



Iraq Governance and Performance Accountability Project (IGPA)

Request For Proposals (RFP)

RFP-DAI-IGPA-BAG-20-013

Design Government Fixed Assets Registry (Anbar & Basrah)

Issue Date: April 20, 2020

(UPDATE: Extended deadline to May 21, 2020)

WARNING: Prospective Offerors who have received this document from a source other than the (Iraq Governance and Performance Accountability Project (IGPA), Baghdad-Iraq), should immediately contact (ProcurementIGPA@dai.com) 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 and posted in the same announcing website, where offerors are encouraged to check the website periodically.

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-BAG-20-013
Issue Date	April 20, 2020
Title	Design Government Fixed Assets Registry (Anbar & Basrah)
Issuing Office & Email Address for Submission of Proposals	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq (currently, only electronic bid submission is accepted) IGPAProcurementINBOX@dai.com
Deadline for Receipt of Questions	April 30, 2020 5:00 PM Baghdad Time zone
Deadline for Receipt of Proposals	UPDATE: Extended deadline to May 21, 2020 5:00 PM Baghdad Time zone. (Old deadline: May 11. 2020 5:00 PM Baghdad Time zone)
Point of Contact	Please send your questions to ProcurementIGPA@dai.com
Anticipated Award Type	DAI anticipates issuing a subcontract agreement. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
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.

2. Introduction and Purpose

2.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA), invites qualified offerors to submit proposals to supply and deliver Design Government Fixed Assets Registry (Anbar & Basrah) in support of program implementation.

2.2 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.

2.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This is only the anticipated type of award and may be changed as a result of negotiations.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price, for values more than \$150,000, 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.

3. General Instructions to Offerors

3.1 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 liable for these costs.

Proposals are due no later than May 21, 2020 5:00 PM Baghdad Time zone (Extended) , to be submitted via procurement email to (IGPAProcurementINBOX@dai.com) (this is a strict access controlled email account set up ONLY to receive solicitation responses). 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.

Offerors are required to fully review all instructions and specifications contained in this RFP. Failure to so will be at the Offeror’s risk.

3.2 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 using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 calendar days for the prices provided.
- Acknowledge the solicitation amendments received.

3.3 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 or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or (insert Project Acronym) 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.

4. Instructions for the Preparation of Technical Proposals

Technical proposals shall be provided in a separate document from price proposals and shall be clearly labeled as "**VOLUME I: TECHNICAL PROPOSAL**".

Technical proposals shall include the following contents

1. Technical Approach - 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.
2. Management approach – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –Provide a list of at least three (3) recent awards 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.

4.1 Services Specified

For this RFP, DAI requires the services described in Attachment A.

4.2 Technical Evaluation Criteria

The award will be made to the offeror whose offer presents the best value and is the optimal combination of technical merits and reasonable cost. Proposals will be evaluated and scored on technical aspects first. Only the cost proposals of those offers that surpass the minimum qualifying score of **70 points** in the technical evaluation will advance to cost evaluation. Proposals not reaching this qualifying score in the technical evaluation will be considered non-competitive and will not be evaluated.

Technical Competence – presented in the Technical Proposal**(100 points)****Technical Approach****(70 points)****Past performance****(30 points)**

Offerors shall provide a clear, specific and concise technical proposal that covers both the conceptual and practical approaches and address the following, in the order specified below:

Evaluation Criteria	Requirement	Maximum Points
1) Work plan	<p>Considering the Statement of Work in Attachment A of this RFP;</p> <p>Provide a draft work plan (implementation plan) that will include steps in chronological order that you will take to implement the work. The proposed implementation plan must include and demonstrates how the vendor intends to implement the activities in the context of achieving project objectives, addressing requirements, and meeting expectations as well as details for all activities within the proposed timeline.</p>	10 points
2) Methodology	<p>Considering the Statement of Work, please describe in detail all steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use.</p> <p>a) The proposed methodology for gathering data for the baseline report, which staff members will be involved in each step of data gathering, analysis, and writing, and on what basis recommendations will be made including the illustrative questions that will be asked during the data-gathering phase interviews.</p> <p>b) Strategy for offering two five-day training sessions for 60 staff (approximately 30 people per training) from seven directorates in Anbar and Basrah provinces on the use of the fixed assets registry. The proposal should include approximate training roll-out timeline, training approach, vendor's theory of change, explanation of the tools and methods that will be used to in the training, illustrative pre- and post-training test questions to measure the success of the training</p>	20 points

	Methodologies that indicate a greater practical understanding of implementing the work and more innovative yet realistic ways of carrying out the work will be scored more favorably than those that do not consider these factors. (one to two pages for both “a” and “b”)	
3) Coordination plan	<p>Considering the Statement of Work carried out under this RFP;</p> <ul style="list-style-type: none"> a) Describe clearly the practical steps you will take to ensure the involvement and engagement with government counterparts. How will vendor select which directorates to engage for feedback (if feedback will not be requested from all directorates), how the vendor will ensure timely inputs from government counterparts (e.g., deliverable feedback, trainee list) b) Explain the level of involvement and oversight the Fixed Assets Specialist or PFM expert will have in ensuring the technical quality of work and compliance to international best practices throughout the performance period <p>Coordination plans that are more realistic and that achieve the project impact, local ownership, and sustainability, and the image of government counterparts will be evaluated more favorably than those plans that do not take these factors into consideration.</p>	15 points
4) Management Approach	<p>Please provide and describe:</p> <ul style="list-style-type: none"> a) An organizational chart which describes the proposed structure including the staff assigned to the project. The vendor should describe how the proposed team members have the necessary experience and capabilities to carry out the technical approach. b) Description of the systematic management approach that demonstrates the capacity to complete work in a timely, satisfactory fashion. 	15 points

5) Staffing Plan	<p>Please provide relevant CVs that match the management and technical requirements in the following order:</p> <ul style="list-style-type: none"> a) A staffing plan for this activity that includes the following information for each proposed staff member: <ul style="list-style-type: none"> -Name and Proposed position on the team -Summary of relevant expertise that demonstrates the technical expertise and experience to carry out the scope of work b) The Fixed Assets Specialist/PFM expert must have a minimum of 15 years of relevant professional experience, will be considered key personnel, and must not be changed without prior written approval from IGPA/Takamul c) CVs for each proposed staff member. CVs should be no longer than two pages in length. <p>Staffing plans that propose staff with qualifications and experience related to the scope of work of this RFP will be evaluated more favorably than staffing plans that do not take these factors into consideration</p>	10 points
Subtotal Total		70 points
Past Performance and Experience:	<p>Document and summarize your proven track record of successfully implementing similar activities. Using the exact table format provided in the "ATTACHMENT F", please list only the projects you have implemented within the past 3 years, a brief description of how each is relevant to this RFP and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments.</p> <p>Offerors with past performance with similar projects, in the same geographic area and/or of similar scale to the activity described in this RFP, will be scored more favorably than offerors that do not meet these criteria.</p>	30 points

Total		100 Points

5. Instructions for the Preparation Price Proposals

5.1 Price Proposals

Price proposals shall be in a separate document from technical proposals and shall be clearly labeled as **"VOLUME II: COST/PRICE PROPOSAL"**.

