



DAI Global LLC

Request for Proposals (RFP)

RFP-DAI Global-0027

LEGIT FY 2020 Annual Data collection Firm / Consultants

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-Global LIB-0027
Issue Date	August 25, 2020
Title	LEGIT FY 2020 Annual Data collection Firm / Consultants
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-018 IN PDF format via email to Liberia_Bidbox@dai.com prior to Wednesday, September 16, 2020 at 4pm.
Pre-submission meeting	There will be no pre-proposal conference
Deadline for Receipt of Questions	Requests for clarification or additional information must be submitted via email to Liberia_procurement@dai.com on September 8, 2020
Deadline for Receipt of Proposals	The deadline for receiving the proposal is September 16, 2020, at 4:00 pm local time. Proposal should be submitted via email only to Liberia_bidbox@dai.com.
Anticipated Award Type	A Firm Fixed Price Purchase Order
	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

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I. Introduction and Purpose

I.1 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 to conduct annual data collection perception surveys for three LEGIT indicators that require surveys in partner counties and cities. The surveys will target Bong, Nimba and Grand Gedeh county local administrations and the city corporations of Gbarnga, Gompa and Zwedru. The perception surveys will be based on LEGIT's data collection tools developed for each indicator.

The Data Collection firm will work closely with LEGIT project staff, especially the Monitoring, Evaluation and Learning (ME&L) team, to plan, conduct, analyze and report data for these indicators for uploading onto the USAID's Performance Indicators Database System (USAID-PIDS) platform. The selected firm will undergo a full day of training on the utilization of the data tools to ensure that data results are precise, valid, timely and realistic with sufficient integrity.

I.2 Issuing Office

The Issuing Office above 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.

I.3 Background

LEGIT is a four-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. 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.

I.4 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order which 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

Proposals are due no later than September 16, 2020, at 4:00pm local time to be submitted to Liberia_bidbox@dai.com. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. DAI reserves the right not to evaluate a non-responsive or incomplete proposal. The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the proposal will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an

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Offeror(s) to revise its proposal. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. All documents from the Offeror related to this RFP shall be in English. 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.

Offerors are required to fully review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk.

Offerors shall submit proposals only via email. Please state the RFP Number and Title of the activity in the subject line of the email.

Offerors shall confirm in writing that the Offeror fully understands that their proposal/offer must be valid for a period of 120 days.

If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged. Offerors shall acknowledge receipt of amendments in the cover letter.

Offerors shall:

1. Furnish all of the information required by the RFP
2. Ask any questions to clarify the requirements if necessary
3. Sign and submit the cover letter
4. Use and submit forms as provided in the Attachments as required.

“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.

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:

-) Acknowledge receipt of the solicitation and any amendments of the solicitation, if applicable.
-) Certify the validity period of six months for the prices provided.
-) List all the documents attached (see template below)

2.3 Questions regarding the RFP

Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be submitted via email to Liberia_procurement@dai.com no later than the date and time specified in the Synopsis above. Only written communications relative to the procurement shall be considered. No questions will be answered over the phone or in person, except for administrative questions regarding the project office location, packaging of the bid, etc. The subject line of the email or the heading of the letter must include the RFP Number and Title.

Questions and requests for clarifications – and the responses thereto – that DAI believes may be of interest to other offerors will be circulated in writing to all RFP recipients who have indicated interest in responding to this RFP. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective Offerors who are on record as having received

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this RFP. Any verbal information received from a DAI or LAVI employee or other entity shall not be considered as an official response to any question regarding this RFP.

2.4 Pre-Proposal Conference

There will be no pre-proposal conference. Instructions for the Preparation of Technical Proposals

Technical proposals shall include a thorough description of the proposed service which meets or exceeds the stated technical specifications or scope of work. It shall include the following sections:

1. Understanding of data collection and analysis, findings, interpretations/discussions as well as recommendations and lesson learnt for improving data quality at LEGIT overall.
2. Understanding of the tasks
3. Overview of the institution's training methodology and approach
4. Profile of the technical staff who will be delivering the services
5. Submission of documents which demonstrates that the offeror can meet or exceed the listed non-cost factors that determine technical acceptability.
6. A list of Past Performance (See template below)

2.5 Goods or Services Specified

For this RFP, DAI is in need of the services described in detail in Attachment A.

-) Final delivery is required latest by September 30, 2019. It shall be understood that by that date, the Offeror would have met the following technical specifications or deliverables.

