



Digital Frontiers

Request for Proposals (RFP)

No. 2019-05

USAID Strategy and Research: Artificial Intelligence/Machine Learning (AI/ML) Guide

Issue Date: November 4, 2019

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.	2019-05
Issue Date	November 4, 2019
Title	USAID Strategy and Research: Artificial Intelligence/Machine Learning (AI/ML) Guide
Issuing Office & Email/Physical Address	Digital Frontiers c/o DAI WeWork, 1440 G St NW Washington, DC 20005 DigitalFrontiers@dai.com
Deadline for Receipt of Questions	November 12, 2019, 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	November 25, 2019, 5pm EST, 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 project, invites qualified offerors to submit proposals to provide support to the USAID Center for Digital Development's (CDD) Strategy and Research team to support the development of field-ready, practical AI/ML guidance resources. Digital Frontiers seeks qualified firms to deliver a modular, field-ready AI/ML guidance product that translates findings from the Strategy & Research (S&R) Team's 2018 report [Reflecting the Past, Shaping the Future: Making AI work for International Development](#) into concise, practical guidance for USAID staff and partners.

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.

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.

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 **November 25, 2019 at 5pm EST**, to be submitted via email to **DigitalFrontiers@dai.com**. Please include the RFP number (2019-05) 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 to five 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 by **November 12, 2019 at 5pm EST**. 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 to five pages, excluding personnel bios/CVs, past performance matrix, workplan, portfolio/work samples, and cover letter.**

Technical proposals shall include the following contents:

1. Technical Qualifications and Management Approach

- Narrative summary of firm's technical capabilities, demonstrating that the Offeror is qualified to implement the SOW. Key Considerations from the SOW should be taken into account along with the required qualifications.
- Proposed implementation and management approach of SOW activities. The management approach should include any key personnel and how they will work together to deliver the milestones in the SOW.
- A workplan that outlines how the firm will approach and achieve the milestones in the timeframe.

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. The information 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, 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.
- Relevant Portfolio/Work Samples (either through attachments or links) of at least two examples of past reports/guides/tools designed and created. Samples can be submitted as separate attachments but should be clearly identified.
- Through these past experiences USAID experience must be demonstrated, preferably with the Global Development Lab/CDD.

3. Personnel Qualifications

- CVs of key named personnel that include at a minimum:

- Project manager that will lead the team and be the point of contact for DAI/USAID
- ML/AI expert (if different from project manager)
- Guide product team leader (if different from project manager)
- CVs of key named personnel should demonstrate relevant qualifications for the SOW.
- The identified Project manager should have US Government (USG) experience, preferably with USAID and/or Global Development Lab/CDD.

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 Qualifications and Management Approach	<ol style="list-style-type: none"> 1. Narrative summary of firm's technical capabilities demonstrating the firm's ability to complete the scope of work. This summary includes a management plan with named personnel within the 3-5-page limit. 2. A workplan that demonstrates how the firm will approach and achieve the work in the timeframe. 	40 points
Past Performance	<ol style="list-style-type: none"> 1. At least 3 past project examples in past performance matrix demonstrating capabilities in line with SOW. 2. A portfolio (either through attachments or links) of at least two examples of past reports/guides/tools designed and created. 3. Prior USAID experience demonstrated, preferably with the Global Development Lab/CDD. 	30 points
Personnel Qualifications	<ol style="list-style-type: none"> 1. CVs of key named personnel that include at a minimum: <ul style="list-style-type: none"> ○ Project manager that will lead the team and be the point of contact for DAI/USAID ○ ML/AI expert (if different from project manager) ○ Guide product team leader (if different from project manager) 	30 points

	2. Project manager should have US Government (USG) experience, preferably with USAID and/or Global Development Lab/CDD.	
Total Points		100 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".

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.

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 DUNS 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 Source and Nationality

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

<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 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 Geographic Code and the exclusions for prohibited countries outlined above.

7.3 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:
 - DUNS 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 DUNS Number

7.4 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

ARTIFICIAL INTELLIGENCE/MACHINE LEARNING GUIDE

BACKGROUND

Artificial intelligence (AI) and machine learning (ML) technologies, although still relatively young, are garnering a vast amount of interest in international development across sectors and geographies. USAID's Center for Digital Development's Strategy & Research (S&R) team recently published a report, [Reflecting the Past, Shaping the Future: Making AI work for International Development](#), based on extensive research in this rapidly growing field. This report describes these systems, highlights a range of promising applications along with the potential risks and harms, and makes high-level suggestions for how development experts can bring their vast expertise to bear in engaging with and shaping how these tools are deployed in development projects.

