

Request for Proposal (RFP)

No. RFP-CDMX-0011

Call “COURT MANAGEMENT”

Call for Court Management.

Issue Date: March 31, 2023

WARNING: Participants who have received this document from a non-DAI source should immediately contact adquisiciones@conjusticia.mx and provide their name and mailing address to ensure receipt of any changes to the RFP or other communications. Any potential bidder who does not register interest assumes full responsibility if it does not receive communications before the closing date. Any amendments to this request will be issued and published by email.



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1. Proposal Request (RFP) Overview

Dear Supplier

DAI GLOBAL LLC, the implementer of the USAID-funded **ConJusticia** Program for Strengthening State Criminal Justice Institutions, invites qualified organizations to submit fees to provide the products and services described in this request, as appropriate:

1. RFP No.	RFP-CDMX-0011
2. Issue Date.	March 31, 2023.
3. Headline.	Courts Management
4. Issue Office & E-mail/Domicile for Submission of Proposals.	Proposals should be submitted in electronic format to: adquisiciones@conjusticia.mx
5. Deadline for Receiving Questions.	6:00 p.m. Mexico City local time, April 07, 2023, to: adquisiciones@conjusticia.mx
6. Deadline for Receiving Proposals.	6:00 p.m. Mexico City local time, April 14, 2023, to: adquisiciones@conjusticia.mx
7. Contact Point	adquisiciones@conjusticia.mx
8. Advance Award Type.	<p>Subcontract</p> <p>The request for proposal does not oblige DAI in any way to grant a subcontract or purchase order and participants will not be reimbursed for any costs related to preparing their proposal.</p> <p>General Terms and Conditions that will apply to the award and evaluation of the Selection Committee:</p> <ol style="list-style-type: none">1. Work Scope and delivery place – as provided in Exhibit A.2. Each supplier should specify how long it considers for delivery according to its capabilities.3. Participants must assume all responsibility for the safety of equipment and/or services until they have been delivered and accepted by DAI.4. Payment terms will be negotiated at the time of executing the purchase order. DAI calls for suppliers to offer their best payment terms in the proposals submitted.5. Participants must be financially responsible and have adequate financial resources to complete their sales process.6. Prices must include all costs imposed for the service rendering.
9. Awarding Terms and Conditions.	The award shall be made based on the process of selecting the lowest and technically acceptable price source. The award shall be made to the responsible bidder presenting the lowest price assessed and meeting or exceeding the acceptability requirements of the technical/non-economic factors described in this RFP.

2. Request for Proposal

10. General instructions for participants.	<ul style="list-style-type: none"> Proposals must be submitted before 6:00 p.m., Mexico City local time on April 14, 2023, to: adquisiciones@conjusticia.mx Late bids will be rejected, except in extraordinary circumstances at DAI's discretion. <ul style="list-style-type: none"> Participants should submit proposals electronically via e-mail: adquisiciones@conjusticia.mx Request for Proposal (RFP) number and activity title should be provided in the e-mail subject line. Participants must confirm in writing that they fully understand that their proposal must be valid for a period of thirty (30) days by executing Exhibit C: Cover letter. Participants should <u>sign and date</u> their proposals. Quotations must show unit prices and total prices. Proposals must be fixed in US dollars.
11. Proposal Request (RFP) questions.	<p>Questions related to the Request for Proposal (RFP) must be submitted by 6:00 p.m. Mexico City local time, April 07, 2023, to adquisiciones@conjusticia.mx Each participant is responsible for carefully reading and fully understanding the terms and conditions of this Request for Proposal (RFP). All communications relating to this request must be made only through adquisiciones@conjusticia.mx and must be sent by email no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested participants, no later than two working days after the deadline for their receipt.</p>
12. Technical specifications, technical acceptability requirements, and assessment.	<p>Final delivery is required no later than April 14, 2023.</p> <p>In addition to meeting requested specifications, participants are required to meet or exceed the significant factors at no cost listed below:</p> <ol style="list-style-type: none"> The supplier selected as the winner must pass the required DAI checks, including local checks. (Vetting). Unique Entity ID (UEI) (explained in the instructions contained in Exhibit E, only if applicable under item 16). The source, origin, and nationality of the services are not from a prohibited country (explained below). Ability to meet required or proposed delivery or performance schedules. Participants must demonstrate that they have adequate financial resources to perform the work and deliver all goods and/or services within the required delivery schedule and acceptance of the DAI payment terms at the time of delivery and DAI acceptance on the cover letter. Participants must demonstrate that they have more than three (3) years of professional experience in the field by completing Exhibit D of this application and attaching a minimum of 3 reference letters. It is essential to send personal or institutional CVs, as the case may be. Participants should attach to their proposal a folder that includes Proof of current fiscal position (no more than 3 months) and opinion of compliance with fiscal obligations (last in force). Have previous experience working with USAID (desirable). <p>The purpose of the assessment process is to determine which of the proposals submitted in response to the request best meets the needs. Each proposal will be evaluated based on the assessment criteria and sub-criteria indicated in the following table.</p>

