



DAI Global LLC

Request for Proposals (RFP)

RFP-DAI Global-0025

Building Scalable Planning, Monitoring Evaluation and Reporting Capacities in Bong, Nimba and Grand Gedeh Counties

WARNING: Prospective Offerors who have received this document from a source other than DAI Global, on 18th Street Sinkor, should immediately contact Liberia_procurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted into the national newspaper and/ or email to bidders' email.

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Synopsis of the RFP

RFP No.	RFP-DAI Global-0025 re-advertisement
Issue Date	June 5, 2020
Title	Building Scalable Planning, Monitoring Evaluation and Reporting Capacities in Bong, Nimba and Grand Gedeh Counties
Issuing Office & Email/Physical Address for Submission of Proposals	DAI-Global 18 th St and Warner Ave Sinkor, Monrovia Proposals must be submitted in English and indicate the RFP number, title, and closing date. Proposal/bids must be submitted either in sealed envelopes and marked RFP-DAI Global-025 at the office or in PDF format via email to Liberia_Bidbox@dai.com prior to June 12, 2020 at 4pm.
Deadline for receipt of questions	Deadline for receipt for questions is June 9, 2020 at 4 PM. Questions should be submitted via email only to Liberia_procurement@dai.com.
Pre-submission conference	There will be no pre-submission conference
Deadline for Receipt of Proposals	All proposals must be submitted on or before June 12, 2020, <u>no later than 4pm.</u>
Point of Contact	liberia_procurement@dai.com
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	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.

1. Introduction and Purpose

DAI, the implementing partner for the USAID-funded “Local Empowerment for Government Inclusion and Transparency (LEGIT) Project”, invites qualified local Offerors to submit proposals for the provision of capacity building Scalable Planning, Monitoring Evaluation and Reporting Capacities to Sub national Government partners in Bong, Nimba and Grand Gedeh Counties

1.1 Issuing Office

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 June 12,, 2020, at 4:00 PM. Proposals can be submitted by the deadline by email to liberia_Bidbox@dai.com or in hard copies in sealed envelopes to be submitted to DAI offices on 18th Street, Sinkor, Monrovia.

If submitting in hard copy, please submit one copy of the technical proposal and one copy of the cost proposal in separate envelopes. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

If submitting by email, please submit the technical proposal and cost proposal in separate emails. Be sure to write in the subject of the email the RFP number and title of the Activity.

Offerors should not include any cost information in the technical proposals. 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 Cost proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment A as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 180 days for the prices provided.
- Acknowledge the solicitation amendments received.
- Total price proposed

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 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.

Potential bidders can register their interest by sending an email to liberia_procurement@dai.com and request a copy of the RFP from the DAI Issuing Office or obtain a copy of the RFP via email at liberia_procurement@dai.com

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".

3.1 Technical Proposal Contents

Technical proposals shall include the following contents

1. Technical Approach: Description of the proposed services which meets or exceeds the stated technical specifications in this document, and in the 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. The Offeror will identify an Activity Manager who will serve as the primary point of contact for the technical implementation of the activity.
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, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

4. Methodology and Instrument: Offerors should outline methodology and instruments proposed for data collection, training, and assessments.

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. Please note that USAID/LEGIT will only review application packages in response to this RFP from firms accredited by the EPA to conduct EIAs.

Technical Evaluation Criteria	Description	Maximum Points
Technical Approach	Well-defined and detailed proposal outlining technical approach to implementing the statement of work, specifically related to the development of required documents, tools and training materials, and the delivery of training in public sector planning, monitoring, evaluation and reporting for sub-national and national officials	25
Public Sector Planning Experience	Demonstrated experience supporting public sector planning at the subnational level and conducting capacity building training in planning	20
Public Sector Monitoring, Evaluation and Reporting Expertise	Demonstrated experience supporting monitoring, evaluation and reporting at the subnational level and conducting capacity building training in monitoring, evaluation and reporting	20
Personnel Qualifications	Academic background, professional qualifications, capabilities and certifications. The firm will submit CVs and background information on all personnel for this project; these	20

	CVs should demonstrate experience and capacity to contribute to the project	
Past Performance	Demonstration of the applicant's proven ability to perform the tasks described in the statement of work for this project	15
Total		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 from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment B is a template for the Cost Proposal, for firm-fixed price awards. The budget will be used to evaluate cost reasonableness only. Offerors shall complete the template or provide their own template, including as much detailed information as possible.