Provided in Attachment C is a template for the Detailed Budget and price Schedule, for firm-fixed-price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible and submit in PDF and Excel formats.

It is important to note that the Value Added Tax (VAT) should not be included in the budget. 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.

6. Basis of Award

6.1 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 price.

DAI may award to an Offeror without discussions. Therefore the initial offer **must contain the Offeror's best price and technical terms**.

6.2 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 in the host country (e.g. origination registration in the host country, or the organization proxy registration in the host country).
2. Evidence of a DUNS number (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 the necessary organization, experience, accounting and operational controls and technical skills.
8. Be qualified and eligible to perform work under applicable laws and regulations.
9. Public Liability Insurance

7. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

Milestone No.	Milestone Description and Required Documentation	Payment Amount (%)	Completion Dates
Milestone No. 1	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> Project implementation plan/timeline (English) Introductory meeting notes with AFAD and directorate-level counterparts in Anbar and Basrah provinces including dates, list of participants and sign-in sheets (English) using IGPA forms and templates (see MEL section below) Approved weekly progress reports covering the period of the first milestone (weeks 1-2). The report will include but not be limited to achievements, challenges, and meetings from the previous weeks, planned activities and meetings for the week ahead, and highlight all deviations from the original implementation plan. Each weekly report will be named for the contract week and dates of coverage, e.g., "WEEK-1 April 1-7". (English) 	10%	End of contract week 2
Milestone No. 2	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> Interview questions (approved by IGPA/Takamul prior to meetings) and interview/meeting schedule (English) Baseline report with annex. Annex should include meeting dates, list of personnel consulted, and materials reviewed as part of the data gathering activity will be included as annexes to the baseline report (English) Approved weekly progress reports covering the period of the second milestone (weeks 3-6). The reports will 	10%	End of contract week 6

	include but not be limited to achievements, challenges, and meetings from the previous week, planned activities and meetings for the week ahead, and highlight all deviations from the original implementation plan. Each weekly report will be named for the contract week and dates of coverage (English).		
Milestone No. 3	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> • Electronic copy of final approved fixed assets registry mock-up (Arabic and English) • Written approval from government counterparts of fixed assets registry mock-up (Arabic and English) • Government consultation meeting dates, times, locations, and participants sign-in sheets, meeting notes (including dates and list of participants) with detailed description of stakeholder feedback, and electronic copy of presentation materials (English) • Screenshots of final fixed assets registry (Arabic and English) • Written approval from government counterparts of final fixed assets registry (Arabic and English) • Approved weekly progress reports covering the period of the second milestone (weeks 7-14). The reports will include but not be limited to achievements, challenges, and meetings from the previous week, planned activities and meetings for the week ahead, and highlight all deviations from the original implementation plan. Each weekly report will be named for the contract week and dates of coverage (English). 	40%	End of contract week 14
Milestone No. 4: Fixed Assets Registry User Manual	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> • Fixed assets registry user manual (Arabic and English) • Written approval from government counterparts of final fixed assets registry user manual (Arabic and English) • Detailed fixed assets registry training plan and materials (Arabic and English) 	20%	End of contract week 19

	<ul style="list-style-type: none"> • Documentation for two five-day training sessions for 60 selected directorate employees including original hardcopies and electronic copies of sign-in sheets, photos, home letters, pre- and post-training tests, and training evaluation forms (English) • Approved weekly progress reports covering the period of the second milestone (weeks 15-19. The reports will include but not be limited to achievements, challenges, and meetings from the previous week, planned activities and meetings for the week ahead, and highlight all deviations from the original implementation plan. Each weekly report will be named for the contract week and dates of coverage (English) 		
Milestone No. 5	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> • Final report. Initial copy due by end of contract week 20. Revisions may be requested with the final submission due no later than contract week 22. (English) • Written confirmation of warranty period (minimum of six months after end of contract week 22) including name, title, and contact information of guarantor. 	20%	End of contract week 22

8. 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.

9. Compliance with Terms and Conditions

9.1 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.

9.2 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: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

DAI must verify the source, nationality and origin, 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. 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 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 Geographic Code and the exclusions for prohibited countries outlined above.

9.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, 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 a DUNS number to DAI. Offerors who fail to provide a DUNS number 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 a DUNS number 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 a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

10. 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 subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the

information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

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

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

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

11. Attachments

11.1 Attachment A: Scope of Work for Services and Technical Specifications

A. BACKGROUND AND JUSTIFICATION

The purpose of the USAID-funded Iraq Governance and Performance Accountability (IGPA/Takamul) project is to advance effective, accountable, and transparent governance in Iraq. This USAID effort, implemented by DAI, is working with the Government of Iraq (GOI) at all levels to better respond to citizen needs by supporting reform initiatives and Iraqi change agents on inclusive governance and public sector transparency, accountability, and economy. Reform initiatives include support to improve service delivery functions, public financial management, and open government initiatives. IGPA/Takamul will support the GOI and the citizens of Iraq in forming partnerships and collaborative efforts to solve problems jointly.

IGPA/Takamul has four (4) objectives:

1. Enhance GOI service delivery capacity
2. Improve public financial management (PFM)
3. Strengthen monitoring and oversight of service delivery and public expenditure
4. Support Iraqi change agents (cross-cutting objective)

As part of Objective 2 above, IGPA/Takamul plans to provide support to seven provincial-level directorates in Anbar and Basra to produce an electronic fixed assets registry system. These include the Administrative and Financial Affairs Directorate (AFADs), Agriculture, Education, Health, Housing & Municipality, Labor & Social Affairs, and Youth & Sport directorates. The directorates of the GOI are currently using outdated and inefficient methods for tracking fixed assets, which is resulting in unnecessary asset loss and mismanagement.

Fixed assets registries provide important accounting records for fixed assets and proper accounting of fixed assets is required for complete financial reporting. In addition, information on the status of the fixed assets will help selected directorates to properly plan for maintenance and replacement. Planning and estimating the costs of maintenance is one of the complex cost estimation exercises that must be performed, which if conducted properly, will increase the accuracy of budgets.

This intervention is considered a pilot activity in Anbar and Basrah provinces with potential to be replicated in other provinces in the future.

B. OBJECTIVE

The main objective of this activity is to support selected directorates from Anbar and Basrah provinces to manage and produce directorate-level fixed assets registries with properly recorded details and maintained regular updates of the asset to ensure it is appropriately utilized. The registry will also inform future capital investment requirements. This scope of work will support the following directorates: AFADs, agriculture, education, health, housing & municipality, labor & social affairs, and youth & sport, whereas capacity building of directorate-level government employees is essential to achieve these objectives.

Through this assistance package, IGPA/Takamul is soliciting proposals from qualified service providers/vendors to achieve the following objectives:

Objective 1: Assess and improve current fixed asset management systems including: tracking policies, protocols, and tools used by the selected directorates in Anbar and Basrah provinces.

Objective 2: Enable selected directorates in Anbar and Basrah Provinces to develop a fully functional online fixed assets registry based on international best practices and accompanying user manual with all relevant information that can help provincial authorities with maintenance and replacement decisions.

