



REQUEST FOR PROPOSALS (RFP) FOR SECURITY SERVICES

RFP Number: RFP-UST-003

Issuance Date: August 14, 2023

Deadline for Offers: September 6, 2023, 12:00pm Washington DC time

Description: HEAT Training and Security Services for Ukraine (two lots)

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

Funded Under: Agriculture Growing Rural Opportunities Activity in Ukraine (AGRO)
Competitive Economy Program (CEP)
USAID Democratic Governance East Activity (DG East)
USAID Justice for All Activity (J4A)
USAID Transformation Communications Activity (TCA)
USAID/OTI Ukraine Confidence Building Initiative (UCBI IV)

Prime Agreements
& Contract Numbers: AGRO: Agreement No. 7201210CA00001
CEP: Contract No: 72012118C00002
DG East: Contract No: 72012118C00006
J4A: Contract No. 72012121C00002
TCA: Contract No. 72012120C00003
UCBI IV: Contract No. 7200AA19D00015, TO 7200AA23F00002

Implemented By: Chemonics International Inc.

Point of Contact: Roberto Münster, Senior Operations Director, Europe & Eurasia Division

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

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

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

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

Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

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

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

Please contact 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 at the contact information listed on the website found at the hyperlink above.

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List of Acronyms

AIDAR	Agency for International Development (USAID) Acquisition Regulation
BPA	Blanket Purchase Agreement
CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
DBA	Defense Base Act
FAR	Federal Acquisition Regulations
MEDEVAC	Medical Evacuation
PO	Purchase Order
POC	Point of Contact
RFP	Request for Proposals
SAM	System for Award Management
UEI	Unique Entity Identifier
U.S.	United States
USAID	U.S. Agency for International Development
USG	U.S. Government
VAT	Value Added Tax

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID), is soliciting offers for HEAT training and security services (two lots) in Ukraine and Poland, for the following USAID-funded projects and under the following Prime agreements and contract numbers:

- Agriculture Growing Rural Opportunities Activity in Ukraine (AGRO); Agreement No. 7201210CA00001
- 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 (UCBI IV); Contract No. 7200AA19D00015, TO 7200AA23F00002

Offers from companies are solicited for the purchase of HEAT training (lot 1) and security services (lot 2) in support of Chemonics staff traveling to, and working in, Ukraine and Poland.

LOT 1: HEAT training - Chemonics seeks proposals from Offerors to provide multi-day Hostile Environment Awareness Training (HEAT) sessions to its personnel, in accordance with industry best standards, and supervised by qualified psycho-social personnel.

LOT 2: security services - Chemonics seeks proposals from Offerors to provide as-needed professional services, including security/risk management professionals, close protection officers, and unarmed drivers, in addition to personal protective equipment, mobile security units, evacuation and transportation services, and an incident and information notification service.

Following the escalation of Russia's war against Ukraine in February 2022, the nature of Chemonics' operations in Ukraine has fundamentally changed, and the risk profile and security needs of our projects have increased. Chemonics currently implements six USAID-funded projects in Ukraine, with security services provided through a combination of Chemonics-employed security specialists embedded in Ukraine and Poland and third-party security services providers.

Offerors may choose to submit a proposal for one lot or both lots under this RFP. Submitting a proposal to one or two lots will not change an Offeror's likelihood of success as each lot will be evaluated separately. As a result of this RFP, Chemonics anticipates issuing either:

- One (1) Blanket Purchase Order (BPA), if a single Offeror bids on and is successful for both lots, or
- Two (2) BPAs, if separate Offerors apply for and are awarded different lots.

This will allow the aforementioned USAID-funded Chemonics projects to issue individual purchase orders (POs) on an as-needed basis for the procurement of HEAT trainings and security services over the period of performance of the BPA(s), which is anticipated to be up to three (3) years. The Offeror(s) shall furnish the supplies/services described in any POs issued by Chemonics under these BPA(s). Chemonics is only obligated to pay for supplies/services ordered through POs issued under the BPA(s) and delivered by the successful Offeror(s) in accordance with the terms/conditions of the BPA(s).

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the BPA(s). The instructions are intended to assist interested Offerors in the preparation of their offers for one or both lots under this RFP. Any resulting BPA(s) will be guided by Sections II.

This RFP does not obligate Chemonics to execute a BPA, nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics or its client. Failure to adhere to the instructions described in this RFP may lead to the disqualification of an Offeror from consideration. Unless otherwise stated, the periods named in the RFP are consecutive calendar days.

I.2. Chronological List of Proposal Events

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

RFP published	August 14, 2023
Deadline for written questions	August 21, 2023, 5:00pm Washington, DC time
Answers provided to questions/clarifications	August 24, 2023
Proposal due date	September 6, 2023, 12:00pm Washington, DC time
BPA(s) award (estimated)	September 31, 2023

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

Proposal Submission Date. All proposals must be received by the date and time provided in Section 1.2 and complying with the instructions as provided in Section I.3.

BPA(s) Award (estimated). Chemonics intends to select the proposals that offer the best value per lot based upon the evaluation criteria stated in this RFP. Each lot will be evaluated separately on its own merits and in accordance with the specific evaluation criteria for the lot.

I.3. Offer Submission Requirements

Offerors shall submit their offers electronically only. Faxed offers will not be considered. Emailed offers must be received no later than **12:00pm (Washington, DC time) on Wednesday, September 6, 2023**, at the following address:

Roberto Münster
Senior Operations Director, Europe & Eurasia
Chemonics International Inc.
ustprocurement@chemonics.com

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered. Separate technical and cost proposals must be submitted for each lot by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.3, Offer Submission Requirements.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment or signed using e-signatures. Offerors submitting offers for more than one lot should submit the proposal for each lot independently in separate emails. Offerors must include the following information in the subject line of each e-mail submission: RFP number (RFP-UST-003), lot number(s), and the email number out of the total number of emails sent. For example, for the first of three emails sent, Offeror should indicate: email 1/3.

Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

I.4. Eligibility Requirements

- A. To be determined responsive, an offer must include all of the documents and sections specified in Sections I.4.A and I.4.B. Chemonics anticipates issuing BPA(s) to a Ukrainian or international company or organization, provided it is legally registered and recognized under the laws of Ukraine and Poland (proof of registration must be provided for both), and is in compliance with all applicable civil, fiscal, and other regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or a university.

The award [or "awards" if multiple] will be in the form of a Blanket Purchase Agreement (hereinafter referred to as "the BPA" [or "BPAs" if multiple]). The successful Offeror [or "Offerors" if multiple] shall be required to adhere to the statement of work and terms and conditions of the BPA(s), which are incorporated in Section II herein.

