



REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: RFQ-UST-003

Issuance Date: February 5th, 2024

Deadline for Quotes: February 19th, 2024, 5.00pm Washington DC time.

Description: App-Based GPS Tracking Software Services

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 IV (UCBI IV): Contract No. 7200AA19D00015; Task Order No. 7200AA23F00002; Partnership Fund for a Resilient Ukraine (PFRU): Agreement No. CPG/2350/2018; Contract Number: CPG-6534-2021

Implemented By: Chemonics International Inc.

Point of Contact: Roberto Münster, Sr. Operations Director, Europe & Eurasia Division, 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 Roberto Münster, Sr. Operations Director, Europe & Eurasia Division (USTProcurement@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 BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section I: Instructions to Offerors

I.1 Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the UK Foreign, Commonwealth & Development Office (FCDO), is soliciting quotations for the provision of an App-Based GPS Tracking Software Service under the following seven Chemonics Ukraine projects and their corresponding Prime agreements and contract numbers:

- USAID Agriculture Growing Rural Opportunities Activity in Ukraine (AGRO); Agreement No. 7201210CA00001
- USAID Competitive Economy Program (CEP); Contract No: 72012118C00002
- USAID Democratic Governances 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 7200AA23F0000
- FCDO Partnership Fund for a Resilient Ukraine (PFRU): Framework Agreement No. CPG/2350/2018; Contract Number: CPG-6534-2021

Following the escalation of Russia's war in 2022, the risk profile of Chemonics' operations in Ukraine has fundamentally changed. Chemonics therefore is soliciting quotations through this RFQ for a GPS location sharing and information service. This service and its data will be centrally managed by the Chemonics Ukraine Security Team (UST), who provide cross-cutting security support to all Chemonics Ukraine projects. The end-users of this service will be the 500+ Chemonics personnel, travelers, and consultants who are located and working across Ukraine and Eastern Europe. As described in the scope of work (Section III), this service must allow for advanced accountability functions and allow the UST to provide real-time support to end-users, including pushing out location-based security information.

At the time of the issuance of this RFQ, there are seven (7) governing contracts for this procurement. Should Chemonics be awarded any more projects in Ukraine during the period of performance of any purchase order resulting from this RFQ, they shall be added as governing contracts to the procurement.

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.

I.2 Offer Deadline and Protocol:

Offers must be received no later than **5:00 PM local time in Washington, DC, on February 19th, 2024**, by email. Any emailed offers must be emailed to the following address:

Roberto Münster
Senior Operations Director, Europe, and Eurasia
Chemonics International Inc.
USTProcurement@chemonics.com.

Offerors must include the following information in the subject line of each e-mail submission: RFQ name (RFQ-UST-003), Offeror name, 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.

Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

I.3 Questions:

Questions regarding the technical or administrative requirements of this RFQ must be submitted no later than **5:00 PM local Washington D.C. time on February 9th, 2024**, 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.

I.4 Scope of Work:

Section III contains the Scope of Work for the required services.

I.5 Quotations and Eligibility Requirements:

A. Quotations

Quotations submitted in response to this RFQ must include fixed unit rates (FURs) for all required services. FURs shall be quoted on a fixed-price, all-inclusive basis. Pricing must be presented in USD, and must be inclusive of the following costs:

- Salaries
- Fringe
- Overhead costs
- Equipment or systems maintenance
- Fees
- Insurance (including worker's compensation insurance mandated by U.S. Defense Base Act (DBA insurance)).

Offers must remain valid for not less than **sixty (60) calendar days** after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead. In the event that this is not possible, offerors may complete the provided table (see Section III).

B. Additional Eligibility Requirements:

Offerors are additionally required to submit the following to be eligible for consideration:

i) Required Documentation and Certifications:

- Cover letter, signed by the authorized representative(s) of the offeror (see Annex A).
- Organizations responding to this RFQ are required to submit a copy of their official registration or business license. Individuals responding to this RFQ are required to submit a copy of their identification card.
- Required Certifications (see Annex B).
 - 52.203-2 Certificate of independent price determination.
 - 52.203-11 Certification and disclosure regarding payments to influence certain federal transactions.
 - 52.209-5 Certification regarding responsibility matters.
 - Evidence of Responsibility Statement

- Subcontractor size self-certification.
- 52.222-56 Subcontractor Certification Regarding Trafficking in Persons Compliance Plan (October 2020).
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror.
- All required cybersecurity documentation (see Annex C), to include:
 - Current penetration test results and proof of remediation for critical and high findings
 - Current vulnerability test results and proof of remediation for critical and high findings
 - Evidence of cybersecurity insurance
 - Current SOC 2 Type 2, ISO 27001, or other third-party attestation report. If third-party attestation report is unavailable, the offeror must identify which controls are used, the Cybersecurity Controls Checklist must be completed.

ii) Technical Proposal:

The technical proposal must be responsive to the detailed information set out in Section III of this RFQ, which states the scope of work and required technical qualifications. The technical proposal shall consist of three parts with specific descriptions by part included below.

