



Request for Quotations (RFQ)

RFQ Number: TNS–HEAT-HO-01

Issuance Date: December 22, 2022

Deadline for Offers: December 29, 2022

Description: Facilitation of Overseas Hostile Environment Awareness Training (HEAT) Course

For: USAID/OTI Transition to New Sudan (TNS)

Funded By: United States Agency for International Development (USAID), Contract No. 7200AA19D00015, Order No: 7200AA20F00014

Implemented By: Chemonics International Inc.

Point of Contact: achestnut@chemonics.com cc: sudanotipmu@chemonics.com

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

Chemonics is committed to integrity in procurement, and only selects vendors based on objective business criteria such as price and technical merit. Chemonics expects vendors 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 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 vendor 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 offers. For example, if the offeror's father owns a company that is submitting another offer, 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 offer and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Noel Martinez at nmartinez@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' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** Transition to New Sudan (TNS) is a United States Agency for International Development Office of Transition Initiatives (USAID/OTI) program implemented by Chemonics International that began implementation in 2020. The project office is in Khartoum, and recently initiated set up of an office in Port Sudan.

The purpose of this RFQ is to solicit quotations for Hostile Environment Awareness Training facilitated by experienced training providers. Training should be designed for approximately 65 attendees with a minimum of three sessions with no more than approximately 22 attendees in each session. The courses are desired to be a minimum of three days, but flexibility should be given in pricing to allow either two- or four-day options. The training will take place in Khartoum with minimal/to no availability for field exercises or driving.

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.

2. **Offer Deadline and Protocol:** Offers must be received no later than 12:00pm local Washington, D.C. time on December 29, 2022, by email to achestnut@chemonics.com with sudanotipmu@chemonics.com in copy.

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 12:00pm local Washington, DC time on December 27, 2022, by email to achestnut@chemonics.com with sudanotipmu@chemonics.com in copy. 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 services of a three (3) day HEAT course in Sudan.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. 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.

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

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Delivery:** The delivery location for the items described in this RFQ is Sudan. 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 Sudan.

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, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If offers include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

8. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the Government of Sudan, Chemonics International, or another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity's end-user.
9. **Taxes and VAT:** In accordance with the agreement under which this procurement is financed, Chemonics will be reimbursed by the Cooperating Country government for taxes imposed on suppliers and subcontractors. Therefore, offerors must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of the Cooperating Country. If selected for the award, the selected supplier will cooperate in providing Chemonics with the documentation necessary to obtain tax reimbursement.
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 \$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the offer submission deadline, the Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. UEI numbers can be obtained online at SAM.gov. Further guidance on obtaining a UEI number is available from Chemonics upon request.
11. **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.
12. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to

be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- *Curriculum* – 30 points: to include the specific course content in relation to identified risks faced by Chemonics staff around the world, training materials used in instruction, training methodologies and an emphasis on live-action activities over classroom instruction, how/if the provider enables realism and tangible hands-on learning activities in the scenarios, and overall safety and comprehensiveness of the course.
- *Instructors* – 30 points: to include the student-to-teacher ratio, training guides and materials provided to instructors, the quality and training of non-instructor role players, and the provider’s approach to diversity and inclusion.
- *Past Performance* – 40 points: to include at least three references of large development or humanitarian organizations with a similar risk profile to Chemonics.

For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are significantly more important than cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various Vendors, if in the best interest of the TNS Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the Transition to New Sudan (TNS) Project, 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) No commodities or services 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.

- (d) 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.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.
- g) DEFENSE BASE ACT (DBA) INSURANCE
 - a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [[Updated by AAPD 22-01- 6-10-22](#)]

In accordance with FAR 52.228-3 and AIDAR 752.228-3, the Subcontractor must obtain DBA insurance prior to beginning work under the subcontract. The Subcontractor may include the cost of DBA insurance in their proposal. The DBA rate to be applied for this project is \$0.75 per \$100 of employee salary from total LOE.

