

Digital Frontiers

Request for Proposals (RFP)

No. 2022-08

Digital Agri Hub – State of the Sector

Issue Date: May 19, 2022

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

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Synopsis of the RFP

RFP No.	2022-08
Issue Date	May 19, 2022
Title	Digital Agri Hub – State of the Sector
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	June 1, 2022 5pm EST time, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	June 16, 2022, 5pm EST time, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	Time and Materials or Cost Reimbursable contract
Basis for Award	An award will be made based on the Trade Off Method . The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Digital Frontiers program, invites qualified offerors to submit proposals to support the Digital Agri Hub donor group in producing a report that analyzes the current digital agriculture market and trends. The requested services are fully detailed in Attachment A of this RFP.

1.2 Issuing Office

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

1.3 Type of Award Anticipated

DAI anticipates awarding a Time and Materials or Cost Reimbursable contract. This contract type is subject to change during negotiations. Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals, as this contract will be considered a subaward.

- A Time and Materials Contract is: An award that allows the acquisition of supplies or services based on direct labor and materials at cost. It has two primary components: Labor (Time) and Non-labor (Materials).
- A Cost Reimbursable Contract is: An award where the contractor is reimbursed for actual reasonable, allowable, and allocable costs up to a maximum ceiling value of the contract agreement.

1.4 Eligibility Requirements

This RFP is open to registered businesses, non-governmental organizations, and think tanks. The following are not eligible:

- Government entities
- Organizations staffed by staff from USAID, DAI, or other USAID personal service or institutional support contractors, or their immediate family members.

In addition, offerors must meet the following technical criteria to be considered eligible to submit proposals under this RFP:

1. Offeror has completed at least one (1) regional or global ecosystem study on the digital agriculture innovation space in the last five years focused on lower- and middle-income countries (LMICs);
2. Offeror demonstrates understanding of the intersection of agtech, as well as fintech and climate tech for agriculture;
3. Offeror demonstrates strong capacity to scan agriculture and technology markets across LMICs, including Latin America, Africa and Asia;
4. Offeror demonstrates expertise in and demonstrated understanding of both donor and investment landscapes for digital agriculture;
5. Offeror demonstrates expertise in understanding gender aspects and application of digital innovation for smallholder farmers;
6. Offeror demonstrates knowledge of the legal and regulatory enabling environment for digital innovation in agriculture LMIC context.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Contractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a contract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for or liable for these costs.

Proposals are due no later than **June 16, 2022, 5pm EST time**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (2022-08) in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Technical proposals are limited to **ten pages (excluding cover letter, staff bios/CVs, and past performance matrix)**.

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

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature using Attachment B as a template for the format. The cover letter shall include the following items:

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

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to DigitalFrontiers@dai.com by **June 1, 2022 at 5pm EST time**. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers employee or other entity shall not be considered as an official response to any question regarding this RFP.

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

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate attachment from cost proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL." Technical proposals are limited to **ten (10) pages, excluding staff bios/CVs, past performance matrix, and cover letter**.

Technical proposals shall include the following contents:

1. Technical Approach

- Narrative summary of firm's technical approach to the Scope of Work in Attachment A, proposing a methodology for the implementation of the SOW's six (6) primary tasks.
- Workplan in the form of a Gantt chart that outlines a notional calendar for implementation of the SoW.

2. Past Performance

- Past Performance Matrix per the template in Attachment E. The matrix should include a list of at least three (3) recent projects. *As available*, the information shall include the legal name and address of the organization for which services were performed, a description of the work performed, the duration of the work and the value of the contract, and a current contact phone number of a responsible and knowledgeable representative of the organization. This information may be used for validation of experience or reference checks.

3. Personnel and Organizational Qualifications

- CVs of key named personnel who will implement the scope of work. Each CV should not exceed **2 pages each**. One person may fill multiple functions if applicable. Personnel must meet minimum specifications included in this RFA, and preference will be given to candidates that meet preferred specifications.
- Organizational capacity statement demonstrating the offeror's technical qualifications to implement the SoW;
- List of all the staff members and their proposed roles and responsibilities.
- Offerors must demonstrate the required competences and expertise listed under **Section 1.4 of this RFP, Eligibility Requirements**;

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 proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors.