Objective 3: Train and build the capacity of (60) directorate-level government employees in Anbar and Basrah provinces on the use of the fixed assets registry and the user manual, fixed assets valuations, assets replacement decisions, and maintenance costs.

Objective 4: Ensure that the selected directorates in Anbar and Basrah provinces are able to develop an accurate financial report on the total value of fixed assets within their jurisdiction and depreciation of fixed assets annually.

C. ACTIVITY SUMMARY / DESCRIPTION

This activity will produce directorate-level fixed assets registries that properly record details of each asset and will allow for regular updates to ensure the asset is appropriately utilized. The registry will also inform future capital investment requirements. This scope of work will support the following directorates: AFADs, agriculture, education, health, housing & municipality, labor & social affairs, and youth & sport.

This activity represents a pilot project in Anbar and Basrah provinces and may be eventually replicated in other provinces. Over the course of 22 weeks, the selected vendor will conduct a baseline report on the current fixed assets registry documentation process, design a new online electronic fixed assets registry for 14 selected directorates in Anbar and Basrah provinces (7 per province), design a user manual, and train 60 government staff on the use and functionality of the fixed assets registry.

By the end of the period of performance, the selected directorates in Anbar and Basrah provinces will be equipped to account for all fixed assets and maintain a registry with all relevant information, and produces reports that can help provincial authorities with maintenance and replacement decisions.

D. TASKS/DETAILED REQUIREMENTS

To achieve the above targets, the vendor is expected to work closely with IGPA/Takamul team to perform the following:

Participate in kick-off meeting with IGPA/Takamul. May be in-person at the IGPA/Takamul office in Baghdad or remotely.

Develop and submit project implementation plan/timeline in English to IGPA/Takamul. The implementation plan/timeline must include the approximate date of completion/submission of each task and name & contact information of vendor employee responsible for coordinating each task. Implementation timeline must consider possible delays due to government holidays (e.g., abbreviated working hours during Ramadan). Any changes to project implementation plan/timeline must be communicated to IGPA/Takamul as soon as possible, or at a minimum of two weeks prior to the original date in the implementation plan/timeline.

Documentation: IGPA/Takamul email approval of project implementation plan/timeline.

Participate in introductory meetings with AFAD and directorate-level counterparts in Anbar and Basrah provinces. Introductory meetings will be coordinated through IGPA/Takamul. Vendor will make sure to notify IGPA/Takamul of all future meetings with government counterparts as early as possible or at least one week in advance. IGPA/Takamul reserves the right to participate in the meetings.

Documentation: Introductory meeting notes in English (including dates and list of participants) and sign-in sheets submitted to IGPA/Takamul in English via email within two business days of each meeting.

Collect baseline data through meetings with and materials provided by the selected directorates in Anbar and Basrah provinces. Data collection on behalf of the vendor will be led by a certified accountant or PFM expert. Vendor will submit meeting questions, dates, times, locations, and list of participants to IGPA/Takamul at least two weeks in advance. IGPA/Takamul reserves the right to participate in meetings. Documentation: Interview questions in English, meeting schedule, and written IGPA/Takamul approval. Meeting dates, list of personnel consulted, and materials reviewed as part of the data gathering activity will be included as annexes to the baseline report.

Develop and submit baseline report in English. Based on the collected data and interviews conducted with the directorate personnel, the baseline report must include at least the following:

- An executive summary of key findings and recommendations;
- Explanation of assessment methodology;
- Summary of international best practices for fixed assets registry management;
- Description of current fixed asset management process for the selected directorates in Anbar and Basrah provinces (including but not limited to key personnel & responsibilities, flow chart and description of the current process, and a detailed description of written SOPs);
- Analysis of the current processes and management implications (including but not limited to analysis of how actual process deviates from written SOPs, gap analysis identifying key differences between current process and international best practices, and risk analysis for potential asset loss and mismanagement);
- General recommendations section for improvement of fixed assets registry management to align with international best practices (including but not limited to information that should be captured in the registry, description of roles & responsibilities for data entry, verification, and management, and depreciation calculation);
- Justification of recommendations (including but not limited to anticipated challenges to implementing recommendations and measures vendor will take to mitigate these challenges, how recommendations address weaknesses of current system, how recommendations reflect international best practices, and how recommendations are expected to impact the PFM outlook for AFADs in the mid- to long-term if they are fully adopted).

Documentation: Baseline report in English and written approval from IGPA/Takamul.

Develop and submit a proposed mock-up of fixed assets registry in Arabic to key stakeholders from the seven selected directorates in Anbar and Basrah provinces for inputs and approval. Send final approved mock-up in Arabic and English to IGPA/Takamul. The registry can be ready package / off-the-shelf software with proposed proper customization or developed by the vendor but must be licensed. Offerors are encouraged to propose which model will be most efficient and cost-effective. Documentation: Electronic copy of mock-up in Arabic and English, written approval from government counterparts and IGPA/Takamul.

Design and present an alpha version of fixed assets registry in-person to key stakeholders from the AFADs and at least three other selected directorates in Anbar and Basrah provinces.

Design specifications: Fixed assets registry will be designed with substantial consultation from a certified accountant or PFM expert based on the final approved mock-up. At a minimum, the fixed assets registry will comply with the following specifications. Additional specifications may be added based on vendor recommendations and after consultation with government counterparts.

- Intuitive, user-friendly interface;
- Arabic language;
- Unique login credentials for 60 users;
- AFAD users must have the ability to enter data into the AFAD registry and have a “view only” function to view and extract data from all other fixed assets registries;
- Ability to support multiple entries/edits simultaneously from all user accounts based on approvals set by the authorities;
- Password-secure online database hosted on the Ministry of Communication server;
- Uses licensed software (purchased or designed by the vendor), per USAID regulations;
- Capacity to store such data as: full description of assets by type, location, description, original value, depreciation calculation based on original value and expected lifetime of asset, etc.;
- Capacity to extract and filter data based on any category combination (e.g., report of all fixed assets per district, directorate, original value, depreciated value, type, and condition);
- Back-up mechanism to secure data in case of system crash;
- Change log recording what information was entered/edited, when, and by whom; and
- The selected vendor will provide a written warranty valid for at least six months after the contract end date providing technical support and follow-on user training if needed.

Presentation specifications: The vendor is required to present the design to the counterparts, whereas the presentation will include a summary of the baseline report and a step-by-step introduction to the fixed assets registry design. Then vendor will solicit feedback from key stakeholders and make the requested changes. Presentation materials (e.g., agenda, PowerPoint presentation, etc.) will be sent to IGPA/Takamul at least two weeks in advance of the first presentation for approval. IGPA/Takamul must be notified of the meeting date, time, location, and participants at least two weeks in advance and reserves the right to participate in meetings.

Documentation: Notification to IGPA/Takamul of meeting dates, times, locations, and participants at least two weeks in advance, sign-in sheets, meeting notes in English (including dates and list of participants) with a detailed description of stakeholder feedback, an electronic copy of presentation materials, and written IGPA/Takamul approval of presentation materials.