DBA cost should be included as a line item in the Offeror's proposal.

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. Website. There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>
2. Email. An application form can be emailed to: USAID@marshmma.com
3. Additional Contacts. Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

-Tyler Hlawati (Starr) tyler.hlawati@starrcompanies.com Telephone: 646-227-6556
-Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
-Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
-Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](#). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

Section 2: Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);
- Copy of offeror's registration or business license (see Section 1.5 for more details);
- Company profile or 2-3 pages introduction to company, and brief description of the training approach and philosophy (see Section 1.5 for more details);
- Description of the offeror's plan to execute the required logistics (venue, vehicles, equipment, actors/local talent) for the HEAT training in Sudan;
- Curriculum for three (3) day HEAT course in Sudan;
- Availability of offeror, presented as blackout dates, to conduct the training from February-March, 2023;
- CVs of any instructors or professional support staff who would facilitate the HEAT in the location(s) specified;
- Contact information for at least three (3) references of past or present clients (Section 3 Table 1) indicating the relevant services carried out, preferably in the location(s) for which quotations are provided, in the last three (3) years that best illustrate offeror qualifications and past performance (see Section 1.5 for more details);

Section 3: Specifications and Technical Requirements

The purpose of this RFQ is to solicit quotations for Hostile Environment Awareness Training facilitated by experienced training providers. Training should be designed for approximately 65 with a minimum of three sessions with no more than approximately 22 attendees in each session. The courses are desired to be a minimum of three days, but flexibility should be given in pricing to allow either two- or four-day options. The training will take place in Khartoum with minimal/to no availability for field exercises or driving.

Quotations:

- Company/individual profile or 2-3 pages introduction to company/individual's areas of expertise and practice, and description of the team and main clients.
- A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;
- Narrative description of past performance for similar services;
- The CVs of all trainers with references of previous services and citizenship details.
- List of all equipment and materials that will be used for the training
- Description of the offeror's training philosophy and approach to HEAT courses
- Description of the following items in the order presented below:
 - Total amount of lecture hours compared to hours spent hands-on training.
 - Whether field exercises will be based on a fictional location or a tailored specifically to Sudan (preferred).
 - How the presentation, real or artificial, throughout your classroom and training exercises.
 - Whether and how vehicular travel training be facilitated during classroom and field training (if available).
 - Please explain how threats from interrogations, false imprisonment, and/or abduction will be presented.
 - How the following items will be addressed within the curriculum:
 - Personal, situational awareness
 - Safety during mass civil unrest
 - Resiliency and emotional self-care
 - Navigating hostile checkpoints
 - Digital/online security
 - Emergency First Aid (this is of secondary focus and may be excluded in a 1-day option)
 - Safety:
 - Are mental health professionals involved in the design, delivery and oversight of the course?
 - Is a pre-course screening conducted to assess whether participants are physically and psychologically able to tolerate the course?
 - Does the course include a psychoeducational component on psychological safety and resilience that focuses on understanding common reactions to intense stress and practice skills to manage these reactions in hostile environments?

- How are exercises/simulations designed to simulate real-life stressors in a hostile environment while not traumatizing participants and limiting their ability to internalize practical training objectives?
- What, if any, exercises include cutting off of sensory experience? This includes blindfolds, restraints, or other forms of sensory or mobility restriction.
- What procedures are established during the course to monitor the psychological well-being of participants and exit an exercise if it is determined that distress levels are too high?
- What preparation/training do the trainers and role-players have to reduce/prevent “role suction” or sadistic behavior during training exercises? What protections are in play to monitor the behavior of trainers/role-players?
- If gender-based violence is included in scenario exercises, do trainers have specialized training to appropriately debrief and support participants on this issue? Will participants be separated by gender and/or be led by same gender trainers?

Evaluation and Basis for Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the evaluation criteria stated under Section 1, #12 above.

