:</p> <ul style="list-style-type: none"> • Experience designing and developing digital literacy training content for online trainings • Previous experience working with USAID • Demonstrated technical expertise in digital literacy • Ability to co-facilitate participants based in the US and in countries which USAID works 	6
Personnel Plan and Workplan	<ul style="list-style-type: none"> • Personnel Plan demonstrates the ability of proposed staff to successfully achieve outlined tasks • CVs of illustrative personnel who will carry out one or more tasks outlined in the SOW • Workplan is feasible and realistic. 	3

Past Performance	<ul style="list-style-type: none"> At least 3 video samples illustrating the offeror's quality of work Examples of past online training materials Preference will be given to offerors that complete video production (planning, storyboarding, production, post-production) internally Preference will be given to offerors that have produced training content in support to USAID programs and/or initiatives. 	3
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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. 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.

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 Unique Entity ID (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.

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.

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 Unique Entity ID (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."

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>

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

Digital Literacy Online Training

Digital Frontiers is a \$75 million buy-in mechanism available to USAID Bureaus and Missions from 2017 to 2023. 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

USAID launched the Agency's first ever Digital Strategy in April 2020, led by the ITR/T Division. It is the Agency-wide vision for development and humanitarian assistance in the world's rapidly evolving digital landscape. The Digital Strategy is implemented through four tracks and 17 initiatives.

- The Digital Upskilling initiative is part of track four: "Build the USAID of Tomorrow." The Digital Strategy is enabling the Agency's staff to become digital leaders in development, increase coherence between our digital practice and policy, and align existing digital priorities with budgetary backing. This initiative, in particular, helps USAID staff to understand digital development by providing training and professional development opportunities.
- The Digital Literacy initiative falls within track two: "Helping Partners Navigate Opportunity and Risk." "The Digital Literacy initiative aims to support USAID staff in understanding the importance of digital literacy, how to utilize it within their work, and for USAID to build connections with other thought leaders, all with the intention of delivering digital development interventions safely with maximum benefit for end users.

While digital literacy is a critical success factor for any USAID activity that involves a digital component, a lack of understanding around digital literacy is not uncommon. Ensuring that users can engage with and utilize a digital intervention safely and appropriately is key to a successful digital development activity.

The Digital Frontiers team is working with Digital Upskilling and Digital Literacy initiative teams to develop an online training consisting of a series of short videos to advance development via improving digital literacy practices within USAID programming. The online training will provide USAID staff skills and knowledge needed to better serve our communities.

OBJECTIVE

The objective is to upskill USAID staff on how to integrate digital literacy in the USAID program cycle and in USAID priority sectors. Each video in the training will build on each other and bring together the best practices and guidance on how to integrate digital literacy in programming. The training will also potentially include supplemental materials as additional resources to further enhance knowledge.

TASKS

The training will consist of a series of interrelated, short videos for both Washington, DC and Mission-based USAID staff on identified digital literacy topics. The contractor is to develop:

- Four, high-quality short videos (approximately five minutes each). Videos should include high-quality animations, voiceover, and live interviews. For an example of the expected video quality, please see this [series of videos on 5G from Axios](#).

Note: *Vendor is expected to conduct interviews in a studio using professional grade camera, audio, and lighting equipment. If the vendor does not have access to a studio, Digital Frontiers expects the vendor to rent a studio and have staff on site to manage recording and sound under this agreement.*

The contractor will also provide project management and oversight of video development, including maintaining and managing content development, ensuring all teams stay on track and meet deadlines, and facilitation support.

Task 1: Produce a workplan for training

- Hold a kick-off meeting with appropriate USAID and Digital Frontiers team members to understand the vision of Digital Literacy training objectives – including scope, content to be adapted, audience, training length, and approach.
- Build a workplan that clearly lays out timelines for deliverables, key milestones, responsible parties, and other necessary resources.
- Consult with USAID and DAI throughout to utilize content (toolkits, primers) for the content development.

Task 2: Develop learning objectives and refine the target audience

- Hold a technical meeting with appropriate USAID and Digital Frontiers team members to discuss and validate the Digital Literacy training objectives and target audience
- Ensure that learning objectives and target audience receive a thorough review process and identified USAID technical reviewers receive as much time as they need to review and provide feedback. **This may include multiple rounds of edits and integrating feedback.**

Task 3: Develop outline for Digital Literacy training

- Conduct additional meetings and workshops with Digital Frontiers and USAID to develop and design training content outline.
- The overall outline of the Digital Literacy training should include an outline of each of the short videos (4 videos) identifying themes, topics, and short descriptions for 409-each video. The outline should also explain how the videos interrelate and achieve a main training objective.
- Ensure that the outline receives a thorough review and USAID technical reviewers receive as much time as they need to review and provide feedback. **This may include multiple rounds of edits and integrating feedback.**

Task 4: Develop a script for each video (4 videos)

- Develop a script for the videos (4 videos, up to 5 minutes each) based on the approved outline.
- Conduct additional meetings and workshops with Digital Frontiers and USAID, as needed.
- Ensure that the script receives a thorough review process and USAID technical reviewers receive as much time as they need to review and provide feedback. **This may include multiple rounds of edits and integrating feedback.**

Task 5: Create storyboards for each video (4 videos)