Finalize fixed assets registry in Arabic using licensed software (per ADS Chapter 547) based on feedback solicited from key stakeholders. Upon approval of government counterparts, present the final registry in-person to IGPA/Takamul. Documentation: Written approval from government counterparts, in-person presentation of final fixed assets registry to IGPA/Takamul, presentation materials in English (including screenshots of all registry functions), and written approval from IGPA/Takamul.

Develop fixed assets registry SOPs and User Manual in Arabic and English based on recommendations proposed in the baseline report and feedback solicited from key stakeholders. The user manual must include but not limited to standard operating procedures (SOPs) with detailed description of roles & responsibilities, detailing instructions, timelines, and procedures for data entry and verification, step-by-step instructions for entering data and extracting reports, and technical troubleshooting guidance. Where possible, written descriptions will be accompanied by visual aids such as flow charts, screenshots, etc. The user manual must be designed with feedback from and approval of government counterparts (AFADs and at least three other directorates in Anbar and Basrah) and IGPA/Takamul. Documentation: Electronic copy of SOPs and User Manual in Arabic and English with written approval from government counterparts and IGPA/Takamul.

Develop detailed fixed assets registry training plan including training dates, times, locations, participants list, and materials (e.g., agenda, training objectives, PowerPoint presentation, pre- and post-test, etc.) to IGPA/Takamul at least 2 weeks in advance. Training participants list will include 60 government employees and will be provided to the vendor by government counterparts at the seven selected directorates. Vendor is required to deliver two five-day training sessions for approximately 30 directorate-level staff in Anbar Province and 30 directorate-level staff in Basrah Province. Training sessions must include but not be limited to the following topics: detailed presentation of baseline report (day 1), detailed presentation of the full user manual with live demonstration and a question & answer session (day 2), and individual fixed assets data entry with live troubleshooting support (days 3-5). IGPA/Takamul reserves the right to participate in trainings. Documentation: Training dates, times, locations, participants list, electronic training materials in Arabic and English, and written IGPA/Takamul approval.

Conduct two five-day training sessions for 60 directorate-level employees from Anbar and Basrah (30 people from each province) based on the approved training plan. Vendor must provide a training venue with internet access, one laptop per trainee with the ability to access the fixed assets registry (for training purposes only), transportation for participants, lunch, and one coffee break for each training day. Each training day will include six (6) hours of training (not including breaks) for a total of 30 hours. Arabic-language hardcopies and electronic copies of the fixed asset registry user manual will be distributed to each participant at the time of the training. By the end of the training, all participants will be knowledgeable about the fixed assets registry purpose, benefits, use, and functionality. Documentation: Original hardcopies and electronic copies of sign-in sheets, photos, home letters, pre- and post-training tests, and training evaluation forms.

Develop and submit Weekly Reports: During the implementation period (anticipated duration 5.5-months/22-weeks), the vendor will provide weekly reports in English including but not limited to achievements, challenges, high-quality photos and meetings and be in constant communication with the program technical monitor responsible for reporting and implementation of this activity.

Develop and Submit a final report in English describing all activities, challenges, and results. The report should include but not be limited to a description of activities and achievements, a section titled “event report” (which includes a separate detailed description of each training session and disaggregated analysis of the pre- and post-tests), quotes and photos from beneficiaries describing how the fixed assets registry will benefit their work, justification of any deviation from the original implementation plan, implementation challenges and how the challenges were addressed, an analysis of the pre- and post-training test results, and recommendations for future roll-out to other provinces. Initial copy due by end of contract week 20. Revisions may be requested with the final submission due date but should not be later than contract end date.

Documentation: Final report in English and written IGPA/Takamul approval.

E. ACTIVITY LOCATION

Most of the work may be conducted remotely with occasional on-site visits to seven provincial-level directorates in Anbar and Basrah including AFADs, agriculture, education, health, housing & municipality, labor & social affairs, and youth & sport directorates.

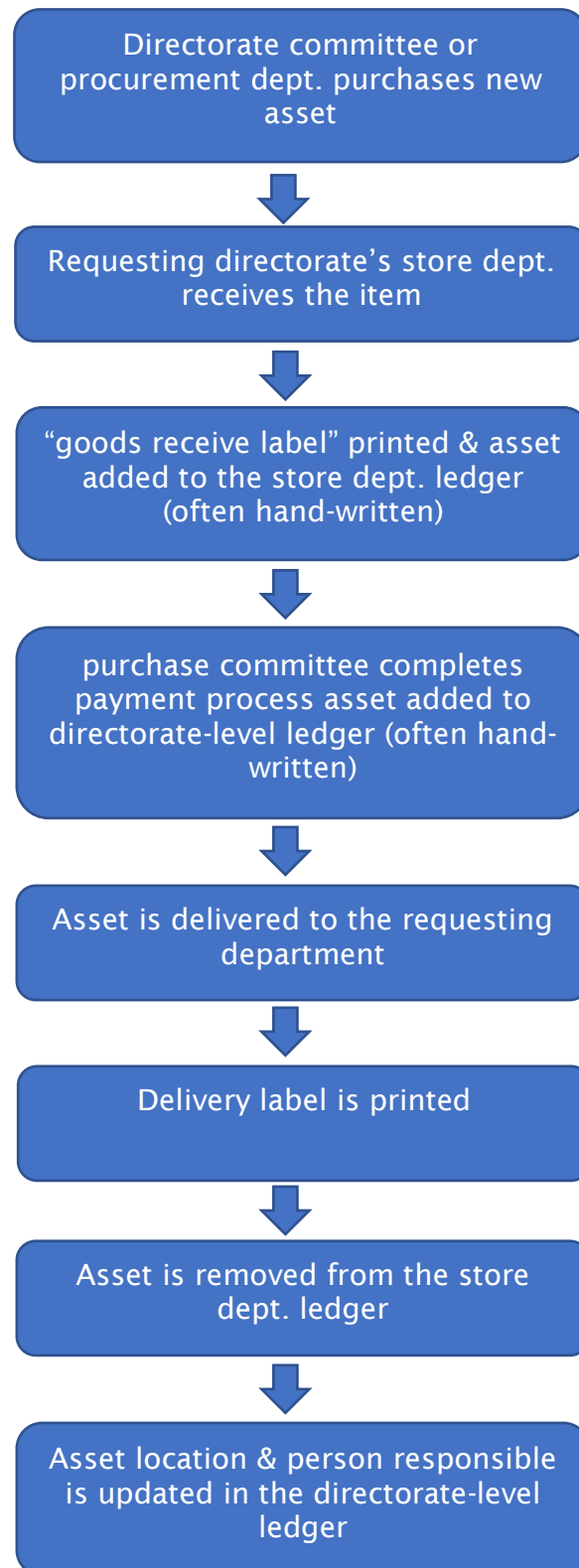
F. DETAILED DELIVERY/ PAYMENT SCHEDULE

Milestone No.	Milestone Description and Required Documentation	Payment Amount (%)	Completion Dates
Milestone No. 1	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> Project implementation plan/timeline (English) Introductory meeting notes with AFAD and directorate-level counterparts in Anbar and Basrah provinces including dates, list of participants and sign-in sheets (English) using IGPA forms and templates (see MEL section below) Approved weekly progress reports covering the period of the first milestone (weeks 1-2). The report will include but not be limited to achievements, challenges, and meetings from the previous weeks, planned activities and meetings for the week ahead, and highlight all deviations from the original implementation plan. Each weekly report will be named for the contract week and dates of coverage, e.g., “WEEK-1 April 1-7”. (English) 	10%	End of contract week 2
Milestone No. 2	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> Interview questions (approved by IGPA/Takamul prior to meetings) and interview/meeting schedule (English) 	10%	End of contract week 6

