Africa Lead II

Request for Proposals (RFP)

No. AL 2018-003

Leaders for Africa’s Food Security - Leadership Distance Learning Partner

Issue Date: September 5, 2018
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## Synopsis of the RFP

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<th>RFP No.</th>
<th>AL-2018-003</th>
</tr>
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<tbody>
<tr>
<td>Issue Date</td>
<td>September 5, 2018</td>
</tr>
<tr>
<td>Title</td>
<td>Leaders for Africa’s Food Security-Leadership Distance Learning Partner</td>
</tr>
<tr>
<td>Issuing Office &amp; Email/Physical Address for Submission of Proposals</td>
<td>Africa Lead II, Acorn house, ground Floor 97 James Gichuru Road, Lavington, Nairobi Kenya P. O Box 425 - 00502, Nairobi - Kenya <a href="mailto:africaleadiiieaprocurementinbox@dai.com">africaleadiiieaprocurementinbox@dai.com</a></td>
</tr>
<tr>
<td>Anticipated Award Type</td>
<td>Firm Fixed Price Purchase Order</td>
</tr>
<tr>
<td>Basis for Award</td>
<td>An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.</td>
</tr>
</tbody>
</table>
1. **Introduction and Purpose**

1.1 **Purpose**

DAI, the implementer of the USAID Africa Lead II project invites qualified offerors to submit proposals to identify and retain a Africa-based and Africa-focused leadership learning partner, whether an educational institution or a training organization, to co-design and lead the execution (alongside Africa Lead) of a six-month leadership training and coaching program and complimentary learning activity. The learning partner will lead the design and implementation of this new learning approach, alongside Africa Lead’s technical and logistics staff, as well as our cadre of Africa Lead trained facilitators to develop a unique and new approach to leadership capacity building for the agriculture sector. The objective of the activity is to develop and test a blended leadership and management learning-course (both in-person and online learning) and coaching program for the leaders of strategic agriculture organizations across sub-Saharan Africa. A secondary objective of the activity is to contribute to generate learning and capture the impact of the new approach in order to inform future programmatic recommendations for Africa Lead and other similar capacity building initiatives.

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.2 **Type of Award Anticipated**

DAI anticipates awarding a Firm Fixed Price Purchase Order. This subcontract type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than $150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. **General Instructions to Offerors**

2.1 **General Instructions**

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.
Proposals are due no later than August 10, to be submitted to AfricaLead2 Procurement@dai.com. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 30 days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or (Africa Lead) employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals, and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach – Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.

2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.

3. Past Performance – Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed. See Attachment F.

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.
3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Approach</td>
<td>40 points</td>
</tr>
<tr>
<td>Personnel Qualifications</td>
<td>50 points</td>
</tr>
<tr>
<td>Past Performance</td>
<td>10 points</td>
</tr>
</tbody>
</table>

**Total Points** 100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope (or mail attachment) from technical proposals, and shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”.

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards.

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.
5. **Basis of Award**

5.1 **Best Value Determination**

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI 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.

DAI may award to an Offeror without discussions. Therefore the initial offer **must contain the Offeror’s best price and technical terms.**

5.2 **Responsibility Determination**

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. **Anticipated post-award Deliverables**

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.
<table>
<thead>
<tr>
<th>Phase</th>
<th>Deliverable</th>
<th>Projected Due Date</th>
</tr>
</thead>
</table>
| **Phase 1**  
Co-design blended learning leadership course and coaching program | *Suggested deliverables:*
*Training curriculum and learning plan; work plan/timeline for execution of training activities* | **October 15, 2018** |
| **Phase 2**  
Application and recruitment period | *Suggested deliverables:*
*Evaluation criteria for consideration in application process,* | **October 2018** |
| **Phase 3**  
Blended leadership training course and individualized coaching | *Pre-course participant knowledge evaluation/survey; blended (online and in person) leadership training course; course participation activity reports during activity; summary report/synthesis of results from trainee “learning projects;”; post-course participant knowledge evaluation / survey* | **November 2018 – April 2019** |
| **Phase 4**  
Post-course continuous individual learning | *Summary report/synthesis paper of lessons learned, testimonials/stories/blogs and other content from participants to capture impact;* | **May 2019** |

### 7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.
8. **Compliance with Terms and Conditions**

8.1 **General Terms and Conditions**

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 **Source and Nationality**

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

**Geographic Code 937:** Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:


DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.1 **Data Universal Numbering System (DUNS)**

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror “responsible” to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/purchase orders with a value of $25,000 and above are **required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.
9. **Procurement Ethics**

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror’s participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI’s Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. **Attachments**

10.1 **Attachment A: Scope of Work for Services or Technical Specifications**

A. **BACKGROUND AND JUSTIFICATION**

The USAID Building Capacity for African Agricultural Transformation (Africa Lead II) Project is a five-year effort to support and advance the agricultural transformation in Africa as proposed by the African Union Comprehensive African Agricultural Development Program (CAADP), while simultaneously contributing to the Feed the Future goals of reduced hunger and poverty, by building the capacity of men and women African leaders, institutions and stakeholders to develop, lead, and manage the structures needed for the transformation process. This project has three components:

1. The establishment of institutional/organizational architecture to lead African agriculture transformation at the national and regional levels, operating at the highest level of effectiveness;

2. The operationalization of capacity to manage policy change and alignment process; and
3. The effective participation and leading when necessary, of Non-State Actors (NSAs) in the CAADP process.