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach	<p>Technical Approach demonstrates understanding of required services and tasks in the SOW;</p> <p>Proposed research approach demonstrates understanding and ability to provide necessary support identified in the SoW.</p> <p>Technical approach aligns with the scope and breadth of tasks as described in Attachment A: SoW.</p>	18 points
Past Performance	Offeror submits at least three (3) project examples in the Past Performance Matrix demonstrating the capacities and abilities as outlined in Section 3.0 above and in Attachment A: SoW	9 points
Personnel and Organizational Qualifications	<p>Personnel Plan demonstrates the ability of proposed staff to successfully achieve outlined tasks</p> <p>Proposed Personnel possess relevant experience in conducting cross-sectoral research, conducting qualitative research and analysis and writing reports, presenting research findings and conducting stakeholder engagement and incorporating critical feedback.</p>	9 points
Total Points		36 points

4. Instructions for the Preparation of Cost Proposals

4.1 Cost Proposals

Cost proposals shall be in a separate attachment from technical proposals and shall be clearly labeled as "VOLUME II: COST PROPOSAL".

Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals. Offerors should use their previous experience and knowledge to inform a cost proposal that reflecting unit prices reasonable for the local market.

Provided in Attachment C is a template for the cost proposal. Offerors shall complete the template including as much detailed information as possible. The Contractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

a. 4.2 Budget Narrative

The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of the SOW in Attachment A. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Attachment C.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI, and specifically to the objectives of this initiative. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price. Alternatively, a lower priced proposal may be selected in lieu a higher scoring technical proposal, should cost savings be identified as the best means to deliver value for money to the initiative.

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

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Evidence of a UEI number, CAGE/NCAGE code, and SAM.gov registration (explained below and instructions contained in Attachment D).
2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Offeror has adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
4. Ability to comply with required or proposed delivery or performance schedules.
5. A satisfactory past performance record.
6. A satisfactory record of integrity and business ethics.
7. Offeror has the necessary organization, experience, accounting and operational controls and technical skills.
8. Is qualified and eligible to perform work under applicable laws and regulations.
9. Offeror already has, or is in the progress Defense Base Act (DBA) insurance or local equivalents, in addition to general liability and other require insurance coverages.

6. Inspection & Acceptance

The designated DAI Project Manager will inspect the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Project Director as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment F.

7.2 Prohibited Technology

Offerors **MUST NOT** provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with 2 CFR 200.216.

7.3 Source and Nationality

Under the authorized geographic code for its Agreement DAI may only procure goods and services from the following countries. DAI may exercise the option to seek a waiver to these requirements if selected Offeror is registered in a country outside of Geographic Code 937.

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

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

the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

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

b. 7.4 US Government Registrations

There is a **mandatory** requirement for your organization to provide evidence of the following registrations to DAI prior to being awarded an agreement. Without registering in the required databases, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a contract or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a DUNS number, CAGE/NCAGE Code, and evidence of SAM.gov registration to DAI. Offerors who fail to provide these will not receive an award and DAI will select an alternate Offeror.

- Offerors need to obtain the following before award of an agreement:
 - UEI Number
 - Registration with SAM
 - CAGE/NCAGE

For detailed information on registration in the above USG databases, see Attachment D - Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and UEI Number

c. 7.5 Fly America Act

The contractor must comply with Fly America Act restrictions for all international travel under this award. See Attachment G for the mandatory standard provision regarding international air travel.

8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or contractors/subgrantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to 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.

9. Attachments

9.1 Attachment A: Scope of Work for Services

Digital Agri Hub - State of the Sector

Digital Frontiers is a \$74.4 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2023. DAI implements the Digital Frontiers project, which works closely with USAID's Technology Division in the Innovation, Technology, and Research Hub (ITR/T) at the Development, Democracy, and Innovation (DDI) Bureau, USAID Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally. Digital for Resilience and Food Security (D4RFS) is the Bureau for Resilience and Food Security's (RFS) buy-in to the Digital Frontiers project. Through D4RFS, DAI engages the RFS Digital Team in leadership, communications, and preliminary strategy and research support.

BACKGROUND

Globally, nearly 500 million households depend on smallholder farming for their livelihoods.¹ Smallholder farmers manage about 25 per cent of the world's cropland and produce around a third of the world's food.² However, they often experience significant challenges that limit their agricultural productivity and earning potential and impact their livelihoods. These challenges include fragmented or inadequate access to markets; poor access to infrastructure, supplies and equipment; lack of access to finance for agricultural inputs and capital investments; and poor access to information to support farmers in decision making. At the same time, more frequent and extreme weather events resulting from climate change impact farm yields and profitability.¹

Through the support of philanthropic capital, impact investments and commercial investments, a significant number of Digital Agriculture (D4Ag) innovations have emerged that can lead the next wave of agricultural transformation by offering smallholder farmers access to tailored information for farm productivity including making more relevant production advisory services, improving market linkages, reducing transaction costs, and by leveraging large-scale data analysis across platforms and geographies. While there is strong emerging interest in the sector among donors, investors, agribusinesses, and government actors, much is still unknown about what models exist, what will create impact (due to a nascent and fragmented evidence base), and what is needed to drive agricultural transformation and ultimately smallholder farmer productivity, job creation and incomes through digitalization in agriculture. While some solutions have reached sufficient scale, like Twiga Foods and Wefarm, and have since played a critical role in delivering smallholder-focused agricultural transformation in low and middle-income countries (LMICs). However, the majority remain small in scale, giving rise to a fragmented D4Ag landscape.