	<ul style="list-style-type: none"> Baseline report with annex. Annex should include meeting dates, list of personnel consulted, and materials reviewed as part of the data gathering activity will be included as annexes to the baseline report (English) Approved weekly progress reports covering the period of the second milestone (weeks 3-6). The reports will include but not be limited to achievements, challenges, and meetings from the previous week, planned activities and meetings for the week ahead, and highlight all deviations from the original implementation plan. Each weekly report will be named for the contract week and dates of coverage (English). 		
Milestone No. 3	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> Electronic copy of final approved fixed assets registry mock-up (Arabic and English) Written approval from government counterparts of fixed assets registry mock-up (Arabic and English) Government consultation meeting dates, times, locations, and participants sign-in sheets, meeting notes (including dates and list of participants) with detailed description of stakeholder feedback, and electronic copy of presentation materials (English) Screenshots of final fixed assets registry (Arabic and English) Written approval from government counterparts of final fixed assets registry (Arabic and English) Approved weekly progress reports covering the period of the second milestone (weeks 7-14). The reports will include but not be limited to achievements, challenges, and meetings from the previous week, planned activities and meetings for the week ahead, and highlight all deviations from the original implementation plan. Each weekly report will be named for the contract week and dates of coverage (English). 	40%	End of contract week 14
Milestone No. 4: Fixed Assets Registry User Manual	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> Fixed assets registry user manual (Arabic and English) Written approval from government counterparts of final fixed assets registry user manual (Arabic and English) Detailed fixed assets registry training plan and materials (Arabic and English) Documentation for two five-day training sessions for 60 selected 	20%	End of contract week 19

	<p>directorate employees including original hardcopies and electronic copies of sign-in sheets, photos, home letters, pre- and post-training tests, and training evaluation forms (English)</p> <ul style="list-style-type: none"> • Approved weekly progress reports covering the period of the second milestone (weeks 15-19. The reports will include but not be limited to achievements, challenges, and meetings from the previous week, planned activities and meetings for the week ahead, and highlight all deviations from the original implementation plan. Each weekly report will be named for the contract week and dates of coverage (English) 		
Milestone No. 5	<p>Selected vendor submits:</p> <ul style="list-style-type: none"> • Final report. Initial copy due by end of contract week 20. Revisions may be requested with the final submission due no later than contract week 22. (English) • Written confirmation of warranty period (minimum of six months after end of contract week 22) including name, title, and contact information of guarantor. 	20%	End of contract week 22

The below diagram shows the current process of procuring and tracking new assets.



G. MONITORING AND EVALUATION

Documentation described in Section F: Detailed Delivery/Payment Schedule shall serve as deliverables and are not considered complete until written approval is provided by the IGPA/Takamul PFM Team Lead. The following section also notes when key government stakeholder approval is also required. Approvals will not be considered valid unless they are in writing.

IGPA/Takamul will provide the following templates for the vendor's use when submitting deliverables: sign-in sheet, home letters, training evaluation form, and short report letterhead.

Reports, approvals, meeting notes, etc. may be submitted electronically. Sign-in sheets, home letters, pre- and post-training tests, and training evaluation forms must be submitted in both original hardcopy and electronically.

Monitoring, evaluation, and learning (MEL) requirements include the following:

- For assessments/ focus group discussions (FGDs)/ key informant interviews (KIIs):
 1. Vendor informs IGPA/Takamul of meeting or event at least two weeks in advance
 2. Vendor provides assessment/interview questions to be shared with MEL team at least two weeks in advance of the meetings/interviews.
 3. Vendor provides original hardcopies and electronic copies of sign-in sheets (only for FGDs and KIIs).
 4. Following the event completion, the following attachments should be sent to IGPA/Takamul: sign-in sheets, meeting notes, photos, event/assessment/FGD report where applicable.
- For Training Events:
 1. Vendor informs IGPA/Takamul of training event at least two weeks in advance.
 2. MEL forms required: sign-in sheets, home letters, and training evaluation forms.
 3. Pre-post tests should be designed by the vendor and shared with MEL team two weeks in advance of the training event, pre- and post-training test findings should be included in the event report (embedded in final report).
 4. Following the event completion, the following attachments should be sent to IGPA/Takamul: sign-in sheets, training evaluation forms, training materials (including presentations and handouts), photos, event report (embedded in final report), and agenda.

H. TECHNICAL DIRECTION

The PFM Coordinator is responsible for day-to-day supervisory work and coordination (e.g., receives initial submission of all communications, weekly reports, deliverables, and approval requests including meeting and training event dates, etc.). The IGPA/Takamul PFM Team Lead is responsible for providing written technical approval for all deliverables.

I. SPECIAL CONSIDERATIONS

IGPA/Takamul aims to have proportionate representation of women and vulnerable populations in trainings. For the selection criteria, IGPA/Takamul attempts to reflect the demographic of the target ministries in the composition of participants (e.g., at least 50% of the participants should be women). The distinction of being women or from a vulnerable population group does not however supersede the need to select participants who meet the minimum requirements (i.e., tokenism is not encouraged).



11.2 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:

11.3 Attachment C: Detailed Budget and Price Schedule

The budget below includes examples of the types of costs that may be included in the budget. Actual budget submissions may include different costs and should be prepared in line with the offerors' technical proposal. Please provide a budget per directorate included in the proposal.

Please include an accompanying budget narrative linking costs with the work required in Attachment A. Additional supporting documentation for any of the costs included below may be requested.

Detailed Budget:

Line Item	Unit	Quantity	Unit Price	Total Cost	Budget notes (details, calculation, specification, and/or justification)
LABOR					
Team Leader and project manager	(e.g., day)	(e.g., # of days)	(e.g., cost per day)		
GIS expert					
Other staff					
Other staff					
Staff Subtotal					
TRAVEL COSTS					
For example, local transportation					
For example, per diem					
For example, international travel					
For example, hotel costs					
Other travel cost					
Travel Subtotal					
OTHER DIRECT COSTS (ODC)					
For example, workshops and Meetings					
For example, Room rental (1 day in a local hotel)					
Printing documents/maps					
Anticipated ODC					
ODC Subtotal					
Total Program Expenses Subtotal					
INDIRECT COSTS AND FEE					
Overhead and administrative costs					
Fee					
GRAND TOTAL (USD)					

Price Schedule

Milestone No.	Milestone Description and Required Documentation	Payment Amount (%)	Price (USD)
Milestone No. 1		10%	\$
Milestone No. 2		10%	\$
Milestone No. 3		40%	\$
Milestone No. 4:		20%	\$
Milestone No. 5		20%	\$
Total		100%	\$

11.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI's Vendors, Subcontractors

Note: There is a Mandatory Requirement for your to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: Organization All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