Scope of Work and Technical Qualifications

The purpose of this RFQ is to engage the firm to provide a three (3) day Hostile Environment Awareness Training for project staff members.

The ideal period for the training is February 19 – March 2, 2023.

The firm shall, and when requested, provide the following services:

1. Provide travel, lodging, per diem, local transportation and visas as applicable for all HEAT instructors or support staff required.
2. Provision of mental health professional to supervise the training and provide psycho-social support
3. Identification and recruitment of any actors/role players or support staff.
4. Provision of equipment, uniforms, costumes, and/or props to facilitate proposed HEAT curriculum.
5. First aid and/or emergency response for any injuries or incidents during the training.
6. Three (3) Required days of HEAT for 65 of Chemonics staff members, to be conducted in English or Arabic.
7. Printing and production of certificate(s) of completion for all participants.
8. Supply trainees with any supporting document of the training in English or Arabic.

Technical Qualifications that the selected offeror must possess:

1. Minimum of 3 years of experience and proven track of record providing the services outlined in Scope of Work
2. Staff assigned to these tasks must have minimum of 5 years of experience and have completed all required certifications and licenses required by local law and regulations.

3. Experience with USAID or other donor-funded projects in Sudan or in high-risk environments in Africa, especially those implemented by for-profit international firms like Chemonics, is highly preferred.
4. English language fluency required, Arabic fluency preferred.

RFQ Quotation Table

The table below contains the list of services under RFQ. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Cost Category	Description	Unit Cost Breakdown	Price (USD)
Trainers/ Personnel	# of trainers and professional support staff, psycho-social staff	Eg: 1 staff x \$200/day x 3 days 1 staff x \$150/day x 3 days	
Venue	Venue will be provided by Chemonics	N/A	N/A
International Travel	Airfare, lodging, per diem (use USG rates), visas for international trainers and support staff	Eg. 2 flights x \$1500 Per diem (\$252/day) x 2 staff x 5 days 2 visas x \$100 each	
Logistics	Equipment, vehicles	Eg. 1 vehicle x 5 days x \$100/day	
DBA Insurance	# of trainers and professional support staff, psycho-social staff	Eg. \$0.75 per \$100 of payroll for 4 trainers	
Other	Please describe		
Total			

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: Transition to New Sudan
1275 New Jersey Ave. SE Ste. 200, Washington D.C. 20006

Reference: RFQ No. TNS –HEAT-HO-01

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 any Chemonics or Transition to New Sudan (TNS) project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting offers 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 offer 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: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a positive response to paragraph (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. Further, in accordance with FAR 52.204-10 and 2 CFR Part 170, if the offeror positively certifies below in paragraph (b) and negatively certifies in paragraphs (c) and (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 offer, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

**Prime Contract USAID/OTI Transition to New Sudan (TNS)
Contract No. 7200AA19D00015, Order No: 7200AA20F00014**

Subcontractor Data

Insert Subcontractor Name

Insert Subcontractor Address

Insert Subcontractor City

Insert Subcontractor State in USA, or Province/Other

Insert Subcontractor Zip code or Postal Code

Insert Subcontractor Country

Subcontract/Grant Number: Insert Subcontract Number

Start Date: Insert Subcontract Start Date

Subcontract/Grant Value: Insert Subcontract Value

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

Yes No

If **"No"** is the response to the preceding question, please provide the below information and answer the remaining questions.

- 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)?:

Yes No

- d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

Yes No

- e) If you have indicated "Yes" for paragraph (b) **and** "No" for paragraphs (c) and (d) above, provide the names and total compensation* of your five most highly compensated executives** for the preceding completed fiscal year.

1. Name: _____
Amount: _____

2. Name: _____

Amount: _____

3. Name: _____
Amount: _____

4. Name: _____
Amount: _____

5. Name: _____
Amount: _____

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (e) above.

Signature and Title (required)

Date

**“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(4) *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified.*

(6) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**“Executive” means officers, managing partners, or any other employees in management positions.

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____