

December 19, 2024

Request for Proposals # FHM-HO-CORE-RFP-003
Research Support for Family Planning

Dear Sir or Madam,

Chemonics International Inc. (hereinafter referred to as “Chemonics”), under Frontier Health Markets Round 1: Global Technical Assistance (FHM Engage) Cooperative Agreement No. 7200AA21CA00027, is issuing a Request for Proposals (RFP) for a research firm with expertise in both quantitative and qualitative research methods and data analysis to support a range of targeted studies. The attached RFP contains all the necessary information for interested Offerors.

FHM Engage is a five-year project financed by USAID and implemented by Chemonics International Inc. The purpose of FHM Engage is to accelerate improvements in family planning (FP), maternal newborn and child health (MNCH), malaria, HIV/AIDS, tuberculosis (TB), and other health outcomes by strengthening the functioning of local health markets and facilitating strategic engagement with a wide range of private sector actors.

Companies or organizations should indicate their interest in submitting a proposal for the anticipated contract by sending an email indicating their intention to FHM-Engage-Procurement@chemonics.com by 5:00 p.m. (EST) on January 10, 2025.

Chemonics realizes that Offerors may have additional questions after reading this RFP. Interested Offerors can submit their questions to FHM-Engage-Procurement@chemonics.com, according to the instructions in 1.8 of the RFP. If necessary, Chemonics will provide answers to all relevant questions received in an amendment that will be emailed directly to all interested Offerors who registered with FHM-Engage-Procurement@chemonics.com.

This RFP does not obligate Chemonics to execute a contract 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.

Sincerely,

Makda Medhanie
Program Manager
FHM Engage

Request for Proposals

RFP # FHM-HO-CORE-RFP-003

For the provision of

Research Support for Family Planning

Contracting Entity:

Chemonics International Inc.
1275 New Jersey Avenue SE, Suite 200
Washington, DC 20003-5115

Funded by:

United States Agency for International Development (USAID)

Funded under:

FHM Engage
Cooperative Agreement No. 7200AA21CA00027

******* 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 Makda Medhanie, FHM Engage Program Manager, FHM-Engage-Procurement@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 at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

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List of Acronyms

CFR	Code of Federal Regulations
CMS	Content Management System
CV	Curriculum Vitae
FAR	Federal Acquisition Regulations
FHM	Frontier Health Markets
FP	Family Planning
MNCH	Maternal, Newborn, and Child Health
RFP	Request for Proposals
SHOPS Plus	Sustaining Health Outcomes through the Private Sector Plus
TB	Tuberculosis
UEI	Unique Entity Identifier
U.S.	United States
USAID	U.S. Agency for International Development

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 Frontier Health Markets Project (FHM Engage), under cooperative agreement No. 7200AA21CA00027, is soliciting offers from companies and organizations to submit proposals to participate with FHM Engage to carry out the development of a project website.

FHM Engage is a five-year activity multi-million dollar multi-country project financed by USAID and implemented by Chemonics International. The purpose of FHM Engage is to accelerate improvements in family planning (FP), maternal, newborn, and child health (MNCH), malaria, HIV/AIDS, tuberculosis (TB), and other health outcomes by strengthening the functioning of local health markets and facilitating strategic engagement with a wide range of private sector actors.

FHM Engage is a global cooperative agreement to provide technical assistance supporting local actors to improve the ability of health markets to meet supply-side capacity gaps and consumer preferences, contributing to equitable provision of and access to high-quality family FP and other health services and products in mixed health systems. Led by Chemonics with Results for Development as co-technical lead, alongside Pathfinder International, FHM Engage will work through sixteen local, regional, and specialized network implementation partners to deliver lasting results.

FHM Engage's objectives are to:

- I. Improve the market environment for greater private sector participation in the delivery of health products and services.
- II. Improve equal access to and uptake of high-quality consumer driven health products, services, and information.

Chemonics will issue a contract to one company or organization. The award will be in the form of a firm fixed price contract (hereinafter referred to as "the contract". The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the contract, which are incorporated in Section III herein.