Part 1: Technical Capabilities and Approach

Part 1 shall be between 5 and 8 pages long but may not exceed 8 pages. Offerors shall clearly respond to the evaluation criteria stated in section I.8 to describe their approach for providing all required services as described in section III, scope of work. The technical approach and management section must include the following:

- Description of the app, its supporting platform, their features, and how data is managed.
- Description and specifications (including response times and mechanisms) for the essential features of the service to be provided by the offeror, including an accountability check-in system, a GPS location and advanced geo-fencing; emergency/distress alert capabilities; real-time, two-way messaging between the Chemonics UST and end-users; and filesharing and image sharing.
- Information on whether the platform and app can be used for both regular and emergency end-user accountability checks, in addition to emergency location and information sharing.
- The Offeror must additionally provide an explanation of the ability of the Chemonics Ukraine Security Team (UST) to manage information collection and dissemination within the platform, to have access to all system data, including location data, and to serve as system administrators.
- The Offeror shall describe system administrator and end-user experiences and interfaces, including specifications, photographs of interfaces, and other information as required to demonstrate that the app is user-friendly. Offerors are also requested to provide a system administrator and/or end-user guide in an annex which will not be counted against the page limit. These guides must be in English, with additional Ukrainian, Russian, and/or Polish translations preferred.
- The Offeror shall provide a detailed description of the methods and time frames by which new system administrators and end-users may be added to or removed from the platform.
- The Offeror shall describe their ability to provide robust 24/7 technical support capable of swiftly addressing any issues or queries that are raised by the UST or end-users. Please include any applicable service timeframes (in terms of hours from reporting).

Part 2: Management and Training Approach

Part 2 shall be between 5 and 8 pages but may not exceed 8 pages. It must include the following:

- The Offeror must describe their methods and timelines for training Chemonics staff on the use of the mobile-app and all associated features, to include system management capabilities for the UST.

- The Offeror must clearly describe their ability to identify and mitigate security risks, including cybersecurity, vulnerabilities, weaknesses, and potential threats that could be exploited maliciously in both the mobile application and in supporting infrastructure. At a minimum, this must include a cybersecurity plan (see Section I.12), in addition to the provision of all required cybersecurity documentation, including a current SOC 2 Type 2, ISO 27001, or other third-party attestation report. If third-party attestation report is unavailable, the offeror must identify which controls are used, and complete the Cybersecurity Controls Checklist (Annex C).

Part 3: Corporate Capabilities, Experience and Past Performance

Part 3 shall be between 2 and 5 pages but may not exceed 5 pages. It must include the following:

- 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.
- Offerors must include three references for similar work (under contracts or subcontracts) implemented within the last three years, including a description of the services provided, as well as contact information for the clients for which work was completed, including telephone and email.

iii) Cost Proposal

As described in Section I.5.A., organizations responding to this RFQ are required to submit their official quotations, in the form of Fixed Unit Rates (FURs) for all services requested herein. This must include cost notes, including a description of what costs each FUR includes (see Section III for details). Price quotations must be submitted separately from above documents. All other parts of this quotation must not refer to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit. As described further in Section I.8, evaluation points will not be awarded for cost, but the quotations and cost notes will be assessed for realism and reasonableness.

I.6 Delivery

As part of its response to this RFQ, each offeror is required to provide an estimate (in calendar days) of the delivery time frame (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.

I.7 Source and Authorized Geographic Code:

- a) All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Ukraine.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou 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) **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.

The Vendor is responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Subcontractor and who are directed to work as required under this Subcontract. The Vendor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which Subcontractor is normally responsible as a result of operating its business.

c) **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 the 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 registration for a UEI number is not possible. Contact sam.gov to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics upon request.

d) **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.