In 2019, the CTA program published its' landmark "Digitalization of African Agriculture Report"², which identified more than 300 digitally enabled companies working to transform agricultural services, demonstrating potential D4Ag to build more inclusive, digitally enabled agricultural transformation to drive meaningful livelihood improvements for Africa's smallholder farmers and pastoralists, including women and youth, while creating employment opportunities along the value chain. Following on this study, the Digital Agri Hub (DAH) donor group, including USAID, the Bill and Melinda Gates Foundation (BMGF) and the Foreign, Commonwealth and Development Office (FCDO) has taken the initiative to establish the Digital Agri Hub as a living home for ecosystem data on digital innovation and solutions globally, as well as working to facilitate development in critical areas such as increased investment in the sector and incorporation of climate-smart solutions and gender transformative models.

OBJECTIVE

The banner publication and core driver of sectoral data for the DAH is expected to be an update of the CTA Digitalization of African Agriculture Report, adapted to the ongoing needs of the sector. The objective of this Activity is to support the development of the first updated report under the DAH. It will provide evidence-based projections to identify opportunities for scaling-up those innovations across LMIC's offering the potential for agricultural transformation on the continent. The study is expected to provide actionable findings, data, and recommendations to enable sustainable, inclusive, and climate-smart growth in the sector.

¹ The MasterCard Foundation Rural and Agricultural Finance Learning Lab and ISF Advisors. (2019). [Pathways to Prosperity: 2019 Rural and Agricultural Finance State of the Sector Report](#); GSMA Agritech. (2020). [Digital Agriculture Maps](#).

² Ritchie, H. (2021). [Smallholders produce one-third of the world's food, less than half of what many headlines claim](#). University of Oxford.

² The Digitalisation of African Agriculture Report 2018-2019, CTA & Dalberg: <https://www.cta.int/en/digitalisation/issue/the-digitalisation-of-african-agriculture-report-2018-2019-sid0d88610e2-d24e-4d6a-8257-455b43cf5ed6>

As the banner publication of the DAH, this product itself will need to comprehensively review D4Ag solutions within LMICs globally, as well as project innovative thinking on development needs for the sector. Quantitative market analysis and market projection will have enormous communication currency, especially in terms of investment, partnerships, and media. Qualitative experience narratives will also be important to inform a farmer-centric vision for the report, particularly related to harder to reach market segments, including pastoralists, women, and youth. The primary output of this work will be an externally facing report to provide key findings, indicators, and analysis of the current status of the markets and overall trends to chart future opportunities.

PROPOSED TASKS AND DELIVERABLES

1. **Kick off and Workplan** – the recipient will meet the Digital Frontiers, USAID, BMGF and FCDO teams and ensure there is alignment between the recipient and the teams. Please read this [document](#) for more information on what the research will entail. During the kickoff, the offeror will also agree with the DAH database partner on how and when to share any innovator data collected over the course of the research.
2. **Interview Guide Design and Inception Report** – the recipient will choose a research approach and draft an inception report based on preliminary research and will prepare for interview and further research across the relevant geographies and stakeholders for the Digital Agri Hub.
3. **Research and Interviews** – approximately 150 phone interviews, secondary research, data transfer, interim report and a draft report outline. The interviews will include a mix of at least 25 interviews for each major region across LMICs, including Latin America and the Caribbean, East/West and Southern Africa, India, Southeast Asia. These regional interviews should include:
 - a. Agtech and fintech/climate tech for agriculture organizations (15-20 interviews)
 - b. Investors (2-3 interviews)
 - c. Donors (2-3 interviews)
 - d. Ecosystem enablers (Technical assistance programs, accelerators, government, etc. (4-5 interviews)
 - e. Subject experts on agriculture systems, climate, gender, financial inclusion (2-3 interviews)
 - f. Global interviews with donors, Digital Agriculture Hub partners, and others (10-15 interviews)
4. **Draft Report** – the recipient will draft the report and a PowerPoint presentation. We anticipate that the draft report will be approximately 200 pages, not including annexes and will include an executive summary that can be used as a standalone document. The draft report will undergo 3-4 rounds of review by Digital Frontiers, USAID, BMGF and FCDO teams. The draft report should be of a similar detail and content to CTA's *The Digitalization of African Agriculture Report (2018-2019)*, but expanded to include all of the regions listed above. We envision that regional sections might be included in the annex, similar to how country sections were treated in the CTA report. The State of Sector report should also expand on the content in the CTA report to include:
 - a. Investor landscape
 - b. Climate landscape
 - c. Gender transformative and inclusive development approaches