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 contract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting contract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a contract 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.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2. Offer Deadline

Emailed offers must be received no later than 5 P.M EST on January 10, 2025, at the following address:

Makda Medhanie

FHM Engage Program Manager

FHM-Engage-Procurement@chemonics.com.

Faxed offers will not be considered.

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.

I.3. Submission of Offers

Proposals must be submitted electronically only at the address noted in I.2 above.

A. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted 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.2.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MX 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.

The technical proposal and cost proposal must be kept separate from each other. 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. Requirements

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B.

A. General Requirements

Chemonics anticipates issuing a contract to a United States (U.S) company or organization, provided it is legally registered and recognized under the laws of and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

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

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of the U.S. upon award of the contract.
- (ii) Firms operated 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 U.S. at the time the contract is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a UEI number if selected to receive a contract 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 3.¹

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the contract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all contract terms and conditions and making all partnership arrangements, including but not limited to 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 work together in the fulfillment of the contract terms.

B. Required Proposal Documents

1. Cover Letter

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

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. Fax
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number
- ix. UEI Number
- x. Official bank account information
- xi. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.
 - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. A template is provided in Annex 3 "Required Certifications".
 - e) Applicable documents listed in I.4.A.

2. Technical Proposal

The technical proposal shall comprise the following parts:

- Part 1: Narrative. This part shall not exceed 5 pages.
Part 1 must explain how the Offeror will approach the project, including meeting the requirements listed in the Scope of Work in Section II - specifically, functional requirements, content management system requirements, technical requirements, hosting requirements, and collaborative approach. The Offeror must also explain their ability to meet the additional requirements listed in Section II.
- Part 2: Timing. This section should not exceed 3 pages.
In Part 2, the Offeror shall state its proposed timeline in Part 2. In Part 2, the Offeror shall also detail its capacity and capability to perform the work within the specified timeframe, including any specialized services.

- **Part 3: Ongoing Support.** This part shall not exceed 3 pages. Part 3 must explain the Offeror's approach to providing ongoing support beyond the period of performance. Ongoing support could entail troubleshooting, ongoing consultation to ensure the website meets the goals and requirements stated in the scope, staff training for updates and ongoing maintenance, among other support functions.
- **Part 4: Past Performance.** This part shall not exceed 3 pages. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology, by including three live websites (with URLs) designed and implemented by the Offeror as well as contact information for the companies for which such work was completed. The three websites should demonstrate the Offeror's capacity to perform similar work to that detailed in Section II. Contact information must include at a minimum: name of point of contact who can speak to the Offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

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, states the scope of work, describes the deliverables, and provides a deliverables schedule.

- **Part 5: Staffing and Personnel.** This part shall not exceed 2 pages. Resumes/Curriculum Vitae (CV) do not count toward the page limit. In Part 5, offerors must submit a narrative explaining the staffing and personnel for conducting the work specified. The offeror is encouraged to submit resumes or CVs of the anticipated personnel, which will not count toward the page limit requirement.

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, states the scope of work, describes the deliverables, and provides a deliverables schedule.

3. Cost Proposal

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

The price of the contract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items, e.g. salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in USD. See Annex 2 for a sample cost structure.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Offerors may also include a reasonable fee if that is the offeror's standard practice. The final fixed price shall be negotiated following Chemonics' cost and price analysis of the offeror's cost proposal. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

I.5. Source of Funding, Authorized Geographic Code, and Source and Origin

Any contract 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 Codes 937 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>.

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).

I.6. Chronological List of Proposal Events

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

[Tailor the following list and keep only those items which are applicable to your solicitation process]

RFP published	15/11/24
Deadline for written questions	26/11/24
Answers provided to questions/clarifications	03/12/24
Proposal due date	6/12/24
Contract award (estimated)	27/12/25

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

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to FHMglobalTA@gmail.com no later than 5:00 p.m. (EST) on November 26, 2024. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in

writing, from employees or representatives of Chemonics International, the FHM Engage project, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by January 10, 2025. Late offers will be considered at the discretion of Chemonics.

Contract Award (estimated). Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

I.7. Validity Period

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

I.8. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the tradeoff process.