2.6 Technical Acceptability Requirements

To be considered technically acceptable, offerors must demonstrate how they will meet or exceed all of the requirements that are outlined below as Technical Acceptability Requirements. If the proposal fails to meet one or more of the requirements, it will be deemed technically unacceptable. Proposals deemed technically unacceptable contain significant weaknesses or deficiencies that are not able to be corrected without a major rewrite or revision of the original proposal.

Offerors are required to meet or exceed the significant non-cost factors listed below:

-) Demonstrated 3 years previous experience in capacity development and institutional strengthening especially of sub-national entities in Liberia on governance related issues; offeror must submit two reference letters to demonstrate experience.
-) Demonstrated experience designing and conducting research, data quality assessments/data audits and implementing its results;
-) Previous experience in conducting citizens perception surveys utilizing focus group discussion (FGD) and key informant interviews (KII) and other mixed research methods; using mobile data collection tools (Tablets mobile phones) etc. Offerors must submit two references letter to demonstrate experience
-) Demonstrated experience in monitoring and evaluation and report writing especially for USAID related project. Offerors must submit two references letter to demonstrate experience

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-) A minimum of 3 years of demonstrated experience in the application of statistical software for data analysis using SPSS, SATTA, Excel etc.

The technical proposal shall include information on past performance. Provide a list of at least three (3) recent awards of similar scope and duration. The information supplied shall be stated in 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.

3. Instructions for the Preparation of Cost/Price Proposals

3.1 Price Schedule

Provided in Attachment C is a template for the Price Schedule. Offerors shall complete the template including as much detailed information as possible. The sections of the template are as follows:

-) Item number
-) Item name
-) Description/Specifications
-) Quantity
-) Unit Price
-) Total Price
-) Applicable taxes and fees

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

4. Required documents to Determine Responsibility

4.1 General Responsibility

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. Up to date business registration papers
2. Latest tax clearance
3. Company Profile
4. CVs of key technical staff (tailored to specific capacity development domain)
5. Sample of previous training materials (manuals, presentation, activity reports)
6. Overview of satisfactory past performance record (services provided in specific capacity development area(s) for which you are applying).
7. Contact for previous clients
8. Evidence of a DUNS number (explained below and instructions contained in the Attachment).
9. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).

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10. 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.
11. Ability to comply with required or proposed delivery or performance schedules.
12. Satisfactory record of integrity and business ethics.
13. Necessary organization, experience, accounting and operational controls and technical skills.
14. Be qualified and eligible to perform work under applicable laws and regulations.

4.2 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 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 D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

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

5. Basis of Award and Selection Process

5.1 Basis of Award

Award will be made to a responsible offeror, whose proposal offers the lowest evaluated price and meets or exceeds the acceptability standards for technical/non-cost factors, using United States Federal regulations (FAR 15.101-2 – Lowest Price Technically Acceptable Source Selection Process) as a guide. DAI will classify a proposal as not acceptable for award if it does not meet the requirements of this RFP. DAI may also determine that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities in all respects to perform the work required.

In order for Offerors to be considered technically acceptable, they must meet all of the technical acceptability requirements and business requirements as specified in this RFP. Proposals will be evaluated by committee against the acceptability requirements contained herein.

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

5.2 Selection Process

All proposals shall be received and remain unopened until the due date. All proposals shall be stored in a secure and locked location. On the due date, all proposals shall be opened by the Procurement Officer and shall be witnessed by at least one other project employee.

An Evaluation Committee comprised of a minimum of three (3) people shall be convened, and each committee member will receive a copy of the solicitation requirements and shall sign a Statement of Non-Disclosure/Conflict of Interest form. The Evaluation Committee shall jointly review the technical proposals and determine which proposals 1) are complete, and 2) meet the technical acceptability requirements. Those proposals which are determined to be “technically acceptable” shall be considered in the “Competitive Range”. Prior to concluding on those offerors in the Competitive Range, DAI may contact offerors to seek clarification to proposal submissions that are insufficient. Competitive Range offerors may then be contacted to answer questions, negotiate and discuss offers, and potentially be asked to submit a “Best and Final Offer”. Upon receiving all Best and Final Offers (if a Best and Final Offer is requested), the Evaluation Committee shall select the offer which is the lowest price amongst those in Competitive Range and investigate to ensure that the offeror is responsible and the price is reasonable.

6. 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, nationality and origin, 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. 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 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.

7. Anticipated Post-Award Deliverables

Upon award of a subcontract, the deliverables detailed in the individual SOW will be submitted to DAI according to deadlines established by DAI and the selected subcontractor. The deliverables are intended as evidence or confirmation that the activities have been successfully completed.