I.8. Evaluation and Basis for Award:

Any purchase order(s) issued as a result of this RFQ will be awarded to a responsible offeror whose offer follows the RFQ instructions, meets the technical, management, and corporate capability requirements, and is determined to represent the best value to Chemonics and its clients. 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 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 and Sub-Criteria	Maximum Points
<u>Technical Capabilities and Approach</u>	
Features: the offeror must specify whether the platform and app can deliver all technical requirements as described in the scope of work, to include both regular and emergency end-user accountability checks, location and information sharing functionalities, customizable geo-fencing, offline functionality, reporting, encryption, and backup communication channels. The offeror must describe and provide specifications for all required app features as stated in the scope of work.	15 points
User Experience: the offeror will submit a detailed system administrator and end-user guide, photos of the user interface, and other information as required to demonstrate that the app is both user-friendly and accessible.	15 points

	System Administration: the offeror must describe how the app, the supporting platform, their features, and their data are managed. The offeror must explain the ability of the Chemonics UST to manage information collection and dissemination, to access data, and to push out customizable and real-time alerts, images, and information to end-users. Offerors must additionally describe the methods and timeframes by which new end-users are added to or removed from the platform, and their ability to provide robust 24/7 technical support (including applicable resolution timeframes by service area).	15 points
Technical Capabilities and Approach - Total Available Points		45 points
<u>Management and Training</u>		
	Security Management: Chemonics will assess the offeror's ability to identify and mitigate cybersecurity vulnerabilities, weaknesses, and potential threats that could be exploited maliciously in both the mobile application and in all supporting infrastructure. At a minimum, this must include Offeror's Cybersecurity Plan (see Section I.12), provision of all required cybersecurity documentation, and completion of the cybersecurity questionnaire if a third-party attestation report (e.g. Current SOC 2 Type 2, or ISO 27001) is unavailable.	15 points
	Training: offerors must demonstrate their ability to effectively train the Ukraine Security Team and end-users on the use of the app, its supporting infrastructure, and associated management features. Offerors should specify their training methodology and materials used.	15 points
Management and Training – Total Available Points		30 points
<u>Corporate Capabilities and Past Performance</u>		
	Corporate Capabilities: 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 technical and organizational capacity to deliver the required activities as described under the scope of work.	15 points
	Past Performance: 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
Corporate Capabilities and Past Performance – Total Available Points		25 points
TOTAL AVAILABLE POINTS		100 points

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

1.9 Negotiations

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

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award. This may include requesting select offerors to demonstrate their app and its supporting platforms during a video call with the Chemonics procurement team.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various Vendors, if in the best interest of the projects implemented by Chemonics in Ukraine.

- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

In submitting a response to this RFQ, the offeror understands that USAID and FCDO are not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing and with full explanations—to the projects implemented in Ukraine by Chemonics, as USAID and FCDO will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on any protest for this procurement.

I.10 Terms and Conditions:

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the aforementioned projects implemented in Ukraine by Chemonics, USAID, or FCDO, 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 purchase order will be governed by these terms and conditions. A copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) No 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.
- (d) Any international air or ocean transportation or shipping conducted under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

I.11 DEFENSE BASE ACT (DBA) INSURANCE

- a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics 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- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance

program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

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

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

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

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

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

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

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

I.12 Cybersecurity Requirements for Information Technology Resources

1. General:

The Vendor shall be responsible for information technology (IT) cybersecurity for all systems that process, store, or transmit Chemonics data, regardless of location. This section is applicable to all or any part of the contract that includes information technology resources or services for which the Vendor has physical or electronic access to Chemonics data. The term information technology, as used here, means any equipment, including telecommunications equipment that is used in the automatic acquisition, storage, manipulation, management, control, display, switching, interchange, transmission, or reception of data or information.

2. Cybersecurity Plan:

The Vendor shall establish, implement, and maintain a Cybersecurity Plan. This plan shall describe the processes and procedures that will be followed to ensure the appropriate security of IT resources that are developed, processed, or used under this contract. The Vendor Cybersecurity Plan shall comply with applicable laws. An effective plan shall document how the program is enacted internally, as well as security relationship with external groups, including:

- The organization's security policies, procedures, and remediation plan.
- A description of the organization's cybersecurity program requirements and how the Vendor will meet them.
- A plan to address the unique IT challenges, with consideration of the interconnectedness of these systems and their dependence on power, networking, and communications.

In addition, the plan should include technical and operational cybersecurity topics, such as:

- User data privacy and protection.
- Secure data transfer and protection at rest.
- GDPR-approved data handling, protection, and storage in regulated regions
- Secure communications protocols.
- Change management to protect access, assets, patching, source code, and infrastructure.
- Cloud protections.
- Access control, including multifactor authentication and the use of the principle of least privilege.
- Annual employee cyber training with respect to these protections, patching, and updates.
- Incident response reporting and recovery with a communications plan, audits, and assessments.
- Continuity of operations.
- Risk acceptance and mitigation, disaster recovery, etc.
- Physical security to protect assets, including employees.
- Incident response policy and plan.
- Cyber breach plan that includes notification to Chemonics within 48 hours of suspected compromise.