This RFP will use the tradeoff process to determine best value. 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. Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and Detailed Work Plan		
	Technical know-how – How does the proposal clearly explain and respond to the objectives of the project as stated in the Scope of Work?	20 points
	Approach and Methodology – How does the proposed program approach and detailed activities fulfill the requirements of executing the Scope of Work effectively, efficiently, and envisioning multi-stakeholder collaboration and input?	20 points
	Timeline – Does the proposed timeline fulfill the requirements and demonstrate the offeror’s capacity and capability to perform the work within the proposed timeline, including any specialized services?	10 points
	Ongoing Support – Does the proposal demonstrate the Offeror’s capability to provide ongoing support?	10 points

Total Points – Technical Approach		60 points
Management, Key Personnel, and Staffing Plan		
	Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work? Does the proposed staffing plan manage concurrent activities and deadlines effectively?	20 points
Total Points – Management		20 points
Corporate Capabilities, Experience, and Past Performance		
	Do the three live websites (with URLs) designed and implemented by the Offeror and corporate capabilities demonstrate the Offeror’s ability to complete website design, functionality, and meet customer satisfaction?	20 points
Total Points – Corporate Capabilities	Do the three live websites (with URLs) designed and implemented by the Offeror and corporate capabilities demonstrate the Offeror’s ability to complete website design, functionality, and meet customer satisfaction?	20 points
Total Points- Corporate Capabilities		20 points
Total Points		100 points

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

This RFP utilizes the tradeoff process. Chemonics will award a contract to the Offeror whose proposal represents the best value to Chemonics and FHM Engage. 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.

I.9. Negotiations

Best offer proposals are requested. It is anticipated that a contract 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 contract. 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 Contract

This is a request for proposals only and in no way obligates Chemonics to award a contract. In the event of contract negotiations, any resulting contract will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the contract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

I.11. Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation.

I.12 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

The selected offeror is required to comply fully with the Mandatory Standard Provision entitled, “Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment,” which states that U.S. government assistance funds, including direct and indirect costs, cost share and program income, cannot be used to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services (“CTES”) as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition covers certain telecommunications equipment and services, including, but not limited to, phones, internet, video surveillance, and cloud servers, produced or provided by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). Chemonics may provide approval for the Subrecipient/Contractor to procure specific CTES on a case-by-case basis if no available alternate eligible source exists. If the Subrecipient/Contractor uses any U.S. government assistance funds to procure CTES without written advance approval, Chemonics reserves the right to refuse reimbursement and/or seek reimbursement from the subrecipient/contractor.

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

As USAID’s flagship private sector health project, Frontier Health Markets (FHM) Engage aims to improve the functioning of local health markets and support the effective engagement and inclusion of the private sector to advance voluntary family planning, maternal and child health, malaria, TB, and HIV/AIDS outcomes. FHM Engage employs several key approaches, including a market development approach, adaptive learning, and working through regional and local actors to properly contextualize challenges and identify sustainable solutions to improve private sector health markets.

FHM will facilitate and support strategic engagement and partnership with a range of health NGOs, civil society, and private sector organizations to increase access to affordable health products and services, and to improve FHM’s health system preparedness for any potential disease outbreaks. FHM will provide them with tailored technical assistance, financing, and capacity building expertise.

II.2. Scope of Work

FHM Engage seeks a research firm with expertise in both quantitative and qualitative research methods and data analysis to support a range of targeted studies. The work will focus on understanding and advancing market access to contraceptive products, the impact of pricing on demand, and the role of the private sector in family planning (FP) access across various country contexts. Experience in private sector engagement is preferred. These research activities enhance FHM Engage's impact by improving data collection, harmonization, and the use of market intelligence, enabling better-informed decisions in both public and private sectors.