	If the proposal does not meet one or more requirements, it will be considered technically unacceptable. Technically unacceptable proposals contain significant weaknesses or deficiencies that cannot be corrected without further revision or restructuring of the original proposal.	
	Criteria	Score
	<p>1. Previous capacity and experience</p> <p>Proven experience and expertise working on transformations of processes in the prosecution system within the judicial powers that include a focus on users of criminal justice services, gender, and social inclusion approach, as well as proven experience in transferring capacities to criminal justice institutions and implementing innovations in judicial management.</p> <p>Broad capacity in the generation of networks that group and professionalize the profile of the court manager.</p>	<p>Extensive verifiable experience, 20 scores.</p> <p>Previous experience, 10 scores.</p> <p>Irrelevant experience, 5 scores.</p> <p>No previous experience, 0 scores.</p>
	<p>2. Project rationale and design</p> <p>Is the design innovative, creative, and realistic? Is the approach clear, and are the means (activities) consistent with the intended purpose(s)?</p>	<p>Very good, 20 scores.</p> <p>Good, 10 scores.</p> <p>Average, 5 scores.</p> <p>Poor, 0 scores.</p>
	<p>3. Potential impact on the areas of judicial management of the Judiciary.</p> <p>Is the project likely to improve the Court's massive attention to cases, as well as its mainstreaming of the GESI and user-care approach? Is there evidence of participation and involvement, presence, and influence at the local level? Is there evidence of the implementation of innovations in judicial management? Is there an impact on the formation of the Managers Network to improve the Courts' judicial management?</p>	<p>Very good, 30 scores.</p> <p>Good, 15 scores.</p> <p>Average, 5 scores.</p> <p>Poor 0 scores.</p>
	<p>4. Profitability</p> <p>Is the cost reasonable in terms of expected results?</p>	<p>Very good, 10 scores.</p> <p>Good, 7 scores.</p> <p>Average, 5 scores.</p>

		Poor, 0 scores
	5. Gender Equality and Social Inclusion (GESI) approach Does the project entail a differential approach to Gender Equity and Social Inclusion?	Very good, 10 scores. Good, 7 scores. Average, 5 scores. Poor, 0 scores
	6. Potential for sustainability. Is it likely that the project or its benefits will continue once the grant funding is complete? It entails an alliance with a local or international actor to evaluate the performance of the courts or follow up with the Judicial Managers Network.	Very good, 10 scores. Good, 7 scores. Average, 5 scores. Poor, 0 scores
	TOTAL:	100 SCORES
13. Prohibited Technology	Suppliers SHALL NOT provide goods and/or services using telecommunications and video security products of 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, under FAR 52,204-25.	
14. Determination of Liability	DAI will not sign any agreement with a supplier before ensuring the supplier's liability. When assessing a supplier's liability, the following factors are considered: <ol style="list-style-type: none"> 1. The winning supplier will be investigated, and the documentation required for supplier registration with DAI Mexico will be requested. 2. Evidence of Unique Entity ID (UEI) is provided, if applicable. 3. The source, origin, and nationality of the services are not from a prohibited country. 4. Evidence of adequate financial resources to deliver goods is provided. 5. The ability to meet the required or proposed delivery date is demonstrated. 6. A history of past satisfactory performance is demonstrated. 7. Evidence of qualifications and eligibility to perform work under demonstrated applicable laws and regulations. 	
15. Geographic Code	<ul style="list-style-type: none"> • According to the geographic code authorized for the agreement, DAI can only purchase goods and services from the following countries. • Geographic code 937: Goods and services of the United States, the cooperating country, and "developing countries" other than "advanced developing countries: Excluding prohibited countries. A list of "developing countries" and "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. • DAI should verify the source, nationality, and origin of goods and services and ensure (to the greatest extent possible) that DAI does not contract any services from the prohibited countries listed by the Office of Foreign 	

	<p>Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction made by a third party if that transaction was prohibited if DAI made it.</p> <ul style="list-style-type: none"> By submitting a quote in response to this RFP, participants confirm that they are not violating the source and nationality requirements and that the services comply with the Geographic Code and exclusions for prohibited countries.
16. Unique Entity ID (UEI)	<p>All U.S. and foreign organizations that receive first-level subcontracts and/or purchase orders with a value of US\$ 30,000 or more, require a Unique Entity ID (UEI) to be obtained before executing the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the prior fiscal year was less than US\$ 300,000. DAI requires bidders to sign the self-certification statement if the Bidder claims the waiver for this reason.</p> <p>For those who need to obtain a Unique Entity ID (UEI), refer to Exhibit E: Instructions for obtaining a Unique Entity ID (UEI).</p> <p>Those who are not required to obtain a UEI must complete the UEI waiver self-certification included in this application.</p>
17. Compliance with Terms and Conditions	<p>The participant must be aware of the general terms and conditions for an award resulting from this Request for Proposal (RFP). The selected participant shall comply with all Representations and Certifications of Compliance listed in Exhibit B.</p>
18. Anti-corruption and anti-bribery policy and reporting responsibilities	<p>DAI conducts its business under the highest ethical standards to ensure fair competition, reasonable prices, and success in the execution or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> - Any request for bribery, payola, payment of help, or gratuity in the form of payment, gift, or special consideration by a DAI employee, a government official, or their representatives, to influence an award or approval decision. - Any offer of a bribe, payola, payment of help, or gratuity in the form of payment, gift, or special consideration by a bidder or subcontractor to influence an award or approval decision. - Any fraud, such as misstatement or omission of information to benefit the bidder or subcontractor. - Any collusion or conflict of interest in which an employee, consultant, or representative of DAI has a business or personal relationship with a director or owner of the bidder or subcontractor that may appear to be unfairly beneficial to the bidder or subcontractor. Subcontractors should also avoid collusion or conflicts of interest in their supplier acquisitions. Any such relationship must be immediately reported to DAI Management for review and action, including possible exclusion from the award. <p>Such acts of corruption are not tolerated and may have serious consequences, such as termination of the award and possible suspension and disqualification by the U.S. Government, excluding the bidder or subcontractor from participation in future U.S. Government business. The bidder, subcontractor, or DAI personnel must immediately report any attempt at corruption or its existence to</p> <ul style="list-style-type: none"> - Anonymous Ethics and Compliance Hotline in (USA) +1-503-597-4328 - Hotline website - www.DAI.ethicspoint.com, or - E-mail to ethics@dai.com