All of the deliverables must be submitted to and approved by DAI before payment will be processed.

7.1 Branding Implementation Plan and Marking Plan

Markings under this subcontract shall comply with the USAID “Graphic Standards Manual” available at www.usaid.gov/branding or any successor branding policy. In accordance with ADS 320 “Branding and Marking,” this subcontract incorporates USAID’s policy directives and required procedures on branding and marking of USAID-funded programs, projects, activities, public communications, and commodities with the USAID identity.

8. Inspection & Acceptance

The 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.

9. Compliance with Terms and Conditions

Offerers shall be aware of 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.

10. 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 Fraud Prevention and Investigations Team at the contacts above.

By submitting an offer, offerors must 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.

11. Attachments

Scope of Work LEGIT FY 2020 Annual Data collection Firm / Consultants

I. 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. LEGIT is also working with local civil society organizations, and strengthening subnational institutions in Bong, Nimba and Grand Gedeh counties, and Gbarnga, Ganta and Zwedru cities, to be more capable, transparent, and responsive to citizens.

LEGIT has a robust Activity Monitoring, Evaluation and Learning Plan (AMELP) to closely track and capture activities it implements to realize its objectives as well as data these activities generate through a set of reporting indicators. The LEGIT AMELP contains 18 indicators with a Performance Indicator Reference Sheet (PIRS) that sets the basis for the data reporting processes for each indicator. Three of the 18 indicators are reported annually through the conduct of a thorough perception surveys using prepared data collection templates.

The LEGIT AMELP also has a comprehensive Knowledge Management and Learning (KML) strategy. The KML strategy defines both push and pull KML mechanisms—pulling information and learning from LEGIT implementation experience, our partners, activity evaluations, and analytical and research work; and pushing information to stakeholders through a comprehensive communications and outreach strategy, ensuring broad-based access to our knowledge and data. The KML strategy is integral to our internal learning and adaptation. LEGIT knowledge products are consumed not only by external stakeholders, but by project personnel as they plan activities and adapt project management to meet evolving needs.

Thus, LEGIT's AMELP provides the platform for activity monitoring, data collection, management, analysis and reporting that ensure data quality standards before reporting to USAID through its Performance Indicators Database System (PIDS) for effective decision-making.

Role's Purpose

By September 2020, LEGIT will have concluded implementation of its Year 5 Work Plan and will initiate an annual data collection exercise for all reporting indicators. Thus, LEGIT is hiring a firm to serve as independent Data Collection Consultants to conduct the annual data collection perception surveys for the three LEGIT indicators that require surveys in partner counties and cities. The survey will target Bong, Nimba and Grand Gedeh county local administrations and the city corporations of Gbarnga, Gompa and Zwedru. The perception surveys will be based on LEGIT's data collection tools developed for each indicator.

The successful firm will conduct the FDGs and surveys simultaneously in each LEGIT partner county and city and should commit at least three staff for each team during the data collection stage. Team members should have focus group discussion (FGD) facilitation, field interview, note-taking and compilation skills to conduct FDGs and perception surveys using the LEGIT County Capacity Assessment Tool (CCAT) and Municipal Capacity Assessment Tool (MCAT) with county and city officials. LEGIT will provide training on the data collection tools including the CCAT, MCAT and perception survey prior to the deployment of the firm's data collection enumerators.

In addition, the firm will develop a simple tools to answer the following key LEGIT Knowledge Management and Learning questions during the FDGs with partner county and city administrations:

-) What tools are most effective in strengthening a common understanding of how to implement decentralization reforms: SOPs, guidelines, manuals, workshops, conferences, seminars, mentoring, and field exercises?
-) What capacity support do county and city level managers now have and those they need in order to deliver services in line with legal requirements, including the Local Government Act?
-) Given poor logistics and telecommunications, how might future decentralization projects best foster collaboration and information sharing?
-) What is the current role of city and county governments in the direct delivery of services to citizens? What is the quality of their performance? How can service delivery be improved moving forward?
-) To what extent do local government staff understand decentralization policies and the potential impacts of pending changes in the legal and regulatory framework?
-) To what extent do citizens understand decentralization policies and the potential impacts on local governments?
-) What outreach mechanisms are being currently used by county and city administrations to ensure citizen engagement and inclusion? How can they be improved?

The Data Collection firm will work closely with the LEGIT project staff, especially the ME&L team, to plan, conduct, analyze and report data for these indicators for uploading onto the USAID's Performance Indicators Database System (USAID-PIDS) platform. The selected firm will undergo a full day of training on the utilization of the data tools to ensure that data results are precise, valid, timely and realistic with sufficient integrity.

