



RFQ Number: RFQ-UST-002

Issuance Date: December 08, 2022

Deadline for Questions: December 12, 2022, 5:00 PM local Washington, DC Time

Deadline for Offers: December 22, 2022, 5:00 PM local Washington, DC Time

Description: App-Based Tracking Software Services

For: Ukraine Project Portfolio

Funded By: USAID/OTI Ukraine Confidence Building Initiative II (UCBI III): Contract No. AID-OAA-I-14-00006; Task Order No. AID-OAA-TO-17-00009; Partnership Fund for a Resilient Ukraine (PFRU): Framework Agreement No. CPG/2350/2018; Contract Number: CPG-6534-2021

Implemented By: Chemonics International Inc.

Point of Contact: Chemonics International's Europe and Eurasia Ukraine Security Team Operations, USTProcurement@chemonics.com

******* 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 RFQ 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 businessconduct@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Headquarters office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. Introduction:

The Ukraine Security Team, a security management team created by Chemonics International, supports one FCDO and six USAID-funded projects in Ukraine. The goal of the Ukraine Security Team is to deliver a streamlined, proactive, and well-managed security approach that enables project activities to operate effectively in high/extreme risk environments, sets clear security requirements to manage foreseeable risks, supports project staff safety, and responds to security incidents with expertise and care.

The Ukraine Security Team seeks to purchase app-based GPS location sharing and information services to perform advanced accountability functions as well as to deliver current and instantaneous security situational updates to staff based in Ukraine and other locations in Europe based on staff location. The purpose of this RFQ is to solicit quotations for tracking software packages that can operate on IOS and Android devices.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

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2. **Offer Deadline and Protocol:** Offers must be received no later than 5:00 PM local Washington, DC on December 22, 2022, by email. Any emailed offers must be emailed Chemonics International's Europe and Eurasia Ukraine Security Team Operations at USTProcurement@chemonics.com.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 PM local Washington, DC time on December 12, 2022, by email to USTProcurement@chemonics.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required work for the services that might be ordered under this RFQ and the technical qualifications that the selected offeror must possess.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Prices must be inclusive of the following costs: subscription fee and maintenance.

Pricing must be presented in USD. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3(B).

In addition, offerors responding to this RFQ are requested to submit the following:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
 - Technical explanation of services offered in response to the SOW.
 - Proposed plan for training Chemonics staff on use of the mobile-app and all associated features, to include system management capabilities for staff designated to manage platform.
 - Mobile-app user guide for end-user. Must be in English at a minimum. Translations available in Ukrainian, Russian, and Polish are preferred.
 - System manager user guide for staff designated to manage platform.
 - Copy of offeror's registration or business license
 - Three (3) past performance references for the delivery of services similar to the type contemplated in this solicitation, including a description of the services provided and contact information with telephone and email address. The past performance references must include contact information with telephone and email.
 - Evidence of Responsibility Form (see Annex 3).
 - Official quotation, including any cost notes (see Section 3 for requirements)
6. **Delivery time frame**: As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ 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](#). The cooperating country for this RFQ is Ukraine.
- Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, and Syria.
- Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive, and excluded from competition.
8. **Taxes and VAT**: The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.
9. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

10. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD \$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before RFQ submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why obtaining a UEI number is not possible. Contact sam.gov to obtain a number. Guidance on obtaining a UEI number is available from Chemonics upon request
11. **Evaluation and 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 RFQ, meets the technical, corporate capability experience, and past performance requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the tradeoff process.

This RFQ 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 and evaluation sub-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 Ukraine Security Team. 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 and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical		
Technical: End-User Experience/Platform Functionality	User Friendly Mobile-App – Chemonics will assess whether the quotation clearly demonstrates how to use the mobile app, and a general user-friendly experience for the end-user.	10 points
	Mobile-App Security Controls – Chemonics will assess if the offeror has the availability of independent security control assessments covering the application and supporting infrastructure (that is managed / owned by the offeror).	10 points
	Mobile-App features – Chemonics will assess whether the quotation demonstrates that the mobile app can be used by staff for regular and emergency accountability checks, emergency location sharing, and information sharing. Critical features include basic accountability check-in system, to include GPS location option; emergency/distress alert capability; two-way messaging; filesharing; image sharing.	20 points
	System Management – Chemonics will assess whether the quotation clearly demonstrates management functions of the mobile-app, specifically whether Chemonics security staff designated to manage information collection and dissemination via the mobile-app platform have	20 points

	visibility on staff locations, that they can conduct accountability checks, and that there is a mechanism for pushing out alerts and other critical information. Critical features include staff location maps; geofencing; filesharing; image sharing; two-way messaging; emergency notification capability. Chemonics will also assess the ease of adding and removing users to the system.	
Total Points – End-User Experience/Mobile-App Functionality		60 points
System Training		
Technical: System Training	Chemonics will assess whether the quotation demonstrates the offerors ability to train Chemonics personnel on use of the mobile app and any associated system management features for Chemonics personnel designated to manage security information collection and dissemination.	20 points
Total Points – System Training		20 points
Corporate Capabilities, Experience, and Past Performance		
Company Background and Experience	Chemonics will evaluate whether the company have relevant experience to the project Scope of Work. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology of the Scope of Work.	10 points
Past Experience	Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope. Offerors must include 3 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. 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	10 points
Total Points – Corporate Capabilities		20 points
Total Points		100 points