	<p>- USAID Office of the Inspector General Hotline at hotline@usaid.gov</p> <p>By signing this proposal, the bidder confirms its adherence to this standard and guarantees that no attempt will be made to influence AID or government personnel through bribery, gratuities, aid payments, illegal fees, or fraud. The Bidder also acknowledges that violation of this rule may result in termination of the contract, reimbursement of funds not permitted by the corrupt actions, and possible suspension and disqualification by the United States Government.</p>
19. Ethics of Procurement	<p>By submitting a proposal, participants certify that they have not attempted or will not attempt to bribe or make any payments to DAI employees in return for their preference, nor have any payments been attempted with terrorists or terrorist support groups. Any such practice is an unethical, illegal, and corrupt practice, and Bidders or DAI personnel may report these violations to the anonymous toll-free Ethics and Compliance Hotline at +1 855-603-6987 through the DAI website or by e-mail at FPI_hotline@dai.com</p>

1.1 Exhibit A: SoW

The Program for the Strengthening of State Criminal Justice Institutions (ConJusticia) aims to help the Mexican Criminal Justice System address current levels of impunity by promoting greater effectiveness in prosecuting high-priority crimes, thus improving accountability and public trust in government.

ConJusticia aims to support the Criminal Justice Systems (SJP, Spanish abbreviation) of the states of Chihuahua, Coahuila, Hidalgo, Nayarit, San Luis Potosi, Sonora, Zacatecas, and one more state to be defined.

The activity will be implemented to achieve the following three specific objectives:

- Objective 1: Individual justice sector institutions use data and analysis and streamline internal processes to fully prioritize and prosecute high-level serious criminal cases.
- Objective 2: Justice sector actors within the various institutions collaborate through the institutions in policies, operations, resource allocation, information exchange, tools, and processes that result in better monitoring and reductions in impunity.
- Objective 3: The results of institutional strengthening, collaboration, and reform are sustainable over time through lasting partnerships among key local stakeholders (GOM, individual states, civil society, and the private sector).

2. RATIONALE

More than five years after the criminal accusatory system entered into force throughout the country, most of the country's state judicial powers have basic hearing management systems. The vast majority of these only meet initial process models; some have been adapted according to the short-term needs, increased workloads, or the scope of their budgets, and so many have yet to be strengthened since their implementation.

On the other hand, the increase in crime rates in recent years, which affects the whole justice system, has impacted the functioning of the courts, as the prosecution of cases has also increased.

Faced with this context in which there are spaces for process improvement and increased workloads, courts are increasingly demanding resources for both human and infrastructure management. On the one hand, however, budget increases are far-flung and insufficient; on the other hand, there needs to be more than creating new courts to solve the fundamental problem. Indeed, compared experience shows that it is preferable to focus on the introduction tools, methodologies, or management mechanisms that address the mass entry of cases into the courts and their appropriate and efficient resolution.

On the other hand, it is necessary to consider that the judicial administrations are the point of support of the persons prosecuting for the hearings, and the effectiveness of their function requires technological and methodological innovation schemes that contribute to providing the elements needed by judges for the development of their only function: to deliver justice.

In addition to the above, it is also noted that on some occasions, the person who heads the Judicial Administration lacks the professional competence to do so. In some cases, they are persons with training in administration; in others, they are engineers or lawyers; in so many others, the function is carried out by a judge. This is explained by a lack of knowledge, mistrust, or lack of specialized human resources in the institution.

The eligible profile of the position requires minimum standards not only of administration, including issues related to the proper organization, optimization, and improvement of processes within an institution, as well as the management of statistical data and information, assessment and monitoring processes, and the proper use of resources, but also basic knowledge of jurisdictional processes. In most cases, however, this knowledge is acquired on the fly by the person designated to perform the role.

In this context, and to shorten the learning curves and enhance skills in the field, it is necessary to support the creation of a network that groups and links the administrators of the country's judiciary, also serving as a space for continuing education and even, as a certification center, in a similar way to what happens in other countries, while considering the transfer of skills through a trainer-of-trainers group.