Africa Lead’s approach to leadership development trainings, widely known as Champions for Change (C4C), has been the program’s core educational model. Specifically, this training has focused on improving the management capacity and knowledge of African food security policy targets for leaders or leaders in training at various levels to experience. The trainees engage with the curriculum through three or five day trainings.

Various lessons learned have emerged over the nearly five years of implementing the C4C trainings, with various iterations of the curriculum implemented for specific demands or scenarios. With Africa Lead in a one year extension period, September 2018-2019 representing the 6th program year for Africa Lead, the program is seeking to leverage the opportunity of additional time to improve upon its leadership training model and learn from this “pilot” experience. Specifically, Africa Lead is focused on responding to very clear lessons learned and identified areas of improvement.

An important end goal of CAADP is to create networks of strong institutions that constitute strong systems. But many of Africa’s agriculture organizations are still comparatively weak. What is needed initially is a cadre of strong, facilitative leaders who will strengthen both their organizations as well as their organizations’ relationships with other organizations.

Africa Lead is focused on bringing together continent-wide cohort of key agriculture sector leadership in across various institutions, organizations and businesses to advance their management skills and ultimately, improve the performance of these organizations to play key functions in the broader CAADP “system.”.

Specifically, Africa Lead is focused on testing the viability of a longer –term engagement with “Champions” for six months, focused on both key food security concepts but with a stronger focus on improving helping leaders of key agricultural organizations improve performance in their roles in the policy change system– including enhancing coordination, communication, and collaboration between and among organizations’ management skills. The new program would include a capstone learning project that must be completed by the participant to earn the Africa Lead certification and acknowledgement of completion. Additionally, Africa Lead is seeking to incorporate online learning and distance collaboration between participants. Finally, Africa Lead is focused on providing complimentary ongoing coaching and mentoring throughout the six month period. In total, it is anticipated that this new approach will contribute to improved outcomes as well as important learning for improving Africa Lead’s training model in the future.

Titled “Leaders for Africa’s Food Security Training”, the activity will be a strategic training initiative to prepare high potential individuals to lead their organizations in building and sustaining the lateral and vertical relationships among diverse organizations and sub-systems, transforming them into a more solid and cooperative base on which to build a stronger agricultural sector.

This activity relates primarily to Components 1 and 2 of the Africa Lead mandate above.

1. Background of the Assignment –Description of the Tasks
The learning partner will deliver on to core of the educational programming and be expected to ensure participant engagement and quality delivery of experience.

It is anticipated that Africa Lead will provide overall activity management, coordinate event logistics and provide operational support for the entire activity. Africa Led will take an active role in the co-design of the learning approach with the learning partner and we anticipate taking the lead role in promoting the course, as well as leading the selection process for the cohort.

The activity will consist of the following proposed four phases, which the proposal should outline the provider’s approach to:

- **Phase 1. Design a blended learning leadership course and coaching program for the leaders of strategic agriculture organizations**

  Africa Lead and the selected training organization together will design the blended learning course.

  The course will combine in-person, interactive classroom learning with a series of online learning modules. Since the participants will represent organizations throughout Africa, they will travel to a single location for the initial in-person program. The site will likely be Nairobi. This Activity will draw from a combination of the learning partner and Africa Lead’s existing material and develop a blended set of content for the purposes of this program. This will not require a full customization, rather a learning agenda that draws from the best content from both the winning contractor and Africa Lead.

  Africa Lead seeks to select and develop leaders who bring out the best in the people they lead and who facilitate the inclusive participation of others, be them internal or external stakeholders. The applicant must demonstrate its knowledge of both (1) attributes and characteristics of this kind of leadership, and (2) effective approaches to leadership training and coaching. Evidence should be presented to support the selection of both the attributes of leaders and effective training approaches. This will be a rigorous, practical course that will require participants to apply what they learn in their work settings, creating feedback loops for continuous improvement and learning. In parallel with the course curriculum, there will be a coaching component that will be customized for each participant. The learning partner will lead on keeping participants engaged in the activity.

  Finally, the course will be designed to set participants on a path of continuous learning and growth. As such, it will provide a wide variety of tools and resources for this purpose. This will encourage the participants to become ambassadors of leadership, both by example and through teaching and mentoring others.
Suggested deliverables: Training curriculum and learning plan; work plan/timeline for execution of training activities

- Phase 2. Work with Africa Lead to launch and execute an aggressive campaign to promote the program, attract a strong pool of applicants, and select the highest potential leaders

The success of this activity hinges on selecting the right participants. Africa Lead will cast a wide net in advertising the course. We will use our network of organizations to attract the best possible candidates. Organizations will be able to nominate candidates, but applications must be completed and submitted by the candidates themselves. Africa Lead will work hand in hand with the learning partner to implement best practices for engaging potential participants and highlight the core offerings of the course.