- In close collaboration with the content development team at Digital Frontiers and USAID, develop a storyboard for each video (4 videos, approximately 5 minute each) based on the approved script, including any visuals, graphics, voice overs, or other visual effects for the videos. The storyboards should lay out how live interviews will be incorporated with animation and visuals.
- Suggest elements and techniques for best conveying the messages in the scripts. These elements and techniques might include high-quality animation, voice-over, and live interviews. For an example of the expected video quality, please see [this series of videos on 5G from Axios](#).
- Conduct additional meetings and workshops with Digital Frontiers and USAID, as needed.
- Ensure that the storyboards receive a thorough review and USAID technical reviewers receive as much time as they need to review and provide feedback. **This may include multiple rounds of edits and integrating feedback.**

Task 6: Produce drafts of videos (4 videos)

- Produce drafts of videos (4 videos, up to 5 minutes each) for initial feedback and commenting.
- Ensure that the videos receive a thorough review and USAID technical reviewers receive as much time as they need to review and provide feedback. **This may include multiple rounds of edits and integrating feedback.**

- Final videos should be:
 - Videos are to be hosted on USAID's Learning Management System platform (or on the USAID Youtube Channel), which will allow USAID staff to access training content and participate individually at their convenience.
 - The following requirements must be met by all content creators and vendors before submitting a request for training to be uploaded to the [USAID University](#):
 - Include high-quality animation, voiceover, background music, closed captioning, and live interviews.
 - Live videos must be filmed in a studio with professional grade camera, audio, and lighting equipment.
 - Videos must be produced in HD 1080p and be compatible to post on Facebook, YouTube, Twitter, and LinkedIn.
 - Submission of the final version of the videos for USAID staff must meet the below requirements for uploading to USAID platforms:
 - All online training content developed must be [SCORM](#) 1.2 compliant
 - All online training content must run on the agency PC standard configuration with agency approved software
 - All online training content must not require Adobe Flash Player to run
 - All online training content must be [section 508 compliant](#)
 - All online training content must follow USAID branding guidelines
 - All online training content packages must be no larger than 250MB in size
 - All online training content videos should have copy-edited closed captions
 - All online training content packages must not contain outside references to content (player, video, image, or other media references)
 - A sample training module should be submitted to test the compliance with the USAID learning platform

Note: Vendor is expected to conduct interviews in a studio using professional grade camera, audio, and lighting equipment. If the vendor does not have access to a studio, Digital Frontiers expects the vendor to rent a studio and manage recording and sound under this agreement.

Task 7: Pilot

- Schedule a pilot of the training with identified USAID participants.
- Prepare logistics and facilitate the pilot. The vendor should run the logistics of the pilot as well as facilitate the sessions with support from DAI and USAID.
- Gather and analyze feedback from pilot attendees and develop an action plan for revising videos.

Task 8: Submit final products (4 videos)

- Revise videos based on feedback from pilots conducted by DAI and USAID. **Note:** The feedback from the pilot might include content revisions as well as animation, design, or style changes.
- Produce the final videos.

PROGRAM DELIVERABLES

Upon award, the contractor will be expected to deliver the following according to the approximate schedule.

Deliverable	Format	Deadline
Task 1: Workplan	Word Document or PPT	Week 2 of the contract
Task 2: Validated Learning Objectives & Target Audience	Word Document or PPT	Week 4 of the contract
Task 3: Develop Outline of the Short Videos	Word Document or PPT	Week 6 of the contract

Task 4: Script for Short Videos (4 videos)	Word Document or PPT	Week 10 of the contract
Task 5: Storyboards for Videos (4 videos)	Word Document or PPT	Week 12 of the contract
Task 6: Draft Short Videos (4 videos)	MP4	Week 15 of the contract
Task 7: Pilot	Word Document or PPT	Week 18 of the contract
Task 8: Final Short Videos (4 videos)	MP4	Week 22 of the contract

Note: Due to the required USAID clearance process, the contractor might experience delays in receiving approval for some deliverables.

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 2022-06**, issued on **April 7, 2022**. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures)>.

I certify a validity period of 60 days for the prices provided in the attached Cost Proposal. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

9.3 [Attachment C: Budget and Budget Narrative Template](#)

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

Budget Narrative Template

The following narrative follows the format of the budget.

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 Unique Entity ID 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 an IQC or Task Order contract resulting from this RFP is contingent upon the winner providing a UEI number, 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/entity-registration>

Unique Entity ID (UEI)

By April 4, 2022, the federal government will transition away from the DUNS Number to the new Unique Entity ID (SAM), or ‘UEI,’ for entity identification of federal awards government-wide.

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

9.5 [Attachment E: Past Performance Table Template](#)

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Reference(s) Name, email and/or phone	Client Name and Address	Cost in US\$	Start-End Dates	Problem(s) Encountered and Resolutions
1							
2							
3							
4							
5							

9.6 Attachment F: Representations and Certifications of Compliance

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

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

TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

a. TRAVEL COSTS

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

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

b. FLY AMERICA ACT RESTRICTIONS

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

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

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

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

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

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

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

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

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

- a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,
- b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or

- c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

c. DEFINITIONS

The terms used in this provision have the following meanings:

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

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

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

(4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of 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*) with links to 6 video samples
- ☐ CVs/bios of Team lead and staff
- ☐ Cost Proposal including budget and budget narrative (*use templates in Attachment C*)