12. **Privity:** Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Ukraine Security Team for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.
13. **Terms and Conditions:** This is a RFQ only. Issuance of this RFQ does not in any way obligate Chemonics, the Ukraine Security Team, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) Purchase orders may not be assigned, sub-contracted, or delegated, in whole or in part, by the Supplier without the written consent of Chemonics; in the absence of such written consent, any assignment to a third party is void.
- (d) No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria
- (e) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (f) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

14. Compliance with U.S. Export Laws: The Offeror agrees to comply with all U.S. export laws and regulations, including but not limited to: (i) the Arms Export Control Act (AECA), 22 U.S.C. 2778 and 2779; (ii) Trading with the Enemy Act (TWEA), 50 U.S.C. App. §§ 1-44; (iii) International Traffic in Arms Regulations (ITAR), 22 C.F.R. Parts 120-130.; (iv) Export Administration Act (EAA) of 1979 and the Export Administration Regulations (EAR) 15 C.F.R. Parts 730-774, (including the EAR anti-boycott provision); (v) the International Emergency Economic Powers Act (IEEPA), 50 U.S.C. 1701-1706 and Executive Orders of the President under IEEPA, 50 U.S.C. app. §§ 2401-2420; (vi) Office of Foreign Asset Controls (OFAC) Regulations, 31 C.F.R. Parts 500-598; and (vii) other applicable U.S. laws and regulations. As required, subject to Chemonics' prior approval for all exports or imports under the Subcontract, Offeror shall determine any export license, reporting, filing or other requirements, obtain any export license or other official authorization, and carry out any customs formalities for the export of goods or services. Offeror agrees to cooperate in providing any reports, authorizations, or other documentation related to export compliance requested by Chemonics. Offeror agrees to indemnify, hold harmless and defend Chemonics for any losses, liabilities and claims, including as penalties or fines as a result of any regulatory action taken against Chemonics as a result of Offeror's non-compliance with this provision.

15. Protection of Personal Data: The Offeror shall comply with Chemonics' EU data protection policy (found in the following link <https://chemonics.com/chemonics-eu-data-protection-policy/> and Applicable Laws when processing personal data relating to any individual in connection with the Subcontract.

The Offeror shall permit Chemonics, the Client and their representatives to inspect and audit the Offeror's data processing activities and comply with all reasonable requests by Chemonics to enable Chemonics and the Client to verify and/or procure that the Offeror is in full compliance with its obligations under the resulting Subcontract.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Technical explanation of services offered in response to the SOW.
- Explanation of the availability of independent security controls assessments that cover the application and supporting infrastructure (that is managed/owned by the offeror).
- Proposed plan for training Chemonics staff on use of the mobile-app and all associated features, to include system management capabilities for staff designated to manage platform.
- Mobile-app user guide for end-user. Must be in English at a minimum. Translations available in Ukrainian, Russian, and Polish are preferred.
- System manager user guide for staff designated to manage platform.
- Copy of offeror's registration or business license if separate and different from registration in Ukraine
- Three (3) past performance references for the delivery of services similar to the type contemplated in this solicitation, including a description of the services provided and contact information with telephone and email address. The past performance references must include contact information with telephone and email.
- Evidence of Responsibility Form (see Annex 3).
- Official quotation, including any cost notes (see Section 3 for requirements)

Section 3: Scope of Work and Pricing Schedule

Section 3.A (1): Scope of Work:

The Ukraine Security Team seeks to purchase of app-based GPS location sharing and information services to perform advanced accountability functions as well as to deliver current and instantaneous security situational updates to staff based in Ukraine and other locations in Europe based on staff location. Advanced accountability functions include mobile-app based check-in system with GPS location option and system management/supervisor system for security team staff. The purpose of this RFQ is to solicit quotations for tracking software packages that can operate on IOS and Android devices.

For Section 3, please be as specific as possible regarding the scope of work. An example is the following:

The Offeror shall provide mobile-app based GPS location sharing and information sharing services to support the safety and security of the all Chemonics staff in Ukraine, as well as Ukraine project staff working in other locations in Europe. The sole function of the mobile-app GPS location sharing and information sharing services provided by the Offeror is to improve accountability functions, as well as to deliver current and instantaneous security situational updates to staff based in Ukraine or supporting projects in Ukraine. The Offeror shall complete the following tasks:

The table below contains the technical requirements of the services that shall be provided under the subcontract.