Suggested deliverables: Evaluation criteria for consideration in application process, execution of online campaign to promote Africa Leaders in Food Security program

- Phase 3. Implement blended leadership training course and individualized coaching

The course duration will be six months. It will consist of one or two in-person events and regular online engagements with the facilitators and the cohort. One of the events will be held at the beginning of the course. A second event, which would be held near the end of the six month course, will depend on budget.

While it is anticipated that the course will be delivered in English, the learning partner should demonstrate or communicate any ability to communicate materials in additional languages, including French.

At the beginning of the course participants would complete some level of intake evaluation. At the conclusion of the course, candidates will complete a customized course evaluation. This will help Africa Lead, USAID and the training organization assess the course’s quality and improve curricula and delivery in the future. The evaluation will focus on assessing the effectiveness of the blended learning model relative to other models.

Suggested deliverables: Pre-course participant knowledge evaluation/survey; blended (online and in person) leadership training course; course participation activity reports during activity; summary report/synthesis of results from trainee “learning projects,” post-course participant knowledge evaluation / survey

- Phase 4. Support a trainee-led initiative for post-course continuous individual learning and sharing among trainees

This sub-activity will encourage the process of continuous learning among the participants. It will also provide a means for USAID to monitor the progress of the participants and to assess the effectiveness of the training course. Africa Lead will work with the learning partner to build into
the pre, during, and post program engagements ways to encourage and facilitate the creation of a mechanism for course graduates to interact with one another and provide mutual support after the course ends. The exact nature of their interaction will be determined and owned by them.

Africa Lead will also develop a mechanism to track and monitor graduates. The objective will be to assess the medium term (one to three years) impact of the training program.

Indicators will be established to identify:

- changes/improvements in leadership style and practice
- degree to which graduates have applied themselves to continuous learning
- changes in positions held and responsibility of graduates
- Performance of organizations according to key roles and functions in the agriculture policy reform

*Suggested deliverables: Summary report/synthesis paper of lessons learned, testimonials/stories/blogs and other content from participants to capture impact;*

2. Objective of the Assignment

The objective of the Scope of Work is for Africa Lead to identify and retain a Africa-based and Africa-focused leadership learning partner, whether a educational institution or a training organization, to co-design and lead the execution (alongside Africa Lead) of a six-month leadership training and coaching program and complimentary learning activity. The learning partner will lead the design and implementation of this new learning approach, alongside Africa Lead’s technical and logistics staff, as well as our cadre of Africa Lead trained facilitators to develop a unique and new approach to leadership capacity building for the agriculture sector. The objective of the activity is to develop and test a blended leadership and management learning-course (both in-person and online learning) and coaching program for the leaders of strategic agriculture organizations across sub-Saharan Africa. A secondary, no less important objective of the activity is to contribute to generate learning and capture the impact of the new approach in order to inform future programmatic recommendations for Africa Lead and other similar capacity building initiatives.

B. MONITORING AND EVALUATION

Africa Lead will consult with USAID to determine whether the quality of the delivery is sufficient for the needs of the aforementioned assignment.
C. TECHNICAL DIRECTION AND REPORTING
The learning partner, in collaboration with the Africa Lead team, will produce a quality final activity report that would include the following illustrative sections key elements:

a. Background – Regional GFSS and a review of GFSS efforts  
b. Objectives/Goals/Deliverables  
c. Description of Approach  
d. Best Practices  
e. Lessons Learned  
f. Resources and Tools  
g. Results (qualitative/quantitative) and Conclusions  
h. Recommendations  
i. Continuity/sustainability
10.2 Attachment B: Proposal Cover Letter

[On Firm’s Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with RFP—Click here to enter text—issued on Click here to enter text. Our attached proposal is for the total price of <Sum in Words ($0.00 Sum in Figures) >. I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule. Our proposal shall be binding upon us subject to the modifications resulting from any discussions. Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:
**10.3 Attachment C: Price Schedule**

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<th>Item Name</th>
<th>Description/Specifications</th>
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</tr>
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</table>
### 10.4 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

<table>
<thead>
<tr>
<th>#</th>
<th>Project Title</th>
<th>Description of Activities</th>
<th>Location</th>
<th>Client Name/Tel No</th>
<th>Cost in US$</th>
<th>Start-End Dates</th>
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10.5 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.

2. Executive Compensation Certification - FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS).

3. Executive Order on Terrorism Financing - The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.

4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.

5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.

6. Organizational Conflict of Interest – The Bidder certifies that it will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that it is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.

7. Business Size and Classification(s) – The Bidder certifies that it has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.

8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.
By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.
10.6 Attachment H: Proposal Checklist

Offeror: __________________________________________________________________________

Have you?

☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

☐ Signed Cover Letter (use template in Attachment B)

☐ Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A

☐ Response to each of the evaluation criteria

☐ Documents use to determine Responsibility

☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

☐ Past Performance (use template in Attachment F)