

March 5, 2021

Request for Proposals # *Haiti-3PL-WRH-001*

Warehousing Services for Chemonics International's GHSC-PSM Haiti Fleuriot Warehouse

Dear Sir or Madam,

Chemonics International Inc. (hereinafter referred to as "Chemonics"), under the USAID Global Health Supply Chain program – Procurement and Supply Management (GHSC-PSM) project, USAID Contract No. AID-OAA-I-15-00004, Task Order Nos AID-OAA-TO-15-00007; AID-OAA-TO-15-00010; and AID-OAA-TO-16-00018, is issuing a Request for Proposals (RFP) for warehouse management services. The attached RFP contains all the necessary information for interested Offerors.

The purpose of GHSC-PSM is to ensure uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the USG President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), Population and Reproductive Health (PRH), and Maternal and Child Health (MCH).

The purpose of this RFP is to identify and select a 3PL Subcontractor able to rapidly and responsively provide Warehouse Management Services for health commodities, which may include antiretroviral medicines, antimalarial medicines and Rapid Diagnostic Tests (RDTs), contraceptives, long-lasting insecticide-treated bed nets, laboratory reagents, laboratory consumables, and other health-related commodities. These warehouse management services will be provided in the Fleuriot Warehouse located in Port-au-Prince, Haiti.

Chemonics realizes that Offerors may have additional questions after reading this RFP. In response, Chemonics is planning to hold a proposal conference on Microsoft Teams (conference line) at 9:00 a.m. EST on March 18, 2021, to provide prospective Offerors an opportunity to learn more about the GHSC-PSM Haiti project, to have questions about this RFP answered, and to learn more about the proposal and subcontracting process. Chemonics encourages all interested Offerors to attend the proposal conference. Pre-registration to attend the proposal conference is required. Please email your pre-registration and any advance questions to Chemonics' GHSC-PSM Haiti Project Management Unit at HaitiWarehouse@ghsc-psm.org by 1:00 p.m. EST on March 11, 2021.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any or all offers, if such action is considered to be in the best interest of Chemonics.

Sincerely,

John Stanton
GHSC-PSM Managing Director
Chemonics International

Request for Proposals

RFP # *Haiti-3PL-WRH-001*

For the provision of

Warehousing Services for Chemonics International's GHSC-PSM Haiti Fleuriot Warehouse

Contracting Entity:
Chemonics International, Inc.
1717 H Street, Washington D.C. USA

Funded by:
United States Agency for International Development (USAID)

Funded under:
Global Health Supply Chain Program – Procurement Supply Management
(GHSC-PSM) Project

Prime Contract Number: AID-OAA-I-15-00004

Task Order Number: AID-OAA-TO-15-00007; AID-OAA-TO-15-00010; AID-OAA-TO-16-00018

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Chemonics' Risk Management team at psmriskmanagement@ghsc-psm.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

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- Fleuriot Warehouse List of Active SKUs
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- List of Chemonics Materials Handling Equipment (MHE) and Assets
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- 2.1 World Health Organization Good Storage and Distribution Practices (May 2019) Draft for Comments, Working document QAS/19.793
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- 2.4 World Health Organization Technical Supplements to Model Guidance for the storage and transport of time and temperature sensitive pharmaceutical products

List of Acronyms

3PL	Third Party Logistics
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COB	Close of Business
COR	USAID Contracting Officer's Representative
CD	Country Director
CV	Curriculum Vitae
FAR	Federal Acquisition Regulations
GF	Global Fund
GR	Good Receipt
GHSC-PSM	Global Health Supply Chain Program – Procurement Supply Management
KPIs	Key Performance Indicators
MCH	Maternal and Child Health
MHE	Material Handling Equipment
M&E	Monitoring and Evaluation
NICRA	Negotiated Indirect Cost Rate Agreement
NGO	Nongovernmental organization
OTIF	on-time in-full
PEPFAR	USG President's Emergency Plan for AIDS Relief
PMI	The President's Malaria Initiative
POD	Proof of Delivery
RFP	Request for Proposals
PRH	Population and Reproductive Health
SKU	stock keeping unit
SOP	Standard Operating Procedures
U.S.	United States
USAID	U.S. Agency for International Development
USAID/Haiti	USAID Mission in Haiti
USG	U.S. Government
TO	Task Order
VAT	Value Added Tax
WMS	Warehouse Management System

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the USAID Global Health Supply Chain program-Procurement and Supply Management (GHSC-PSM), under contract number AID-OAA-I-15-00004 is soliciting offers from companies and organizations to submit proposals to participate with USAID GHSC-PSM to carry out warehousing services for the existing GHSC-PSM Fleuriot Warehouse in Haiti.

The purpose of USAID's GHSC-PSM project is to ensure uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the USG President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), Population and Reproductive Health (PRH), and Maternal and Child Health (MCH).

Chemonics will issue an award to one company or organization. The award will be in the form of an indefinite quantity subcontract with firm fixed price sub-task orders (hereinafter referred to as "the subcontract"). The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Annex 6.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the subcontract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and the Annex 6.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2. Offer Deadline

Offerors shall submit their offers electronically. Offers must be received no later than 5:00 p.m. EST on March 24, 2021, and must be sent to HaitiWarehouse@ghsc-psm.org.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

I.3. Submission of Offers

A. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The Offeror must submit the proposal electronically with up to 3 attachments (30 MB limit) per email compatible with Microsoft Word, Microsoft Excel, readable format, or Adobe Portable Document (PDF)

format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other. Technical proposals must not refer to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

I.4. Requirements

To be determined responsive, an offer must include all of the documents and sections required per Sections I.4.A and I.4.B.

A. General Requirements

Chemonics anticipates issuing a subcontract to a Haitian or international company or organization, provided it is legally registered and recognized under the laws of Haiti and the country where the entity is headquartered, and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Haiti upon award of the subcontract. Companies without registration in Haiti shall include in *Part 2 – Management and Staffing Plan*, their plan to deliver the warehousing services while they process and obtain their registration in country.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in Haiti at the time the subcontract is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number if selected to receive a subaward valued at USD\$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.¹

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however, the different organizations must be committed to work together in the fulfillment of the subcontract terms.

B. Required Proposal Documents

¹ If Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform> Further guidance on obtaining a DUNS number is available from Chemonics upon request.

1. Cover Letter

The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. Fax
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number
- ix. DUNS Number
- x. Official bank account information
- xi. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.
 - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 3 "Required Certifications".
 - e) Applicable documents listed in I.4.A.

A sample cover letter is provided in Annex 1 of this RFP.

2. Technical Proposal

The technical proposal shall comprise the following parts:

- **Part 1: Technical Approach, Methodology and Detailed Work Plan.** This part shall be between 5 and 15 pages long but may not exceed 15 pages.

The offeror shall provide the following details regarding their technical approach and methodology:

- Overall Warehousing and Quality Management
 - The warehouse operations methodology and strategy to conduct receiving, storage, picking & packing, and dispatch services for pharmaceutical cold chain, pharmaceutical grade, and ambient grade health commodities.
 - Standard Operating Procedures (SOPs) shall be attached as an annex. These SOPs should complement the proposed warehouse operations methodology and strategy. SOPs shall comply with the Warehousing Guidance found as attachments in Appendices Part 2, including:
 - WHO Good Storage and Distribution Practices (May 2019) Draft for Comments, Working document QAS/19.793
 - WHO Model Guidance for the storage and transport of time and temperature sensitive pharmaceutical products,
 - Guidance for Loading a Truck

- WHO Technical Supplements to Model Guidance for the storage and transport of time and temperature sensitive pharmaceutical products.
 - The SOPs will be evaluated to confirm consistent procedures for security, receiving, storage, packing, and loading, including specific cold chain management.
- Implementation Plan and Execution Time Frame
 - Offerors should provide a handover/transition strategy, including activities such as: commodity inventory, equipment and assets inventory and handover, and/or inspections.
 - Offerors shall provide a plan detailing the timeframe for when the required organizational and equipment resources will be provided and operational, including the following:
 - Hired qualified staff, who are assigned and trained in each requisite area;
 - Fully functional physical assets, including but not limited to the safety and security equipment, computer and network equipment, communications equipment and all other equipment needed for operations;
 - Required liability, local, and commodity insurance coverages are put in place;
 - Implemented warehouse internal security and contingency plans.
- Warehouse Management System (WMS)
 - The warehouse operations methodology shall specifically mention what Warehousing Management Information System (WMS) the offeror will be using to support the operation, describe how they will make WMS information and data accessible to Chemonics, provide details of their experience using the WMS, and indicate if the system is certified. The proposed methodology should ensure that Chemonics has access to the WMS information at all times.
 - The proposed WMS shall include electronic/automated receiving, put away, picking, stock counting, location, batch/Lot tracking, and order allocation.
 - Offerors shall submit any cyber security certifications their proposed WMS has and indicate which security regulation the proposed WMS is compliant with.
- **Part 2: Management and Staffing Plan.** This part shall be between 2 and 5 pages long, but may not exceed 5 pages.