3. Submission of Cybersecurity Plan Self-Certification:

Within 30 (thirty) calendar days after any award is made under this RFQ, the Vendor shall submit a Cybersecurity Plan Self-Certification to the Organization for acceptance. This self-certification shall affirm the vendor has implemented the required Cybersecurity Plan and complies with the requirements stated in this section. The self-certification shall be incorporated into the contract as a compliance document. The Vendor shall comply with the Cybersecurity Plan.

4. Audit:

The Vendor shall afford Chemonics reasonable and timely access to the Vendor's and sub-vendor's facilities, installations, operations, documentation, databases, IT systems and devices, and personnel used in performance of the contract, regardless of the location, not more than once annually, except that such access shall be granted at any time in case of a data breach affecting Chemonics. Access shall be provided to the extent required, in Chemonics' sole discretion, to conduct an inspection, evaluation, investigation or audit, including vulnerability testing to safeguard against threats and hazards to the integrity, availability, and for confidentiality of Chemonics data or to the function of information technology systems operated on behalf of Chemonics, and to preserve evidence of computer crime. This information shall be available to Chemonics upon request. In lieu of an annual audit, Vendor may provide to Chemonics written documentation of its compliance with the Cybersecurity Plan or the underlying frameworks documented therein, prepared by a third-party.

Section II: Offer Checklist

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

- Cover letter, signed by the authorized representative(s) of the offeror (see Annex A).
- Organizations responding to this RFQ are required to submit a copy of their official registration or business license. Individuals responding to this RFQ are required to submit a copy of their identification card.
- Required Certifications (see Annex B).
 - 52.203-2 Certificate of independent price determination.
 - 52.203-11 Certification and disclosure regarding payments to influence certain federal transactions.
 - 52.209-5 Certification regarding responsibility matters.
 - Evidence of Responsibility Statement
 - Subcontractor size self-certification.
 - 52.222-56 Subcontractor Certification Regarding Trafficking in Persons Compliance Plan (October 2020).
 - Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror.
- All required cybersecurity documentation (see Annex C), to include:
 - Current penetration test results and proof of remediation for critical and high findings
 - Current vulnerability test results and proof of remediation for critical and high findings
 - Evidence of cybersecurity insurance
 - Cybersecurity Plan
 - Current SOC 2 Type 2, ISO 27001, or other third-party attestation report. If third-party attestation report is unavailable, the offeror must identify which controls are used, the Cybersecurity Controls Checklist must be completed.
- All three sections of the technical proposal (technical capabilities and approach; management and training; corporate capabilities and past performance), as described in Section I.
- Official quotations and cost notes, provided in alignment with the instructions in Section I. These must be provided on official letterhead or quotation format. In the event this is not possible, offerors may complete the table in Section III and submit a signed/stamped version to Chemonics.

Section III: Scope of Work, Technical Qualifications, and Quotation Table Template

This section describes the scope of work and technical requirements for the app-based GPS location sharing and information service that Chemonics seeks to procure in support of its staff in Ukraine. This service and its data will be centrally managed by the Chemonics Ukraine Security Team (UST) who are a team of Security Specialists embedded in Ukraine and Poland, and who provide cross-cutting security support to all Chemonics Ukraine projects. The end-users of the service will primarily be the 500+ Chemonics personnel, travelers, and consultants located in Ukraine. For the purposes of preparing Offers, please ensure technical and budget elements are sufficient for a 12-month period.

a) Anticipated End-user App Needs per Chemonics Project in Ukraine

At the time that this RFQ is issued, the anticipated end-user app needs per project are as follows but will be subject to change throughout the period of performance, depending on evolving project needs. Note that the below table does not include the UST as system administrators. Should Chemonics be awarded any additional UK or US-government funded projects in Ukraine during the period of performance of any agreement resulting from this RFQ, they shall be added as additional governing contracts to the procurement, and more apps will be required for their staff.

