



## Digital Frontiers

### Request for Proposals (RFP)

No. 2022-09

### Digital Development in Sub-Saharan Africa Mapping Exercise

Issue Date: June 9, 2022

WARNING: Prospective Offerors who have received this document from a source other than the [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) email address, should immediately contact [DigitalFrontiers@dai.com](mailto: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](mailto: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](mailto:DigitalFrontiers@dai.com)

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**Synopsis of the RFP**

RFP No.	2022-09
Issue Date	June 9, 2022
Title	Digital Development in Sub-Saharan Africa Mapping Exercise
Issuing Office & Email	Digital Frontiers c/o DAI <a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Deadline for Receipt of Questions	June 20, 2022, 5pm EST, to <a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Deadline for Receipt of Proposals	July 1, 2022, 5pm EST time, to <a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Point of Contact	<a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Anticipated Award Type	Firm Fixed Price
Basis for Award	An award will be made based on the <b>Trade Off Method</b> . 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 work with Digital Frontiers to support the Democratizing Digital activity, for which DAI is seeking a firm or consultant(s) to map out USAID initiatives in Sub-Sahara Africa with a digital component.

### 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](mailto: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 one (1) Firm Fixed Price contract with a ceiling amount of no more than \$50,000. The contracting mechanism applied is subject to change during negotiations.

A Firm Fixed Price Contract is: An award for a total firm fixed price, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

Should an individual consultant be selected, DAI anticipates issuing an Independent Consultant Agreement.

## 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 **July 1, 2022 at 5pm EST**, to be submitted via email to [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com). Please include the RFP number (2022-09) in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. Technical proposals are limited to **three (3) to five (5) pages (excluding supporting documents detailed below)**.

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

### 2.2 Proposal Cover Letter

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

- The Offeror will certify a validity period of **60 days** for the prices provided.
- Acknowledge the solicitation amendments received.

### 2.3 Questions Regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) by **June 20, 2022 at 5pm EST time**. No questions will be answered by phone. Any verbal information received from a DAI or

Digital Frontiers employee or other entity shall not be considered as an official response to any question regarding this RFP.

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

### 3. Instructions for the Preparation of Technical Proposals

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

Technical proposals shall include the following contents:

#### 1. Technical Qualifications

- Explanation of how the Offeror will achieve the tasks specified in Attachment A, Scope of Work;
- Workplan, demonstrating the approach, sequence, and management components involved in providing the services described in Attachment A;
- Demonstration of Offeror’s capacity and experience to implement the approach proposed;

#### 2. Personnel Plan and Qualifications

- Personnel Plan that includes titles and job responsibilities of proposed team, demonstrating ability to successfully achieve selected tasks from SOW;
- CVs or bios of proposed personnel;

#### 3. Past Performance

- The Offeror should provide at least 3 past relevant project examples in past performance matrix per the template in Attachment E along with and References and portfolio;

#### 3.1 Services Specified

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

#### 3.2 Technical Evaluation Criteria

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

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

Criteria	Evaluation Sub-criteria	Maximum Points
Technical Qualifications	<ul style="list-style-type: none"> <li>• Proposed approach is comprehensive and demonstrates deep understanding of the specified tasks;</li> <li>• Technical approach demonstrates the applicant’s capacity to successfully complete all required deliverables while incorporating client feedback &amp; respecting deadlines.</li> <li>• Preference will be given to applicants who can include French and Portuguese documents as well as English</li> </ul>	18
Personnel Plan and Qualifications	<ul style="list-style-type: none"> <li>• Proposed personnel demonstrate required qualifications and ability to successfully achieve outlined tasks.</li> <li>• Proposed personnel skill sets show understanding of resources needed to achieve specified tasks</li> </ul>	9
Past Performance	<ul style="list-style-type: none"> <li>• Applicant has a record of positive past performance relevant to the SOW in Attachment A (at least three references)</li> <li>• Past Performance reflects USAID experience</li> </ul>	9

## 4. Instructions for the Preparation of Cost Proposals

### 4.1 Cost Proposals

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

Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals. Offerors should use their previous experience and knowledge to inform a cost proposal that reflecting unit prices reasonable for the local market. The final number and type of events will be determined during the convening design phase of the scope of work. A variety of convenings (sizes, lengths, and virtual and in-person) should be included in costs.

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

### 4.2 Budget Narrative

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

## 5. Basis of Award

### 5.1 Best Value Determination

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

**Evaluation points will not be awarded for cost.** Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price. 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.