Research firms will support the following five (5) research activities:

1. Market Assessments for Emergency Contraceptives (EC)
2. Understanding user fees for IUDs and Implant Contraceptives
3. High Impact Practice for Social Marketing Assessment Tool
4. Literature Review to Inform Potential High Impact Practice Brief on MDA
5. The Private Health Sector's Role in Liberia's Informal Safety Net

Market Assessments for Emergency Contraception (EC)

Background: Private sector markets are vital for the sustainable scaling of emergency contraceptive pills as part of ensuring availability of a full method mix for informed choice and voluntary use of FP in USAID priority countries. EC markets are dominated by commercial actors, necessitating engagement strategies that leverage an in-depth understanding of existing market dynamics, including the roles and incentives of key players, as well as the financing and regulatory conditions that either support or hinder market performance. The supply and demand dynamics for EC in USAID priority countries for FP may present numerous opportunities for increasing awareness and facilitating more supply options. On the demand side, a recent scoping review found that awareness is growing in many markets where EC data are available, but a large gap between awareness and use exists. High trade margins and consumer price may be a barrier for some vulnerable groups including youth. Addressing the challenges to take advantage of the opportunities will require targeted interventions and a strategic market engagement approach to equitable access to quality-assured, affordable EC with a particular focus on younger age group consumers.

Objective: FHM Engage's approach to understanding more deeply these market opportunities and challenges, so they can be addressed by market development efforts, is to initiate comprehensive market assessments in three priority countries. Countries have been strategically selected based on contextual differences and data availability. The strategic selections aim to uncover opportunities to grow EC markets sustainably by understanding the current market dynamics, key players, and existing barriers.

Understanding User Fees for IUDs and Implant Contraceptives:

Background: Out-of-pocket (OOP) expenses are an understudied aspect of FP financing. The fees charged for these services and products in both sectors, whether formal or informal, can deter contraceptive use, especially for IUDs and implants, potentially creating a gap between women's preferences for using an IUD or an implant and their accessibility. Despite this, user fees associated with IUDs and implants have not been well-documented or analyzed.

Objective: This research will analyze market dynamics, barriers, and opportunities in EC, focusing on supply-demand factors, consumer awareness, and the roles of commercial actors in selected priority countries. Findings will inform targeted market interventions to improve access, particularly for younger consumers.

Development of High Impact Practice (HIP) for Social Marketing Assessment Tool:

Background: This activity will be to develop a tool to measure the quality of implementation of the Social Marketing High Impact Practice (HIP). This will involve working with experts to identify critical components of social marketing programs for successful implementation and developing and piloting an assessment tool to track HIP guidance implementation. Using the recently updated Social Marketing HIP, FHM Engage will engage with HIP brief authors, the broader social marketing community, and implementing partners to identify five or six key implementation components. These engagements will explore how tools like the Adolescent-Friendly Contraceptive Services (AFCS) Scorecard or HIP Brief checklists were developed and tested, as well as experiences from projects like Data for Impact and Research for Scalable Solutions that have developed measures for assessing quality of service delivery HIPs.

Objectives: The identified key implementation components will inform the development of a mixed methods assessment tool to validate these components' integrity and relevance to evolving social marketing practices. FHM Engage will pilot the tool in Ghana, Kenya, and Zambia, making improvements as needed. They will collaborate with the HIPs Partnership to ensure high technical quality of the assessment tool as a HIP resource. The final deliverable will be an assessment tool outlining key components and incorporating lessons learned from the pilot to support social marketing practices in PRH priority countries.

Literature Review to Inform Potential HIP Brief on Market Development Approach (MDA):

Background: This activity is intended to investigate whether there is sufficient evidence in existing literature to consider application of the MDA as a HIP: a measurable, evidence-based FP practice supported by literature as having demonstrable impact in achieving FP outcomes. FHM Engage will conduct a comprehensive literature review to assess whether there is evidence that the MDA is a HIP with demonstrable impact in achieving FP objectives or if it may be used in conjunction with other HIPs to enhance and maximize their impact. FHM Engage will compile and summarize the existing body of evidence, including gray literature and program reports to inform a recommendation on whether an MDA HIP brief is warranted at this time. The review will also identify research and knowledge gaps to put forward potential evidence generation priorities and/or strategies that could be considered to advance the MDA evidence base.

Exploring the Private Health Sector's Role in Liberia's Informal Safety Net:

Background: In Liberia, out-of-pocket expenditures for healthcare are primarily made in the private sector. However, it is not well-documented how much private sector clinics deliver healthcare services without charging full or partial payment, potentially serving as an informal safety net for individuals and families unable to pay. This lack of documentation perpetuates the perception that the private sector is solely profit-motivated, undermining efforts to include private sector voices in health policy discussions such as subsidies for private health facilities. The 2019 Private Health Sector Assessment (PSA) included an illustration of how private facilities serve clients who were unable to pay, but it was not designed to estimate the magnitude of this challenge. More quantifiable information would advance private sector engagement and valuation by recognizing private sector contributions to informal, social safety nets via free or discounted service delivery and care for low-income Liberians.