It is important to note that any applicable taxes shall be included on a separate line. 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 (from the Liberia Business Registry) to operate in the host country. If the Offeror is not a business, other proof of necessary registration should be provided.
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. These deliverables should be based on project description in section 10 of this RFP.

Anticipated Post-award Deliverables

No.	Deliverables	Percentage paid after both delivery and acceptance
1.	<ul style="list-style-type: none"> ▪ Post-award meeting with USIAD/LEGIT, and representatives from USAID and the Ministry of Internal Affairs (MIA) in Monrovia immediately following signing of the contract ▪ Detailed work plan listing the activities, approach, timeline and location of work to be completed. This is due ten days after signing of contract. 	20%
2.	<ul style="list-style-type: none"> ▪ Summary report of key findings and recommendations of the desk review of existing policies, laws, rules and regulations that inform current planning, monitoring, evaluation and reporting processes at the county level and the outcomes of the consultations with MIA, Ministry of Finance and Development Planning (MFDP), Governance Commission (GC), partner counties and other relevant stakeholders on current government planning, monitoring, evaluation and reporting practices. 	25%

3.	<ul style="list-style-type: none"> ▪ “Guide to Planning, Monitoring, Evaluation and Reporting for Counties” based on existing legal, policy and regulatory guidance from MIA and MFDP, and scalable to all fifteen counties. ▪ Development of training materials, and the delivery of training on planning, monitoring, evaluation and reporting ▪ Detailed Covid-19 County Response plan for each county informed by existing legal, policy and regulatory guidance from MIA MFDP, Ministry of Health and other relevant health authorities, and based on existing Government of Liberia guidance regarding Covid-19 ▪ Detailed M&E plan for each Covid19 County Response plan with appropriate indicators, targets, data collection methods, data sources, and data tools, based on the MIA Monitoring, Evaluation and Reporting policy and framework. 	35%
4.	<ul style="list-style-type: none"> ▪ Final consolidated report describing activities implemented, lessons learned, and recommendations for sustainability. This report should include final versions of all deliverables 	20%
	Total	100%

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 the services 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 C.

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: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

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 <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 purchase order or monetary agreement with any organization. The determination of a successful Offeror/applicant resulting from this RFP 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 \$30,000 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.

For those required to obtain a DUNS number, see Attachment C - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment D: Self Certification for Exemption from DUNS Requirement.

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 offer, 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

Project Background

LEGIT is a five-year, USAID-funded project that focuses on increasing the accountability, transparency, and effectiveness, of sub-national government resources in Liberia by supporting the Ministry of Internal Affairs (MIA) and Governance Commission (GC) as they lead, monitor, and coordinate the implementation of the Government of Liberia's (GOL) decentralization agenda. USAID/LEGIT is also working with local civil society organizations, and strengthening subnational institutions in Bong, Nimba and Grand Gedeh counties, and Gbarnga, Gompa and Zwedru cities, to be more capable, transparent, and responsive to citizens.

Specifically, USAID/LEGIT has the following four project objectives:

- Increase the capacity of government institutions to make incremental and sustained progress in the implementation of the National Policy on Decentralization and Local Governance and the Local Government Act of 2018 (LGA);
- Strengthen the capacity of county administrators to coordinate and provide oversight of government activities across sectors;
- Improve capacity of cities to manage revenues and deliver services; and
- Increase citizen participation in planning and decision-making in the delivery of services in counties and cities.

The activities in this Scope of Work (SOW) are expected to directly contribute to the second objective listed above, specifically working with the USAID/LEGIT partner county administrations to improve planning, monitoring, evaluation and reporting capacities.