Offerors shall provide a functional organogram to support the implementation of the subcontract and shall expand on the qualifications of proposed positions as relevant to the proposed warehouse operations methodology and strategy. Offerors shall include a local Pharmacist with at least 2 years of professional experience in the key management positions to include in their proposal. Key management positions should be included and identified on the organogram. As an Annex (not included in page limit), the Offeror shall include position title(s), scope(s) of work, and key qualifications for the key management position(s). There should be an adequate number of qualified personnel to achieve pharmaceutical quality assurance objectives. Qualifications of all key positions must be in line with Haiti national regulations.

Offerors shall provide narrative explanation and rationale for the proposed staffing plan. Offerors are not to present candidates for the positions; the organogram should only include the proposed functions/responsibilities.

- **Part 3: Corporate Capabilities, Experience, and Past Performance.** This part shall be between 2 and 7 pages long but may not exceed 7 pages.

The offeror shall provide the following details regarding their corporate capabilities, experience, and past performance:

Description of Corporate Capabilities and Experience: Offerors must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

Past Performance Record and Reference: Offerors must include 3 to 5 past performance references of similar work (under contracts or subcontracts) implemented in the past five years, as well as contact information for the companies for which such work was completed. Using the template provided in Annex 5, include details of the work implemented, such as period of performance, through-output information (inbound, outbound in pallets and cubic meters), warehouse size (sq. meters), number of slot/pallet positions, category of products, and contract value. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics reserves the right to check additional references not provided by an offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The subcontract to be awarded will be an indefinite quantity subcontract with fixed unit rates. No profit, fees, taxes, or additional costs can be added after award.

The fixed unit rates shall be presented in two categories using the template provided in **Annex 2**:

1. Product Movement (In-Bound and Out-Bound)
2. Fixed Operating Services Costs

Product Movement (In-Bound and Out-Bound): The Product Movement unit prices shall include the following costs: all required labor to support the operation and activities outlined in the scope of work in Section II, office furniture, office equipment, warehouse equipment, safety and security items and any material needed to fulfill the In-Bound and Out-Bound activities. For the In-bound invoices reconciliation and payment, Chemonics will request the submission of a Good Receipt report exported from the subcontractor's WMS, and a Processed Orders report for reconciliation and payment of the Out-bound services. The information in these reports is subject to GHSC PSM Haiti project verification using shipping documents, order requests, PODs and other supporting documents. Additionally, GHSC PSM Haiti project reserves the right to locally and remotely access the WMS to view and verify the information presented in reports and in general, to verify data entered into the system and its flow.

Fixed Operating Services Costs: Fixed Operating Services Costs will include those costs needed to support the operation that are not directly related to the volume of In-Bound and Out-Bound activities, which shall include items such as, but not limited to: material handling equipment's maintenance services, Warehouse Management System (WMS), internet service beyond the bandwidth that Chemonics shall provide, internal cleaning services, management cost, internal security guards service, temperature

monitoring systems, internal CCTV and access control. The Fixed Operating Services Costs will be presented as a monthly fixed rate. This fixed rate will not subject to revisions for the duration of the task order. Chemonics shall not reimburse for any operating cost including travel costs, that are not embedded in the monthly fixed rate.

Fixed unit rates must be expressed in USD and include all associated costs, taxes, and fees.

The USAID-funded project under which this procurement is financed does not permit the financing of any taxes, TCA, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country, and in accordance with the bilateral agreement between the Government of the United States and the Government of Haiti, Chemonics will submit the subsequent subcontract for exemption by the Cooperating Country government.

Therefore, Offerors are requested to submit quotations with any taxes, TCA, tariffs, duties, or other levies imposed by the laws in effect in Haiti clearly identified separately from the offered price.

Any resultant subcontract shall be priced as free and exempt from any taxes, TCA, tariffs, duties, or other levies imposed by the laws in effect in Haiti. The Offeror shall not charge any host country taxes, TCA, tariffs, duties, levies, etc. from which this USAID program is exempt. In the event that any exempt charges are paid by the Subcontractor, Chemonics will not reimburse them to the Subcontractor unless Chemonics had approved them in advance in writing.

The cost proposal shall also include a budget narrative that explains the basis for the fixed unit rates. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

I.5. Source of Funding, Authorized Geographic Code, and Source and Origin

Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations.

All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 935 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-voll1/pdf/CFR-2012-title22-voll1-part228.pdf>.

The cooperating country for this RFP is Haiti.

Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

I.6. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	March 5, 2021
Deadline for written questions	March 11, 2021
Proposal conference pre-registration deadline	March 11, 2021
Answers provided to questions/clarifications	March 16, 2021
Proposal conference	March 18, 2021
Proposal due date	March 24, 2021
Subcontract award (estimated)	May 31, 2021

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

Proposal Conference. A proposal conference will be held via Microsoft Teams Live Event at 9:00 a.m. EST on March 18, 2021 to provide interested offerors an opportunity to learn more about GHSC-PSM Haiti and to ask any questions about this RFP and the solicitation process. Chemonics welcomes any organization to attend this proposal conference. Pre-registration to attend the proposal conference is required. Please email your registration request and any advance questions by 1:00 p.m. EST on March 11, 2021 to HaitiWarehouse@ghsc-psm.org. Registered offerors will be receiving an email with the instructions to join the proposal conference.

Written notes from the proposal conference will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the proposal conference, but were unable to attend the proposal conference.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to HaitiWarehouse@ghsc-psm.org no later than 1:00 p.m. EST on March 11, 2021. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the GHSC-PSM project, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by 5:00 p.m. EST on March 24, 2021. Late offers will be considered at the discretion of Chemonics.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee within 2 days of receiving notification.

Subcontract Award. Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

I.7. Validity Period

Offerors' proposals must remain valid for **90** calendar days after the proposal deadline.

I.8. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management structure, and corporate capability requirements, and is determined to represent the best value to Chemonics.

This RFP will use the tradeoff process to determine best value as set forth in FAR 15.101-1. That means that each proposal will be evaluated and scored against the evaluation criteria, which are stated in the table below. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the GHSC-PSM Haiti project. Chemonics 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.

Evaluation points will not be awarded for cost, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered significantly more important than cost factors. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria:

Criterion	Description	Points
Technical Proposal & Execution Plan	Based on the information presented in <i>Part 1: Technical Approach, Methodology and Detailed Work Plan</i> , the offerors shall be evaluated on the following: <ul style="list-style-type: none"> • Warehouse operations methodology and strategy • Completeness of the Standard Operating Procedures according to the warehousing services defined in this RFP • SOPs adherence to the organizations' standards stated in Part I section of this RFP • Responsiveness to the implementation plan requirements. • Mobilization schedule • WMS information accessibility to Chemonics and experience using/operating it 	40
Management Capabilities and Staffing Structure	Based on the information presented in <i>Part 2: Management and staffing plan</i> , the offerors shall be evaluated on the following: <ul style="list-style-type: none"> • Rationality of the proposed positions in their organogram • Staffing plan approach and timeline • Qualifications alignment with positions responsibilities 	25
Past Performance	Based on the information presented in <i>Part 3: Corporate Capabilities, Experience, and Past Performance</i> , the <i>Past Performance forms and their service reference letter of confirmation</i> , the offerors shall be evaluated on the following: <ul style="list-style-type: none"> • Relevance of the contractual experience submitted with the proposal compared with the scope of the warehousing services defined in this RFP • Positive verification of references 	35

Criterion	Description	Points
	Note: All contractual experience will be subject to verification and only active or completed contracts within the past five years, from the RFP issuance date, will be assessed for scoring.	
Total		100

I.9. Negotiations

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations.

I.10. Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in the template shown in Annex 6 to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in Annex 6.

I.11. Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation.