Objective: To address this gap, FHM Engage plans to use a three-pronged research methodology to characterize service delivery and associated revenues for key primary care services (including FP) within a defined geographic area and a set of sampled private sector clinics. This research aims to answer the question: “To what extent are private sector providers delivering services to Liberians who are unable to pay fully or partially for the care they receive?” The findings will help address a strategic policy and planning question: “How can this information better inform decision-making regarding support needed for the private health sector and the best ways to deliver that support?” The focus will be on private health clinics offering a full range of family planning services and products. The geographic area and sample will be defined during the first quarter of the year in collaboration with USAID Liberia, informed by the 2019 HP+ PSA and the 2022 FHM Engage Private Health Facility Assessment. Because each methodology has limitations and biases, FHM Engage will use three data collection methods to triangulate information and synthesize findings.

Technical Qualifications

Selected offeror must possess the following technical qualifications:

- Demonstrated experience in secondary data analysis with familiarity in data platforms such as Demographic and Health Surveys (DHS), PMA, DHIS2, and other routine data sources.
- Proven expertise in research protocol development and coordination with Institutional Review Boards (IRB).
- Skilled in quantitative data analysis, particularly using data from mobile data collection, with attention to data interpretation consideration.
- Experience in assessment tool development.
- Familiarity with USAID’s High Impact Practices (HIPs) in family planning (FP).
- Ability to conduct comprehensive literature reviews, including both peer-reviewed and gray literature.
- Experience in research study coordination, particularly in managing complex, multi-component studies.
- Consultancy firms must provide a single point of contact for technical coordination, though the work across the activities detailed below can be matched and assigned to different consultants within the firm based on skillset and availability.

II.3. Deliverables

The successful offeror shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth in II.4 below.

Market Assessments for Emergency Contraception (EC)

Deliverable No. 1: Global literature review (not systematic) summarizing recent EC trends, demand generation evidence, and enabling environment factors, using both peer-reviewed and gray literature.

Deliverable No. 2: Country-specific evidence summaries for Kenya, Malawi, and Nepal on EC dynamics and barriers.

Deliverable No. 3: Data analysis and visualizations of EC knowledge, use, and supply trends, incorporating data sources such as DHS, PMA, DHIS2, and RHSC, and any additional data provided through sources like Maisha Meds where available

Understanding User Fees for IUDs and Implant Contraceptives:

Deliverable No. 4: Global literature review of existing evidence on the relationship between user fees and the uptake and continuation of IUDs/implants, drawing from peer-reviewed and gray literature.

Deliverable No. 5: Secondary data analysis of user fees in India, Kenya, and Nigeria, using sources such as DHS, PMA, FPWatch, and CM4FP.

Deliverable No. 6: Research study protocol developed in collaboration with FHM Engage subcontractors, including IRB approval.

Deliverable No. 7: Contribution to a journal article based on findings.

Development of High Impact Practice (HIP) for Social Marketing Assessment Tool:

Deliverable No. 8: Meeting agenda and notes from stakeholder engagement to identify essential HIP components for the tool.

Deliverable No. 9: HIP assessment tool ready for implementation, with feedback incorporated from FHM Engage, USAID, and key stakeholders.

Deliverable No. 10: Report on findings and recommendations from pilot implementations in Ghana, Kenya, and Zambia, with an updated tool reflecting insights based on data from implementation feedback.

Deliverable No. 11: Slide deck for webinar presentation on process, findings, and recommendations.

Literature Review to Inform Potential HIP Brief on Market Development Approach (MDA):

Deliverable No. 12: Protocol for conducting the literature review.

Deliverable No. 13: Synthesized literature review of peer-reviewed and gray literature on MDA impact, including program reports and other documented sources.