Such managers' network could also serve as a space to exchange peers' experiences, innovations, and good practices in judicial management (methodologies, protocols, tools, etc.) that can even standardize case management between courts in various states to streamline proceedings in cases requiring inter-court collaboration. Thus, for example, communication mechanisms (letters rogatory) could be strengthened among the judges and other processes.

On the other hand, the centrality of the Amparo *proceeding* in Mexican forensic practice has discouraged the generation and management of state precedent systems, which allow local judges to know the criteria maintained by their peers and, with it, to promote the jurisprudence dialog, encourage legal certainty, and solidify the local legal culture in favor of all SJP operators.

This call aims to support initiatives that help create and operate systems for consultation and/or monitoring of local jurisdictional precedents in criminal matters, used by the management departments of the state courts, and accessible, in principle, throughout the judges of the target states.

Ideally, such systems should aim to be interconnected among States and accessible to all judges in the respective jurisdictions.

The managers' network and the precedent systems should represent a turning point in the constant improvement of the quality with which criminal justice is managed and administered in the target states.

3. INDICATORS

- 1.2.1 # of USG-assisted courts with improved case management systems
- 1.2.2 # of improved management systems and tools adopted by criminal justice institutions
- 2.1.1 % decrease in average time for all case resolutions in State Courts
- 2.2.1 % decrease in average case resolution time for high-priority cases

4. CALL PURPOSE

4.1 General Purpose

Contribute to the strengthening of the operational capacities of the judicial powers (of the ConJusticia target states) through the implementation of management mechanisms that support judicial work by creating a managers network that, through collaboration between peers, it has an impact on the constant strengthening of the competences required to exercise this function, as well as the development of systems of consultation and/or monitoring of judicial precedents.

4.2 Specific Objectives

1. Promote establishing a national network of judicial managers for professionalization and updating between peers through the exchange of information, experiences, innovations, and good operational practices that also allows managing collaboration and resolution of cases between state courts through a trainer-of-trainers group.
2. Implement innovative methodologies aimed at the courts' judicial management to facilitate the analysis and/or consultation of case precedents that support the development of judicial work.

5. (Suggested) ACTIVITIES

Suggested Activities related to the Specific Objective 1

- Develop a methodological proposal for the formation of a National Network of Judicial Managers, which integrates the professionalization and continuing education of the guild, trainer of trainers, as well as the exchange of experiences, innovations, and good practices in the judicial management of state courts, under the following elements:
 1. Conceptual, operational, governance, and any other elements that contribute to the theoretical and practical formation of the Managers Network, including the tools, protocols, and/or methodologies for their operation.
 2. Identify the various key actors and institutions in the program states relevant to network consolidation, operation, and sustainability.
 3. Training model for the trainer-of-trainers group.
 4. Participatory strategy, in conjunction with ConJusticia, to implement the Network in the target states and, at the national level, through a trainer-of-trainers group.
 5. Strategies and mechanisms for disseminating and exchanging practices among the persons administering the courts target through webinars, online conferences, and face-to-face events, among others, to foster a sense of community.
 - Work plan to generate a trainer-of-trainers group of judicial managers through the administrators of the 8 courts targeted by the program.
 - Presentation of the model developed before the National Court Commission (CONATrib) to initiate the integration of a Judicial Managers Network.

Suggested Activities related to the Specific Objective 2

- Implement in the areas of judicial management a system of judicial precedents that supports judges from at least three target states to identify previous decisions issued that can serve as a basis for the resolution of new cases with similar characteristics.

The strategy should consider the following elements or stages:

 - Identify the areas of opportunity and strengths of the three judicial branches regarding their technological capabilities to implement such a system.

- Develop an implementation plan appropriate to the technological level and the specific conditions of each state judiciary considering the resources, alliances, roles, rules, and other elements and/or assumptions relevant to implementation.
- The implementation plan should consider at least the following:
 - Strategic, operational, and sustainability lines of the proposed interventions for the system implementation.
 - Development of methodology, mechanism, teaching materials, operational manuals, and, in general, tools necessary or suitable for the system adoption.
 - Definition of a collaboration strategy with the program where the needs, requirements, or the type of information and/or accompaniment ConJusticia could provide for achieving the objectives are identified.
 - Development of a methodology for training or coaching judicial managers, their work teams, and jurisdictional personnel for the system adoption and proficiency in the new process installed.
 - Presentation and transfer of the completed system and methodology to the National Court Commission (CONATRI) so that it can be replicated in the country's judicial branches.

6. EXPECTED RESULTS / PRODUCTS

Based on general and specific objectives, the results aligned to the products delivered are:

Product	Delivery/Completion Date	Monitoring medium(s)
1. Methodological proposal for the formation of the Managers Network including the strategic operation guidelines and the critical implementation path.	At the end of the 3rd month	Report on sessions with ConJusticia, including attendance, next steps, and agreements.
2. Communication protocol and sustainability methodology through a trainer-of-trainers group.	At the end of the 9th month	Report on sessions with ConJusticia, including attendance, next steps, and agreements.
3. Final report including specific suggestions for the consolidation and sustainability of the Judicial Managers Network.	At the end of the 12th month	Report on sessions with ConJusticia, including attendance, next steps, and agreements.
4. Methodological proposal and prototype of the monitoring and/or consultation system of state judicial precedents.	At the end of the 5th month	Report on sessions with ConJusticia, including attendance, next steps, and agreements.
5. System of monitoring and/or consultation of state judicial precedents.	At the end of the 10th month	Report on sessions with ConJusticia, including attendance, next steps, and agreements.