The findings and suggestions of the report are an important first step for interested USAID staff to become familiar with this new and often complex field. A necessary next step will be to translate the report's learnings and recommendations into a more actionable format such that the lessons and good practices identified are accessible to program staff who may have limited familiarity with, or time to devote to the topic.

CDD's Strategy and Research team will utilize the Digital Frontiers mechanism, a \$74.4 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2022, to support the development of field-ready (for on-the-ground USAID Mission and implementing partner staff), practical AI/ML guidance resources. DAI implements the Digital Frontiers project, which works closely with USAID's Global Development Lab (GDL), the Center for Digital Development (CDD), USAID missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

OBJECTIVE

Digital Frontiers seeks qualified firms to deliver a modular, field-ready AI/ML guidance product that translates findings from the Strategy & Research (S&R) Team's 2018 report [Reflecting the Past, Shaping the Future: Making AI work for International Development](#) into concise, practical guidance for USAID staff and partners.

APPROACH

This work will build off the findings of S&R's 2018 report to distill key considerations and implementation challenges into a concise, practical resource for USAID staff and implementing partners (IPs). While the research findings identified several examples, issues and considerations for responsible application of AI and ML enabled systems in development, the report is not currently developed as a field-ready tool that mission and implementing partner staff could readily pick up and use.

The ultimate product will be developed through a two-part process. The contractor will create a zero-version (pilot version) modular resource for USAID and IP staff to guide them through the process of conceptualizing, developing, and implementing a ML and/or AI based tool. At this stage, the resource will

be an intermediate product that will be utilized by the USAID S&R team to pilot test with a USAID Mission and/or IP staff. Following this field-test, the contractor will incorporate feedback and revisions to produce the final field-tested resource.

TASKS

Staff from USAID's S&R team and Digital Frontiers will work closely with the selected contractor to create the AI/ML guidance product. The contractor will lead drafting of the product with input and approval of USAID and Digital Frontiers. Digital Frontiers envisions that the selected contractor will work on the following tasks:

1. USER RESEARCH AND GUIDANCE FORMAT

- Review the content of S&R's research findings and relevant reports.
- Conduct several key conversations with the S&R team and potential "users" at USAID and implementing partners to inform format and structure of the guidance product as well as the roll-out strategy.
- Work with Digital Frontiers and the S&R team to determine target audience, goals and ideal length of the final guidance product.

2. CONTENT DEVELOPMENT

- The selected contractor will develop a list of specific themes for the guide, in collaboration with Digital Frontiers and the S&R team. These themes should reflect the findings from the 2018 report and the contractor's assessment of areas of greatest need from the perspective of development practitioners, focused on where practical guidance can be offered.
- The contractor will draft an outline for the guidance product (comprising both format and content elements). The contractor will also suggest 2-3 sample products or output formats appropriate for the content and for achieving the objectives in a reasonable timeframe, with an emphasis on how different formats enable modularity of the final product.
- Once approved by Digital Frontiers, the contractor will develop a zero-version of the guidance product, in an iterative fashion, with the contractor soliciting and incorporating input from Digital Frontiers and the S&R team. Once no further input can be provided without field-testing, the contractor will provide the draft to the S&R team for further socialization and piloting.
- The contractor will provide guidance on a field-testing plan which will include target USAID missions or technical sectors. Guidance should also be provided on how the field test will be measured and evaluated.

3. TESTING AND REVISIONS

- The contractor will send one representative to a selected USAID country to accompany USAID representatives for a week TDY (country visit) to field-test the guidance product.
- Following the field-test, the contractor will incorporate feedback and revisions to create a final draft.

4. DELIVER A MODULAR, FIELD-READY AI/ML GUIDANCE PRODUCT

- The contractor will format the guidance product in the format/structure determined to be the best option during the initial user research phase. A few possible formats could be an interactive pdf (similar to S&R's recently published [How To: Create Digital ID for Inclusive Development](#)) or an interactive website platform.

- The contractor will draft and implement a communications strategy for the roll-out of the final AI/ML guidance product.

PROGRAM MILESTONES

Upon award, the contractor will be expected to deliver the following according to the approximate schedule assuming a late November 2019 start date:

MILESTONES	TIMEFRAME
Draft framework for AI/ML guidance product	December 2019
Zero-version draft of AI/ML guidance product	March 2020
Guidance for field-testing plan	March 2020
TDY for field-test	April - May 2020
Communications strategy and roll-out	August - October 2020
Final AI/ML guidance product	September 2020

PROJECT MANAGEMENT

- The contractor will attend or participate remotely in agreed upon weekly or biweekly calls with Digital Frontiers and USAID staff to provide updates on progress.
- The contractor must propose a project manager from their organization to serve as the primary point of contact for USAID and Digital Frontiers.
- The contractor will report to Stephanie Creed from Digital Frontiers with additional oversight and collaboration from Shachee Doshi/Aubra Anthony from USAID.