Exploring the Private Health Sector’s Role in Liberia’s Informal Safety Net:

Deliverable No. 14: Study coordination support to the technical team and input on the study protocol, contributions to data collection training materials.

Deliverable No. 15: Technical review of the final report or manuscript to ensure comprehensive data collection and synthesis, using data from primary research, private sector clinic records, and any available national healthcare assessments (e.g., 2019 HP+ PSA, 2022 Private Health Facility Assessment).

II.4. Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

Deliverable Number	Deliverable Name	Due Date
1	Global literature (not systematic) review summarizing recent EC trends, demand generation evidence, and enabling environment factors, using both peer-reviewed and gray literature.	4 weeks after contract signing
2	Country-specific evidence summaries for Kenya, Malawi, and Nepal on EC dynamics and barriers.	6 weeks after contract signing
3	Data analysis and visualizations of EC knowledge, use, and supply trends, incorporating data sources such as DHS, PMA, DHIS2, and RHSC, and any additional data provided through sources like Maisha Meds where available	8 weeks after contract signing
4	Global literature review of existing evidence on the relationship between user fees	8 weeks after contract signing

	and the uptake and continuation of IUDs/implants, drawing from peer-reviewed and gray literature.	
5	Secondary data analysis of user fees in India, Kenya, and Nigeria, using sources such as DHS, PMA, FPWatch, and CM4FP.	12 weeks after contract signing
6	Research study protocol developed in collaboration with FHM Engage subcontractors, including IRB approval.	8 weeks after contract signing
7	Contribution to a journal article based on findings.	6-7 months after contract signing
8	Meeting agenda and notes from stakeholder engagement to identify essential HIP components for the tool.	Meeting agenda: 6 weeks after contract signing Notes: 2 weeks following last stakeholder engagement
9	HIP assessment tool ready for implementation, with feedback incorporated from FHM Engage, USAID, and key stakeholders.	12-16 weeks after contract signing
10	Report on findings and recommendations from pilot implementations in Ghana, Kenya, and Zambia, with an updated tool reflecting insights based on data from implementation feedback.	6-7 months after contract signing
11	Slide deck for webinar presentation on process, findings, and recommendations.	6-7 months after contract signing
12	Protocol for conducting the literature review.	4-6 weeks after contract signing
13	Synthesized literature review of peer-reviewed and gray literature on MDA impact, including program reports and other documented sources.	4 months after contract signing
14	Study coordination support to the technical team and input on the study protocol, contributions to data collection training materials.	Ongoing from start of contract signing until finalization of data collection, approximately 5 months after contract signing
15	Technical review of the final report or manuscript to ensure comprehensive data collection and synthesis, using data from primary research, private sector	6-7 months after contract signing

	clinic records, and any available national healthcare assessments (e.g., 2019 HP+ PSA, 2022 Private Health Facility Assessment).	
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*Deliverable numbers and names refer to those fully described in II.3 above.

Section III Firm Fixed Price Contract (Terms and Clauses)

Download [Fixed Price Contract Template \(for Cooperative Agreements\) \[D534\]](#) from GQMS or Cooperative Agreements landing page. from GQMS or Cooperative Agreements landing page.

Annex 1 Cover Letter

[Offeror: Insert date]

Makda Medhanie
Program Manager
FHM Engage
Chemonics International Inc.
1275 New Jersey Avenue SE, Suite 200
Washington, DC 20003-5115

Reference: Request for Proposals FHM-HO-CORE-RFP-003

Subject: [Offeror: Insert name of your organization]'s technical and cost proposals

Dear Mrs. Medhanie

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
DUNS Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for [insert number of days, usually 60 or 90] calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Signature

[Offeror: Insert name of your organization's representative]
[Offeror: Insert name of your organization]

Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Contract

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the contract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Step 1: Design the technical proposal. Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable. The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc.

Other direct costs, i.e. non-labor, include for example the following:

1. Local travel and transportation, and associated travel expenses, if applicable,
2. Lodging and per diem expenses associated with travel, if applicable,
3. Rent
4. Utilities
5. Communications
6. Office supplies

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 3: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 4: Write Cost Notes. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable.