6. <i>Final report including specific suggestions for the consolidation and sustainability of the monitoring and/or consultation system of state judicial precedents.</i>	<i>At the end of the 12th month</i>	<i>Report on sessions with ConJusticia, including attendance, next steps, and agreements.</i>
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Objective 1

In the same sense as objective 1, the product to be delivered is the proposal for the formation of the National Judicial Managers Network, which will strengthen the exchange of practices between managers of various courts and strengthened operational communications between courts.

In addition, the first trainer-of-trainers group will be initiated, which will generate the work to create the first group in Mexico of court administrators to professionalize, train its members, and strengthen leadership within the courts, improving communication with the administrative staff, also with the judges to trust on the overall optimization of the resources in their charge.

In addition, capacities will have been transferred to the target courts' managers and to CONATRIB, to maintain, operate, and give sustainability to the network through a participatory strategy using the tools, protocols, and/or methodologies for their operation.

Objective 2

Based on this objective, the product delivered will be the **system of monitoring and/or consultation of judicial precedents**, which in addition to increasing the efficiency degree in case management, will also contribute to the jurisdictional work by providing judges, digital tools to solve in audience based on similar cases previously identified.

The above considers the implementation in three target courts, which, by their technological and management capabilities, will adopt the system before designing tools, system documentation, and transferable manuals.

Finally, for sustainability, the system should consider the transfer element within its implementation model to present itself to CONATRIB as a model that the different courts of the country can adopt.

7. CHARACTERISTICS OF THE ACTORS WHO CAN PARTICIPATE IN THIS CALL

- More than 5 years of incorporation.
- More than 5 years of proven experience and expertise working on the subject (transformation of processes in the Judiciary and specialized GESI approaches)
- Demonstrable capacity to carry out efficient process transformations with a focus on users of criminal justice services, transfer of capacity to criminal justice institutions, and implement innovations in the field.
- Have the technical capacity and proven experience in implementing criminal justice management processes focused on the gender and social inclusion perspective.
- Overall capacity in the generation of networks that group and professionalize the profile of the court manager.
- Demonstrable capacity in implementing improvement programs in court management, either at the national or international level.
- Having a presence in the state and liaison capacities with the authorities, as well as with other civil society organizations, international organizations, and academia at the local, regional, national, or international level.

8. STAKEHOLDERS WHO CAN PARTICIPATE

The shareholders expected to participate in the call are international organizations with prestige and proven experience in implementing processes, innovations, or projects that improve the Courts' operation efficiency, as well as universities or consulting agencies with these characteristics.

9. GEOGRAPHIC SCOPE

The call will be aimed at implementing the program's target states. Bidders may be organized either within the target states or in different states, even outside of Mexico.

10. SUPERVISION

The supervision and monitoring from the technical area to the project implementation will be carried out by Sandra Yadira Vazquez Flores, Chief Justice Court Administration.

11. AGREEMENT TYPE AND PAYMENT METHOD

Subcontract \$100 K

12. ASSESSMENT CATEGORIES AND CRITERIA

Criteria	Score
1. Previous capacity and experience. Proven experience and expertise working on transformations of processes in the prosecution system within the judicial powers that include a focus on users of criminal justice services, gender, and social inclusion approach, as well as proven experience in transferring capacities to criminal justice institutions and implementing innovations in judicial management. Broad capacity in the generation of networks that group and professionalize the profile of the court manager.	Extensive verifiable experience 20 scores. Previous experience 10 scores. Irrelevant experience of 5 scores. No previous experience 0 scores
2. Project rationale and design Is the design innovative, creative, and realistic? Is the approach clear, and are the means (activities) consistent with the intended purpose(s)?	Very good 20 scores. Good 10 scores. Average 5 scores. Poor 0 scores
3. Potential impact on the areas of judicial management of the Judiciary. Is the project likely to improve the Court's massive attention to cases, as well as its mainstreaming of the GESI and user-care approach? Is there evidence of participation and involvement, presence, and influence at the local level? Is there evidence of the implementation of innovations in judicial management? Is there an impact on the formation of the Managers Network to improve the Courts' judicial management?	Very good 30 scores. Good 15 scores. Average 5 scores. Poor 0 scores
4. Profitability. Is the cost reasonable in terms of expected results?	Very good 10 scores. Good 7 scores. Average 5 scores; Poor 0 scores

5. Gender Equality and Social Inclusion (GESI) approach Does the project entail a differential approach to Gender Equity and Social Inclusion?	Very good 10 scores. Good 7 scores. Average 5 scores. Poor 0 scores
6. Potential for sustainability. Is it likely that the project or its benefits will continue once the grant funding is complete? It entails an alliance with a local or international actor to evaluate the performance of the courts or follow up with the Judicial Managers Network.	Very good 10 scores. Good 7 scores. Average 5 scores. Poor 0 scores

13. GLOSSARY/REFERENCES

To know some terms and references that support the call, it is suggested to consult the following:

Sáez Martin, Jorge Eduardo. *“La Organización y Administración de los nuevos Tribunales: la otra reforma.”*
Editorial Metropolitana, Santiago-Chile, 2007.

<file:///C:/Users/SVazquez/OneDrive%20-%20DAI/Documents/Libros%20y%20art%C3%ADculos/Gesti%C3%B3n%20de%20Juzgados.pdf>

https://sistemasjudiciales.org/wp-content/uploads/2018/08/notasgenerales_jevargas-1.pdf

1.1.1 Prices Table

The proposals should be presented separately as indicated in the previous section and adapted according to the table shown below, to evaluate each one.

#	Product Name	Amount	Description	Unit Price	Total Price
1	List the products and/or services involved.				
2					
GRAND TOTAL					\$

DAI will reject any defective or damaged product/service and remove it from the final invoice, and the supplier must replace it immediately.

DAI reserves the right to contract the services contained in this RFP with the suppliers chosen.

Participants may bid for some or all the required services, depending on the availability of the items/services to deliver.

The tax (VAT) will be included on a separate line.



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1.2 Exhibit B: Compliance Representations and Certifications

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS).
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub-awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply with FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, the Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that it appropriately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. 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.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities, and individuals providing services in connection with the performance of a 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, Bidders 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.

1.3 Exhibit C: Cover letter

We, the undersigned, submitted the attached proposal following number **RFP-CDMX-0011** of April 14, 2023.

I certify a thirty (30) day validity period for the prices provided.

I certify our financial responsibility and acceptance of DAI's payment terms on final delivery.

Our proposal will be binding on us subject to modifications resulting from any discussion.

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

Authorized signature: _____

Signer Name and Title: _____

Name or Business Name: _____

Address: _____

Phone: _____

Email: _____

Company Seal:



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1.4 Exhibit D: Past performance information

Include references that best illustrate your work experience relevant to this Request for Proposal (RFP), sorted in decreasing order of completion date.

Services should have been carried out in the last three years. Services performed in the past five years may be considered at the discretion of the assessment committee.

#	Project Title	Description of activities (including the presented portfolio)	Location	Customer Name/ Phone Number	Cost in USD	Start - End Dates	Completed according to scheduled calendar (Yes/ No)	Completion Letter Received ? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (Fixed price, Refundable cost)
1									
2									
3									
4									
5									



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1.5 Exhibit E: Self-certification for UEI requirement exemption (SAM) and instructions for obtaining a unique entity ID (UEI)

Legal Business Name: _____

Address: _____

City: _____

Country: _____

Certifier Signature: _____

Certifier Full Name
(Surname, First/Second Name): _____

Certifier Title: _____

Certification Date (mm/dd/yyyy): _____

The sub-contractor/supplier whose legal business name is provided in this document certifies that it is an organization exempt from obtaining a UEI number since the gross income received from all sources in the previous fiscal year is less than US\$ 300,000.

* By submitting this certification, the certifier attests to the accuracy of the statements and certifications contained in this document. Certifier understands that s/he/they and/or subcontractor/supplier may be subject to sanctions if s/he does not adequately represent the subcontractor/supplier in any of the statements or certifications to the prime contractor and/or the U.S. Government. * The subcontractor/supplier agrees to allow the prime contractor and/or the U.S. Government to verify the company name, address, or other information contained herein. Certification validity is one year from the date of certification.

Unique Entity ID (UEI)

Rio Amazonas No. 44 Oficina 201, Col. Cuauhtémoc
Cuauhtémoc C.P. 06500 CDMX

www.dai.com

f t in @daiglobal

The Unique Entity ID (UEI) is a system developed and managed by SAM.gov that assigns a unique identifier to a business entity. It is a common global standard and users include: The United States Government, the European Commission, and the United Nations. The UEI number will be used to better identify related organizations receiving federal funds from the United States and to provide consistent name and address data for electronic systems.

The U.S. Government requires that all monetary grant participants and all subcontracts or purchase orders equal to or greater than US\$ 30,000 must obtain a UEI number before DAI issues a contract/agreement in its favor.

Note: It is a mandatory requirement that your organization provides DAI with a UEI (SAM) number.

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations that receive subcontracts/purchase orders with a value of or above US\$30,000 are required to obtain a UEI number before executing the agreement. Your organization is exempt from this requirement if the gross income received from all sources in the previous fiscal year was less than US\$300,000. Please see the enclosed self-certification form.

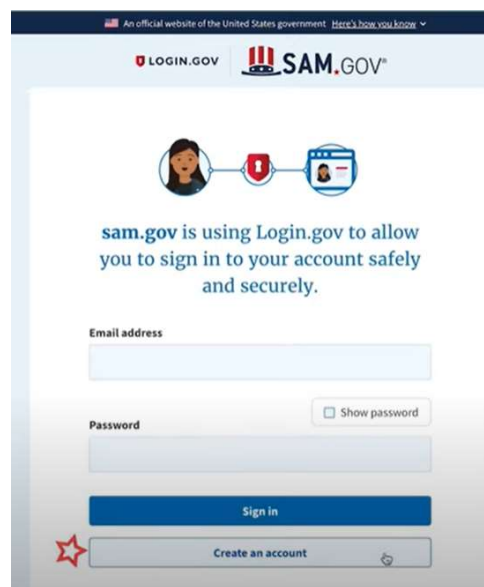
II. MONETARY GRANTS: All foreign entities that receive monetary grants (standard, simplified, and fixed obligation) with a value of US\$25,000 or more and that perform work outside the United States must obtain a UEI (SAM) before executing the agreement. All United States organizations that receive monetary grants of any value are required to obtain a UEI number (SAM); only the exemption for foreign organizations of less than \$25,000 applies.