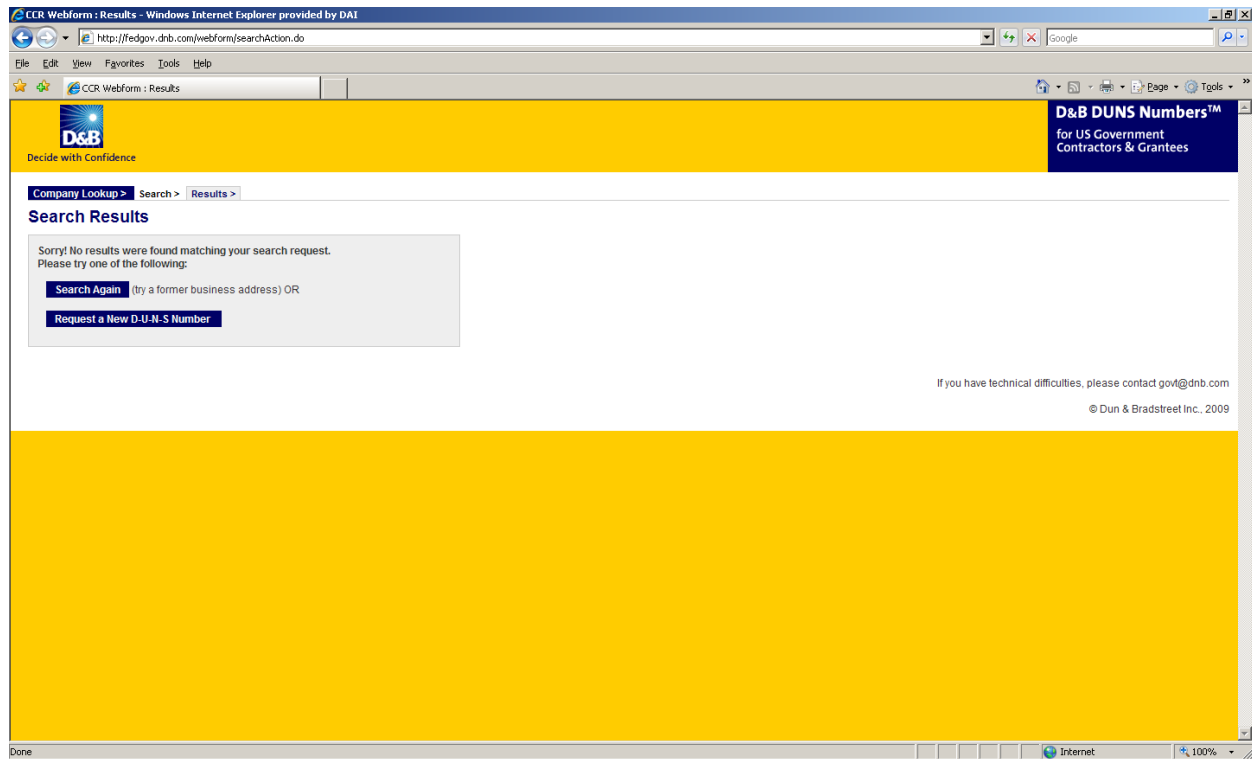
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

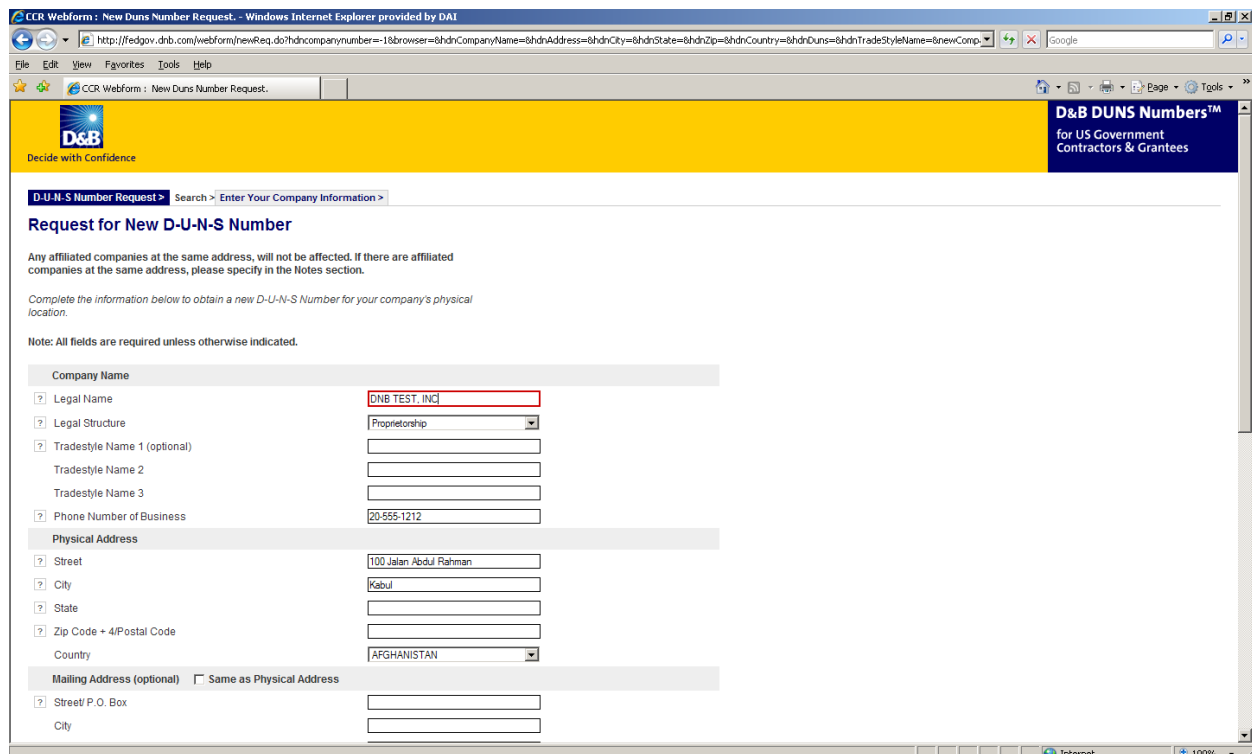
<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.
 - Legal Business Name (commas are allowed, periods are not allowed)
 - Address
 - Phone
 - Name of Owner/Executive
 - Total Number of Employees
 - Annual Sales or Revenue (US Dollar equivalent)
 - Description of Operations
6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.



CCR Webform: New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=18&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

D-U-N-S Number Request Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

[?] Legal Name

[?] Legal Structure

[?] Tradestyle Name 1 (optional)

Tradestyle Name 2

Tradestyle Name 3

[?] Phone Number of Business

Physical Address

[?] Street

[?] City

[?] State

[?] Zip Code + 4/Postal Code

Country

Mailing Address (optional) ☐ Same as Physical Address

[?] Street/ P.O. Box

City

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
 - **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

CCR Webform: New Duns Number Request - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

Street/ P.O. Box
City
State
Zip Code + 4/Postal Code
Country

Organization Information

Executive Name
Title
Primary SIC code
Description of Operations
Socioeconomic Data
Number of Employees (includes owners, partners, and/or officers)
Annual Sales or Revenue

Parent Organization (optional)
Name
Street
City
State
Zip Code + 4/Postal Code
Country

Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/ins/sicsearch.html

UNITED STATES DEPARTMENT OF LABOR

OSHA

Occupational Safety & Health Administration

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business

STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure.