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

In April 2015, USAID announced a new approach to purchasing and distributing life-saving medicine and health supplies funded through its USAID Global Health programs in support of HIV/AIDS, Malaria, and Reproductive Health. USAID awarded the Global Health Supply Chain Program– Procurement and Supply Management project (GHSC-PSM) to Chemonics International as the lead contractor. The purpose of GHSC-PSM is to ensure uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. In Haiti, the project provides direct procurement and supply chain management support to the President’s Emergency Plan for AIDS Relief (PEPFAR) and the USAID Office of Population and Reproductive Health (PRH). GHSC-PSM supports health programs through the supply of a wide range of health commodities, including commodities for HIV/AIDS, maternal and child health, and infectious diseases.

GHSC-PSM manages the entire supply chain, which includes forecasting, procurement and delivery, warehousing, transport to last mile, and collection and management of waste pharmaceuticals from the last mile. The GHSC-PSM uses third-party logistics (3PL) transportation providers to distribute commodities from the Fleuriot Warehouse in Port-au-Prince, Haiti, on a regular basis to approximately 260 service delivery points across Haiti. In addition to commodities procured and distributed, Chemonics also provides warehousing services for the Global Fund and other UN agencies.

The purpose of this RFP is to solicit proposals for warehouse management services for health commodities that require cold chain and non-cold chain storage for temperature sensitive pharmaceuticals, laboratory reagents/consumables, non- medical consumables and other health products in Haiti. The selected Subcontractor will be required to provide warehouse management services for these health products and other items located at the Fleuriot Warehouse in Port-au-Prince, Haiti for a period prior to distribution.

Chemonics seeks to partner with best-in-class service provider with: a strong background in cold chain and non-cold chain storage of high value commodities, the capacity to achieve industry standard for Good Storage Practices according to World Health Organization guidelines, and the ability to scale its operational capacity to meet the growing needs of Chemonics’ local counterparts in Haiti.

The contract awarded will be an indefinite quantity subcontract utilizing firm fixed unit prices with a 12-month period of performance. The IQS shall be renewable based on performance satisfaction and USAID allocation of funds. Task Orders will be placed for required warehousing services under the subcontract. The awarded subcontract will include a statement of the ceiling price, the scope of work, Chemonics standard terms and conditions, the guiding Federal Acquisition Regulation (FAR) and U.S. Agency for International Development (USAID) clauses, and invoicing information.

II.1.i About the Fleuriot Warehouse

The GHSC-PSM project in Haiti operates a 60,000 square feet (\approx 5,400 square meters) warehouse as the main distribution center located at the Fleuriot Industrial Park in Port-au-Prince, Haiti. The facility is currently leased from a local landlord. All existing equipment needed to operate the warehouse in accordance with the World Health Organization and International Pharmaceutical Standards has been provided and owned by the US Government and is under custody of Chemonics International.

The facility is separated in two main storage areas of exactly the same size: 1) a climate-controlled area (referred to as the pharmaceutical grade room) to store commodities requiring temperatures below 25

degrees Celsius; and 2) a non-climate controlled area (referred to as the ambient room). The warehouse also has an 82 square meter cold room and a back-up Thermo King 20 feet container (referred to as the cold chain storage areas) to manage commodities requiring storage at temperatures between 2 and 8 degrees Celsius.

The warehouse is used as the main distribution center for the health facilities across Haiti that supported by USAID (via GHSC-PSM) and the Global Fund to Fight Tuberculosis, AIDS, and Malaria. Approximately 600 delivery points are serviced annually. The Fleuriot Warehouse receives international and local shipments on a weekly basis and prepares an average of 600 dispatches per month. Approximately 400 unique commodities are handled and stored at this warehouse; product categories include: pharmaceuticals, laboratory reagents, laboratory supplies, medical equipment, health supplies, health equipment, non-health equipment and hazardous commodities.

Please find attached as Appendix 1 to this RFP, the following reference materials regarding the Fleuriot Warehouse:

- i. Fleuriot Warehouse Layout
- ii. Fleuriot Warehouse Inbound and Outbound Summary Data
- iii. Fleuriot Warehouse List of Active SKUs
- iv. Fleuriot Warehouse CCTV System
- v. List of Chemonics Materials Handling Equipment (MHE) and Assets
- vi. Responsibilities Matrix for Key Operations, Maintenance and Services

II.2. Scope of Work

The Subcontractor shall be responsible for the management for pharmaceutical cold chain, pharmaceutical grade, and ambient health commodities. The Subcontractor shall be capable to maintain and operate the existing MHE at the Fleuriot Warehouse; as well as warehousing operations management suitable for receiving, storage, picking & packing and dispatch services for cold chain, pharmaceutical grade and ambient commodities.

Subcontractor shall maintain the operation in accordance with WHO Guide to Good Storage and Distribution Practices (Working document QAS/19.793), comply with WHO Model Guidance for the Storage and Transport of Time and Temperature Sensitive Pharmaceutical Products, the WHO Technical Supplements to Model Guidance for the Storage and Transport of Time and Temperature Sensitive Pharmaceutical Products and consultation provided by Chemonics on relevant quality standards. Subcontractor shall be responsible for the safety and security of its personnel and property, and of the commodities and property in the Subcontractor's custody at the facilities. The commodities and property shall be stored as requested by GHSC-PSM Haiti's Field Office until released to the distribution agent, consignee, or another party so designated by the project office.

The Subcontractor shall be required to report on warehouse management performance in the form of monthly reports including but not limited to deliverables and key performance indicators related to commodity receipt, storage, picking & packing, and dispatch. The template for this report as well as means for verification will be discussed and agreed with Chemonics. The Subcontractor shall take all direction and instructions as pertains to the Chemonics-supported donor program commodities from the designated Chemonics representatives, acting as a service provider and not acquiring ownership of the goods stored.

II.2.i - Facilities and Equipment

Subcontractor shall operate the Fleuriot Warehouse pharmaceutical cold chain, pharmaceutical grade, and ambient storage facility in compliance with the following requirements:

- a. No unauthorized personnel shall be permitted access to facilities. Chemonics, its designates, Global Fund, and USAID staff shall be granted access to any facility during business hours, unless otherwise agreed, for the inspection of the goods and facility, as well as to capture metrics of vendor performance.
- b. Stock shall be under continuous supervision, with adequate security staff and resources, which shall be provided on a rotating schedule 24 hours a day, seven days a week.
- c. The following equipment is owned by the US Government and will be given in concession to the Subcontractor for the duration of the subcontract:
 - material handling equipment: manual pallet jacks, hand trolleys, forklifts and adjustable pallet racks;
 - fire suppression systems: serviced fire extinguishers, and related equipment included in the list of Chemonics MHE and Assets;
 - all other equipment included in Appendices Part 1 (List of Chemonics MHE and Assets);
- d. A maintenance plan and log for the above listed equipment must be used and shared with Chemonics. The equipment given in concession to the Subcontractor shall be returned to Chemonics in good operating condition (reasonable wear and tear excepted) at the end of the subcontract. The Subcontractor shall maintain the equipment fully functional at all times.
- e. The following equipment shall be provided by the Subcontractor, maintained and fully functional at all times:
 - all safety and security equipment including internal CCTV system and access control systems if deemed necessary. Footage must be stored on a cloud-based system for a minimum of 60 days after recording, accessible to Chemonics if requested; Chemonics will operate and maintain the existing CCTV system.
 - Warehouse Management System (WMS) subscription and services, and any necessary associated hardware/software;
 - all computer and network equipment required for warehouse management, including but not limited to computers, printers, server, network hardware, handheld devices, etc.;
 - Wi-Fi network for Subcontractor's use; the current installed capacity is for Chemonics' exclusive use.
 - all communications technology and equipment, including telephones, internet bandwidth required in excess of the 5Mbps that Chemonics will provide, mobile phones, fax, and email;
 - all temperature monitoring and recording equipment, including temperature alarms for the cold chain storage areas. This equipment shall be Wi-Fi enabled and guarantee 24-hour access to Chemonics;
 - additional MHE, tools, and safety equipment deemed necessary for the delivery of warehousing services.
- f. Storage facilities shall be clean. A written sanitation procedure shall be maintained and approved by Chemonics, together with logs recording.
- g. Chemonics will be responsible for pest control at the warehouse.
- h. Chemonics will operate and maintain the set of power generators currently installed at the warehouse.
- i. The offeror shall be responsible for complying with the applicable environmental regulation as per the USAID Title 22 Code of Federal Regulations Part 216- Environmental Procedures and with the applicable Haitian environmental laws, and regulations to safeguard the environment and human health and safety.