## 6. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of

acceptable quality and standards. The contractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Project Director as a result of such inspection.

## 7. Compliance with Terms and Conditions

### 7.1 General Terms and Conditions

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

### 7.2 Prohibited Technology

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

### 7.3 Source and Nationality

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

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

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

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

### 7.4 US Government Registrations

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

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

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

### Restricted/Sanctioned Groups or Individuals

U.S. Executive Orders and U.S. law prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. These requirements apply to Vendor/Subcontractor. No material support or resources may be provided to individuals or entities that appear on the following lists<sup>1</sup>:

- a. Office of Foreign Assets Control (OFAC) (Department of Treasury) Sanctions List: <https://sanctionssearch.ofac.treas.gov/>
- b. OFAC's List of Specially Designated Nationals (SDN) and Blocked Persons, and the database formerly known as EPLS, now searchable at [www.sam.gov](http://www.sam.gov)
- c. Consolidated United Nations Security Council Sanctions List, available at <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>

The term "material support" includes "any property, tangible or intangible, or service, including currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, and transportation, except medicine or religious materials."

Please note that the following are included in the list of sanctioned entities:

- Fuerzas Armadas Revolucionarias de Colombia (FARC)
- FARC Communes/Political Party
- The National Liberation Army (ELN) (Colombia and Venezuela)
- Shining Path (SL) (Peru)

Further information is available at:

<https://www.state.gov/j/ct/rls/other/des/122570.htm>

<https://www.treasury.gov/resource-center/sanctions/Programs/Documents/terror.pdf>

### 7.5 Fly America Act

The contractor must comply with Fly America Act restrictions for all international travel under this award.

## 8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or contractors/subgrantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to DAI's Ethics Hotline at +1-503-597-4328, [Ethics@dai.com](mailto:Ethics@dai.com), or [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

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

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

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



## 9. Attachments

### 9.1 Attachment A: Scope of Work for Services

#### Digital Development in Sub-Saharan Africa Mapping Exercise

##### BACKGROUND

Digital Development is an emerging USAID priority, including in Sub-Saharan Africa (SSA). The potential of digital development to positively impact many aspects of development, including government transparency and accountability, the strength of civil society, and women's empowerment, is well-documented. There is mounting evidence to support the positive development impact of digital penetration: research shows that for every 10 percent increase in mobile broadband penetration, there is an increase of between 0.82 to 1.4 percent in the gross domestic product (GDP) of countries in Africa (Becker 2021). As a result, digital has become increasingly important to international development policies and practices.

USAID supports programs specifically focused on expanding access to and use of digital technology, as well as sector-focused programs that integrate digital tools to accelerate impact, stretching back for decades. To name a few examples: USAID launched the Leland Initiative in 1996 to help bring early internet connectivity to Africa; launched a funding mechanism focused solely on digital development, Mobile Solutions Technical Assistance and Research (mStar) in 2012; led the endorsement campaign for the Digital Development Principles in 2015; and adopted its first Digital Strategy in 2020.

In our increasingly digitized world, Information and Communications Technology (ICT) can make governments more efficient, improve service delivery and record keeping, and improve access to information. However, just as ICT can be a conduit for growth and development, it can also be used as a tool by those who seek to suppress civil liberties, harass and intimidate, and dismantle democracy. In an effort to understand the potential risks related to increasing digitization, Digital Frontiers recently conducted a landscape assessment in partnership with USAID's Africa Bureau on the intersection between digital development and digital repression in Sub-Saharan Africa.

The research found that the literature on digital democracy is largely divorced from the literature on digital development. While the literature on digital development has increasingly mentioned the need for data protection and privacy in recent years, there are far fewer mentions of cybersecurity and even fewer mentions of digital repression. This is inclusive of all five tactics of digital repression: mass surveillance, internet shutdowns and disruptions, disinformation, censorship, and target persecution. Each of these five tactics are becoming increasingly common, in part due to the rise in democratic backsliding and regime change globally in the past decade. As a result, digital development literature, and by extension, programming, risks unintentionally promoting approaches that can facilitate digital repression. These findings warrant further research into how different aspects of digital development programming link to each of these five tactics.