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

Search Help and Examples

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U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Avenue, NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627
www.OSHA.gov



You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/lms/sicsearch.html?ip_sic=ip_search=Research

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

STATISTICS & DATA | [SIC MANUAL](#)

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to [examine the manual structure](#).

Enter a SIC CODE:

Enter the search keyword(s):

[Search Help and Examples](#)

- [3721 Aircraft](#)
- [3724 Aircraft Engines and Engine Parts](#)
- [3728 Aircraft Parts and Auxiliary Equipment, Not Elsewhere Classified](#)
- [3761 Guided Missiles and Space Vehicles](#)
- [3764 Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts](#)
- [3769 Guided Missile Space Vehicle Parts and Auxiliary Equipment, Not Elsewhere Classified](#)
- [3844 X-Ray Apparatus and Tubes and Related Irradiation Apparatus](#)
- [6282 Investment Advice](#)
- [6411 Insurance Agents, Brokers, and Service](#)
- [6732 Educational, Religious, and Charitable Trusts](#)
- [6733 Trusts, Except Educational, Religious, and Charitable](#)
- [8731 Commercial Physical and Biological Research](#)
- [8732 Commercial Economic, Sociological, and Educational Research](#)
- [8733 Noncommercial Research Organizations](#)
- [8742 Management Consulting Services](#)
- [9511 Air and Water Resource and Solid Waste Management](#)
- [9531 Administration of Housing Programs](#)
- [9532 Administration of Urban Planning and Community and Rural Development](#)
- [9641 Regulation of Agricultural Marketing and Commodities](#)
- [9661 Space and Research and Technology](#)

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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

8742 Management Consulting Services

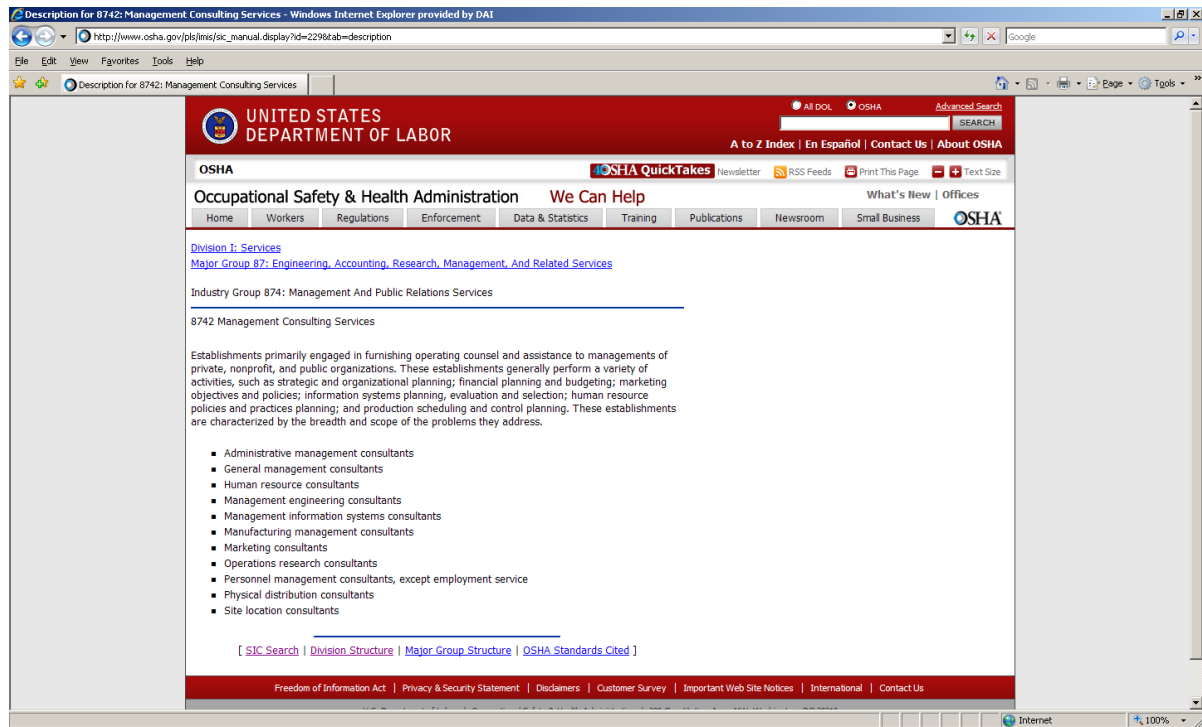
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

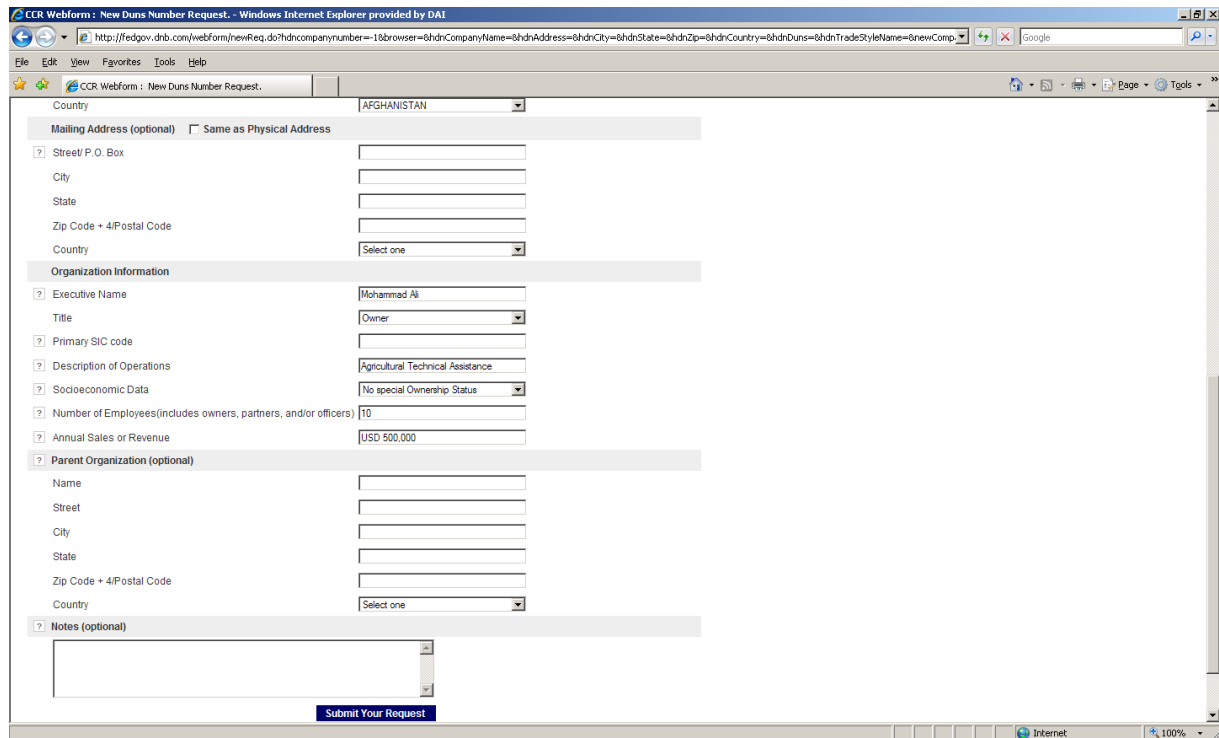
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.