Rationale

In 2018, capacity assessments of the three USAID/LEGIT partner counties—Bong, Nimba, and Grand Gedeh—found that county administrators did not have the necessary planning, skills, tools and documents to perform and guide their work. The performance improvement roadmaps that county partners developed in collaboration with USAID/LEGIT also highlighted planning, monitoring, evaluation and reporting as priorities for improving performance. Further, results of LEGIT's annual County Capacity Assessment Tool (CCAT) have consistently shown very low county capacity in the planning, monitoring and evaluation domains.

Thus, this presents a serious challenge in the preparedness of the county administrations to fully participate in the implementation of the LGA and to undertake development projects funded by county and social development funds (CSDF) which are approved during annual County Sitzings.

Given the health risks associated with the Covid-19 pandemic each partner county's capacity to plan, monitor, evaluate and report on the implementation of Covid-19 response, mitigation and recovery activities is equally important. The LGA, once fully implemented, will also require expertise in planning, monitoring, evaluation and reporting. USAID/LEGIT's support to counties in this area therefore aligns with LGA implementation requirements such as county development

planning, and with the current need to effectively and transparently manage, monitor and evaluate Covid-19 response, mitigation and recovery activities.

The overall goal of this contract, then, is to build the capacity and develop the tools required for county administrations and the MIA to develop and implement County Covid-19 response plans based on the Covid-19 situation in each county, and to lay the groundwork for county administrations to be able to implement a comprehensive state of response, mitigation and recovery activities in a timely and transparent manner.. In addition, this project will inform and contribute to the more time-intensive process of developing future County Development Agendas (CDAs).

The primary role of the MIA in implementing this project will be to actively coordinate on policies by engaging the relevant Ministries, Agencies and Commissions (MACs) that have mandates and expertise in the Government of Liberia's Covid-19 response,, and advising county administrations on developing implementation plans for Covid-19 response, mitigation and recovery activities. .

The services rendered by the successful Offeror will specifically:

- Contribute to the broader MIA and county development planning, monitoring and evaluation goals of building a practical and timely process to effectively respond to Covid-19;
- Incorporate priorities that reflect the Government of Liberia's Pro-poor Agenda for Prosperity and Development (PAPD) and other plans and priorities related the Covid-19 response;
- Ensure that current policies and procedures of relevant national MACs are considered;
- Align with LEGIT project-supported standard operating procedures; and
- Support Chapter 5 of the Local Government Act (Development Planning Unit), especially Sections 5.1, 5.2 and 5.6, along with other relevant sections of the recently completed LGA Ten Year Implementation Plan.

Required Tasks

The successful Offeror will specifically contribute to improving planning, monitoring, evaluation and reporting capacities in Bong, Nimba and Grand Gedeh counties by providing the services described in this RFP. They will specifically focus on:

- Training of local county personnel, with MIA, to take the lead in development planning, monitoring, evaluation and reporting of project implementation;
- Rolling out of the MIA Monitoring, Evaluation and Reporting (MER) policy and framework to the three partner counties;
- Development of county development plans to response to Covid-19 for each partner county, utilizing the skills learned from the training referenced above; and
- Developing monitoring, evaluation and reporting frameworks for each County Covid-19 Response plan with appropriate indicators, indicator disaggregation elements, targets, data collection methods, data sources and data tools.

In order to achieve these objectives, the successful Offeror will complete the following steps in the sequence described below.

Step 1: Desk and Field Research – In consultation with MIA, MFDP, GC, the Ministry of Health and county administrations, identify all existing policies, laws, rules and regulations that inform current planning, monitoring, evaluation and reporting processes at the national and county levels. The successful Offeror will need to consult the monitoring, evaluation and reporting policy and framework recently developed by MIA.

Step 2: Develop Planning, Monitoring and Evaluation Tools for Counties – Based on Step 1, develop tools that can inform the planning, monitoring evaluation and reporting process at the county level. Develop a practical, user-friendly “Planning, Monitoring Evaluation and Reporting Guide” for counties that describes these tools, and how to use them.

Step 3: MIA Monitoring, Evaluation and Reporting Policy and Framework Rollout – Roll out the MIA monitoring, evaluation and reporting policy and framework to partner counties, and align existing county-level monitoring, evaluation and reporting practices with this policy and framework.

Step 4: Training – Design and deliver planning, monitoring evaluation and reporting capacity building training to county technicians and select MIA staff, based on Step 1-3 above, and that focuses on the development of County Covid-19 Response plans, along with frameworks for the monitoring, evaluation and reporting of these plans.

Each county will submit a list of at least ten (10) technical staff who are civil servants to participate in the capacity building training. They will be drawn from the county administrations and other GOL sector MACs operating in each county. Following the training, it is expected that participants from the county administrations will eventually be assigned responsibilities for planning, monitoring, evaluation and reporting within the County Development Department and the County Administration. MIA will submit a list of three (3) technical staff (preferably from the MIA M&E Unit) who are civil servants to also participate in this training.

For purposes of ownership, supervision and oversight, a representative from top-level county leadership will also participate in the opening training session on the principles of planning, monitoring, evaluation and reporting. The selection of predominantly local civil servants to participate in the grant activities will ensure the retention of the required knowledge and skills in the county to sustain the gains from the project.

Step 5: Planning and Development Phase – Use the tools developed in earlier steps to initiate a planning process for County Covid-19 response, mitigation and recovery activities. These plans will have substantive monitoring, evaluation and reporting components as well. A consultative process should be established that focuses on county and national stakeholders, and that ensures that these plans have general vision and mission statements that define county and Government of Liberia Covid-19 response priorities.

Step 6: Validation – Convene one town hall meetings in each county capital to share draft plans with citizens and community stakeholders and solicit their input. Support county administrations to make the necessary revisions before finalizing for use.

NOTE: Each county will encourage and prioritize the participation of women and youth in the activities described above. Given the MIA’s central role in monitoring, evaluation and reporting by county administrations, the successful Offeror will coordinate activities closely with the Deputy Minister for Research, Planning and Development.

Assigned Tasks

See table in Section 6 above.

10.2 Attachment B: Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1					
2					
3					
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Period: [Click here to enter text.](#)

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.
DAI Global, LLC.

We, the undersigned, provide the attached proposal in accordance with **RFP-Click here to enter text.**-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: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

ATTACHMENT C

Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic 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. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$25,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

INSTRUCTIONS FOR OBTAINING A DUNS NUMBER DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

Note: The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS and Reporting in FSRS Database

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

The U.S. Government requires that all applicants for first-tier monetary grants (i) and all first-tier subcontracts/purchase orders of \$25,000 or above have a DUNS number prior to DAI issuing an award to that entity.

REQUIREMENT FOR DAI TO REPORT DATA IN THE FSRS DATABASE:

In addition, in accordance with the Federal Funding Accountability and Transparency Act of 2008; FAR 52.204-10, "Reporting Executive Compensation and First-Tier Subcontract Awards" (Revised July 2010); and Subpart 4.14—"Reporting Executive Compensation and First-Tier Subcontract Awards," effective March 1, 2011, DAI is required to report any newly awarded first-

tier subcontracts \$25,000 or above in the FSRS (Functional Security Requirements Specifications) database at <http://www.fsr.gov>.

In accordance with AAPD 11-01 amended, all foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only. In accordance with the AAPD as well as 2 CFR Parts 25 and 170, DAI is required to report on grantees in the FSRS database. The reported information for subcontracts and grants will be available for the public to view at <http://usaspending.gov>.

Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

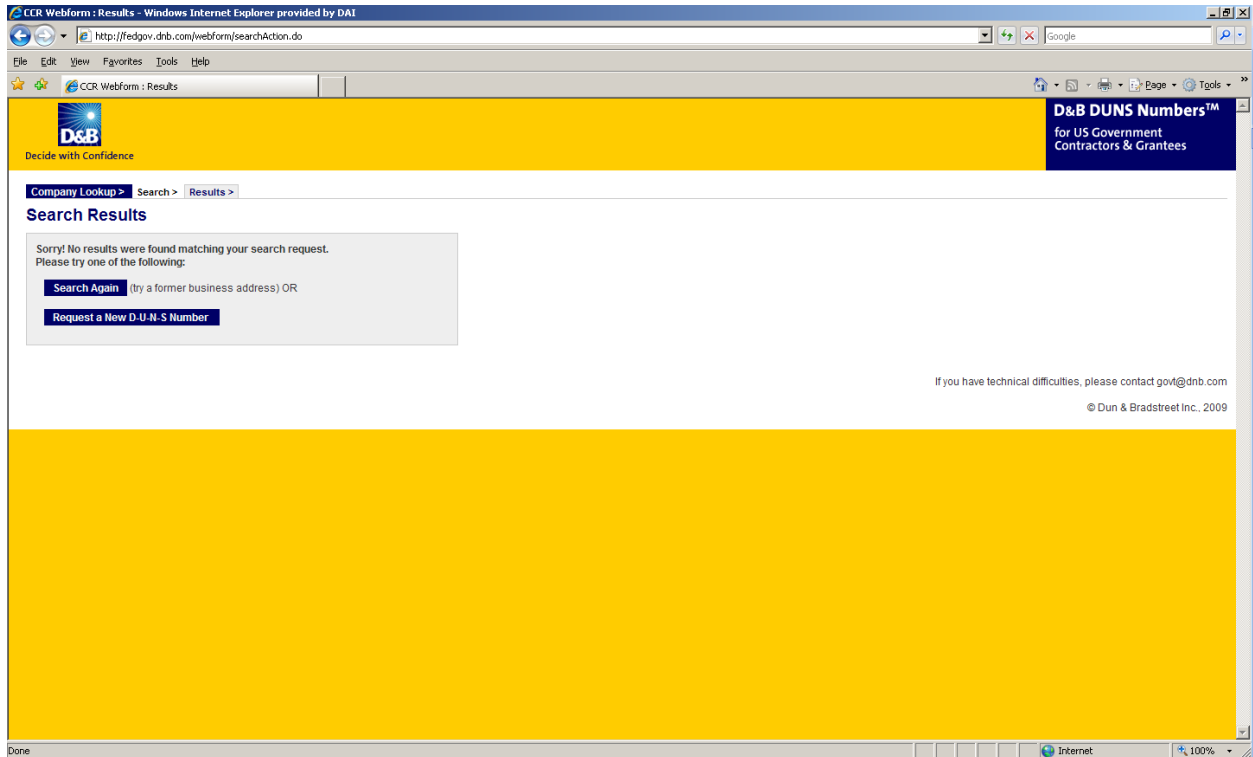
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.

- Legal Business Name (commas are allowed, periods are not allowed)
- Address
- Phone
- Name of Owner/Executive
- Total Number of Employees
- Annual Sales or Revenue (US Dollar equivalent)
- Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyId=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
Legal Name	DNB TEST, INC
Legal Structure	Proprietorship
Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	20-555-1212
Physical Address	
Street	100 Jalan Abdul Rahman
City	Kabul
State	
Zip Code + 4IPostal Code	
Country	AFGHANISTAN
Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
Street/ P.O. Box	
City	

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most

organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.

- **Partnership-** a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
 - **Proprietorship-** These firms are owned by one person usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

10.4 Attachment D: Self Certification for Exemption from DUNS Requirement
Self Certification for Exemption from DUNS Requirement
For Subcontractors and Vendors

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier

Full Name of Certifier (Last Name,
First/Middle Names):

Title of Certifier:

Date of Certification (mm/dd/yyyy):

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

10.5 Attachment E: 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 will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that 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. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

8. 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.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. 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.
11. 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 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.

#	Project Title	Description of Activities	Location County/City/District	Client Name /Tel No.	Cost in US\$	Start & End Date	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.7 Attachment F: 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 Service that meets the technical requirements
- 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*)