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

- (i) Companies or organizations must be legally registered under the laws of Ukraine and Poland upon award of the BPA(s).
- (ii) Firms operating as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in both Ukraine and Poland at the time the BPA(s) are signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a UEI number if selected to receive a BPA valued at USD \$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.

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

B. Additional Requirements

- i. Copy of required licenses and official registration to operate a security firm in Ukraine and Poland.
- ii. Copy of company tax registration, or equivalent document.
- iii. Copy of trade license, or equivalent document.
- iv. Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activities described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 3 “Required Certifications.”
- v. Proof of insurance necessary to provide and cover the services requested in Poland and Ukraine.
- vi. Copies of CVs for illustrative personnel.
- vii. Proof of registration and/or certifications associated with providing security services, and policies/regimen related to staff training. The training regimen shall include initial training and qualifications as well as regularly scheduled sustainment training.
- viii. Company policies governing duty of care and/or that restrict services being offered to include policies on the usage of firearms as applicable and in accordance with local laws, licensing, and liability.
- ix. Signed certification stating the Offeror’s detailed current level of insurance coverage which should include but is not limited to Defense Based Act (DBA) worker’s compensation, Comprehensive General Liability, Automobile Liability, and Umbrella insurances.

1.5 Source of Funding, Authorized Geographic Code, and Source

- a) Any agreement resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations.

All goods and services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating countries for this RFP are Ukraine and Poland.

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

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.

- b) The USG has implemented a blanket prohibition on providing direct government financing to international solar projects that source from suppliers that are the subject of a withhold release order (Hoshine Silicon Industry), on the Commerce Entity List, or otherwise sanctioned for their use of forced labor. The PRC energy companies that were added to the Commerce Entity List for their ties to forced labor are found below. NOTE: Offerors may not purchase from any of the Suppliers listed below without advance written approval from Chemonics/USAID.

- Hoshine Silicon Industry (metallurgical grade silicon and silicon products) - also subject to a WRO
- Xinjiang Daqo New Energy (polysilicon, wafers)

- Xinjiang East Hope Nonferrous Metals (polysilicon, ingots, wafers)
- Xinjiang GCL-New Energy Material (polysilicon, ingots, wafers, cells, modules)
- Xinjiang Production and Construction Corps (state-owned paramilitary organization, electricity supplier)

This does not mean that all PRC-produced solar panels are immediately blocked. Currently, the restriction is just on any panels or products that are directly purchased using USG funds from any of the above companies. Should the purchase of any solar panels or components be required, Chemonics/USAID prior review and written approval is required.

I.6 Validity Period

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

I.7 Instructions for the Preparation of the Proposal

Unless otherwise specified, all proposals, regardless of lot shall follow the instructions set forth below and include all enumerated sections, complying with the lot-specific instructions for each, where applicable.

1. Cover Letter

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

- a) Name of the company or organization
- b) Type of company or organization
- c) Address
- d) Telephone
- e) E-mail
- f) Full names of members of the Board of Directors and Legal Representative (as appropriate)
- g) Taxpayer Identification Number
- h) UEI Number
- i) Official bank account information
- j) Indication of whether Offeror is submitting a proposal for one or both lots under the RFP. If Offeror is only submitting a proposal for one lot, the cover letter should identify the corresponding lot. If bidding on both lots, Offeror need only submit one cover letter with the understanding that the cover letter represents the required documentation for both lots and is equally applicable to each.

Other required documents that shall be included as attachments to the cover letter are listed in Section 1.4 B 'Additional Requirements'. A sample cover letter is provided in Annex 1 of this RFP.

2. Technical Proposal

One technical proposal must be submitted for each lot that the Offeror is bidding on. If bidding on both lots, the Offeror must submit two technical proposals. Each technical proposal must be responsive to the detailed information set out in Section II of this RFP, which provides the background and states the scope of work and deliverables per lot. The technical proposal for each lot consists of three parts with specific descriptions by part and by lot included below.

At this time, the number of orders to be placed under any BPA(s) resulting from this solicitation is unknown. Specific quantities will depend on the needs of the aforementioned project(s) and as determined

by Chemonics' Ukraine Security Team. Individual POs will be issued under the BPA agreement(s) as the need arises for additional commodities/services.

Part 1: Technical Approach and Methodology

For each lot submitted, Part 1 shall be between 5 and 15 pages long but may not exceed 15 pages. For each lot the Offeror shall clearly respond to the evaluation criteria stated in Section I.8 to describe their approach for providing the services as described in Section 2. The plan for each lot should include details on the actions and timeline required to safely and efficiently carry out the required tasks, as well as all commodities and materials that the Offeror believes will be necessary to fulfill the scope of work. The Offeror should additionally confirm whether it has access to or already possesses such commodities/materials, or whether they will need to be obtained by the Offeror at additional expense to the BPA. The technical approach and management plan shall include additional information for each lot, as follows:

Lot 1, HEAT Training

- (i) Detailed core curriculum and training schedule for the Hostile Environment Awareness Training (HEAT) course, including activities, and explanation of applicability to the Ukrainian context.
- (ii) Minimum/maximum number of participants per HEAT course, and the Offeror's relevant policies governing the ability of Chemonics to change the total number or the names of participants for each session, including changes with short notice. Chemonics anticipates groups of 8-20 participants per session, and seeks maximum flexibility, but Offerors are free to propose group sizes.
- (iii) Description of mechanisms for incorporating student feedback, and for adjusting course content in response to the evolving security environment in Ukraine and the latest industry best practices.

Lot 2, Security Services

- (i) Specify the types of vehicles (inclusive of make and model) that the Offeror will provide to Chemonics.
- (ii) List all security and other equipment (e.g. GPS trackers, Mobile Phones, First Aid Kits, Personal Protective Equipment), including specifications, that the Offeror will provide to Chemonics.
- (iii) Describe Offeror's ability to successfully meet all requirements as specified in the SOW, and the Offeror's capacity to provide the required equipment, resources, and personnel, and stand-up the required services on short notice, including for the evacuation of large numbers of staff.
- (iv) Provide a detailed plan for managing the Quick Reaction Force (QRF), including a description of its composition, equipment, capabilities, capacity, and geographic coverage.
- (v) Describe the expected average response time for the QRF to respond to a range of incidents, including but not limited to an attack on a Chemonics facility, vehicle, or personnel in Ukraine.
- (vi) Describe the configuration of the Offeror's control room (with photographs if available), in addition to response protocols upon receipt of a report. Each Offeror must describe the composition of its rapid response team, their level of training, the equipment they use, and communication channels and methodologies with the control room. Please advise if the team is armed (if permitted per the relevant laws) or unarmed, how the response is activated, and whether movements are tracked in real time.
- (vii) Describe Offeror's networks within the Ukraine security context and how these will be leveraged to support security intelligence, analyses, and implementation to the benefit of Chemonics.
- (viii) Describe Offeror's demonstrated capacity to conduct pre-departure operational briefings, site assessments, security status briefings, incident reporting, risk and route assessments, and other updates or mitigating measures as applicable to ensuring safety of venues, personnel, and movements.
- (ix) Describe offeror's ability to implement innovative mitigating measures to facilitate rather than restrict project(s), and to ensure that the core aims of the project(s)/client deliverables can be achieved.