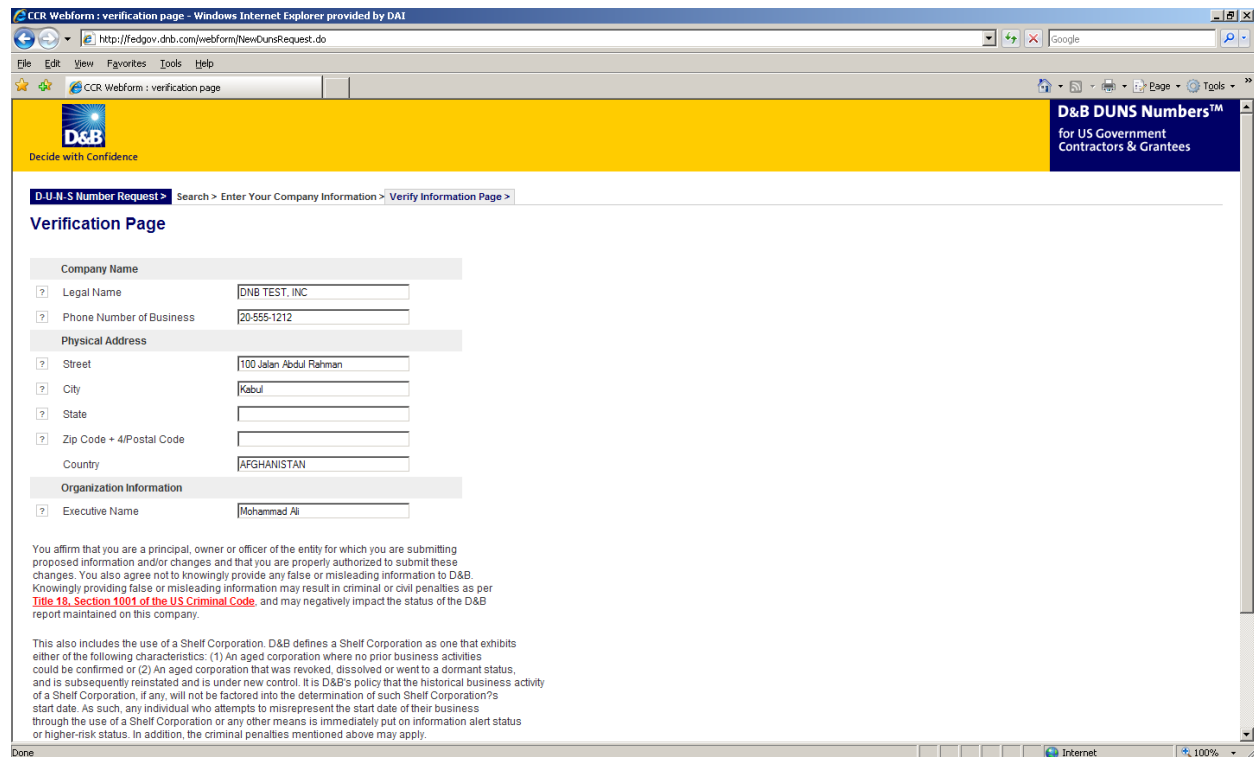


The screenshot shows the "CCR Webform: New Duns Number Request" in a Windows Internet Explorer browser. The form is titled "New Duns Number Request" and contains the following fields:

- Country:
- Mailing Address (optional) ☐ Same as Physical Address
 - Street/ P. O. Box:
 - City:
 - State:
 - Zip Code + 4/Postal Code:
 - Country:
- Organization Information
 - Executive Name:
 - Title:
 - Primary SIC code:
 - Description of Operations:
 - Socioeconomic Data:
 - Number of Employees (includes owners, partners, and/or officers):
 - Annual Sales or Revenue:
- Parent Organization (optional)
 - Name:
 - Street:
 - City:
 - State:
 - Zip Code + 4/Postal Code:
 - Country:
- Notes (optional):

At the bottom of the form is a button labeled "Submit Your Request".

11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.



CCR Webform: verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform: verification page

D&B DUNS Numbers™
for US Government
Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >

Verification Page

Company Name

Legal Name: DNB TEST, INC

Phone Number of Business: 20-555-1212

Physical Address

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

Organization Information

Executive Name: Mohammad Ali

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code, and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%



11.5 Attachment E: Self Certification for Exemption from DUNS Requirement

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier

Full Name of Certifier (Last Name, First/Middle Names):

Title of Certifier:

Date of Certification (mm/dd/yyyy):

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

11.6 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 / Email	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									

11.7 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. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. 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.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. 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.
11. 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.



11.8 Attachment H: Branding and Marking Plan

Note: This is not required as part of the proposal. It is included as information for the Offeror. Upon subcontract award, this will be the first deliverable due.

Appendix N: Marking Plan

Sub Project Number and Name: _____

Name of Implementing Partner: _____

Name and Title of Partner's Agent: _____

Name and Title of DAI Project Manager: _____

Instructions: This form has been created to provide implementing partners (subcontractors and grantees) and DAI Project Managers with a summary of marking requirements found in the Project's Branding Implementation Plan (BIP). This form must be completed by the DAI Project Manager in conjunction with the agent of the implementing partner. Once completed, the Project Manager must upload the form to TAMIS.

Subproject Activities

Provide a short summary of the activities to be completed including the project location. For example, what materials or equipment will be purchased? What events will take place?

Include 2-3 sentence summary here:

Please place an "X" below for each activity that will take place as part of this Sub project. The implementing partner will be responsible for ensuring the Marking noted in the table below is implemented according to standards and templates provided.

Mark "X"	Activity/Documents	Required Marking
Activities		



Mark “X”	Activity/Documents	Required Marking
Documents		
	Reports	
	Certificates (training or	
	Invitations	
	Other (please	

Co- Branding and Co-Marking:

DAI logo must not appear on any USAID funded programmatic material.

Requests for Exceptions or Waivers of Marking Requirements – If you do not feel it is possible to mark one or more of the items or events listed above, please describe below (1) what marking you want to be exempt from (2) how the activity or item meets the requirement for an exception or waiver.

Include full detailed justification here:



11.9 Attachment J: Proposal Checklist

Offeror: _____

Have you?

- ☐ Submitted your proposal to DAI electronic E-mail address IGPAProcurementINBOX@dai.com (as specified in General Instructions above?)

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Documents use to determine Responsibility (As required in section "Responsibility Determination")
- ☐ Price Proposal (submitted in PDF and Excel format)
- ☐ Technical Proposal
- ☐ Past Performance (*use template in Attachment F*).
- ☐ Vendor registration/License documents in host country.
- ☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement