



REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: UST-002

Issuance Date: May 8, 2023

Deadline for Offers: May 22, 2023 at 5:00 PM local Washington, DC time

Description: Facilitation of Hostile Environment Awareness Training (HEAT) Courses

For: Ukraine Project Portfolio

Funded By: USAID Agriculture Growing Rural Opportunities Activity in Ukraine (AGRO): Agreement No. 7201210CA00001; USAID Competitive Economy Program (CEP): Contract No: 72012118C00002; USAID Democratic Governance East Activity (DG East): Contract No: 72012118C00006; USAID Justice for All Activity (J4A): Contract No. 72012121C00002; USAID Transformation Communications Activity (TCA): Contract No. 72012120C00003; USAID/OTI Ukraine Confidence Building Initiative III (UCBI III): Contract No. AID-OAA-I-14-00006 Task Order No. AID-OAA-TO-17-00009; FCDO 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: Roberto Munster, EE UST 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**: Chemonics International (hereafter referred to as “Chemonics”) is soliciting quotations to provide Hostile Environment Awareness Trainings (HEAT) courses for Chemonics staff traveling to, and working in, Ukraine and Poland. The purpose of this RFQ is to solicit quotations for these items.

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 time on May 22, 2023**, by email delivery to Chemonics International’s Ukraine Security Team Operations. Any emailed offers must be emailed to 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 May 12, 2023**, 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: salaries, fringe, overhead costs, equipment maintenance, fee, and insurance (including worker’s compensation insurance mandated by U.S. Defense Base Act (DBA insurance)). Pricing must be presented in **US Dollars**. 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:

- Copy of offeror’s official registration or business license to operate in Ukraine.
- Offerors responding to this RFQ are requested to submit a copy of their identification card.
- The Offeror will provide CVs of all personnel, including psycho-social personnel, with references of previous services. (See Section 1.5 for more details)

- 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 the offeror's qualifications and past performance. References from USAID or similar donor-funded projects are preferred.
 - Official quotation, including any cost notes (see Section 3 for requirements). The price quotation must be submitted separately from above documents. All other parts of this quotation must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.
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 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating countries for this RFQ are **Ukraine and Poland**.

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, management/personnel, and corporate capability 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 Approach, Methodology, and Detailed Work Plan		
	<p>Technical know-how – The offeror will submit a core curriculum and training schedule for a Hostile Environment Awareness Training (HEAT) course. The vendor must also specify minimum/maximum participants per HEAT course.</p> <p>Chemonics will assess whether the offeror clearly explains, understands, and responds to the objectives of the training as stated in the Scope of Work.</p>	15 points
	<p>Approach and Methodology – Chemonics will assess whether the proposed curriculum, including detailed activities, and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently.</p> <p>The offeror will describe which feedback mechanisms are in place for students and how the offeror utilizes feedback to improve course content as well as adjust content to reflect changes in Ukraine’s rapidly changing security environment.</p>	20 points
Total Points – Technical Approach		35 points
Management, Key Personnel, and Staffing Plan		
	<p>Personnel Qualifications – The Offeror will provide CVs of all personnel, including psycho-social personnel, (See Section 1.5 for more details). Chemonics will evaluate whether the proposed team members have necessary experience and capabilities to carry out the scope of work.</p>	10 points
	<p>Staffing – The Offeror will demonstrate it possesses the capability to lead and oversee implementation of the course by providing student:instructor and qualified psychosocial personnel:student ratios. Chemonics will assess whether the Offeror has the appropriate means to oversee implementation of the course.</p>	15 points
	<p>IT Security – The Offeror will submit a detailed security management plan that includes offeror’s IT and information security measures to ensure sensitive information including participant data, course content, and course location information is secure and controlled. Chemonics will assess how well the offeror’s IT and information security measures</p>	10 points

	will facilitate secure communications, and sensitive information such as PII (personally identifiable information), course details, and location of training site.	
Total Points – Management		35 points
Corporate Capabilities, Experience, and Past Performance		
	Company Background and Experience – The Offeror shall submit a 2-3 page profile with the organization’s areas of expertise and practice, and description of the main clients. Chemonics will evaluate whether the company has the relevant experience and demonstrated expertise relevant to the project Scope of Work. (See Section 3.A).	10 points
	Training Facility, Resources, & Equipment - The Offeror demonstrates they have access to physical locations within Ukraine and should indicate all locations where the HEAT courses can be provided. The Offeror specifies the language of instruction for HEAT training and notes whether an interpreter is provided for Ukrainian speakers. The Offeror lists equipment and resources used to provide HEAT courses.	10 points
	Past Performance references - Chemonics will assess 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) implemented within the last 3 years 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. References from USAID, FCDO, or similar donor-funded projects are preferred. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror.	10 points
Total Points – Corporate Capabilities		30 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. **Insurance and Services:**

The Offeror shall procure Defense Base Act (DBA) insurance pursuant to the terms of the subcontract for work activities as described in Section C. Failure to obtain DBA) insurance in accordance with FAR Clause 52.228-3. Workers' Compensation Insurance (DBA) and AIDAR 752.228 03, shall be considered a material breach and could cause this contract to be terminated for default/cause.

For purposes of this proposal, Offerors must calculate the costs of the DBA policy by applying the rate according to the nature of the work (general services, construction or security) for each USD \$100 of compensation to employees who are working outside of the United States.

DBA costs = (compensation / 100) x DBA rate

Remuneration means the salary of employees, plus recruitment incentives, differential payments, security payments, but excludes per diem payments, accommodation / housing / travel / education and other miscellaneous benefits.

Rate and Year of coverage of the USAID Policy General Services Construction Security

DBA Rate (2019-2020): For general services USD \$ 0.75, for construction work USD \$ 2.75 and for security USD \$ 5.80.

Example: For a technical assistance subcontract with a budget of COP30,000,000 in salaries, the DBA would be calculated: $(COP30,000,000 / 100) \times 0.75 = COP225,000$. While for a construction subcontract the DBA would be calculated: $(COP30,000,000 / 100) \times 2.75 = COP825,000$.

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.

- a) AIDAR 752.228-70 Medical Evacuation Services (MEDEVAC) Services (JULY 2007) [Updated by AAPD 06-01].

(1) The Subcontractor shall provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter “individual”) while overseas under a USAID-financed direct contract. Chemonics will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under this Subcontract. The USAID Contracting Officer through Chemonics will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(2) Exceptions:

(i) The Subcontractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by Chemonics.

(ii) The USAID Mission Director through Chemonics, may make a written determination to waive the requirement for such coverage. The determination must be based on findings that the quality of local medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(3) If authorized to issue lower-tier subcontracts, the Subcontractor shall insert a clause similar to this clause in all lower-tier subcontracts that require performance by Subcontractor employees

TYPE	MINIMUM LIMIT
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(a) Defense Base Act or equivalent for waived nationals per FAR 52.228-3 and 52.228-4. The coverage shall extend to Employers Liability for bodily injury, death, and for occupational disease.	As required by DBA
(b) Comprehensive General Liability Each Occurrence Combined Single Limit for Personal Injury and/or Property Damage	\$1,000,000 \$2,000,000
(c) Automobile Liability Combined Single Limit each occurrence	As per AIDAR 752.228-7 and \$1,000,000
(d) Other Required Insurance <ul style="list-style-type: none"> • Umbrella Insurance additive to (b) and (c) above	(b) \$1,000,000/ (c) \$2,000,000

15. 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.

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:

- Copy of offeror's official registration or business license to operate in Ukraine and Poland.
- Signed certification stating the offeror's detailed current level of insurance coverage which should include but is not limited to Comprehensive General Liability, Automobile Liability, and Umbrella insurances.
- Offerors responding to this RFQ are requested to submit a copy of their identification card.
- The CVs of all personnel, including psycho-social personnel, with references of previous services. (See Section 1.5 for more details).
- 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 the offeror's qualifications and past performance. References from USAID or similar donor-funded projects are preferred.
- List of all equipment that will be used for the training.
- 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:

HEAT Training Scope of Work

Training plays a significant role in an organization's duty of care towards its staff. Safety and security training for staff, especially those traveling to high-risk contexts, is increasingly seen as a core responsibility of employers to address the duty of care it holds over staff prior to deployment to, or to better prepare for activities in complex environments. Hostile Environment Awareness Training (HEAT) is designed to prepare participants to recognize the types of threats they may encounter in hostile environments, as well as to provide them with knowledge and understanding of how to effectively reduce their vulnerability to, and potential impact of, the most likely and most dangerous threats in their areas of operation.

Courses must be facilitated by experienced trainers (accredited from a reputable risk management training organization, certified in first aid or emergency medical care, experience working in high-risk, complex environments) and take place in a controlled location over three (3) to five (5) days, not inclusive of travel, nor delays due to the security situation in Ukraine, in order to realistically recreate the rigors and stress of being fielded long, or short-term to a high- or extreme-risk environment. Training should be tailored to include hazards specific to the ongoing Russian invasion of Ukraine. Training should be supervised by qualified psycho-social personnel (certified, professional experience, or educational background) given the possibility that staff may have been directly exposed to emotional stress and traumatic incidents. The course content should contain a mixture of classroom modules and practical exercises designed to allow for practice and rehearsal of the concepts presented in the course. Participants should be put through active scenarios that place them in a theoretical situation and prompt them to use learned skills when reacting.

Core training modules must include:

- Emergency First aid and medical emergencies
 - First aid and CPR topics as included in Red Cross curriculum
 - Responding to severe traumatic injuries (e.g., road traffic accidents)
 - How to improvise bandages, stretchers, and carries
- Navigating official and unofficial checkpoints (police / military / community security forces)
- Briefing on most prevalent threats & hazards in the operational context:
 - Air threats including missile and drone strikes
 - Indirect fire
 - Explosive Remnants of War (ERW), UXO and mines
 - Fires
 - Road traffic accidents (RTA)
 - Communications including Cyber
- Situational awareness, personal safety, and crime reduction strategies
- Sexual assault/harassment
- Emotional/mental resilience & self-care – living and working in stressful environment
- Incident Management and Communications Procedures
- Travel security:
 - Office, hotel, and lodging security
 - Recognizing and avoiding hostile surveillance
- Information and data security:
 - Basic digital hygiene
- Physical office security
 - Safe Rooms

- Evacuation Route planning
- Monitoring & surveillance
- Kidnapping and detentions
- Chemical, Biological, Radiological, & Nuclear (CBRN) Introduction and Awareness

Note: As the security environment in Ukraine fluctuates, the vendor will be expected to adjust training material accordingly to ensure staff are cognizant of and trained for the evolving security concerns.

COVID-19:

- The vendor must follow all local COVID-19 guidance and put in place COVID-19 mitigative measures. The vendor must also brief staff and trainees on these procedures and enforce their adherence.
- The vendor must describe how their training environment takes into consideration COVID-19 mitigation such as health-related personal protective equipment, social distancing, ventilation for indoor facilities, and note if and where training can occur in a secure outdoor environment.
- The vendor should describe COVID-19 testing measures for staff and trainees.

Duration and Location of Assignment:

- Vendor must have a facility capable of providing in person HEAT training in Ukraine.
- Preferred courses must be facilitated by certified training providers in a controlled location over a minimum of three (3) days, not inclusive of travel or delays due to the security situation in Ukraine, so that the rigors and stress of working in a high-risk location are simulated under proper supervision by qualified psycho-social personnel.
- The vendor must be able to roll out multiple HEAT courses over a fixed period of time, quantity of HEAT trainings will be specified by Chemonics at a later date.
- Course Participation Requirements: The vendor must clearly state any requirements for course participation such as the minimum and maximum number of participants per course. The vendor should also specify if the minimum/maximum number of participants will vary based on location.

Reporting

- The Ukraine Security Team will provide technical oversight over, and coordination with, the HEAT provider, while Chemonics’ Europe and Eurasia Ukraine Support Team Operations will be the primary point of contact for billing and administrative support under this Task Order.

Deliverables

- Completion of HEAT training materials and core curriculum to Ukraine Security Team for review.
- Completion of HEAT trainings described above with Chemonics staff.

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

Line Item	Description	Location	Requirements
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1	Hostile Environment Awareness Training	Kyiv, Ukraine (other locations in Ukraine as needed). Please identify whether other locations are available.	Courses must be facilitated by experienced trainers (ideally accredited from an authorized risk management training organization) and take place in a controlled location over 3-5 days (optimally 3) to realistically recreate the rigors and stress of being fielded long-term to a high- or extreme-risk environment. Training will be supervised by qualified psycho-social personnel. The course content will contain a mixture of classroom modules and practical exercises designed to allow for practice and rehearsal of the concepts presented in the course.
2	Hostile Environment Awareness Training	Warsaw, Poland (other locations in Poland as needed). Please identify whether other locations are available.	Courses must be facilitated by experienced trainers (ideally accredited from an authorized risk management training organization) and take place in a controlled location over 3-5 days (optimally 3) to realistically recreate the rigors and stress of being fielded long-term to a high- or extreme-risk environment. Training will be supervised by qualified psycho-social personnel. The course content will contain a mixture of classroom modules and practical exercises designed to allow for practice and rehearsal of the concepts presented in the course.

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. The table below only requests the unit price for the course that meets the specifications defined in the previous section. At the time of the award the *Offeror* will state the total number of courses Chemonics will require in each of the locations and will apply the unit cost to calculate the total amount of the subcontract.

Line Item	Description and Requirements	Qty	Location	Unit Price in USD	Total Price in USD
1	Per person rate	1	Kyiv, Ukraine		
2	Full group rate (indicate maximum class size)	1	Kyiv, Ukraine		
3	Per person rate	1	Warsaw, Poland		
4	Full group rate (indicate maximum class size)	1	Warsaw, Poland		
5	Per person rate	1	<i>City, Country</i>		
6	Full group rate (indicate maximum class size)	1	<i>City, Country</i>		

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

The pricing schedule must include the following information:

- **Course Participation Requirements:** Clearly state any requirements for course participation such as the minimum and maximum number of participants per course. The offeror should also specify if the minimum/maximum number of participants will vary based on location, or if the location will impact the total cost of a course. Please provide different price schedules accordingly, if applicable. Example locations could include Kyiv, Lviv, or other locations in Ukraine, Warsaw, Rzeszow, or other locations in Poland. The offeror may include additional rows on the table above for different locations or include multiple locations in a single row.
- **Course Length:** The length of the course must be clearly defined in the pricing schedule.
- **Course Make-Up:** Please note whether there will be any penalties if a participant misses a day or two of one course and seeks to complete the blocks of training missed during a later course. Please note if there will be any additional costs associated with making up missed course dates, particularly if a participant must miss training due to the security situation in Ukraine or other unforeseen circumstances.

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 Ukraine Security Team Operations 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: _____