Part 2: Management and Staffing Plan

This part shall be between 5 and 10 pages, not to exceed 10 pages per lot. Offerors do not need to propose key personnel for either lot but should include CVs and other supporting documentation for any illustrative personnel. CVs may be included in an annex to the technical proposal and will not count against the page limit of this section. The Management and Staffing Plan for each lot must include the following:

Lot 1, HEAT Training

- (i) Offeror's methodology for recruiting, selecting, vetting, and training relevant staff to provide the services as required by Chemonics under Section II, Scope of Work.
- (i) Two (2) CVs of illustrative personnel, capable of providing the services under Section II, Scope of Work. CVs, proof of background checks, and national ID cards for all illustrative personnel presented should be included in an annex, and will not count against the page limit of this section.
- (ii) Offeror's management approach, including its organizational structure and supervision lines if relevant.
- (iii) Offeror's security management plan, to include Offeror's IT and information security measures.

Lot 2, Security Services

- (ii) Offeror's methodology for recruiting, selecting, vetting, and training relevant staff to provide the services as required by Chemonics. Please describe the anticipated mobilization time for all categories of personnel as described under Section II.3, A. Fixed Term Personnel.
- (iii) At least one (1) illustrative personnel CV for each of the following roles, capable of providing the services under Section II, Scope of Work; Senior Security/Risk Management Professional (Director level), Security/Risk Management Professional (Manager level), and Mobile Security Officer/CPO. CVs, proof of background checks, and national ID cards for all illustrative personnel should be included in an annex, and will not count against the page limit of this section.
- (iv) Offeror's management approach, including its organizational structure and supervision lines, in addition to its ability to create a cross-functional team that will foster a close and cooperative working relationship with Chemonics, and be fully integrated with the Chemonics Ukraine Security Team.

Part 3 Corporate Capabilities, Experience, and Past Performance

This part shall be between 2 and 7 pages, but may not exceed 7 pages per lot. For each lot, Offerors must provide the following information:

Corporate Capabilities

For each lot, the Offeror must include the following:

- (i) A description of the company or organization, with appropriate reference to any parent company and subsidiaries, and a profile of the organization's areas of expertise and main clients.
- (ii) A description of the Offeror's executive oversight and internal auditing for technical security approaches, management processes, client communications, and accounting principles.
- (iii) A description of the Offeror's relevant experience, technical ability, and capacity to implement the requirements under this RFP and relevant lot(s). This must include demonstrated access to all physical locations, facilities, resources, and equipment needed to meet the requirements of the scope(s) of work.
- (iv) Details regarding the Offeror's policies and procedures governing the provision of services as described in Section II, such as standard operating procedures, communications protocols, response capabilities in the event of an emergency, and rules for the use of force.

- (v) A description of the Offeror's liaison with relevant international organizations to keep abreast of Private Security Company (PSC) licensing requirements and any other governmental compliance issues, ensuring full compliance with the relevant laws of Ukraine and Poland.
- (vi) A description of the Offeror's ability to respond promptly and with flexibility to changing and special requirements, including the evolving security landscape in Ukraine.

Experience and Past Performance

For each lot, Offerors must include three (3) past performance references attesting to work performed in the last 3 years of similar scope, size, and complexity (under contracts or subcontracts). References from USAID or similar donor-funded projects are preferred. The following information must be provided for each lot, concerning each of the contracts or subcontracts listed:

- Contract number, type, and start and end date.
- Dollar value (USD) of the contract.
- Description of the Offeror's role and activities during the provision of services, and whether the contract involved Quick Reaction Force or armed support services, if allowed per local laws (please describe).
- The level of engagement with local law enforcement, Ukrainian government security agencies, security services providers in the country, and military forces throughout the country, as relevant.
- Technical or other challenges encountered, associated with the provision of agreed services, equipment, or resources under the contract, and what the Offeror did to overcome those challenges.
- Description of whether the contract was completed in accordance with the agreed upon terms with the client (including but not limited to schedule, quality, and budget).
- Point of contact information for the contract work presented, including the names of knowledgeable client or customer representatives, their addresses, telephone, and email contact information.

Please note that Chemonics reserves the right to check additional references not provided by an Offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background and states the scopes of work for each lot.

3. Cost Proposal

Cost proposals in response to this RFP must include fixed unit rates (FURs) for the services in the associated lots. FURs shall be quoted on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD. Prices quoted must remain fixed for a minimum of a twelve (12) month period, after which the Vendor(s) may request reasonable rate increases for each subsequent 12 month period, if sufficiently justified. Chemonics reserves the right to review and accept or reject such rate increase requests at its discretion, based on an evaluation of reasonability.

As described in I.8, evaluation points will not be awarded for cost, but the cost proposal for each lot will be assessed for realism and reasonableness.

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

Offerors must provide a budget narrative that explains the basis for all rates proposed, including rate build-ups for FURs. Please refer to Annex 2 for detailed instructions and a sample cost structure for each lot, in addition to Annex 5 for a FURs detailed budget sample.

No profit, fees, taxes, or additional costs may be added after award. 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 Ukraine or Poland. No such Ukrainian or Polish taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFP.

Additional Lot 1, HEAT Training, Cost Proposal Instructions

The Lot 1 cost proposal must include a unit price per participant and a full group rate for HEAT trainings in Kyiv, Ukraine and other locations in which the Offeror is able to deliver training. The full group rate must specify the maximum number of participants per session. Offerors are free to include pricing for additional options such as different group sizes. The price quoted in this table is all-inclusive, no other costs will be reimbursed under this lot unless otherwise included by the Offeror and accepted by Chemonics.