- j. There must be enough pallets so that pharmaceutical and non-pharmaceutical health commodities are stored off the floor (on the adjustable pallet racks) and are suitably spaced to permit cleaning and inspection.
- k. To optimize space, commodities should be stacked as high as recommended by manufacturer.
- l. The storage areas in the facility shall be organized and maintained for the specified product categories (pharmaceuticals, laboratory reagents & consumables, other health commodities and hazardous commodities (if required)). There must be defined areas for quarantine, rejected, returned, or recalled products. There must be sufficient staffing to allow for: products to be stored in an orderly fashion, rapid receipt to the designated areas, picking and packing process. The use and management of loading dock doors shall adhere to an SOP that minimizes the time these doors remain open. The Subcontractor shall prepare and submit this SOP for Chemonics' approval. The Subcontractor shall consider measures that result in minimizing fuel consumption and ACs/generators' wear and tear. Among the measures for this SOP, the Subcontractor shall include doors management, during and after receiving and dispatching commodities. The comprehensive management compliance audit will include the adherence to this SOP.

The Subcontractor will be assigned 154 m² in the warehouse first floor to dedicate to its staff's offices. This area is already equipped with AC split units for the Subcontractor to operate and Chemonics to maintain. Other details of this area are presented in the Appendices Part I.

A list with key operation, maintenance and services responsibilities is provided in the Subcontract Appendices Part I. This list is not intended to be exhaustive; the subcontractor is expected to provide all equipment, tools, consumables and services needed for the delivery of warehousing services taking into account the equipment Chemonics will be given in concession to the Subcontractor for the duration of the agreement, and the services that Chemonics will provide.

II.2.ii - Temperature Controls

Subcontractor shall operate and maintain **all storage areas** in compliance with the following temperature control requirements:

- a. Storage areas shall be clean and dry and maintained within acceptable temperature limits depending on product and manufacturers' guidance.
- b. Temperatures shall be monitored digitally and continuously throughout the facility. Equipment used for monitoring shall be calibrated at acceptable and defined intervals. The Subcontractor shall ensure that temperatures are maintained at appropriate levels for the commodities being stored, and that temperature logs are shared with Chemonics weekly (every Monday), with summary reports and easy retrievable electronic formats for review by Chemonics.
- c. There shall also be a capability for remote monitoring of the temperature readings. Remote access shall be granted to Chemonics. The remote access shall allow for the easy download of temperature logs. The monitoring system to be deployed must be compatible with regular operating system (OS) software. The application software to be deployed must also be capable of sending email, SMS and phone call alerts to key Chemonics staff and requisite warehouse staff when there is temperature excursion outside the defined ranges for each storage area. Audio and visual alarms shall be located in strategic and accessible locations.

Subcontractor shall operate and maintain pharmaceutical **cold chain** storage in compliance with the following temperature control requirements:

- i. The shelving for the storage of cold chain commodities shall allow for air flow to prevent freezing risks or increased exposure to heat.

- ii. The temperature of the facility(ies) shall be checked, continuously digitally monitored, and recorded. Documentation of adherence to the temperature requirements for cold chain dependent health commodities (2-8 °C) shall be provided to Chemonics on a weekly basis (every Monday).
- iii. A back-up cold room (Thermo King) is available to provide support in the event of complete failure of the main cold room. This back-up cold room shall be subject to scheduled tests to ensure equipment functionality. All tests shall be coordinated with Chemonics.
- iv. A full contingency and risk recovery plan shall be defined in coordination with Chemonics to address and guarantee cold chain storage capacity in the event force majeure, disaster or cold rooms failures. This plan shall be submitted within thirty (30) days of the Subcontract award.
- v. The Subcontractor shall propose the cold storage and central HVAC operating parameters for Chemonics review and approval. While Chemonics is responsible for maintenance of the cold chamber, the Subcontractor is ultimate responsible for following SOPs if the cold chamber breaks down.

Subcontractor shall operate and maintain **pharmaceutical grade** storage in compliance with the following temperature control requirements:

- a. The temperature of the facility(ies) shall be checked, continuously digitally monitored, and recorded. Documentation of adherence to the temperature requirements for pharmaceutical grade health commodities (<25 °C) shall be provided to Chemonics on a weekly basis (every Monday).
- b. A full contingency and risk recovery plan shall be defined in coordination with Chemonics to address and guarantee pharmaceutical grade storage capacity in the event force majeure, disaster, or HVAC systems failures. This plan shall be submitted within thirty (30) days of contract award.

II.2.iii - Product Control

Subcontractor shall have written Standard Operating Procedures (SOPs) to ensure the control of commodities in such a manner that prevents contamination, mix-ups, and cross contamination, including:

- a. The receiving dock shall be managed to prevent product cross contamination and mix-ups. The receiving SOP should be carried out swiftly to prevent exposure of commodities to direct sunlight, dust, dirt, rain, wind, and from extremes of heat, cold, and solar radiation that could damage the products.
- b. Shipments shall be physically examined upon reception, following written SOPs, to ensure shipment uniformity and applicable controlled conditions (temperature, light, etc.) have been met. All results shall be recorded. Any abnormal situation with the shipment must be reported and the commodities will be placed in quarantine until an authorized release or rejection is obtained in writing by Chemonics.
- c. Commodities must be stored under the manufacturers required conditions. The stock shall be appropriately rotated, with emphasis on rotating those commodities stored at the same location for more than three months. Dispatches of stock shall follow “the First Expiry First Out (FEFO)” principle, ensuring the minimum number of batches per product dispatched per facility: ideally one batch per shipment, unless the batch quantity is insufficient to fulfil the order. Chemonics reserves the right to indicate otherwise, overriding the FEFO principle with a written instruction to the Subcontractor.
- d. Utilization of bin locations shall be optimized, and locations must be consolidated or slotted to the extent that it does not contravene good warehousing best practices.
- e. Narcotic drugs and/or other controlled drugs or substances shall be stored in a well-defined and segregated storage area, with written instructions in compliance with international conventions, national laws, and regulations on narcotics.

- f. Hazardous commodities shall be stored in a well-defined, well-ventilated, and segregated storage area, in compliance with international conventions, national laws, and regulations.
- g. Quarantined commodities shall be placed in a well-defined and segregated storage area, in a manner that prevents their use and/or distribution until an authorized release or rejection is obtained in writing by Chemonics.
- h. Rejected, obsolete, and/or damaged commodities shall be identified and stored in a manner that prevents their use and/or distribution until a final instruction is obtained in writing by Chemonics, to follow the process for destruction or removal from the facility.
- i. Damaged stock due to improper product handling by the Subcontractor shall be notified within twenty-four (24) hours of discovery to Chemonics. Chemonics will confirm and quantify the value of the damaged product, the Subcontractor will be responsible for compensating 110% of the value of the damaged products along with associated management and handling (including freight and insurance) costs. This compensation is in accordance to the insurance terms defined in section II.2.viii – Insurance.
- j. If a commodity is subject to product recall, guidance and instructions for control shall be provided by Chemonics to the Subcontractor.
- k. The dispatch dock shall be managed to prevent product cross contamination and mix-ups. The dispatch SOP should be carried out swiftly prevent exposure of commodities to direct sunlight, dust, dirt, rain, wind, and from extremes of heat, cold, and solar radiation that could damage the products.

Subcontractor shall have written Standard Operating Procedures (SOPs) to ensure the control of **cold chain** commodities to ensure temperature requirements:

- a. Upon receiving, all cold chain products shall be transferred immediately from truck to the cold room.
- b. Heat and cold temperature monitors/indicators shall be checked and collected upon arrival. All monitors and electronics temperature logs shall be shared with Chemonics within 24 hours. Cold chain commodities should be moved to the cold room upon arrival and labeled as quarantine until a written authorization or rejection is obtained by Chemonics.
- c. All Subcontractor personnel should have the requisite training to be able to make critical decisions in cold chain management and to ensure appropriate handling of temperature sensitive commodities. Records of this training should be maintained and documented.
- d. Special care shall be taken to ensure the proper packaging is used to maintain temperature conditions when cold chain commodities will be dispatched from the warehouse. Safety precautions are taken when using dry ice, and it must be ensured that the health commodities do not come into contact with dry ice as they may adversely affect product quality, e.g. by freezing. Temperature monitoring devices must be used when dispatching cold chain commodities.