Project	2024 Q1 App Usage Estimates			2024 Q2 App Usage Estimates			2024 Q3 App Usage Estimates			2024 Q4 App Usage Estimates		
	LT End Users	ST End Users	2024 Q1 Total	LT End Users	ST End Users	2024 Q2 Total	LT End Users	ST End Users	2024 Q3 Total	LT staff	ST End Users	2024 Q4 Total
AGRO	73	2	75	78	1	79	82	1	83	84	1	85
CEP	105	25	130	105	25	130	105	25	130	105	25	130
DGE	60	4	64	60	5	65	60	5	65	54	6	60
J4A	32	7	39	35	5	40	35	5	40	35	5	40
PFRU	120	7	127	120	10	130	130	15	145	130	5	135
TCA	33	0	33	33	2	35	33		33	33	0	33
UCBI	85	3	88	85	5	90	85	5	90	85	5	90
Total	508	48	556	516	53	569	530	56	586	526	47	573

b) Technical Qualifications that the Selected Offeror Must Possess:

The provided service must be both IOS and Android-compatible. The Chemonics UST must be able to perform a system administration role, with access to all required data, to be able to push out real-time and geofenced alerts, images, and critical safety and security information to end-users based in Ukraine and other locations in Europe.

ii) Mobile GPS and Information Sharing Services App Requirements:

Capabilities of the requested application are to include, at a minimum, the following features:

- Journey management tracking, with the Chemonics UST and end-users able to view real-time or near real-time precise locations and locational updates.
- A wide range of alerts, including position-alerts, panic alerts and check-in features.
- Two-way messaging between end-users and system administrators (the Chemonics UST).
- Generation of advanced reports on devices and group device management.
- Comprehensive Technical Support: given the challenging operational environment, the offeror must provide robust 24/7 technical support capable of swiftly addressing any issues or queries.
- Encrypted two-way messaging and communications.
- Backup communication channels: alternative communication methods within the app are requested, such as satellite messaging, to maintain contact in areas with poor cellular coverage.
- Customizable report intervals.
- Enhanced GPS stability, ensuring that the application has capabilities to counteract GPS interference, which is especially prevalent in Eastern Ukraine. This could involve using additional location technologies like AGPS (Assisted GPS), Wi-Fi positioning, and/or cell tower triangulation for more reliable location tracking.
- Robust offline functionality: Given the possibility of internet disruptions, the app should offer offline functionality, allowing users to store and send location data once they regain connectivity.
- Enhanced encryption: To protect sensitive location data and communications, implement strong encryption protocols for data in transit and at rest.

- The application must be fully compatible with Android and IOS devices. Additional devices to enable mobile communications and/or GPS location sharing in higher-risk areas prone to electronic warfare or other communications disruptions may be proposed by Offerors.
- User training and guidelines: the offeror must include comprehensive user training materials and guidelines to ensure effective use of the app's features, particularly in emergency situations.

ii) Manager Account Access:

Oversight management of all application users to receive all movement updates and panic alarms notification to nominated key personnel. The app must all for the following capabilities for the Chemonics UST as system administrators, but is not limited to:

- Precise real-time locational updates
- Adapting reporting intervals: the app should allow for flexible location reporting intervals, which can be adjusted based on threat level or operational requirements.
- Customizable geo-fencing: enhanced geo-fencing feature to allow dynamic adjustments, adapting to rapidly changing security environments.

ii) Cybersecurity Requirements:

The Offeror must be able to identify and mitigate security risks, including cybersecurity, vulnerabilities, weaknesses, and potential threats that could be exploited maliciously in both the mobile application and in supporting infrastructure. The provided application and all supporting infrastructure must meet the Cybersecurity Requirements for Information Technology Resources as detailed in Annex C, and as described below:

- Current penetration test results and proof of remediation for critical and high findings
- Current vulnerability test results and proof of remediation for critical and high findings
- Evidence of cybersecurity insurance
- Current SOC 2 Type 2, ISO 27001, or other third-party attestation report. If third-party attestation report is unavailable, the offeror must identify which controls are used, and the Cybersecurity Controls Checklist must be completed (see Annex C).

Offerors must additionally be able to meet the cybersecurity requirements as set out in Section I.11 of this RFQ, Cybersecurity Requirements for Information Technology Resources.

c) Quotation Table Template:

THE BELOW IS A SAMPLE, AND SHOULD BE TAILORED TO THE OFFEROR'S PROPOSAL

Offerors are requested to provide Fixed Unit Rate (FUR) quotations in USD containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete the below table and submit a signed/stamped version to Chemonics. Offerors may revise this table as required to tailor to the offeror's proposal.

Line Item	Service to be Provided	Unit	Quantity	Fixed Unit Rate (USD)	Total Price (USD)
1	Mobile GPS and Information Sharing Services Application (for end-users)				
2	Account Access for System Administrators (UST)				
3	Technical Support (24/7)				
4	Additional Fixed Unit Rate line items, as may be required to perform the activities as per the scope of work.				
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____):					
GRAND TOTAL USD:					

Electronic deliveries shall be made by the Vendor to (insert contact information)

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

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next twelve months:

____ Yes ____ No