Additional Lot 2, Security Services, Cost Proposal Instructions

The Lot 2 cost proposal must include a build-up of fixed unit rates as presented in the Annex 5 spreadsheet. The price build-up will be used to determine whether costs are realistic and reasonable. Offerors are free to include different or additional columns as long as the fixed unit rates include these costs as relevant:

- (1) Salary
- (2) Payroll Taxes
- (3) Defense Base Act
- (4) Shift Rotation (if necessary)
- (5) Travel costs to arrive at standard duty station
- (6) Meals (M&IE) for all time spent at standard duty station (M&IE for time spent away from standard duty station will be billed separately in accordance with standard United States Department of State per diem schedule)
- (7) Lodging for all time spent at standard duty station
- (8) Uniform
- (9) Equipment (e.g. radios, mobile phones, top up cards, map boards, maps, flashlights, televisions), weapons if permitted by local laws, communications equipment (for example, mobile phones and two-way radios), lodging, meals, uniforms, individual protective equipment (for example, helmets and bulletproof vests for security staff), laptop for on-call staff with applicable software.
- (10) Training costs
- (11) Fringe benefits such as health care, vacation/sick leave, etc. This includes payroll costs and standard allowances and benefits aligned with Ukraine and Poland labor laws as applicable and the offeror's compensation plan for CCN employees (including but not limited to fringe benefits, applicable taxes, employer tax contributions and/or payments, gratuity/severance, medical, workers compensation)
- (12) Indirect costs for instance overhead and general and administrative fee (G&A); and/or profit
- (13) Replacement coverage for any absences due to weekends/ holiday/ vacation/sick leave
- (14) Drivers (for Mobile Security Units)
- (15) Insurance for individuals, equipment, and corporate liability if these costs are not included under G&A.
- (16) Licenses
- (17) Certification
- (18) Registration
- (19) Maintenance
- (20) Emergency/first aid kits for vehicles
- (21) Communications equipment (VHF, mobile phones, satellite phones, GPS trackers)
- (22) Personal Tracking Device/Satellite Phone daily rate for service contract and daily rate for device rental
- (23) Informed Movement support as described in Section II.3 (D)

(24) Quick reaction force support as described in section II.3 (D)

(25) Incident and Information Notification Services support as described in Section II.3 (E)

To the greatest extent possible, Offerors shall propose fixed all-inclusive rates. However, Offerors may propose pricing taking into consideration the reimbursement of other costs (“at cost”) which will require the submission of backup documentation at the time of reimbursement. These costs should be kept to a minimum and only include line items which are hard to predict and are beyond the Offeror’s manageable control, such as fuel. Any such pricing models must be fully described in the budget narrative, with details provided on which costs form the basis for fixed rates and when and why other costs may be invoiced outside of fixed rates. Should an Offeror’s pricing model include discounted pricing on packages/combinations of services, discounts should be fully described in the budget narrative.

I.8 Evaluation and Basis for Award

This RFP will use the tradeoff process to determine best value as set forth in FAR 15.101-1. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated herein. Chemonics will award BPA(s) to the Offeror(s) whose proposal(s) represents the best value to Chemonics and USAID. 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:

Lot 1: HEAT Training Evaluation Criteria

Lot 1, HEAT Training, Evaluation Criteria and Sub-criteria		Maximum Points
Technical Approach and Methodology		
	Technical – the Offeror will submit a detailed core curriculum and training schedule for a Hostile Environment Awareness Training (HEAT) course, including activities and timelines. Chemonics will assess whether the Offeror clearly explains, understands, and responds to the objectives of the training as stated in the scope of work, the degree to which the proposed training is applicable to the Ukrainian context, and the Offeror’s approach to adjusting training content to reflect changes in Ukraine’s rapidly evolving security environment and industry best practices.	20 points
	Methodology – the Offeror must specify its course feedback mechanisms, in addition to the minimum and maximum participants per course, as well as any relevant policies governing the ability of Chemonics to change the total number of participants or the names of participants for each session at short notice. Chemonics will assess the Offeror’s approach to incorporating feedback, in addition to the degree of flexibility that the Offeror is able to provide for changing participant numbers and lists.	15 points
Total Points – Technical Approach and Methodology		35 points
Management, Staffing, and IT Security		

	Staffing – the Offeror will provide CVs of illustrative personnel, including psycho-social personnel, capable of providing the services as described under the scope of work. Chemonics will evaluate whether the illustrative personnel provided have the necessary experience and capabilities to carry out the scope of work.	10 points
	Management – the Offeror will explain its methodology for recruiting, selecting, vetting, and training staff to provide the services as required by Chemonics under the scope of work. The Offeror will additionally specify its student-to-instructor and qualified psycho-social personnel-to-student ratios to demonstrate that it possesses the capability to lead and oversee the courses. Chemonics will accordingly assess whether the Offeror has the appropriate means to oversee implementation effectively.	15 points
	IT Security – The Offeror will submit a detailed security management plan to include the Offeror’s IT and information security measures to ensure that sensitive information including participant data, course content, and course location information is secure and controlled. Chemonics will assess how well the Offeror’s information security measures will facilitate secure communications and risk-mitigated storage of sensitive data such as PII (personally identifiable information), course details, and training location.	10 points
Total Points – Management, Staffing, and IT Security		35 points
Corporate Capabilities and Past Performance		
	Company Background and Experience – The Offeror shall submit a profile of the organization’s areas of expertise and practice, a description of its main clients, and its internal management processes. Chemonics will evaluate whether the Offeror has the relevant experience and demonstrated organizational capacity to deliver the activities under the scope of work.	10 points
	Facilities, Resources, & Equipment - The Offeror shall either demonstrate that they already possess the necessary facilities, resources, and equipment to deliver HEAT courses within Ukraine, or specify the process and timeline by which they will safely and efficiently obtain access to the needed facilities, resources, and equipment. The Offeror should also indicate all locations where the HEAT courses can be provided. The Offeror shall specify the language(s) of instruction for HEAT training and note whether an interpreter is provided for Ukrainian speakers.	10 points
	Chemonics will assess the Offeror’s past performance for projects of similar size, scope, and complexity. Offerors must include 3 references for similar work (under contracts or subcontracts) implemented within the last 3 years as well as contact information for the clients for which work was completed. References from USAID 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 and Past Performance		30 points
Total Points (Lot 1)		100 points

Lot 2: Security Services Evaluation Criteria

Lot 2, Security Services, Evaluation Criteria and Sub-criteria	Maximum Points
Technical Approach and Methodology	

	Offeror shall demonstrate their ability to successfully complete the requirements as outlined in the scope of work. Offeror shall demonstrate their capacity to provide the required equipment, resources, and personnel, and specify their ability to stand-up or scale-down all services in the scope of work on short notice, including for large personnel evacuations.	15 points
	Does the Offeror sufficiently demonstrate its capacity and experience to fully support movements, including complex, higher risk, movements of Chemonics personnel, partner personnel, and/or equipment/commodities within Ukraine and Poland? Does the Offeror have the capability to provide comprehensive broad geographic quick reaction force (QRF) coverage? Does the Offeror have a robust country-wide journey management approach, including standard operating procedures for higher risk areas?	20 points
Total Points – Technical Approach and Methodology		35 points
Management and Staffing Plan		
	Does the Offeror have a robust methodology for identifying, vetting, and hiring qualified personnel to perform the professional services as specified in the scope of work? Does the Offeror demonstrate its capacity to manage and retain all personnel and the processes involved in service provision, and to train and ensure compliance with policies and best practices? Offeror should additionally specify its capability and timelines for mobilizing personnel under the categories described in the scope of work.	15 points
	Do the illustrative team members provided under each category have the necessary qualifications, prior experience, and professional capabilities to carry out the activities as specified under the scope of work?	15 points
	Has the Offeror demonstrated its ability to create a cross-functional team that will foster a close and cooperative working relationship with the existing Chemonics Ukraine Security Team?	10 points
Total Points – Management and Staffing Plan		40 points
Corporate Capabilities, Experience, and Past Performance		
	Does the Offeror have demonstrated experience implementing similar scopes of work, including in Ukraine, and with international and/or development clients? Does the Offeror have demonstrated capability to provide professional security services and equipment in Ukraine on short notice? Does the proposal demonstrate the Offeror’s networks within the Ukraine security community, including but not limited to the military, police, intelligence agencies, other NGOs, and the private sector that can be leveraged to gain detailed information about trends and threats? Does the Offeror demonstrate how these networks will support security implementation and how the Offeror will conduct and communicate iterative, real-time, and forward-looking situational security analyses?	15 points
	Chemonics will assess the Offeror’s past performance for projects of similar size, scope, and complexity. Offerors must include 3 references for similar work (under contracts or subcontracts) implemented within the last 3 years as well as contact information for the clients for which work was completed. References from USAID 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, Experience, and Past Performance	25 points
Total Points (Lot 2)	100 points

I.9 Negotiations

Best offer proposals are requested. It is anticipated that BPA(s) will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a BPA. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of Offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated Offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, Offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

I.10 Terms of BPA(s)

This is a request for proposals only and in no way obligates Chemonics to award BPA(s). In the event of negotiations, any resulting BPA(s) will be subject to and governed by the terms and clauses to be shared upon selection of Offeror(s). By submitting a proposal, Offerors certify that they agree to follow the terms and clauses of the anticipated BPA(s). BPAs may not be assigned, further sub-contracted, or delegated, in whole or in part, by the Offeror(s) without the written consent of Chemonics; in the absence of such written consent, any assignment to a third party is void.

I.11 Insurance and Services

Within two weeks of signature of the resultant BPA(s), the Offeror(s) shall procure and maintain in force, on all its operations, insurance in accordance with the charts listed below. Note that DBA shall be reimbursable to the Offeror(s).

The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to Chemonics. Upon request from Chemonics, the Offeror(s) shall furnish Chemonics with certificates of insurance from the insuring companies which shall specify the effective dates of the policies, the limits of liabilities there under, and contain a provision that the said insurance will not be canceled except upon thirty (30) days' notice in writing to Chemonics. The Offeror(s) shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics.

DEFENSE BASE ACT (DBA) INSURANCE

- a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (APR 1984) [Updated by AAPD 22-01 — 06/10/22]

The Offeror(s) 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 Offeror(s) 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 Offeror(s) shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01 — 06/10/22]

As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(b)(1) The Offeror(s) 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.

(b)(2) If USAID or the Offeror(s) 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.

(b)(3) The Offeror(s) 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.

(b)(4) For purposes of this proposal, the Offeror(s) 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: $(\text{COP}30,000,000 / 100) \times 0.75 = \text{COP}225,000$. While for a construction subcontract the DBA would be calculated: $(\text{COP}30,000,000 / 100) \times 2.75 = \text{COP}825,000$.

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, Offeror(s) must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

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.

(c) AIDAR 752.228-7 INSURANCE ON PRIVATE AUTOMOBILES

Pursuant to the clause of this Subcontract entitled “Insurance Liability to Third Persons” (AIDAR 752.228-07, if the Offeror(s) or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at Subcontract expense) privately owned automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Offeror(s) shall, during the period of this Subcontract, ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of US\$10,000/US\$20,000 for injury to persons and US\$5,000 for property damage, or such other minimum coverages as may be set by the cognizant Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this Subcontract.

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

(1) The Offeror(s) 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 Offeror(s) 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, Offeror(s) shall insert a clause similar to this clause in all lower-tier subcontracts that require performance by Subcontractor employees

e) In addition to the foregoing insurance requirements, Offeror(s) shall, as a minimum, obtain the following insurance in form and substance satisfactory to Chemonics that are covered by the standard fixed rates in Section 3.

TYPE	MINIMUM LIMIT
(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 • Umbrella Insurance additive to (b) and (c) above	(b) \$1,000,000/ (c) \$2,000,000

I.12 Privity

By submitting a response to this request for proposals, Offeror(s) understand that USAID is not a party to this solicitation and Offeror(s) agree that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

I.13 Compliance with U.S. Export Laws

Offeror(s) agree 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(s) 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(s) agree to cooperate in providing any reports, authorizations, or other documentation related to export compliance requested by Chemonics. Offeror(s) agree 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 II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

Chemonics is an international development consulting firm that provides meaningful change to help people live healthier, more productive, and more independent lives. Around the world, Chemonics designs and implements projects in financial services, private sector development, health, environmental management, gender, crisis prevention and recovery, democracy and governance, and agriculture.

Chemonics currently implements six USAID-funded contracts in Ukraine; Agriculture Growing Rural Opportunities Activity in Ukraine (AGRO); Competitive Economy Program (CEP); Democratic Governance East Activity (DG East); Justice for All Activity (J4A); Transformation Communications Activity (TCA); and USAID/OTI Ukraine Confidence Building Initiative (UCBI IV). Following the escalation of Russia's war against Ukraine in February 2022, the nature of Chemonics' operations in Ukraine has fundamentally changed, and the risk profile and security needs of our projects have increased.