Sample Budget [this is the sample only and needs to be edited to meet project needs]

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

**Design, Production and Distribution of Communication Materials for District Courts and Supreme Court
 BUDGET**

**Offeror's Names
 RFP TITLE
 RFP #**

No.	Description	Quantity	Unit	Frequency	Unit	Cost per unit	Total
1	Design						
	Annual Report	1	pack	4	court	Rp 100	Rp 400
	Leaflet	1	ver	4	court	Rp 100	Rp 400
							Rp -
Sub Total							Rp 800
2	Production Cost						
2.1	Annual Report	500	exp	4	court	Rp 100	Rp200,000
2.2.	Leaflet	500	exp	8	court	Rp 100	Rp400,000
Sub Total							Rp 400,000
3	Distribution Management						
	PIC	1	pack	4	court	Rp 100	Rp 400
							Rp -
Sub Total							Rp 400
GRAND TOTAL							Rp 877,100

[Instructions: Remember to insert any specific cost guidance or requirements. Reference any applicable sections in the RFP that include cost instructions. For example, "customs duties or VAT may not be included in the cost proposal"]

Annex 3 Required Certifications for Signing

[The project may choose to attach the certifications with the RFP, or to provide them to the contractor during the negotiation stage or at the time of contract signature. It is recommended that the certifications be attached to the RFP so that offerors know what they will be required to sign if they are awarded a contract. Use [Certifications, Assurances, Representations, and Other Statements of the Recipient A Mandatory Reference for ADS Chapter 303](#) to determine which of the listed certifications is required to be signed under your cooperative agreement. The two included below must be signed by the offerors when competing through the RFP]:

- Certification of “Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction (AAPD 14-03, August 2014)”
- Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (May 2017)

1. EVIDENCE OF RESPONSIBILITY

1. Offeror Business Information

Company Name: Full Legal Name

Address: Address

DUNS Number: Enter the Data Universal Numbering System reference (DUNS) assigned to the company (Instructions to Offerors: Offerors will provide their registered DUNS number for subawards valued at USD\$30,000 and above with Chemonics unless exempted. Exemption may be granted by Chemonics or based on a negative response to Section 3(a) below (ie, the offeror, in the previous tax year, had gross income from all sources under USD\$300,000). Dun & Bradstreet regulates the system and registration may be obtained online at <http://fedgov.dnb.com/webform>. If Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not applicable or not possible. Additional guidance on obtaining a DUNS number is available upon request.)

2. Authorized Negotiators

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

List Names of Authorized signatories

These individuals can be reached at Company Name office:

Address

Telephone/Fax

Email address

3. Adequate Financial Resources

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

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

In accordance with those Acts and to determine applicable reporting requirements, Company Name certifies as follows:

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

Yes No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

Yes No

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

Yes No

4. Ability to Comply

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

5. Record of Performance, Integrity, and Business Ethics

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

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

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

7. Equipment and Facilities

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

8. Eligibility to Receive Award

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

9. Commodity Procurement

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

10. Cognizant Auditor

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

11. Acceptability of Contract Terms

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

12. Recovery of Vacation, Holiday and Sick Pay

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

13. Organization of Firm

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

Signature: _____

Name: _____

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

Title: _____

Date: _____

Annex 4 ~~[Delete this annex if the anticipated value of the contract is less than \$30,000USD]~~

DUNS and SAM Registration Guidance

What is DUNS?

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) - a company that provides information on corporations for use in credit decisions - that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. The DUNS database contains over 100 million entries for businesses throughout the world, and is used by the United States Government, the United Nations, and the European Commission to identify companies. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Why am I being requested to obtain a DUNS number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses DUNS numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding DUNS number.

Is there a charge for obtaining a DUNS number?

No. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a DUNS number?

DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by phone at 1-800-234-3867 (for US, Puerto Rico and Virgin Island requests only).

What information will I need to obtain a DUNS number?

To request a DUNS number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location

- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a DUNS number?

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

Are there exemptions to the DUNS number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration using the D&B web form process is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: https://www.sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf

Follow the step-by-step guidance for contracts registrations at:
https://www.sam.gov/SAM/transcript/Quick_Guide_for_Contract_Registrations.pdf

You must have a Data Universal Numbering System (DUNS) number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

* General Information - Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)