II.2.iv - Inventory Management

Subcontractor shall have written Standard Operating Procedures (SOPs) and records to document all the commodities' inventory related activities in compliance with the following requirements:

- a. Subcontractor shall maintain an automated inventory control and management system (Warehousing Management System - WMS) with cloud-based capabilities. The WMS shall provide the following:
 - i. software: batch and dynamic inventory control that allows for the control of goods in such a manner that prevents contamination, mix-ups, and cross-contamination; the system shall capture and maintain volumetric, weight, and unit price data on every commodity; keeping records inbound and outbound inventory, inventory adjustments, physical inventory counts, and reconciliations;

- ii. hardware: handheld terminals with barcode scanning capability, to be used for pick, pack, dispatch, receipt, stock control, order fulfilment, and distribution;
 - iii. support (or be able to be extended to support) GS1 barcode identifiers, including the ability to store and transmit details of serial numbers of items in a transaction (look up GS1 serialization);
 - iv. data access must be granted to Chemonics by enabling direct local and remote access to the WMS interface for queries and system reports; as well as daily data sharing through electronic data interchange (EDI) protocols with the data fields defined by Chemonics;
 - v. cloud-based customer order management portal:
 - real time client access for stock visibility and reports;
 - electronic ordering and dispatch requests;
 - application programming interface (API) to link with Chemonics' enterprise resource planning (ERP), including CSV integrations via FTP/SFTP;
- b. Subcontractor shall process orders duly authorised by Chemonics, and shall pick, pack, and dispatch products for such orders, according to the regular delivery schedule and/or special delivery orders provided by Chemonics, ensuring that products are distributed based on the FEFO principle (except otherwise directed in writing by Chemonics) and dispatches correspond with order and proofs of delivery (PODs) (or electronic proofs of delivery (ePODs)). The Subcontractor shall reconcile and file all outbound PODs after delivery the party responsible for transportation. POD reconciliation in the WMS must capture, dispatch and delivery/receipt dates, details such as damages, losses, and/or discrepancies notified by the recipient. Chemonics must approve the POD template to be used for deliveries.
- c. Packaging, packing, and transportation methods shall comply with manufacturers' requirements for ensuring the safety, efficacy, and quality of the product, and shall be appropriate for distribution in the particular climates and transport and storage conditions encountered in Haiti. The Subcontractor must provide all required packing material and its cost shall be considered in the fixed unit prices. Chemonics currently uses standard shipping carton (20 x 16 x 14 inches) with an annual consumption of around 8000 units. The historical consumption of passive cooler consumption per quarter is 5 to 7 units (External Dimensions: 596 x 396 x 367mm & Internal Dimensions: 496 x 296 x 260mm)
- d. Orders will be received at least 2 days prior to required dispatch date.
- e. It is recognized by Subcontractor that flexibility at times will be required and thus orders might be received with less than the 2 days' notice prior to required dispatch. In these situations, the Subcontractor has to deploy all necessary resources in order to meet the required deadlines for delivery to the recipients, including potentially working in emergency or high-risk situations (with justification provided by Chemonics) on a rotating schedule, 24 hours a day, seven days a week (including holidays). Subcontractor shall consider using compensation time schedule for work performed during these unusual emergency situations.
- f. Products shall be stacked in accordance with manufacturers' instructions, with packaging labels free from obstruction, clearly displaying contents, weight, quantity, manufacturer, expiry dates, and any special instructions for handling stacking shipping storage and/or transportation of the contents.
- g. Commodities available for dispatch must be labeled accordingly.
- h. All commodities are required to be stored off the floor at all times - either on pallets at floor level or on the racks. The Subcontractor is responsible for ensuring that all full pallets are stretch wrapped and labeled, whether kept stored at floor level or on the racks.
- i. In the picking racks/bin location, all items must be in their own fixed-bin location, and no more than one item per location is allowed. This is to be managed through the WMS system.
- j. The inventory control personnel are responsible for ensuring that separation of batches is maintained.

- k. Products are to be covered and not left open, except in the defined pick locations.
- l. Security Tape – The subcontractor must use proprietary, anti-tamper security tape to seal or reseal all boxes packed at the warehouse. The anti-tamper seal included in the security tape should, when removed, leave a clearly visible warning message on the box for easy detection of attempted theft. If boxes have existing security tape from the manufacturer, the Subcontractor must add proprietary tape, pasted perpendicular to the manufacturers' tape. If procedures are not followed and security tape is not used, the Subcontractor will be responsible for compensating 110% of the value of the lost commodities from tampered boxes, as per section II.2.ix – Liability for Lost or Damaged Goods.
- m. Boxes in the bulk storage area are to be resealed where possible. This is especially important after any quality assurance sampling which may be required.
- n. Boxes used for storing product must either be the USAID branded boxes, the vendor's boxes, or unprinted boxes. Boxes that are recycled must have all details defaced off the box before they can be reused. All unprinted boxes must have a label showing details of the content.
- o. Mixing of products during picking and packing into original vendor's boxes shall not be permitted. If it is in a vendor's branded box, other products cannot be picked or packed into that same box.
- p. Mixing of products in unprinted boxes during picking and packing is permitted but shall be well labeled (product description, batches and expiry date, quantity, temperature requirement).
- q. All pallets used shall be firm and unbroken and heat treated (if wooden), clean, free of dirt and insects, and stored or cross docked in a dry area. Where necessary, pallets are to be scrubbed and vacuumed.
- r. There shall be adequate resources to ensure that the loading and offloading of health commodities in and out bound vehicles to the facility is conducted in a timely fashion to ensure there are no unnecessary delays in commodities receipt and dispatch. The maximum number of hours spent loading or offloading a vehicle: offloading a 30ton/40ft. container 1.5-2hrs; loading 2-3 hrs. max; offloading a 20 ton/20ft container or smaller 1-1.5hrs, loading 1.5-2hrs max.
- s. Subcontractor shall record the quantities, batch number, expiry date, and temperature reading (on the temperature monitoring device that shall accompany shipments if required) of the product(s) being handed over to the distribution agent, and any other relevant information provided by Chemonics in the delivery slip. The delivery slip shall have the signature from the distribution agent to confirm receipt of product from the facility.
- t. Subcontractor shall issue a daily inventory variance report directly from the WMS.
- u. Subcontractor shall facilitate and participate in full physical inventories joined by Chemonics or its delegated audit agency every three (3) months. Reconciliation reports must be provided in writing to Chemonics, ensuring stock data is accurate in the WMS. Chemonics can request physical inventories of specific products, product categories or specific storage areas to the Subcontractor; Chemonics will provide at least 24-hours advanced notification. In the event of loss or inventory discrepancies of stock due to mishandling by the Subcontractor (i.e. missing items, theft, damaged or expired products (failure to comply with FEFO)) identified during the physical counts, Chemonics will confirm and quantify the value of the loss of stock, the Subcontractor will be responsible for compensating 110% of the loss stock or inventory discrepancies value as per section II.2.iii Product Control, literal I, section II.2 viii– Insurance, and section II.2.ix – Liability for lost or Damaged Goods.

II.2.v Key Performance Indicators

Chemonics and the Subcontractor shall use the Key Performance Indicators (KPIs) provided herein to measure the Subcontractor's performance on a monthly and quarterly basis. These KPIs shall be an integral

part of the agreement resulting from this procurement process. The Subcontractor shall report KPIs on a monthly basis and Chemonics shall conduct performance spot checks using these KPIs.

No.	KPI	UOM	Description	Reporting Frequency	Target		
					Minimum	Meet	Strive
1	On Time Receiving & put away	%	Percentage of inbound shipments received and available at the put away location in the WMS within 72 hours or less (according to the requirements: product sorting storage categorization, product consolidation, etc.).	Monthly	95.0% - 97.9%	98%.0 - 99.4%	99.5%
2	Cycle Count Inventory Accuracy	%	Absolute percent of accuracy of units measured (counted) at each location (theoretical stock vs physical stock)	Monthly	100%	100%	100%
3	OTIF	%	The percentage of orders prepared on time (OT), with the commodities and quantity requested	Monthly	95.0% - 97.9%	98%.0 - 99.4%	99.5%
4	Comprehensive Management Compliance Audit	Pnts	Integrated management audit to measure compliance with WHO Storage Guidance for Pharmaceutical Products, EHS, Quality System (SOPs), and Subcontract SoW	Quarterly	85pnt - 90pnt	90pnts - 95pnts	<95Pnts

Chemonics and the Subcontractor will further define additional KPIs to meet business needs through the implementation of the agreement. Chemonics will review all agreed upon KPIs with the Subcontractor on a periodic basis to address, resolve and recuperate excess costs due to performance-related problems.