II.2. Scope of Work: Lot 1, HEAT Training

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, 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, and to provide them with knowledge and understanding of how to reduce their vulnerability to, and potential impact of, the most likely and most dangerous threats in 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, experienced 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 of delays due to the security situation in Ukraine, in order to realistically recreate the rigors and stress of being fielded long-term or short-term to a high-risk 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 training participants 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 the practice and rehearsal of the concepts presented in the course. Participants should undertake active training scenarios designed to simulate realistic emergency situations that 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 CASEVAC
- Navigating official and unofficial checkpoints (police/military/community security forces)
- Briefing on the most prevalent threats & hazards in the operational context:
 - Air threats including missile, drone, and shoot-down (falling debris) strikes
 - Indirect fire, including artillery and mortar fire
 - Explosive Remnants of War (ERW), UXO, mines, and booby traps

- Fires
- Road traffic accidents (RTA)
- Communications including cyberthreats and digital security
- Situational awareness, personal safety, and crime reduction strategies
- Sexual assault/harassment
- Emotional/mental resilience & self-care – living and working in a 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 evolves, the vendor will be expected to adjust training material accordingly to ensure personnel are cognizant of and trained for the evolving security concerns.

Duration and Location of Assignment:

- Vendor must have a risk-reduced facility capable of providing in person HEAT training in Kyiv, Ukraine, and be able to deliver at other locations in Ukraine and Poland as needed.
- 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 the BPA period of performance. 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 number of participants required 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 lot.

Deliverables

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

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

Line Item	Description	Location	Requirements
1	Hostile Environment Awareness Training	Kyiv, Ukraine (other locations in Ukraine and 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 to realistically recreate the rigors and stress of being fielded short-term or long-term to a high-risk 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.

The aforementioned trainings will be delivered in vendor-provided, risk-reduced suitable training facilities, in Kyiv, Ukraine. However, given the evolving nature of the conflict and the needs of Chemonics projects in Ukraine, the Vendor may be required to deliver these trainings in other locations within the country, in Poland, or online, as determined in consultation with the Chemonics Ukraine Security Team.

II.3 Scope of Work: Lot 2, Security Services

Under Lot 2, Chemonics seeks offers from companies or organizations for the establishment of a BPA, under which ad-hoc Purchase Orders (POs) for a suite of security services can be issued in support of Chemonics personnel movements in Ukraine and Poland. Under the terms of the BPA, the Vendor must be able to provide all of the following security services at short notice:

A. Professional Services

The professional services described herein will be ordered on an as-needed basis to fulfill needs not necessarily known or quantifiable at this time, but such usage of identified personnel will be in accordance with the descriptions and required capabilities set forth below. For example, personnel may be requested to accompany staff in transit, and/or provide surge support to Chemonics' embedded Ukraine Security Team. These are illustrative examples only and not an exhaustive list of the potential services to be provided by the personnel listed below.

Senior Security/Risk Management Professional (Director-Level)

The Senior Security/Risk Management Professional must be able to provide strategic advice, guidance, and directives to ensure that activities follow established best practices in safety and security protocols. They will use local networks to support the designated project(s), to include support with route assessments, risk assessments, journey management, risk management, accompaniment for higher risk business travel, and other critical safety and security functions. S/He must have demonstrated excellence in written and verbal communication, relevant country experience, liaison activities, as well as a high level of technical expertise in the necessary security concepts and techniques. They must be able to work closely with the Chemonics Ukraine Security Team, project leadership and staff, and to integrate Chemonics' existing security activities with other external security resources as needed. Required experience and qualifications include:

- Senior-level security management professional with at least eight (8) years military, police, or commercial security experience, in addition to experience working in hostile environments.

- Personnel with police or military experience should have demonstrable career progression consummate with time served. Experience in private sector roles can replace military or police experience.
- Diploma in security and/or risk management, security related vocational qualifications e.g. ISO31000 Certified Risk Manager/Level 5 and above Certificate in Security Risk Management, or a related field required. Equivalent industry experience may be considered in place of a Diploma.
- Demonstrated ability to provide location assessments (including physical site security assessments), route assessments, evacuation plans, physical protection plans, contingency and emergency response plans, security directives, and physical security design recommendations (e.g., CCTV, blast protection specs, safe havens/shelter specs, locks, and access control recommendations etc.) Must also be capable of providing briefings on these tasks to Chemonics and partner personnel.
- Demonstrated experience performing operations with a low profile, tactical posture and skill set, avoiding an intimidating security presence and maintaining a quiet professional stance. Uses expertise to reconcile tactical advantage with low profile wherever possible.
- Demonstrated experience providing operational security recommendations and experience with counter-surveillance or detection of potentially hostile actors. Capable of providing recommendations and immediate actions to respond to various scenarios implemented by potentially hostile or suspected surveillance actors.
- Demonstrated capacity to manage and direct ten (10) or more personnel, including security staff, with demonstrated operations and administrative skills.
- At least one year experience working in the commercial sector and/or experience working with international companies (Western and international development sector experience preferred).
- Experience providing training to security staff as well as to project office employees.
- Confident communicator with the ability to read and write detailed documents, analyses, and reports.
- Fluency in English required, Ukrainian or Russian language skills preferred.
- Strong IT literacy skills in Microsoft Word, Excel, PowerPoint, and Access.
- Ability to extensively travel in Ukraine and Poland, and expertly manage emergency incidents/events.
- Must be able to provide pragmatic verbal and written risk assessments, supporting the development of tactical plans for the conduct of secured movement, as well as venue risk management requirements.
- Advanced Trauma Life Support (ATLS) or equivalent required, higher level medical skills preferred (e.g. Emergency Medical Technician/Paramedic, Combat Medic, FREC3 etc.)
- Responsible at all times for the safety and security of Chemonics personnel in the absence of representatives of the Chemonics Ukraine Security Team, to include implementation of strict mission abort criteria as directed as part of journey management plans.

Security/Risk Management Professional (Manager-Level)

The Security/Risk Management Professional will be able to support Chemonics project offices and staff to establish best practices in safety and security protocols. They will use local networks to support the designated project(s) and provide security guidance to ensure that staff are prepared to respond quickly and effectively in the event of an incident or crisis. S/He must have demonstrated excellence in field performance, liaison activities, as well as technical expertise in the necessary security concepts and techniques. They must be able to work closely with the Chemonics Ukraine Security Team, Chemonics project leadership and staff, and to integrate Chemonics' existing security activities with other external security resources as needed. Required experience and qualifications include:

- Mid-level security management professional with at least seven (7) years of security management experience to include military or police experience and/or professional service, in addition to demonstrated experience working in hostile environments. Personnel with police or military experience

should have demonstrable career progression consummate with time served in military or police services. Experience in private sector roles can replace military or police experience.

- Diploma in security and/or risk management, security related vocational qualifications e.g., ISO31000 Certified Risk Manager/Level 5 and above Certificate in Security Risk Management or a related field required. Equivalent industry experience will be considered in place of a Diploma.
- Demonstrated ability to provide location assessments (to include physical site security assessments), route assessments, evacuation plans, physical protection plans, contingency and emergency response plans, security directives, physical security design recommendations (e.g. CCTV, blast protection specs, safe havens/shelter specs, locks and access control recommendations etc. Must also be capable of providing briefings on these tasks to Chemonics' or partner personnel.
- Demonstrated experience conducting operations with a low profile/tactical posture and skill set, avoiding an intimidating security presence and maintaining a quiet professional stance. Uses expertise to reconcile tactical advantage with low profile wherever possible.
- Prior experience providing operational security recommendations and experience with counter-surveillance or detection of potentially hostile actors. Capable of providing recommendations and actions to respond to scenarios implemented by potentially hostile or suspected surveillance actors.
- Demonstrated capacity to manage 10 or more personnel, including security staff, with demonstrated operations and administrative skills.
- At least one year experience working in the commercial sector and/or experience working with international companies (Western and international development sector experience preferred).
- Confident communicator with ability to read and write documents, analyses, and reports.
- Fluency in English and Ukrainian required, Russian language skills preferred.
- Strong IT literacy skills in Microsoft Word, Excel, PowerPoint, and Access.
- Able to act as a Coordination Officer when required, offering security and risk related advice and guidance to teammates, subcontractors, and other parties as determined by Chemonics.
- Experience providing training to security staff as well as project office employees.
- Ability to extensively travel in Ukraine and Poland, and expertly manage crisis events.
- Must be able to provide pragmatic verbal and written risk assessments, supporting the development of tactical plans for the conduct of secured movement, as well as venue risk management requirements.
- Advanced Trauma Life Support (ATLS) or equivalent required, higher level medical skills preferred (e.g. Emergency Medical Technician/Paramedic, Combat Medic, FREC3 etc.).
- Responsible at all times for the safety and security of Chemonics personnel in the absence of representatives of the Chemonics Ukraine Security Team to include implementation of strict mission abort criteria as directed as part of journey management plans.

Mobile Security Officer/Close Protection Officer

In the event of a security incident or evacuation, the mobile security officer/close protection officer will be a critical component of the local crisis management team, ensuring Chemonics staff safety and security. The Mobile Security Officer/Close Protection Officer will accompany staff while in transit in both armoured and soft skinned vehicles, and must be able to drive both manual and automatic vehicles, employing evasive and defensive driving techniques. They will deliver life-saving trauma and first aid care as needed, stabilizing casualties, and supporting their safe movement to medical facilities, liaison/facilitation by Ukraine Emergency Services. The Mobile Security Officer/Close Protection Officer will additionally provide tactical risk assessments and mitigation planning and implementation measures, including route and venue assessments/planning, and advising project staff and leadership regarding all associated security matters. He/she may work independently or as part of a team and may also manage additional security personnel as necessary, ensuring the team executes its duties professionally, reporting

the team's status to predesignated stakeholders/company offices, as directed. Required experience and qualifications include:

- Demonstrated understanding of varying security contexts within Ukraine since February 2022.
- Prior close protection (CP) experience and training required for both venues and travel.
- At least five (5) years' experience in the military or police, with demonstrable career progression consummate with time served. Experience in private sector roles can replace military or police experience.
- Demonstrated experience performing operations with a low profile, tactical posture, and skill set, avoiding an intimidating security presence and maintaining a quiet professional stance. Uses expertise to reconcile tactical advantage with low profile wherever possible.
- Advanced First Aid life support or equivalent first aid/trauma skills training strongly preferred, including ability to stabilize and transport casualties as a first-line responder.
- Advanced driving skills, preferably for both for armoured and soft skinned vehicles, including manual and automatic vehicles, being trained in evasive and defensive driving techniques.
- Diplomatic and professional written, verbal, and interpersonal communication skills required.
- Ability to provide pragmatic and tactical risk assessments, supporting the development of plans for secured movement, venue risk management, route planning, and other risk mitigation measures.
- Able to work as part of a wider security team; experience supervising security personnel preferred.
- High school diploma or above. Additional experience may be considered in lieu of a diploma.
- English fluency required, Ukrainian and Russian language skills strongly preferred.

Unarmed Driver

The unarmed driver will support the safe transportation of personnel within Ukraine and Poland, through the responsible and defensive operation of both automatic and manual armored SUVs and soft-skin vehicles in a range of terrains and security contexts. Unarmed drivers may also support the security team in tactical planning through local relationships and knowledge. Required experience and qualifications include:

- A senior level driver with at least ten (10) of years' professional driving experience.
- Must have been fully licensed, including possessing the relevant driving license(s), for at least 10 years. License(s) must be endorsement-free, with no drug or alcohol related offenses.
- Capable of operating either up-armored SUVs or soft-skin vehicles in urban, open road, off road, limited visibility, and inclement weather conditions, ensuring safe personnel movement. Able to operate both automatic and manual vehicles as required.
- Proven proficiency in defensive driving tactics and techniques required.
- Proficient in the use of legal industry standard vehicle-to-vehicle or vehicle-to-base radio communication, navigational aids, and personnel safety equipment, as well as security tactics (where required), techniques, and procedures.
- Ability to administer first aid, with more advanced trauma or medical training preferred.
- Strong knowledge of the region of operations, especially road-related risks within Ukraine required. Including but not limited to risk mitigation knowledge regarding areas where Unexploded Ordnance/Explosive Remnants of War are present, military/police checkpoint procedures, and abort mission criteria (determined in consultation with the Chemonics Ukraine Security Team as part of specific journey management plans).
- Strong communication skills and interpersonal skills (e.g., tact, diplomacy, and patience) in the context of working with local staff members, and international and local partners.
- Must have completed a high school education.
- Must have fluency in Ukrainian, basic English language skills preferred.

B. Personal Protective Equipment

The Vendor will provide Chemonics with Personal Protective Equipment (PPE) sufficient to cover the number of Chemonics personnel supported, and as ordered. Each unit/set of PPE must include:

- a) one (1) protective vest that is at least National Institute of Justice (NiJ) Level IIIa
- b) one (1) set of front and back ceramic plates that is at least NiJ Ballistic Level III/III+
- c) one (1) Helmet that is at least equivalent to a Personal Armor System for Ground Troops (PAGST) and NiJ IIIa.

The Vendor will train all PPE recipients on the proper wear and storage of the PPE immediately after they are given the equipment. Additionally, the Vendor will establish and maintain a Quality Assurance (QA) and Quality Control (QC) program to routinely inspect all provided PPE and immediately replace any units that no longer meet the minimum requirements, as specified above.

C. Mobile Security Units

The Vendor will provide Chemonics with mobile security units, as per the specifications below, and as ordered by the Chemonics Ukraine Security Team. These mobile security units will be provided for both day-to-day project operations and transportation, in addition the evacuation of staff and other project-affiliated personnel away from insecure and conflict-affected permissive and semi-permissive locations.

Soft-skin 4X4 Vehicle with Unarmed Driver

- Low-profile 4X4 vehicles (non-SUV will be considered depending on the area of operation), in good working condition with functioning seatbelts, windows, and air conditioning.
- Vehicles must be operated by an unarmed driver compliant with the SOW under section II.3 A.
- Vehicles must be robust enough to operate in commonly encountered terrain.
- Vehicles must be equipped with a trauma medical kit that is designed to treat basic field trauma, with sufficient equipment to treat injuries from vehicular accident and traumatic war-related wounds.
- Vehicles must have GSM-based or discrete, low-profile satellite-based vehicle or otherwise mobile GPS monitoring, and at least one additional form of redundant communication such as VHF Radio, Mobile phones, Satellite phones. Iridium or Thuraya models are preferred. Alternative methods of redundant communication can be proposed by the Vendor and are subject to prior approval by Chemonics.

Soft-skin 4X4 Mobile Security Unit: low-profile, soft-skin vehicles, each with an Unarmed Driver in addition to a Mobile Security Officer/Close Protection Officer

- Low-profile 4X4 vehicles (non-SUV will be considered depending on the area of operation), in good working condition with functioning seatbelts, windows, and air conditioning.
- Vehicles must be operated by a unarmed driver and a Mobile Security Officer/Close Protection Officer, both compliant with the SOWs under section II.3 A.
- Vehicles must be robust enough to operate in commonly encountered terrain.
- Vehicles must be equipped with a trauma medical kit that is designed to treat basic field trauma, with sufficient equipment to treat injuries from vehicular accident and trauma war-related wounds.
- Vehicles must have GSM-based or discrete, low-profile satellite-based vehicle or otherwise mobile GPS monitoring platform accessible from a central operations room, and at least one additional form of redundant communication such as VHF Radio, Mobile phones, Satellite phones. Iridium models

are preferred. Alternative methods of redundant communication can be proposed by the Vendor and are subject to prior approval by Chemonics.

Armoured Vehicle Mobile Security Unit: armoured vehicles, each with an Unarmed Driver in addition to a Mobile Security Officer/Close Protection Officer OR a Risk Manager

- Armoured vehicles, compliant with B6 standards, in good working condition with functioning seatbelts, windows, and air conditioning.
- Armoured vehicles must be operated by an unarmed driver, qualified to the Ukrainian driving license category applicable to Armoured vehicles – EU C1, and a Mobile Security Officer/Close Protection Officer, both compliant with the SOWs under section II.3 A.
- Armoured vehicles must be equipped with a trauma medical kit that is designed to treat basic field trauma, with sufficient equipment to treat injuries from vehicular accident and war-related wounds.
- Armoured vehicles must be additionally equipped with at least two of the following methods of redundant communication: VHF Radio, Mobile phones, Satellite phones, and GPS trackers. Alternative methods can be proposed by the Vendor and are subject to prior approval by Chemonics.
- Armoured vehicles must have GSM-based or discrete, low-profile satellite-based vehicle or otherwise mobile GPS monitoring, and at least one additional form of redundant communication such as VHF Radio, Mobile phones, Satellite phones. Iridium models are preferred. Alternative methods of redundant communication can be proposed by the Vendor and are subject to prior approval by Chemonics.

D. Other Evacuation and Transportation Services

In addition to mobilizing and assigning secure mobile transportation units on short notice (see Section C) for transporting personnel away from insecure and conflict-affected permissive and semi-permissive locations, the Vendor will further support secure mobilization as described below:

Informed Movements

- a) The Vendor will conduct route and location assessments to inform movement decisions and planning. In close coordination with the Chemonics Security Team, the Vendor will identify the most appropriate low-risk routes between locations with at least one other alternative route option and evaluate potential threats, challenges, and resources (fuel, lodging, stores, automotive repair shops, hospitals, etc.) along routes, as well as alternative routes should the situation on primary routes require a change.
- b) The Vendor will designate at least one point of contact in pre-determined locations in Ukraine to provide the Vendor and Chemonics with regular updates on situational developments in cities and along primary and alternative route corridors, including when they are open and are safe for travel.
- c) For locations where points of contact are not designated or where communication is not available due to network disruptions, the Vendor will coordinate route reconnaissance by a forward surveillance team.
- d) The Vendor will report to Chemonics regarding mobilization progress from beginning to end along with any deviations to journey management plans. Any incidents, delays, or updates shall be communicated immediately to the Chemonics Ukraine Security Team.

Quick Reaction Force (QRF)

The Vendor shall dedicate personnel and equipment for a 24/7 operations center and QRF in Ukraine and when required, risk management advice, inclusive of comprehensive threat warning using all sources of

available information. The Vendor will take all steps reasonably necessary to ensure that the operations center and QRF is capable of providing support to Chemonics personnel throughout Ukraine to deal with serious security incidents, vehicle breakdown, and/or road traffic accidents which may impact Chemonics personnel, such as mitigating threats, moving personnel to pre-identified safe locations, and providing immediately relevant guidance and information. It is acknowledged that armed QRF response, where allowed by local laws, has practical limitations in certain locations due to police primacy, movement restrictions, checkpoints, and traffic. However, at a minimum, a command element "Incident Management QRF" shall be available for rapid deployment to incident site to act as police/emergency services liaison and manage the pinpointing, supporting, tracking and extracting of Chemonics staff. The Vendor shall have a plan to marshal assistance from other security assets around the country, to include the regional emergency services, the Ukraine National Police, and CIMIC authorities, and will ensure prior preparation of emergency contact numbers and the cultivating of professional relationships with key government bodies or personnel. The cost of the QRF shall be built in to the fixed unit rates in Lot 2.

E. Incident and Information Notification Service

The Vendor shall provide a 24/7 SMS 'blast' and email incident notification service to support all personnel movements in Ukraine, and for the purposes of incident reporting and journey monitoring. The service will provide relevant and timely updates on security incidents and trends, political developments, natural disasters, and other information that is helpful to mitigate risk to project personnel, operations, and commodities. The service shall disseminate information via email and/or text to staff on real time threats, incidents, and developing security situations during security operations or other supported activities.