Line Item	Description and Specifications	Qty*	Units	Items and Specifications Offered	Monthly Rate USD
1	<p>Mobile Global Positioning System and Information Sharing Services Application: Application that can operate on IOS and Android devices, tracking to include the following features: accountability, journey management tracking, panic alerts, two-way messaging, and position alerts. A 24/7 technical support, enabled administrators and platform users to view near real time locations, receive a wide range of alerts, advanced reports on devices and group device management.</p> <p>The app allows for the following but is not limited to:</p> <ul style="list-style-type: none"> • Two-way messaging • Precise real-time locational updates • Customizable report intervals • Panic and check-in feature 				
2	<p>Manager Account Access: Oversight management of all application users to receive all movement updates and panic alarms notification to nominated key personnel. The app allows for the following but is not limited to:</p> <ul style="list-style-type: none"> • Two-way messaging • Precise real-time locational updates • Customizable report intervals • Panic and check-in feature • Geo-fencing 				

*If there are different price tier categories depending on the number of users, then please update the quantity amounts to reflect the price tiers for your organization. If there are other metrics for allocating prices, then please note accordingly.

Section 3 (B): Pricing Schedule:

Offerors are requested to provide quotations containing the information below in response to the Section 3 (A) Scope of Work, on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3(B) and submit a signed/stamped version to Chemonics.

Line Item	Description and Requirements	Qty*	Monthly Price USD
1	Mobile Global Positioning System and Information Sharing Services Application	350	
2	Manager Account Access	30	
			Subtotal:
Other Costs (Describe: _____) :			
GRAND TOTAL (USD):			

Delivery time (after receipt of order): _____ calendar days

*If there are different price tier categories depending on the number of users, then please update the quantity amounts to reflect the price tiers for your organization. If there are other metrics for allocating prices, then please note accordingly.

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Chemonics International’s Security Management Unit for Europe and Eurasia
1275 New Jersey Ave SE, Washington DC, 20003

Reference: RFQ No. UST-002

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with Chemonics or any project implemented in Ukraine by Chemonics project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company UEI Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

SECTION 5: EVIDENCE OF RESPONSIBILITY

Evidence of Responsibility

1. Offeror Business Information

Company Name: Full Legal Name

Address: Address

UEI Number: Enter the Unique Entity Identifier(UEI) assigned to the company. *(Instructions to Offerors: Offerors will provide their registered UEI number for subawards valued at USD\$30,000 and above with Chemonics unless exempted. Exemption may be granted by Chemonics or based on a negative response to Section 3(a) below (ie, the offeror, in the previous tax year, had gross income from all sources under USD\$300,000). Sam.gov regulates the system and registration may be obtained online. If Offeror does not have a UEI 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 obtain a UEI number should it be selected as the successful offeror or explaining why obtaining a UEI number is not applicable or not possible. Additional guidance on obtaining a UEI number is available upon request.)*

2. Authorized Negotiators

Company Name proposal for **Proposal Name** may be discussed with any of the following individuals. These individuals are authorized to represent **Company Name** in negotiation of this offer in response to **RFQ No.**

List Names of Authorized signatories

These individuals can be reached at **Company Name** office:

Address

Telephone/Fax

Email address

3. Adequate Financial Resources

Company Name has adequate financial resources to manage this contract, as established by **our audited financial statements (OR list what else may have been submitted)** submitted as part of our response to this proposal.

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2 CFR Part 170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to CHEMONICS for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this proposal, the offeror agrees to comply with this requirement as applicable if selected for a subaward. In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (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?:

Yes No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI 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? (FFATA § 2(b)(1)):

Yes No

- d) Does your business or organization maintain an active registration in the System for Award Management (<https://www.sam.gov/>)?

Yes No

4. Ability to Comply

Company Name is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

5. Record of Performance, Integrity, and Business Ethics

Company Name record of integrity is (Instructions: Offeror should describe their record. Text could include example such as the following to describe their record: "outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal.")

6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Instructions: Offeror should explain their organizational system for managing the subcontract, as well as the type of accounting and control procedure they have to accommodate the type of subcontract being considered.)

7. Equipment and Facilities

(Instructions: Offeror should state if they have necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW.)

8. Eligibility to Receive Award

(Instructions: Offeror should state if they are qualified and eligible to receive an award under applicable laws and regulation and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Offeror should state whether they have performed work of similar nature under similar mechanisms for USAID.)

9. Commodity Procurement

(Instructions: If the Offeror does not have the capacity for commodity procurements - delete this section. If the Offeror does have the capacity, the Offeror should state their qualifications necessary to support the proposed subcontract requirements.)

10. Cognizant Auditor

(Instructions: Offeror should provide Name, address, phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.)

11. Acceptability of Contract Terms

(Instructions: Offeror should state its acceptance of the proposed contract terms.)

12. Recovery of Vacation, Holiday and Sick Pay

(Instructions: Offeror should explain whether it recovers vacation, holiday, and sick leave through a corporate indirect rate (e.g. Overhead or Fringe rate) or through a direct cost. If the Offeror recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number of working days in a calendar year it normally bills to contracts to account for the vacation, holiday, and sick leave days that will not be billed directly to the contract since this cost is being recovered through the corporate indirect rate.)

13. Organization of Firm

(Instructions: Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

Signature: _____

Name: _____

One of the authorized negotiators listed in Section 2 above should sign

Title: _____

Date: _____