Chemonics may use at its discretion third party auditors to verify KPIs related information.

The KPIs below the minimum target will require some level of invoice reimbursement for failed services below the KPIs target. Additionally, an approved formal corrective action plan with root cause analysis and explanation of the process changes to bring the KPI above the minimum target shall be required.

KPIs with individual performance below the minimum KPI target will trigger Subcontractor's reimbursements to Chemonics as follows:

No.	KPI	Related Cost Item	First Occurrence	Second Occurrence Within three (3) months of the first occurrence	Third Occurrence Within six (6) months of first occurrence
1	On Time Receiving & Put Away	In-Bound	<95.0% target 2% Reduction of monthly invoice	<95.0% target 5% Reduction of monthly invoice	<95.0% target Potential Contract termination
2	Cycle Count Inventory Accuracy	In-Bound	<100.0% target 2% Reduction of monthly invoice	<100.0% target 5% Reduction of monthly invoice	<100.0% target Potential Contract termination
3	OTIF	Out-Bound	<95.0% target 2% Reduction of monthly invoice	<95.0% target 5% Reduction of monthly invoice	<95.0% target Potential Contract termination

In the event performance for two or all KPIs are below the minimum target within the same period of occurrence, the percentage of reduction will be accumulated.

KPI #4 (Comprehensive Management Compliance Audit) performance below the minimum target for two (2) consecutive quarters can result in the potential contract termination.

II.2.vi Security

- a. Subcontractor shall (i) prepare and maintain a complete security plan which will include sufficient precautions to ensure that no unauthorized personnel have access to the facilities, taking into account the security situation in the part of the country where the services are being provided; (ii) assume all risks and liabilities related to Subcontractor security and full implementation of the security plan. Chemonics reserves the right to verify whether such a plan is in place at any time after the kick-off meeting and suggest modifications to the plan when necessary; and (iii) ensure that necessary security regulations are included in the plan and adhered to by all staff. Failure to maintain and implement security plan as required may be deemed a breach of contract. The Subcontractor shall provide security services inside the warehouse compound perimeter and

Chemonics retains the responsibility for external security outside of the warehouse compound perimeter.

- b. Within 24 hours, Subcontractor shall report any incidences of loss or damage to the commodities in the facility or any event that can affect the integrity of the commodities including: fire, dampening/wetting of commodities in stock due to leaking roof or flooding, etc.

II.2.vii - Force Majeure and Disaster Recovery Planning

Subcontractor shall maintain appropriate disaster recovery and security systems to provide continuity of services in case of causes established to be beyond the control and without the fault or negligence of Subcontractor such as (1) acts of God or of the public enemy, (2) acts of the government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) quarantine restrictions, (6) strikes, (7) freight embargoes, and (8) unusually severe weather, or (9) security breach (each a **“Force Majeure Event”**) as provided below. During a Force Majeure Event, Subcontractor and Chemonics will discuss the continued and uninterrupted provision of Services and Chemonics will reasonably consider any request by Subcontractor to alter the performance and deliverable timelines for a limited period of time, but in no case longer than thirty (30) days. For purposes of clarity, the parties agree that a Force Majeure Event shall not excuse performance by Subcontractor hereunder.

Within twenty (20) Business Days after the Effective Date of this contract, Subcontractor shall develop for Chemonics' approval a plan to reasonably deal with a Force Majeure Event (such plans and any plan Chemonics may adopt to deal with any of Force Majeure Event, a **“Contingency Plan”**) describing the measures it will take in the event of a Force Majeure Event. Each Contingency Plan must address the following:

- a. Provisions covering the total or partial loss of the facility and the product contained in it or the total or partial loss of the ability to complete the SOW/SOP;
- b. Temporary arrangements for shipments to and/or from alternative facilities; and
- c. For facilities where Subcontractor maintains computer hardware or software for operations, including shipment tracking there, shall be provisions for maintenance of software and data in segregated, offsite locations, and for hardware at alternative locations.

Immediately upon occurrence of any Force Majeure Event, Subcontractor shall implement the relevant Contingency Plan approved by Chemonics and, unless the parties agree otherwise, make best efforts to recover data and resume operations within forty-eight (48) hours thereafter. Subcontractor will also assist Chemonics to implement any Contingency Plan adopted by Chemonics to the extent it relates to or impacts the Services.

Should Subcontractor suffer a Force Majeure Event, Subcontractor shall use all reasonable efforts to ensure the continuity of Services by activating the Contingency Plan. If after implementation of the Contingency Plan, the Force Majeure Event prevents Subcontractor from carrying out its obligations under this Agreement for a continuous period of more than thirty (30) Business Days, Chemonics may terminate this Subcontract in accordance with Section G. Term and Termination.

II.2.viii - Insurance

The Subcontractor will, at its own cost, maintain the following minimum insurance in full force and effect during the entire term of this Subcontract and provide to Chemonics each year a written confirmation by broker or by insurance company a certificate in respect of the following coverage:

(a) Commercial general liability insurance with a combined bodily injury and property damage single limit of \$2,000,000 per occurrence and up to \$10,000,000 cumulative per year. The Commercial general liability insurance covers, at a minimum, premises, independent contractor, contractual liability, personal and advertising injury, and broad form property damage with no care, custody and control exclusion, and with no copyright infringement, trade secrets or software code exclusions;

(b) Warehouse keeper's liability insurance with limits and coverage sufficient to cover the Subcontractor's contractual liabilities under this agreement but at a minimum \$5,000,000 limit per occurrence;

(c) Employer's liability insurance in accordance with the applicable laws of Haiti;

(d) Workers' compensation insurance in accordance with the applicable laws of Haiti;

(e) Professional liability in an amount of \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate along with a certificate certifying that there is no security breach or unauthorized access exclusion on this policy;

(f) "All risk" Property (or at least Material) Damage policy covering any equipment used in providing the services and for which the Subcontractor has a liability for maintenance and/or which is owned by the Subcontractor based on the following basis of valuation:

Equipment – Replacement costs of the equipment or parts of it

(g) Comprehensive automobile liability insurance with a combined bodily injury and property damage arising out of the use of all owned, leased and in accordance with the applicable laws of Haiti.

The Subcontractor's policy and certificate shall include all Indemnitees, as additional named insured. The Subcontractor will deliver a certificate(s) of insurance evidencing the coverage specified above to Chemonics **prior to signing a Subcontract and prior to providing any Services**. Such certificate(s) will stipulate that the insurance company(ies) will provide Chemonics at least thirty (30) days' prior written notice of any cancellation of coverage. Should the Subcontractor fail to provide the requested evidence of insurance, Chemonics shall be entitled to procure such coverage on behalf of the Subcontractor and all premium costs should be borne by the Subcontractor. **All coverage will include a waiver of underwriter's rights of subrogation against Chemonics. Subcontractor will be solely responsible for any deductible or self-insurance retentions.** The stipulated limits of coverage above shall not be construed as a limitation or expansion of any potential liability to Chemonics, and failure to request evidence of this insurance shall in no way be construed as a waiver of the Subcontractor's obligation to provide the insurance coverage specified. Such insurance afforded to Chemonics shall be primary insurance and any other valid insurance existing for Chemonics's benefit shall be in excess of such primary insurance.

The carrying of insurance as required herein by the Subcontractor, shall in no way be interpreted as relieving the Subcontractor of its other obligations under this agreement.

II.2.ix – Liability for Lost or Damaged Goods

a. Calculation of Liability for Lost or Damaged Goods and Limitation of Liability

1. In performing the warehousing services pursuant to this agreement, the Subcontractor shall be liable for any losses, damages, expenses and/or claims incurred by Chemonics ("Claims"). The Subcontractor shall be liable for any loss or damage to the goods attributable to the fault of the Subcontractor, its employees or its contracted third parties. The Subcontractor shall be liable for, and Chemonics' claim

shall be based on valuation basis as follows: cost of commodities, plus freight and insurance plus 10% (CIF plus 10%).