2. Tasks / Responsibilities

-) Develop tools or system to collect and analyze information to answer and report on findings to key LEGIT knowledge management and learning questions;
-) Identify and document key challenges and recommendation for fostering decentralization in Liberia;
-) Firm participate in a post-award training to review the data collection tools for LEGIT indicators 1, 1.0, 2 & 3.1 in Monrovia;
-) Orient firm's data collection enumerators on indicators, data collection tools and data collection software;
-) Conduct perception surveys in the LEGIT counties (Bong, Nimba and Grand Gedeh) and cities (Gbarnga, Gompa and Zwedru) using statistical packages for data collection or other friendly data collection software;
-) Analyze data using data analysis software such as SPSS, SATA, etc. to analyze the data;
-) Prepare data collection notes for review by the LEGIT ME&L team on a daily basis for each county and city;
-) LEGIT use the final product to conduct final LEGIT partners and stakeholders learning events; and
-) Address and incorporate feedback on field notes from the LEGIT ME&L team before final report;
-) Prepare and present key findings to USAID, MIA, GC, County and City Administrations and other stakeholders; and
-) Compile and submit a final consolidated annual data collection and knowledge management and learning (KML) report

3. Key Deliverables

-) A comprehensive annual data collection report that reflects findings, interpretations/discussions as well as recommendations and lesson learnt for improving data quality at LEGIT overall. The report should reflect details per county and city and must follow research format with clear methodology on sampling techniques and sample size selection for the FDG and survey;
-) Final completed notes for each survey;
-) Questionnaire / tool for answering KML questions and document findings in final report;
-) A completed soft copy and hard copy of each data collection tool for each survey as annexes for each county and city;
-) A copy of database used for data management;
-) PowerPoint for learning event(s) to share key findings and lessons learned with LEGIT partners and stakeholders.

4. Level of Effort (LOE)

County / City	Activity	Beneficiary	LOE	# of Enumerators	Comment
Bong and Gbarnga	Training and conduct of survey	Data collection enumerators	7 days	3	The firm will devote 3 staff for data collection & will rotate. Six days for data collection in each county/city.
Nimba and Gompa	Training and conduct of survey	Data collection enumerators	7 days	3	
Grand Gedeh and Zwedru	Training and conduct of survey	Data collection enumerators	7 days	3	
Firm	Post-award meeting / training	Firm	2		2 days training for firm's staff
Total LOE			23 Days	9 enumerators	Three per county/city

Anticipated Post-award Deliverables and Payment Schedule

No.	Deliverables	Percentage paid after delivery and acceptance
-	Preliminary: Post-award meeting with LEGIT team in Monrovia via skype or other virtual means.	-
1	<ul style="list-style-type: none"> ▪ Work plan listing the activities, methodology, KML questionnaire and timeline for data collection and report—due 3 days after signing of contract 	20%
2.	<ul style="list-style-type: none"> ▪ Attend 2 days data collection training by LEGIT ▪ Conduct data collection exercise in the 3 LEGIT partner counties and cities ▪ Notes for each survey; ▪ Completed soft copy and hard copy of each data collection tool for each survey ▪ A copy of database used for data management; 	45 %

	<ul style="list-style-type: none"> ▪ PowerPoint for learning event(s) to share key findings and lessons learned with LEGIT partners and stakeholders. 	
3.	<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 including findings / answers of the KML questions. 	35%
	Total	100%

11.1 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

Click here to enter text.

We, the undersigned, provide the attached proposal in accordance with **RFP-**
Click here to enter text.-Click here to enter text. dated 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. months for the prices provided in
the attached Price Schedule/Bill of Quantities. 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:

11.2 Attachment C: Price Schedule

Item Number	Services Name	Quantity	Number of days	Number of staff	Daily labor cost	Total Price
1a 1b 1c	List of services					
2	Applicable taxes and fees					
GRAND TOTAL IN Click here to enter text.						
GRAND TOTAL IN UNITED STATES DOLLARS						\$