The draft PowerPoint is for the direct use by DAH and donors for presentations of the report at events. We envision a modular PowerPoint presentation with key findings of not more than 50-60 slides (not including annexes)
5. **Final Report** – The final report will be submitted along with a presentation to stakeholders and DAH strategic recommendations. In addition, the offeror will jointly present the material at 1-2 events of donor selection/approval.
6. **Communication materials** - infographics, videos highlighting anecdotal experiences of farmers adopting D4Ag solutions, or other communications collateral. to help bring this work to life and assist in catalyzing ecosystem engagement should be proposed by the offeror. Each agreed-upon communication material will be shared with DAH partners as an outline/concept, draft, 2 rounds of review, and final file for approval. In addition, the offeror will propose target audiences and platforms for sharing the material.

PROGRAM TASK MILESTONES

TASK MILESTONES	TIMEFRAME
Approved Work Plan, Research Approach and Inception Report	Month 1
Data sharing protocol established with DAH Database	Month 2
Draft report outline	Month 5
Interim report and data transfer	Month 7
Draft final report and data transfer	Month 9
Final report and DAH recommendations	Month 10
Ongoing coordination with DAH management team and Donor Group	Monthly

TIMEFRAME AND LOE

The following is an indicative schedule for this report development over a ten-month period.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Project kick-off										
Project alignment between contractor and donor group										
Interview guide design										
Revision of pre-research report outline by consortium										
Gap analysis findings on D4Ag data										
Data sharing commitments by third party organizations										
D4Ag data collection										
Phone-based interviews										
Secondary research										
Revision of post-research report outline by consortium										
Report authoring										
PowerPoint presentation of interim report										
Final draft submission										
Final draft revision by donor group										
PowerPoint presentation of final report findings & DAK strategic recommendations										

REPORTING

The implementer will report to Digital Frontiers Program Manager. The implementer will also be collaborating closely representatives from USAID/RFS, the Bill & Melinda Gates Foundation and the UK's Foreign, Commonwealth, and Development Office and their partners.

9.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

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

We, the undersigned, provide the attached proposal in accordance with **RFP 2022-08**, issued on **May 19, 2022**. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of **90** days for the prices provided in the attached Cost Proposal. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

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

Yours sincerely,

Authorized Signature:

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

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

9.3 Attachment C: Budget and Budget Narrative Template

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

Budget Narrative Template

The following narrative follows the format of the budget. *Firm Name* has priced its proposal on a: (specify) Cost Reimbursable or Time and Materials (T&M) basis. Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals, as this contract will be considered a subaward.

Salaries and Wages

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

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

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

Other Direct Costs

This category includes basic support costs for the project such as XXXX (Explain and provide backup for costs). Included within this cost category are all costs necessary for the successful operation of this activity.

Indirect Costs on All Costs

All indirect costs must be in accordance with the Firm's policies (explain and provide justification).

9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and DUNS Number

Background: Summary of Current U.S. Government Requirements

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

CAGE/NCAGE Code

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

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

System for Award Management (SAM) Registration

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

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

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

Unique Entity ID (UEI)

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

9.5 Attachment E: Past Performance Table Template

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

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

9.6 **Attachment F: Representations and Certifications of Compliance**

2. 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.
3. Executive Compensation Certification- DAI, as prime contractor of U.S. federal government contracts, must report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
4. 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.
5. 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.
6. 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. 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.
8. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
9. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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

TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

a. TRAVEL COSTS

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

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

b. FLY AMERICA ACT RESTRICTIONS

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

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

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

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

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

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

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

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

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

- a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,
- b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or
- c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

c. DEFINITIONS

The terms used in this provision have the following meanings:

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

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

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

(4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

9.8 Attachment H: Proposal Checklist

Offeror: _____

Have you?

- ☐ Submitted your proposal to DigitalFrontiers@dai.com as specified in General Instructions above?
- ☐ Submitted Separate Technical and Cost proposal email attachments?

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Technical Proposal not exceeding ten (10) pages
- ☐ Past Performance Matrix (*use template in Attachment E*)
- ☐ CVs/bios of Proposed Personnel
- ☐ Cost Proposal including budget and budget narrative (*use templates in Attachment C*)