

Amendment No. 2
to
ACE-RFP-001

Clean Energy Emission Reduction (CLEER) Tool

RFP Issue Date: October 17, 2023

Amendment No.2 Issue Date: November 1, 2023

This Amendment is issued:

1. To remove the deadline for receipt of questions and accept questions on a rolling basis.

The details of the Amendment are as follows:

1. In the Synopsis to the RFP on pg. 3, "Deadline for Receipt of Questions", delete "17:00 EST; November 17, 2023" and replace it with "Questions will be accepted on a rolling basis".
2. Delete Section 2.3 Questions Regarding the RFP in its entirety and replace it with:

"Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Questions, requests for clarification or additional information must be submitted in writing via email to ACE-Procurement@ace-program.org. Questions may be submitted on a rolling basis and will be responded to via email to all interested Offerors. No questions will be answered by phone. Any verbal information received from a DAI or ACE 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 in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above."

End of Amendment.

Except as provided herein, all other terms and conditions of the RFP remain unchanged.

Amendment No. 1

to

ACE-RFP-001

Clean Energy Emission Reduction (CLEER) Tool

RFP Issue Date: October 17, 2023

Amendment No.1 Issue Date: October 26, 2023

This Amendment is issued:

1. To answer the questions received before the deadline for receipt of questions. The deadline for receipt of questions was October 23, 2023, no later than 17:00 EST.

The details of the Amendment are as follows:

1. Answers to questions from RFP recipients:

| Question No. | Question | Answer |
|--------------|---|--|
| 1 | Can DAI clarify whether USAID will assign a COR and that the awardee will have a direct reporting structure to the USAID COR during subcontract implementation for all technical direction and approvals? And what approvals, reporting, communications, etc. engagement structure with DAI vs. USAID will be required during implementation? | USAID will not assign a COR to manage the CLEER Tool activity. This activity is being implemented by the Advancing Capacity for the Environment (ACE) program which does have an assigned COR. The awardee will not have a direct reporting structure to the USAID COR and all administration of the subcontract, including approvals, reporting, MEL, invoicing, payments, compliance etc, will be managed by DAI. Technical direction will however come from the USAID Energy Activity Manager and other Energy team personnel, in collaboration with ACE staff. |
| 2 | Will DAI confirm that cost and technical proposals should be submitted in two separate emails as described in section 4.1 of the RFP? | Section 4.1 requires that cost proposals should be submitted in a separate document to the technical proposal; but as per section 2.1 both documents should be submitted in the same email. |
| 3 | Will DAI consider short resumes for proposed personnel attached as an annex to the technical proposal to supplement the two page Management Approach and | Yes. |

| | | |
|---|--|---|
| | Personnel Qualifications section? | |
| 4 | Will DAI consider revising this section to make technical evaluation factors, when combined, to be considered significantly more important than cost/price factors to align with section 5.1 of the RFP? | Section 5.1 outlines DAI's approach to making a best value determination which does not necessarily mean that technical evaluation factors are more important than cost/price factors. In this RFP's case, the evaluation committee will consider cost/price factors as approximately of equal importance to technical factors. |

End of Amendment.

Except as provided herein, all other terms and conditions of the RFP remain unchanged.

Advancing Capacity for the Environment (ACE)

Request For Proposals (RFP)

ACE-RFP-001

Clean Energy Emission Reduction (CLEER) Tool

Issue Date: Oct 17, 2023

WARNING: Prospective Offerors who have received this document from a source other than the ACE Program, ACE-Procurement@ace-program.org, should immediately contact ACE-Procurement@ace-program.org and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued via email.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

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Synopsis of the RFP

| | |
|--|--|
| RFP No. | ACE-RFP-001 |
| Issue Date | October 17, 2023 |
| Title | Clean Energy Emission Reduction (CLEER) Tool |
| Issuing Office & Email Address for Submission of Proposals | Advancing Capacity for the Environment (ACE); ACE-Procurement@ace-program.org |
| Deadline for Receipt of Questions | 17:00 EST; October 23, 2023 |
| Deadline for Receipt of Proposals | 17:00 EST; November 17, 2023 |
| Point of Contact | ACE-Procurement@ace-program.org |
| Anticipated Award Type | Time and Materials |
| 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 Advancing Capacity for the Environment (ACE) program, invites qualified offerors to submit proposals to supply and deliver the online Clean Energy Emission Reduction (CLEER) Tool in support of program implementation.

ACE is a global USAID program that facilitates the Agency's ambitious work to fight climate change, conserve biodiversity and manage natural resources, improve land governance, and expand access to secure, modern energy and resilient infrastructure. The program strengthens capacities for technical leadership and effective programming through integrated support in four areas: communications, knowledge management, training, and organizational development.

The USAID [Clean Energy Emission Reduction \(CLEER\) Tool](#) offers Operating Units (OUs) and Implementing Partners (IPs) a methodology and calculation framework to estimate the impact of clean energy activities on greenhouse gas (GHG) emissions reductions.

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 this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a Time and Materials subcontract. This subcontract type is subject to change during the course of negotiations. A Time and Materials Subcontract is an award that allows the acquisition of supplies or services based on direct labor and materials at cost. It has two primary components: Labor (Time) and Non-labor (Materials).

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Subcontractor", 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 subcontract 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 17:00 EST, November 17, 2023 and must be submitted via email to ACE-Procurement@ace-program.org. The RFP number (ACE-RFP-001) and title of the activity (Clean Energy Emission Reduction (CLEER) Tool) must be stated in the subject line of the email. Cost and technical proposals must be submitted together in the same email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.

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 and company stamp/seal (digital) 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. Questions, requests for clarification or additional information must be submitted in writing via email to ACE-Procurement@ace-program.org by 17:00 EST, October 23, 2023. No questions will be answered by phone. Any verbal information received from a DAI or ACE 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 in writing 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 submitted in a separate document from cost/price proposals, and shall be clearly labeled as "ACE-RFP-001 VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents

1. Technical Approach (50 points) - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work. Four (4) pages maximum.
 - a. Timeline (5 points) - Please provide a timeline that corresponds to the technical approach, including taking over the CLEER Tool by February 2024 and fully implementing the core activities. Additional activities should also be included in the timeline, noting that these are of lesser priority than the core activities.
 - b. Core activities (30 points) - Please describe your approach to implementing the core activities identified in the SOW, including the specific tools, configurations, technologies, and methodologies.
 - c. Additional activities (15 points) - Please describe your approach to implementing the additional activities identified in the SOW, including the specific tools, configurations, technologies, and methodologies.
2. Management Approach and Personnel Qualifications (30 points) – Description of the Offeror's staff assigned to the project, including the roles and responsibilities in relation to the scope of work. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. Two (2) pages maximum.
 - a. Management approach; staffing structure; roles and responsibilities (20 points)
 - b. Personnel qualifications (10 points)
3. Corporate Capabilities (10 points) - Describe any organizational expertise, tools, services, technologies, initiatives, or other capabilities, directly relevant to the scope of work and how these capabilities will support the overall approach. Half (0.5) page maximum.

4. Past Performance (10 points) – Provide a list of at least three (3) recent projects of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F. One (1) page maximum.

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not scored, but for overall evaluation purposes of this RFP, technical evaluation factors, when combined, are considered approximately equal to cost/price factors.

| Evaluation Criteria | Evaluation Sub-criteria | Maximum Points |
|--|---|-------------------|
| Technical Approach | a) Timeline (5 points) b) Core activities (30 points) c) Additional activities (15 points) | 50 points |
| Management Approach and Personnel Qualifications | a) Mgmt Approach; staffing structure; roles and responsibilities (20 points) b) Personnel Qualifications (10 points) | 30 points |
| Corporate Capabilities | | 10 points |
| Past Performance | | 10 points |
| Total Points | | 100 points |

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be submitted in a separate document from technical proposals, and shall be clearly labeled as “ACE-RFP-001 VOLUME II: COST/PRICE PROPOSAL”.

A budget template is attached in a separate document alongside this RFP. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services are not eligible for VAT exemption under the DAI prime contract. The Subcontractor 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.

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. Provide evidence of the required business licenses to operate.
2. Evidence of an Unique Entity ID (SAM) (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having 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.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI.

| No. | Description | Due Date |
|-----|------------------|--|
| 1 | Annual Work-Plan | Within 20 days of award |
| 2 | MEL Plan | Within 45 days of award |
| 3 | Quarterly Report | 10 days following the end of the quarter |
| 4 | Annual Report | 15 days following the end of the fiscal year |

7. 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 subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 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 G.

8.2 Prohibited Technology

Bidders 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 FAR 52.204-25.

8.3 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries", excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/310maa> and <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>, respectively. (An "advanced developing country" means any country categorized by the World Bank as an upper middle income country according to its gross national income per capita. Goods and services with an advanced developing country source or nationality are only eligible under 937 when the procurement is for a USAID program in that advanced developing country, i.e., it is the "cooperating" or "recipient" country).

8.4 Unique Entity ID (SAM)

There is a **mandatory** requirement for your organization to provide an Unique Entity ID (SAM) to DAI. Without an Unique Entity ID (SAM), DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Offerors who fail to provide Unique Entity ID (SAM) will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain an Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM)- DAI'S Vendors, Subcontractors

For those not required to obtain a Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement

9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
 - Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
 - Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
 - Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor.
- Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at <https://oigportal.ains.com/eCasePortal>

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications

Statement of Work for Clean Energy Emission Reduction (CLEER) Tool

I. BACKGROUND

The USAID Clean Energy Emission Reduction (CLEER) Tool is an online web-based application that offers Operating Units (OUs) and Implementing Partners (IPs) a methodology and calculation framework to estimate the impact of clean energy activities on greenhouse gas (GHG) emissions reductions. USAID has supported the creation and operation of the CLEER Tool since 2014. Based on the continued need for standardized reporting on emissions reductions to meet Agency reporting requirements and growing Mission demand for support with this accounting, USAID plans to continue to maintain the CLEER Tool and update it as needed.

USAID requires OUs/IPs to submit an annual Performance Plan and Report (PPR) for activities implemented. USAID encourages OUs/IPs to use the CLEER Tool to calculate their results reported under the standard indicators¹ Economic Growth (EG) 12-6² and EG.12-7³. EG.12-6 requires OUs/IPs to report the estimated GHG emissions reduced or avoided by USG assisted clean energy programs while EG.12-7 asks to report the projected GHG reduced or avoided. The CLEER Tool represents a pivotal advancement in the calculation for EG.12-6 and the emissions trajectories for EG.12-7.

The CLEER tool has not been static, however. It has been regularly updated and improved to support Agency needs. It evolved from a protocol, to an excel calculator, to an online application that is predominantly used by OUs/IPs to calculate results. During 2023, significant updates have been made to reflect changes into EG. 12-7 and the addition of a new energy efficiency indicator EG.12-8⁴. Additional adjustments or improvements are anticipated to be needed in accordance with Agency priorities and may range from routine updates of the default data embedded in the tool's calculations to the development of new modules or functionalities.

¹ [FY23 Climate Standard Indicator Handbook](#)

² EG.12-6: Greenhouse gas (GHG) emissions, estimated in metric tons of CO2 equivalent, reduced, sequestered, or avoided through clean energy supported by USG assistance

³ EG.12-7: Projected greenhouse gas emissions, estimated in metric tons of CO2 equivalent, reduced, sequestered, or avoided through clean energy actions as supported by USG assistance

⁴ EG.12-8: Expected lifetime energy savings from energy efficiency or energy conservation, as a result of USG assistance

USAID, through Advancing Capacity for the Environment (ACE), seeks to identify a partner to maintain, update, and expand the CLEER Tool in accordance with Agency needs.

This statement of work (SOW) serves as a foundational framework, detailing the tasks and objectives to be accomplished. This SOW is designed to provide a flexible structure that can be adapted to accommodate potential modifications or the inclusion of additional tasks as the project evolves and specific needs arise in the future over the three years of the sub-award (Feb 2024 – May 2027). In addition, the prioritization of tasks is subject to annual adjustments contingent upon budgetary considerations.

The following tasks are defined in three categories, and each category contains two distinct kinds of activities. The core activities will be prioritized to ensure the continued functionality of the tool, while additional activities will be identified and executed in consultation with USAID and ACE based on specific future requirements and the available budget.

II. TASKS OF THE STATEMENT OF WORK

A. CLEER Tool Hosting and Maintenance

The primary task is to facilitate the hosting and maintenance of the CLEER Tool within an online environment, ensuring convenient accessibility for OUs/IPs. Presently, the tool is managed by ICF International, Inc., and its maintenance and hosting is assured until March 2024.

Core activities:

1. Hosting the CLEER Tool: Continued hosting of the CLEER Tool as well as the maintenance and security of its server environment. Application should allow for continued user access to the tool by USAID staff and their external implementing partners.
2. Embedded data upkeep: The functionality of the CLEER Tool is established upon globally acknowledged data, such as fuel emission factors, to execute computations and estimate GHG reduction and avoidance. As new data is available, the Contractor will evaluate and determine the necessity of procuring and updating the dataset, thereby ensuring the tool's accuracy and relevance.
3. Troubleshooting: With ongoing usage, users may identify bugs and issues that require modifications to the tool's source code or other components. In coordination with the ACE team and the USAID Activity Manager, necessary problem fixes can be prioritized and grouped into batches based on their level of importance upon detection.
4. Review and update of CLEER Tool supporting documents: The majority of CLEER Tool's

online materials (e.g., User Guides, Factsheet, and CLEER Protocol) are available on the [Support & Resources website](#) and were last updated in 2019. These documents need to be reviewed and updated.

Additional activities:

5. User experience analysis and identification of needs: Collect data on user experience (via surveys, interviews, or other) to identify desirable technical modifications or ways to improve the tool's usability to ensure that it continues to be a dependable and useful tool for advancing USAID's clean energy and emissions reduction goals.
6. CLEER Tool usage report: Provide the ACE team and USAID Activity Manager an end-of-reporting year summary of the OUs/IPs that uses reported projects within the Tool. This will allow ACE, the ACE Contracting Officer's Representative (COR), and USAID's Energy Division to cross reference use of the Tool with data being reported in USAID's PPR process.
7. CLEER Tool modifications and improvements: Modify and/or expand the tool in accordance with identified user needs. This could include creating modules to enable users to calculate GHG emissions reductions from other types of activities (e.g., electric vehicles, cross-border trade, etc.) not currently covered by existing CLEER modules.

B. OUs/IPs Reporting Support

The second task is to provide user support to USAID OUs/IPs in utilizing the CLEER Tool. This should include flexible, on-demand support to answer user questions as they arise, as well as training, guidance, and other didactic materials.

Core activities:

1. Help line: Maintain and provide user support through the CLEER Tool helpline for OUs/IPs. This help line allows users to report bugs as well as request assistance and training in utilizing the tool. The Contractor will use the helpline to identify and prioritize these assistance requests.
2. CLEER Tool assistance: Based on requests from OUs or from the ACE COR, provide ad hoc assistance or training (in-person or on-line) to OUs/IPs in the use of the CLEER Tool to report on required indicators.
3. Annual reporting training: Annually, the contractor will update CLEER Tool training materials and provide online training to assist OUs/IPs in preparing their PPRs.
4. Helpline summary report: Provide an annual summary report of assistance provided to CLEER Tool users (could be combined with CLEER Tool usage report above).

Additional activities:

5. Additional training and capacity building: Develop new training material in accordance with needs. For instance, new training sessions, videos, case-studies, tutorials, etc. may need to be developed as the tool is modified, new modules are developed, or new technical needs are identified.

C. USAID/Washington D.C. (Energy Division) Analysis and Reporting Support

The third task is to support the Energy Division within USAID's Washington D.C. headquarters on work streams related to USAID's Climate Strategy and Clean Energy indicators. Activities listed in this section are additional activities that will be further defined and developed in consultation with USAID and ACE, depending on priorities and annual budgets.

1. USAID Climate Strategy support: It is expected that USAID will use EG. 12-7 to monitor progress toward the targets set in the [USAID Climate Strategy 2020–2030](#). To validate GHG reduction/avoidance results over time, a system must be in place for keeping track of both the particular parameters used in the calculation and the indicators that are reported annually via the PPR. The system could be the CLEER Tool itself, a spreadsheet, or any database deemed most appropriate for this application.
2. Indicator examination: Conduct research to identify emerging trends, best practices, and internationally accepted indicators related to clean energy and GHG emissions reduction. Compare the existing clean energy indicators with these benchmarks.

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. 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.

Company Seal/Stamp:

10.3 Attachment C: Price Schedule

See separate attached budget template. Please include labor categories and fully burdened daily rates for each position. Budget is NTE \$350,000.

10.4 Attachment D: Instructions for Obtaining an Unique Entity ID (SAM)Number - DAI'S Vendors, Subcontractors

Please email ACE-Procurement@ace-program.org to request a copy of the instructions to obtain an Unique Entity ID (SAM) number.

10.5 Attachment E: Self Certification for Exemption from Unique Entity ID (SAM)Requirement

Please email ACE-Procurement@ace-program.org to request a copy of the exemption self-certification form, if applicable.

10.6 Attachment F: Past Performance Form

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 | Location Province/ District | Client Name/Tel No | Cost in US\$ | Start-End Dates | Completed on schedule (Yes/No) | Completion Letter Received? (Yes/No) | Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable) |
|---|---------------|---------------------------|-----------------------------------|--------------------------|-----------------|--------------------|--------------------------------------|---|--|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |

10.7 Attachment G: 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- 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 FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
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 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.

10.8 Attachment H: Proposal Checklist

Offeror: _____

Have you?

- ☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.
- ☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A
- ☐ Response to each of the evaluation criteria
- ☐ Documents used to determine Responsibility
- ☐ Evidence of an Unique Entity ID (SAM) OR Self Certification for Exemption from Unique Entity ID (SAM) Requirement
- ☐ Past Performance (*use template in Attachment F*)