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

11.3 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

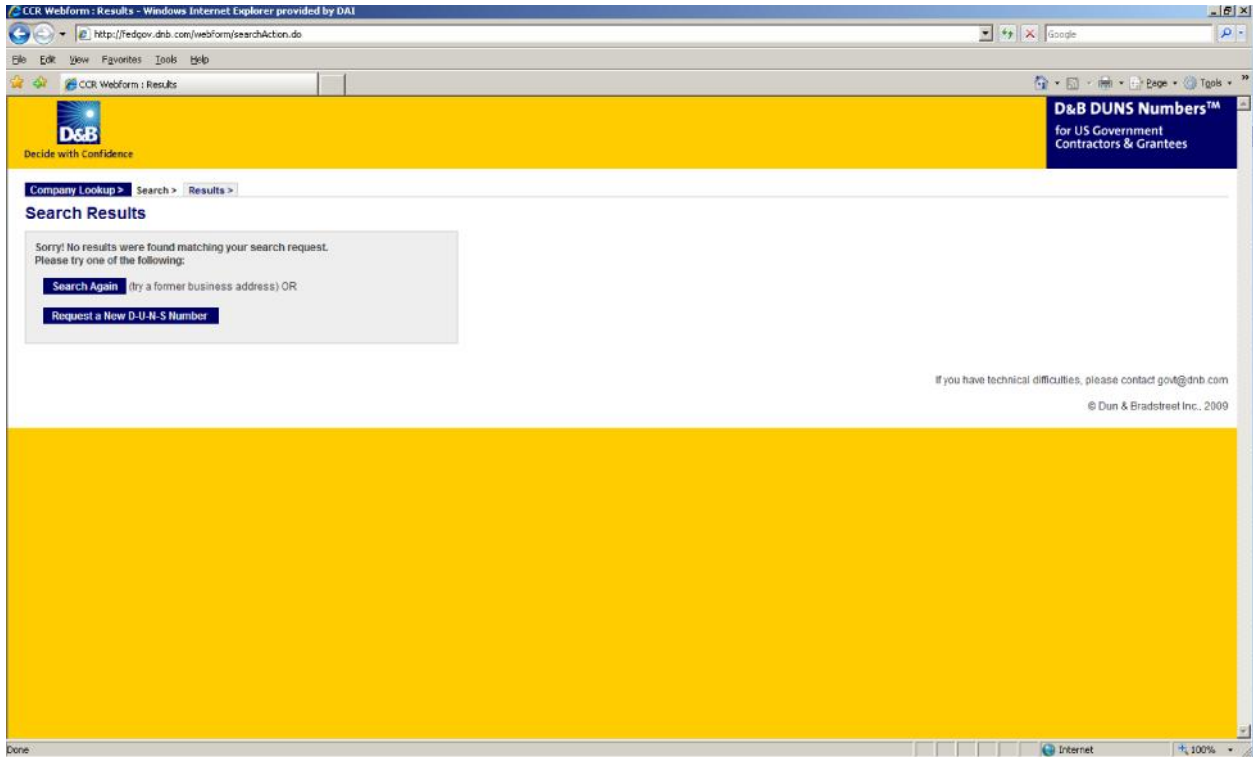
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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?hdnCompanyNumber=11&browser=0&hdnCompanyName=0&hdnAddress=0&hdnCity=0&hdnState=0&hdnZip=0&hdnCountry=0&hdnDuns=0&hdnTradeStyleName=0&newComp=

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

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 + 4/Postal Code:

Country: AFGHANISTAN

Mailing Address (optional) 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.

The screenshot shows a web browser window titled "CCR Webform: New Duns Number Request". The address bar shows the URL: <http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=1&browser=0&hdnCompanyName=0&hdnAddress=0&hdnCity=0&hdnState=0&hdnZip=0&hdnCountry=0&hdnDuns=0&hdnTradeStyleName=0&newComp=0>. The form contains the following fields:

- Street/P.O. Box:
- City:
- State:
- Zip Code + 4/Postal Code:
- Country:
- Organization Information**
 - Executive Name:
 - Title:
 - Primary SIC code:
 - Description of Operations:
 - Socioeconomic Data:
 - Number of Employees (includes owners, partners, and/or officers):
 - Annual Sales or Revenue:
- Parent Organization (optional)**
 - Name:
 - Street:
 - City:
 - State:
 - Zip Code + 4/Postal Code:
 - Country:
- Notes (optional)**
 -

At the bottom of the form is a blue button labeled "Submit Your Request".

If you are unsure of which SIC Code your organization's core business

11.4 Attachment E: 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.

11.5 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 Province/District	Client Name/Tel No	Cost in US\$	Start-End Dates	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									

11.6 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 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 DAII with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is 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.

11.7 Attachment J: Proposal Checklist

Offeror:

Have you?

Submitted your proposal to DAI electronically as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

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

Demonstration of how you meet or exceed each of the technical acceptability 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*)