“SUBCONTRACTS/PURCHASE ORDERS OR MONETARY GRANTS EQUAL TO OR GREATER THAN US\$30,000 WILL NOT BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A UEI NUMBER.”

Process to obtain a UEI number (SAM)

THE PROCESS FOR OBTAINING A UEI (SAM) NUMBER IS DESCRIBED BELOW:

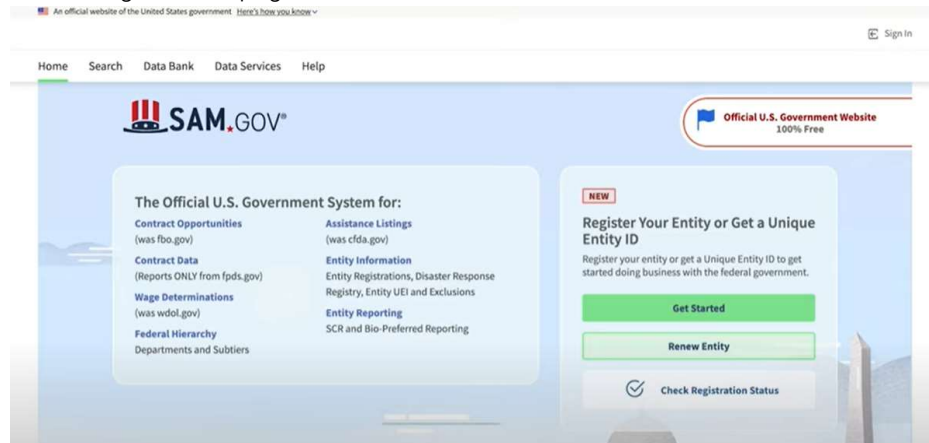
1. Have the following information ready to request a unique UEI Entity ID (SAM)
 - a. Company's Name
 - b. Tax Domicile
 - c. SAM.gov account (this is a user account, not the actual company record at SAM.gov).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov
 1. Click "Sign In" in the upper right corner.
 2. Click "Create an account."



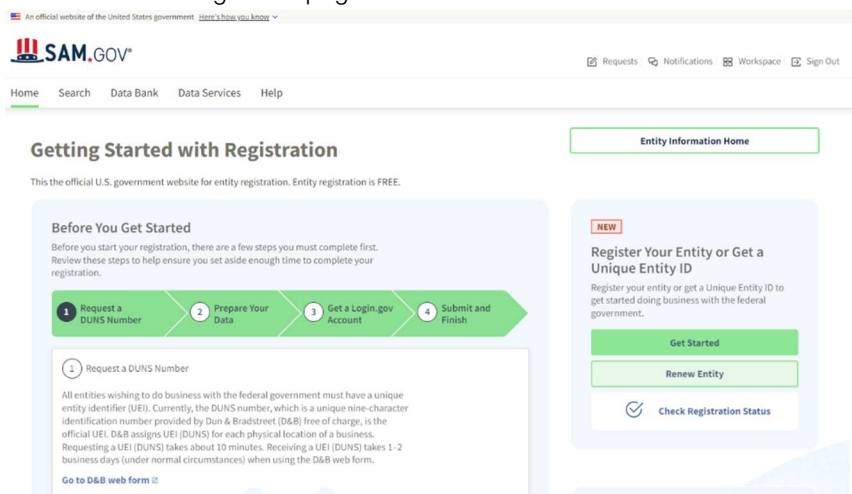
3. Choose the account type:
 - a. Create an individual user account to perform tasks such as registering/updating your entity, creating and managing exclusion records, or viewing FOUO-level data for entity records.
 - b. Create a system user account if you need system-to-system communication or if you are performing a data transfer from SAM to your government database system. Complete the requested information, and then click "Send".
4. Click "DONE" on the confirmation page. You will receive an email confirming that you have created a user account in SAM.
5. Click the validation link in the email containing the activation code within 48 hours to activate your user account. If the link in the email is not hyperlinked (that is, it is underlined or appears in a different color), copy the validation link, and paste it into your browser's address bar. You can now register an entity.

NOTE: Creating a user account does not create a record in SAM, nor does it update/renew an existing record in SAM.