##### OBJECTIVE

DAI, along with USAID's Africa Bureau, seeks to conduct a comprehensive mapping of past USAID initiatives in Sub-Saharan Africa with a digital component. The analysis will use data from the Development Experience Clearinghouse (DEC), as well as other sources, to 1) provide an overview of all USAID initiatives with a digital component; 2) report on the most common objectives of these initiatives (e.g. increase access, improve women's empowerment, workforce development, etc.) and level of success 3) report on any mentions of the five tactics of digital repression or related terms in USAID project evaluations or other documents; 4) conduct analysis of data from another source, such as Freedom House or Afrobarometer, on trends in internet freedom over a similar time period.

##### TASKS

The subrecipient organization is expected to complete the following tasks during the period of performance:

1. Collaborate with USAID and DAI to develop specific research questions.
2. Complete a full scan of the DEC and other relevant data sources.

- a. Preference to include French and Portuguese documents as well as English
3. Provide DAI and USAID with data visualizations which interpret the data in response to pre-determined research questions (for example, mentions of digital surveillance by USAID focus country, implementing partner, and/or Bureau).
4. Make recommendations for further research based on findings.

#### TIMEFRAME

The anticipated period of performance is August – October 2022.

#### ANTICIPATED DELIVERABLES

- Complete mapping of USAID initiatives in SSA with a digital component
- Mapping of mentions of digital repression and related terms in USAID project evaluations and other reports
- Analysis of trends in internet freedom over time
- List of recommended projects and reports for future research
- Associated data visualizations & presentation of results

#### REPORTING

The partner will report to the Digital Frontiers Senior Program Manager and work closely with Digital Frontiers' Research Lead and USAID Activity Manager.

#### RELEVANT QUALIFICATIONS

- Demonstrated data analytics and visualization experience
- Experience conducting systematic reviews, meta-evaluations, or similar projects, ideally using data science to collect and analyze large amounts of data
- Experience analyzing USAID program-related data specifically
- Regular availability for calls and meetings overlapping with US East Coast time zone
- Preferred: ability to incorporate AI/machine learning into data collection and analysis

## 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**-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 60 days for the prices provided in the attached Cost Proposal. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

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

Yours sincerely,

Authorized Signature:

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

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

### 9.3 Attachment C: Budget and Budget Narrative Template

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

#### 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.

#### **Salaries and Wages**

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

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

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

Level of Effort (LoE) allocations should be accompanied with brief technical justifications describing each position's roles and responsibilities (and requisite LoE) for each of the Tasks outlined in Attachment A.

**Other Direct Costs**

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

Offerors should use their previous experience and knowledge to recommend the number of convenings within the budget. A variety of convenings (sizes, lengths, and virtual verse in-person) should be included in costs.

**Indirect Costs on All Costs**

All indirect costs must be in accordance with the Firm's policies (explain and provide justification). Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals.

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

### Background:

#### Summary of Current U.S. Government Requirements

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

#### CAGE/NCAGE Code

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

- 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](http://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
  - 2) Your Legal Business Name, and Physical Address.

Follow this link to create a SAM.gov user account and register your organization:  
[https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS\\_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0IEAAAAAQApdmldzo5ZTNkNDA3MS1iYzZiLTRjZjgtYmQ2Ny03Mjg3Y2EyZjJhMzIA\\_B19fRU9GX18\\*&portal:componentId=1fccbe43-ae5a-4f24-ae71-312126928af8&interactionstate=JBPNS\\_r00ABXcwABBfanNmQnJpZGdlVmlld0lkAAAAAQAPL2pzZi9iYW5uZXluanNwAAdfX0VPRI9f&portal:type=action##11](https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0IEAAAAAQApdmldzo5ZTNkNDA3MS1iYzZiLTRjZjgtYmQ2Ny03Mjg3Y2EyZjJhMzIA_B19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-312126928af8&interactionstate=JBPNS_r00ABXcwABBfanNmQnJpZGdlVmlld0lkAAAAAQAPL2pzZi9iYW5uZXluanNwAAdfX0VPRI9f&portal:type=action##11)

#### Unique Entity ID (UEI)

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

### 9.5 Attachment E: Past Performance Table Template

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

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

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

## 9.6 Attachment F: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- DAI, as prime contractor of U.S. federal government contracts, reports compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Organizational Conflict of Interest –The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
6. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s).
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.



## 9.7 Attachment H: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

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

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Technical Proposal not exceeding five (5) pages
- ☐ Past Performance Matrix (*use template in Attachment E*) with links to 3 video samples
- ☐ CVs/bios of Team lead and staff
- ☐ Cost Proposal including budget and budget narrative (*use templates in Attachment C*)