KEY CONSIDERATIONS

The format of the resource should be purpose-driven and not unnecessarily tied to past S&R or CDD product formats. That said, a historical resource to consider as a notional template for this work is S&R's recently published [How To: Create Digital ID for Inclusive Development](#). Some characteristics worth emulating or building off of this "how-to" document for the anticipated AI/ML product might include:

- Sections broken down by key issue areas for consideration. Specific themes will be finalized by S&R as the work develops, but a notional list should reflect an assessment of areas of greatest need from the perspective of development practitioners, and where practical guidance can be offered, while staying at a general enough level as to be applicable across multiple use cases/sectors. Example sections for this scope's product might include some subset of the following, and each section should be succinct and constructed at an appropriately general level:
- Whether and when to integrate AI in development programming
- Identifying well-suited use cases of AI
- Making choices about potential datasets and data systems
- Determining appropriate technical capacity, including human skill, hardware and software
- Ensuring that the model is suitable for the problem

- Assessing sources of potential bias
- Auditing your model for ‘explainability’
- Making plans to assess intended and unintended impacts of AI/ML tools
- Being mindful of various stakeholders
- Working within legal and regulatory frameworks
- User-centered, example-based narration -for example, via illustrative, personal stories to indicate how AI/ML can impact individuals and populations
- Modular format, making it easy to navigate to appropriate sections of the document without having to read through all of it
- Explicit explanation of audience and purpose up-front; for each section, identification of who should read the section and what they will gain from having read it, in practical terms
- Curation of high-quality, practical references tailored to USAID-relevant questions and concerns
- Ample translation of high-level recommendations into practical (though still general) directives

This work should build closely off of the recommendations and findings of the S&R report as well as other relevant AI standards, such as OECD’s [AI Principles](#) while always remaining consistent with the [Principles for Digital Development](#).

Qualifications

- Advanced technical expertise in the use of machine learning and artificial intelligence technologies in development required
- USAID experience required; US Global Development Lab/CDD experience a plus
- Strong writing and editing skills
- Previous experience drafting communications strategies preferred
- Experience creating field-ready practical guides/materials/tools preferred
- Previous experience formatting and designing USAID publications preferred
- Previous experience in website design preferred
- Ability to work under tight timeframes and successfully meet deadlines

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	Cost
I. Salaries and Wages				
<i>Expatriates</i>				
Person 1	TBD	\$100.00	0	\$0
Person 2	TBD	\$100.00	0	\$0
<i>Local Staff (if relevant)</i>				
Person 3	TBD	\$100.00	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				
<i>1. Project Management Expenses</i>				
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 (CR) or Time and Materials (T&M) basis.

Salaries and Wages

For our labor cost estimates, we have used the daily rates for U.S. expatriate (Expat) professionals and Cooperating Country National (CCN) personnel, as supported by actual salaries and/or prevailing labor rates.

Expats (U.S. Nationals)

- 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.

Cooperating Country Nationals (Local Professionals)

- 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. Included within this cost category are all costs necessary for the successful operation of this activity.

For TDY travel, firms should assume the travel is to Hanoi, Vietnam. This is ***not*** the identified location of the TDY but is meant to allow you to be responsive to this task in the SOW and budget appropriately. The TDY location is currently undetermined.

Indirect Costs on All Costs

All indirect costs must be in accordance with the Firm's policies.

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 DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record
 - 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 DUNS Number, Legal Business Name, and Physical Address from your D&B record; Make sure your DUNS information and NCAGE information match

Follow this link to create a SAM.gov user account and register your organization:
https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0IEAAAAAQApdmllczo5ZTNkNDA3MS1lYzZiLTRjZigtYmQ2Ny03Mjg3Y2EyZjJhMzIAB19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-

312126928af8&interactionstate=JBPNS_r00ABXcwABBFanNmQnJpZGdIVmld0lkAAAAAQAPL2pzZi9iYW5uZXluanNwAAdfX0VPRI9f&portal:type=action##11

Data Universal Numbering System (DUNS)

The Data Universal Numbering System 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.

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.

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- 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 DAII with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of a DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, 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 G: Travel and International Air Transportation

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 and Management Approach not exceeding five (5) pages.

☐ Workplan

☐ Past Performance Matrix (*use template in Attachment E*)

☐ Relevant portfolio or past work samples (at least two examples in either attachments or links)

☐ Project Manager CV, ML/AI expert CV (if different from project manager), and Guide product team leader (if different from project manager).

☐ Cost Proposal including budget and budget narrative (*use templates in Attachment C*)