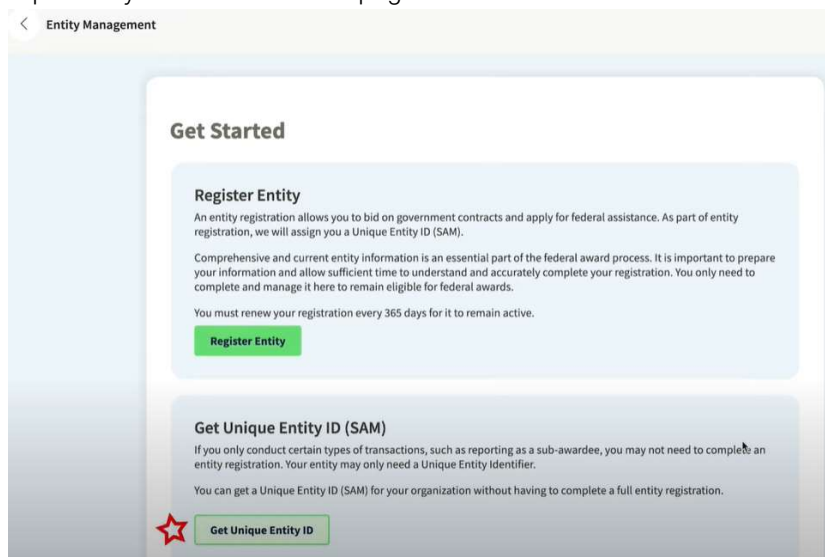
- Once you have registered as a user, you can get a unique Entity ID by selecting the "Get Started" button on the SAM.gov home page.



- Select "Get Started" from the log home page.



- Select "Get Unique Entity ID" from the home page.



- Enter the entity information.



- a. If you already have a DUNS number, make sure your company's legal name and physical address are correct and match the entity's information, up to the capitalization and punctuation, used for DUNS registration.
6. When ready, select "Next"
7. Please confirm your company details.



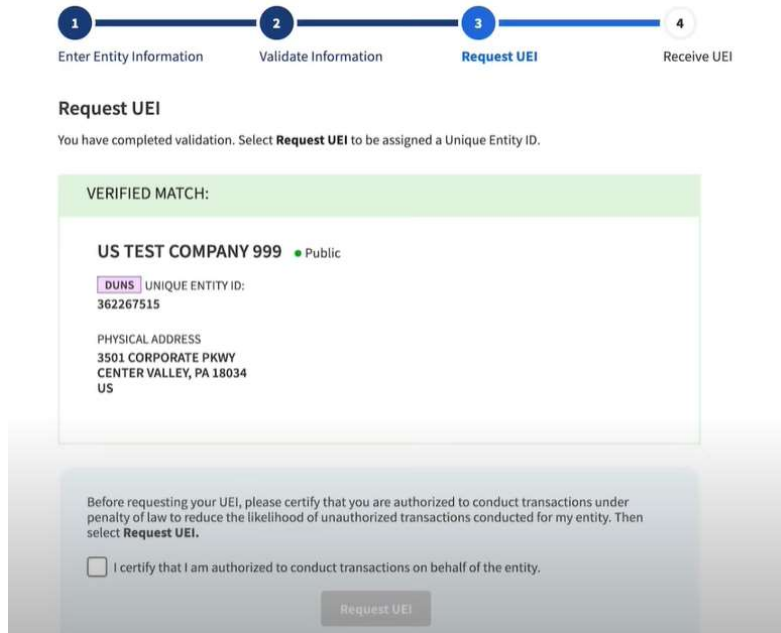
- a. On this page, you have the option to restrict the public search for this information. "Allow the selected record to be a public viewing record." If you clear this check box, only you and federal government users will be able to search and view entity information, and entities such as DAI will not be able to independently verify that you have an Entity Unique Identifier (SAM).

☒ **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#).

< Previous
✕ Cancel
> Next

8. When ready, select "Next"
9. Once validation is complete, select "Request UEI" to be assigned a unique entity identification (SAM). Before applying for your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions for the entity.



1 Enter Entity Information 2 Validate Information 3 **Request UEI** 4 Receive UEI

Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS | UNIQUE ENTITY ID:
362267515

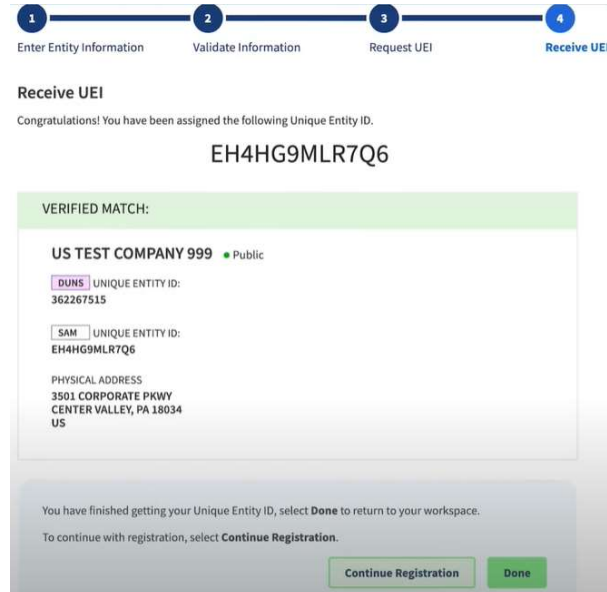
PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

☐ I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The unique ID of the entity will be displayed on the next page. SAM.gov will send a confirmation email with your unique Entity ID.



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 **Receive UEI**

Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS | UNIQUE ENTITY ID:
362267515

SAM | UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

Continue Registration Done

11. If you need to view the SAM unique entity ID in the future or update the organization information, log in to SAM.gov and go to the "Entity Management" widget.