2. To the extent the Subcontractor uses any auxiliary employees or subcontractors, or other persons, to perform the services, the Subcontractor shall assume full responsibility and liability pursuant to this agreement for the acts and omissions of such persons as if they were the Subcontractor's own acts and omissions.

b. Notice of Loss or Damage

1. The Subcontractor will inspect all goods upon receipt at the facilities and report and take photos of any visible or suspicion of damage with notice of receipt, and if the Subcontractor does not report damage related to inbound shipment within five working days of the goods arrival at the facilities managed by Subcontractor, then the Subcontractor shall be liable for any such loss or damage. The Subcontractor shall remain responsible for the care, custody and control of the goods according to the standards herein and Subcontractor's SOPs while the goods are in Subcontractor's facilities, until the goods are transferred to Chemonics' identified transporter and/or recipient. The Subcontractor shall transfer custody of the goods when requested to Chemonics' identified transporter and/or recipient in accordance with the procedure for pick, pack and dispatch (FOT) agreed upon by the Parties. The Subcontractor may not remove or destroy any damaged cargo without written approval from Chemonics.

2. The Subcontractor will notify Chemonics in writing of any loss of damage to the goods handled by the Subcontractor promptly after discovery of same, and in no case more than forty-eight (48) after confirmation of loss or damage. Chemonics must give the Subcontractor written notice of any claim for loss or damage within sixty (60) days after discovery.

3. The Subcontractor shall accept or reject any claim filed by Chemonics within thirty (30) days of notice of the claim. If the Subcontractor is liable under the terms of this section, then the Subcontractor will pay for the lost or damaged goods within sixty (60) days.

4. Lost Goods Later Found

If any lost goods for which payment has been made to Chemonics are found or otherwise accounted for, and are also still in useable condition, Chemonics shall reimburse the Subcontractor for the amount paid.

II.2.x – Limitation of Liability

Except for (i) any damages for bodily injury (including death) and damage to real property and tangible personal property for which a Party is legally liable as limited in terms of this Subcontract; and (ii) any indemnity obligations under this Subcontract (hereinafter the "**Excluded Liabilities**"), in no event will Chemonics/GHSC-PSM have any liability arising from or related to this Subcontract, for (i) special, incidental, exemplary, or indirect damages, or for any economic consequential damages, or (ii) lost profits, business, revenue, goodwill or anticipated savings, even if any of the foregoing is foreseeable or even if Subcontractor or Chemonics/GHSC-PSM has been advised of the possibility of such damages.

II.3. Deliverables

The successful offeror shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth in II.4 below. Deliverables referring to plans are requested at the IQS level and the rest of the deliverables are requested at the task order level.

Deliverable No. 1: Daily Inventory Variance Report.

The Subcontractor shall issue this report directly from the WMS. It should show the physical adjustments made in the system indicating quantity by item and their value.

Deliverable No. 2: Notification of Delivery of New Consignments

1. Upon completion of the delivery of new consignments to the warehouse, Subcontractor shall inform via email all parties on a pre-approved recipients distribution list with the following information:
 - a. Subject line: "Inbound Shipment Arrival Notification – GHSC-PSM Haiti"
 - b. Body of email: Please be aware that a shipment has arrived at the warehouse on mm/dd/yy. Details:
 - Program: PSM-PEPFAR, PSM-PMI, GF-HIV, GF-MAL, PSM-FP or USAID/UNFPA/GON, or any donor/program as may have communicated.
 - RO Number/ASN - PO Number
 - Information on the waybill/ POD regarding number of pallets/cartons
 - Status of delivery- complete / incomplete
 - Detailed receiving report to follow within 48 hours of receipt.
 - Update the information of the unit prices of the line items, as the case maybe and ensure this data is also updated in the WMS.

In addition, for cold chain commodities:

- The Subcontractor shall confirm that the shipment arrived with a temperature monitoring device (TMD) and/or temperature control device (e.g. ice packs).
- The Subcontractor must stop the TMD and download the data from the TMD. The downloaded shall be shared as part of the receipt report with Chemonics.
- The Subcontractor shall check condition of ice pack and/or dry ice.
- Take adequate number of pictures of the shipment, showing clearly how the shipment was packed and the position of the TMD, position of temperature control device and the condition of temperature control devices.
- When a cold chain shipment arrives without TMD and/or temperature control device (e.g. ice packs), the Subcontractor shall notify Chemonics immediately via email and phone call.
- Attachments: Signed POD/receiving report.

Deliverable No. 3: Receiving Report

Within 48 hours of inbound shipment arrival, or within the time period agreed upon for special or large shipments, Subcontractor shall send a detailed receiving report to all parties on a pre-approved email distribution list that includes a list of the commodities received, quantities, batch numbers, and details on any pallet reconfigurations, re-palletization (which is subject to agreement and approval by Chemonics, including details on damages, losses, and/or discrepancies).

Deliverable No. 4: Weekly Reports

Subcontractor shall send the following weekly reports:

1. Validated Stock Summary Report to all parties on a pre-approved email distribution list. This report details the stock on hand by product and batch number as at opening of business every Monday (including product description, quantities, values, expiry dates, manufacture dates, and remaining shelf life), stock issued and received in the previous week, details on all orders packed and tendered

the previous week, and the opening and closing balance for the previous week. Separate tabs should be included, which contain information on any damages, short expiry products, and returns.

2. Temperature Reports to all parties on a pre-approved email distribution list, at opening of business every Monday. This report details the temperature logs, highlighting deviations and compliance with the defined parameters for cold chain and pharmaceutical grade storage. The temperature loggers data must be identified based on their location within the storage areas.

Deliverable No. 5: Monthly Reports

Subcontractor shall send the following monthly reports:

1. Monthly Consolidated Report: Report of current stocks summarizing receiving, distributing and final stock on a monthly basis for all of GHSC-PSM Haiti, or other donor program commodities. This report will indicate the number, description, batch number, unit and dosage of each product. The report will show in summary the initial quantity in stock at the beginning of the month, the quantity received, the quantity distributed and the final stock at the end of the month informing the shelf life of remaining stocks and eventually expired stocks.
2. Monthly updates of stock issued, received, and on hand, value of products received, issued and on hand (per line item) including monthly up-dates of stock aging analysis and reporting.
3. Inventory Transaction Details (ITD) by Implementing Partner (IPs) and donor/program: This report contains the list of commodities given to each IPs with quantities and values. This list is sequential by IP.
4. ITD by Program: This report contains a list of commodities given to IPs with quantities and values from a particular program [PSM-PEPFAR, PSM-PMI, GF-HIV, GF-MAL, PSM-FP or USAID/UNFPA/GON, or any donor/program as may have communicated.] This list is sequential by Implementing Partner (IPs) and donor/program. ITD by Product (Stock Ledger): This report gives detailed transactions by product with a quantity/value summation.
5. Inventory Activity Report: All commodities received/issued for the period with transaction references (PO numbers, ASN no., MAWB no. for all Inbound and WCOF no. for all Outbound).
6. Proofs of Delivery (PODs) reconciliation report: This report contains the list of PO numbers, dispatch and receipt dates, including details on damages, losses, and/or discrepancies notified by the recipient.
7. Batches and Expiry Report (BER): This shows batches and expiry date of current stock balances.
8. Report of internal monthly full stock counts by the Subcontractor: This report contains the list of all the products available at the facility during the stock count, including details on stock discrepancies. Stock discrepancy adjustments must be conducted in the WMS with written approval by Chemonics. Chemonics reserves the right to request an eventual physical inventory of the products with discrepancies.

Deliverable No. 6: Quarterly Inventories and Reconciliation Reports

Subcontractor shall facilitate and participate in full physical inventories joined by Chemonics. Reconciliation reports must be provided to all applicable parties. This report details the outcome of the physical stock count, highlighting results by product, batch, location and category accuracy. The report should also include a summary of all the losses or negative results from the physical stock count by quantity and commodity value.

Deliverable No. 7: Outbound Shipment PODs

Upon dispatch of outbound shipments, Subcontractor shall send copies of the PODs (or ePODs when available) signed by the party responsible for transportation to Chemonics as evidence of handing over the picked and packed orders to the responsible party.

Deliverable No. 8: Ad-Hoc Requests

When applicable or as requested, Subcontractor shall provide the following to Chemonics:

1. Copies of any insurance claim filed on behalf of Chemonics for products lost or stolen from the warehouse.
2. Copy of a valid insurance certificate(s) – if insurance is requested by Chemonics – which must also include fidelity all risk insurance including but not limited to collusion and theft, covering goods in the warehouse.
3. Copies of Subcontractor’s written sanitation control procedure, together with logs recording the use of all cleaning agents including amount used, method of application, and date and time.
4. Copies of temperature mapping reports, certified and endorsed by qualified entities.
5. Any other documentation(s) and/or certification(s) relating to but not limited to quality assurance of the warehouse.

The Subcontractor must always ensure that, the total value of stock in the warehouse can be ascertained. Unit prices of commodities must be continually updated as the need arises and must be captured on all reports and documents (e.g. PODs, delivery notes etc.).

Deliverable No. 9: Security Plan

The content and management of the Security Plan is defined in section II.2.vi Security. This plan is due before the subcontract is signed.

Deliverable No. 10: Staffing Plan

The staffing plan shall be submitted with the proposal as indicated in section 2. Technical Proposal of the RFP, and an adjusted version is due two (2) weeks after the award for Chemonics review and approval.

Deliverable No. 11: Work Plan

The work plan shall be submitted with the proposal as indicated in section 2. Technical Proposal of the RFP, and an adjusted version reflecting the Subcontract terms and conditions is due two (2) weeks after the award for Chemonics review and approval.

Deliverable No. 12: Maintenance Plan

The maintenance plan is requested in Section II.2.i - Facilities and Equipment of the RFP. The maintenance plan shall be submitted to Chemonics two (2) weeks after the award for review and approval. It shall ensure avoidance of damage to the equipment Chemonics will hand over to the Subcontractor and to the subcontractor’s equipment. The plan shall minimize the risk of staff injury and strive for warehouse operation optimization.

Deliverable No. 13: Contingency and Risk Recovery Plan

The contingency and risk recovery plan is requested in section II.2.ii - Temperature of this RFP. The Subcontractor shall submit to Chemonics this plan two (2) weeks after the award.

Deliverable No. 14: Fire Prevention and Response Plan (FPRP)

The FPRP shall be submitted to Chemonics before the subcontract is signed for review and approval. The FPRP must include, at minimum, the following information regarding the Subcontractor’s approach to prevent and respond to a fire event:

- Staff roles and responsibilities to ensure surveillance and response coverage 24/7, 365 days a year.

- Hazard assessment including a list of all major fire hazards, proper handling and storage procedures for materials, potential ignition sources and their control, and the type of fire protection equipment to be used to control each major hazard.
- Prevention and preparedness activities including a training plan, graphics materials (guides, posters, etc.) and a drill schedule.
- Fire extinguishing system description
- Employee alarm system description
- Standard Operating Procedures (SOPs) required to carry out the FPRP including but not limited to the following:
 - Procedures to control accumulations of flammable and combustible waste materials.
 - Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.
 - Procedures for operations and maintenance of the extinguishing system.
 - Response procedures to extinguish any warehouse fires
 - Response procedures for notifications to fire department and GHSC-PSM Haiti project management.

The Subcontractor must inform its employees of the fire hazards to which they are exposed and what they need to do if a fire event occurs. This information shall be provided by the Subcontractor to the employees before they start working at the warehouse.

II.4. Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

Deliverable Number	Deliverable Name	Quantity	Due Date/Due Time	IQS / TO Deliverable
1	Daily Inventory Variance Report	TBD	Starts next day after the warehouse inventory is handed over to the Subcontractor	TO
2	Notification of Delivery of New Consignments	TBD (Ad hoc)	Within an hour of delivery completion	TO
3	Receiving Report	TBD (Ad hoc)	Within 48 hours of inbound shipment arrival, or within the time period agreed upon for special or large shipments	TO
4	Weekly Reports	52	COB on Mondays	TO
5	Monthly Reports	12	5 th working day of the following month	TO
6	Quarterly Inventories and Reconciliation Reports	4	Every three months after the Task Order award.	TO

Deliverable Number	Deliverable Name	Quantity	Due Date/Due Time	IQS / TO Deliverable
7	Outbound Shipment PODs	TBD (Ad hoc)	Within an hour of outbound shipments dispatch.	TO
8	Ad-Hoc Requests	TBD (Ad hoc)	To be agreed	TO
9	Security Plan	1	At kick-off meeting	IQS
10	Staffing Plan	1	2 weeks after the award	IQS
11	Work Plan	1	2 weeks after the award	IQS
12	Maintenance Plan	1	2 weeks after the award	IQS
13	Contingency and Risk Recovery Plan	1	2 weeks after the award	IQS
14	Fire Prevention and Response Plan (FPRP)	1	10 days after the award	IQS

*Deliverable numbers and names refer to those fully described in II.3 above.

Annex 1 Cover Letter

[Offeror: Insert date]

[Insert name of point of contact for RFP]

[Insert designation of point of contact for RFP]

[Insert project name]

[Insert "Chemonics International Inc." or if there is a locally registered entity, use that name]

[Insert project office address]

Reference: Request for Proposals [Insert RFP name and number]

Subject: [Offeror: Insert name of your organization]'s technical and cost proposals

Dear Mr./Mrs. [Insert name of point of contact for RFP]:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
DUNS Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for [insert number of days, usually 60 or 90] calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Signature
[Offeror: Insert name of your organization's representative]
[Offeror: Insert name of your organization]

Annex 2 Guide to Creating a Financial Proposal

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Step 1: Design the technical proposal. Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable. The fixed rates should include the costs associated with all deliverables, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, etc.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 3: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 4: Write Cost Notes. The spreadsheets shall be accompanied by written notes in MS Word that explain each fixed rate and the assumption why a cost is being budgeted as well as how the amount is reasonable.

Sample Budget

Guidance to fill this form is provided in section 3. Cost Proposal, page 10.

Cost Item	Activities	Cost Drivers/Rate	Service Reconciliation	
		Pallets	Data	Source
In-Bound	Unloading, Regular External Inspection and Receipt of Pallets	\$ -	Good Receipt Report	WMS, GRs Reports, 3 way Matching
	Physically check delivery against delivery documentation received			
	"Break down" mixed pallets containing more than one product or stock keeping unit (when applicable)			
	Re-palletize when appropriate (i.e. mixed pallets, damaged or dirty pallets)			
	Record delivery into appropriate inventory management system (WMS)			
	Temperature Data Log Recording & Processing when required			
	Put away Incoming Pallets			
	Storage of a pallet/carton within a designated storage area			
	Inventory, WCS (WMS) & Reporting Management			
	Cycle Counting and Wall to Wall Counts			
	Returns & Recalls Management			
	Quarantine Inventory Management			
	Cold Boxes Inventory Management			
	Returns & Recall			
	[Insert other activities as applicable]			
[Insert other activities as applicable]				
[Insert other activities as applicable]				
Cost Item	Activities	Line Item	Data	Source
Out-Bound	Receive Orders from Chemonics via email or WOE/EDI	\$ -	TOs Confirmation Report	POD Conciliation Rpt
	Print Pick List			
	Picking & Packing			
	Products must be picked according to expiry date (FEFO)			
	Confirm batch and quantity picked in WMS			
	Update WMS to confirm TO shipment			
	Loading validations for outbound shipments			
	POD Reconciliation			
	[Insert other activities as applicable]			
	[Insert other activities as applicable]			
[Insert other activities as applicable]				

Cost

Fixed Operating Services	Cost Driver	Monthly Cost	Observations/Additional Comments
		\$ -	
		\$ -	
		\$ -	
		\$ -	

[Instructions: Remember to insert any specific cost guidance or requirements. Reference any applicable sections in the RFP that include cost instructions. For example, "customs duties or VAT may not be included in the cost proposal"]

Annex 3 Required Certifications

Offerors shall complete and submit the certificates provided in Annex 3 attached.

Annex 4**DUNS and SAM Registration Guidance****What is DUNS?**

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) - a company that provides information on corporations for use in credit decisions - that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. The DUNS database contains over 100 million entries for businesses throughout the world, and is used by the United States Government, the United Nations, and the European Commission to identify companies. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Why am I being requested to obtain a DUNS number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses DUNS numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding DUNS number.

Is there a charge for obtaining a DUNS number?

No. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a DUNS number?

DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by phone at 1-800-234-3867 (for US, Puerto Rico and Virgin Island requests only).

What information will I need to obtain a DUNS number?

To request a DUNS number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location

- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a DUNS number?

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

Are there exemptions to the DUNS number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration using the D&B web form process is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public have **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf

Follow the step-by-step guidance for contracts registrations at:
https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf

You must have a Data Universal Numbering System (DUNS) number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

* General Information - Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)