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Questions Deadline: April 14, 2018 by 4 p.m. CET
Proposal Deadline: April 26, 2018 by 4 p.m. CET

**Cardno Emerging
Markets USA Ltd.**

**USAID Competitive
Economy Project**

Request for Proposals
USAID CSS RFP-2018-01

For the Provision of

Development of Markets Information System (MIS)

Project:
USAID Competitive Economy Project

Contracting Entity:
Cardno Emerging Markets USA Ltd.
2107 Wilson Boulevard, Suite 800
Arlington, VA 22201-3096

Funded by:
United States Agency for International Development (USAID)

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Request for Proposals

Cardno Emerging Markets USA, Ltd., the Contractor, acting on behalf of the U.S. Agency for International Development (USAID) as implementer of the Competitive Economy Project, is soliciting offers from qualified, legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) to submit proposals to carry out **development of a unique Markets Information System (MIS) Portal**.

This Request for Proposals (RFP) consists of the following sections:

1. Section 1 – Background and Scope of Work
2. Section 2 – Detailed Instructions
3. Section 3 – Proposal Submission and Preparation Information
4. Section 4 – Evaluation and Award Information
5. Section 5 – Administration Information
6. Annexes

Cardno Emerging Markets USA, Ltd /USAID Competitive Economy Project (Cardno/the Project) is soliciting proposals from qualified offerors interested in providing the services as described in detail in Section 1 Funding Opportunity Description under Scope of Work, of this RFP. The successful bidder will be responsible for ensuring achievement of specified deliverables.

The Offeror may NOT subcontract or enter into joint ventures or other agreements with other organizations under any resultant Subcontract without prior Cardno approval. Should there be a need for the Offeror to subcontract to another organization, the Offeror must perform a substantial portion of the activities (including program management and operations, and delivery of required services.)

The Offeror may not submit more than one proposal per RFP. The Offeror may not be a partner in another proposal at the same time. The partner must satisfy the eligibility criteria as applicable to the main Offeror himself as per Section 2.1.

Award: Cardno/the Project intends to award one subcontract up to \$120,000 (US Dollars), payable in RSD (Serbian dinars), in funding to be allocated over 24-month period. The anticipated period of performance of the contract is expected to start from June 2018. All tasks should be completed no later than twelve (12) months after the award of the contract with only the warranty and maintenance continuing twelve (12) more months. The Project anticipates awarding one Firm Fixed Price subcontract under this RFP. Under a Firm Fixed Price subcontract, all payments will be a fixed-sum payable upon completion of deliverables, which will be defined in detail during negotiations.

Cardno/the Project will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP. This RFP in no way obligates Cardno, the Project, or USAID to execute a subcontract or does it commit Cardno, the Project, or USAID to pay any cost incurred in the preparation and submission of proposals.

Submission and deadline of proposals: Offerors are responsible for ensuring that their signed technical and cost proposals are received in accordance with the instructions stated in this RFP, and received no later than the closing time and date. Cardno/the Project cannot guarantee that late

offers will be considered. Offerors shall submit their offers electronically and in written form. Offer in both form must be received by 16:00 (4 pm) CET (Local Belgrade Time) on April 26, 2018 at konkursi@konkurentno.rs.

Validity Period

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

Written Questions and Clarifications. Upon receipt of this RFP, Offerors should carefully review the entire document. Offerors should submit any questions concerning this RFP in writing via email to konkursi@konkurentno.rs. The deadline for receipt of requests for clarifications/explanations is April 14, 2018 by 16:00 hours Local Belgrade Time. No questions will be accepted after this date.

Organizations invited by Cardno/the Project to submit proposals for the services described in this RFP are under no obligation to do so. At the same time Offerors will not be reimbursed for any costs incurred in connection with the preparation and submissions of their bids.

Section 1 – Background and Scope of Work

1.1. Background

The United States Agency for International Development (USAID) has awarded a contract to Cardno Emerging Markets USA, Ltd. for the USAID Competitive Economy Project in Serbia (the Project). The overall goal of the Project is to establish systemic approaches to strengthening Serbia's food-processing sector competitiveness to generate export-led growth, and greater integration with European and global markets. By improving systemic support to food producers and processors, the Project has a goal to induce export, stimulate innovation and drive investments to better position Serbian brands and products on domestic and international markets.

1.2. Activity Purpose, Description and Scope of Work

The objective of this RPF is to develop a unique Markets Information System (MIS) Portal for the companies in fruit and vegetable sectors, in cooperation with a major local partner (Partner). The Successful Offeror will be responsible for ensuring achievement of specified deliverables. Detailed Scope of Work with Technical Specifications for the development of the Markets Information System (MIS) is attached as Annex 1 to this document.

1.2.1. Background

In order to improve the competitiveness of Serbian food products in export markets, the Markets Information System (MIS) has the objective to bridge the gap in information between markets and Serbian companies, with end goal of improving Serbian companies' capacity to export and connect with potential foreign buyers.

Section 2 - Detailed Instructions

2.1. Eligibility Information

Eligible Offerors shall be able to comply with and achieve the proposed Program Description, Tasks, and Results and have a satisfactory performance record and record of integrity and business ethics.

Eligible Offerors include legally registered US and Serbian non-for-profit and for-profit organizations, and non-governmental organizations (NGOs).

Prior to the award of services provided by this RFP, the successful Offeror will be required to sign a Certification Regarding Terrorist Financing certifying that it does not provide and has never provided assistance to terrorists for terrorist activities. The successful Offeror may also be required to sign other Certifications as applicable to the award. The Certifications are attached as Appendix 1 of this RFP.

Qualifications requirements include:

- The Offeror must be registered as a company specialized in software development;

- The Offeror must demonstrate that it has successfully completed at least two similar contracts during past 5 years. To be proved by providing references for previous contracts. Similar contracts include portals of similar complexity;
- The Offeror must have employed at least four software developers, out of which at least two senior software developers and at least two senior graphic designers out of which at least one has a strong background in creation of user interfaces. To be proved by providing statement containing list of employees and their job positions;

Ineligible Offerors include:

- Entities that have misused USAID funds in the past, organizations that advocate, promote or espouse anti-democratic policies or illegal activities;
- Political parties or institutions;
- Organizations that intend to use the contract for religious objectives;
- Organizations that are on the list of parties excluded from federal procurement and non-procurement programs or the United Nations Security Sanctions Committee.

2.2. Source of Funding, Authorized Geographic Code, and Source and Nationality

Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. The authorized USAID geographic code for this RFP and any resulting subcontract is Code 937. Code 937 is defined as developing countries other than advanced developing countries, but excluding any country that is a prohibited source. A list of developing countries, advanced developing countries, and prohibited sources, is available in USAID's Automated Directives System, ADS 310 (<http://www.usaid.gov/policy/ads/300/310.pdf>). All commodities and services supplied under any subcontract resulting from this RFP must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), 22 CFR §228.

Section 3 - Proposal Submission and Preparation Information

The deadline for the submission of proposals is **April 26, 2018 by 4 p.m. CET** via email to konkursi@konkurentno.rs. Late proposals will not be considered. The email subject line item must contain the reference number of the RFP.

All Proposals in response to this RFP shall consist of a technical proposal and a cost proposal. The technical proposal must not be longer than hundred pages in length. Supporting documents and CVs of the proposed key staff members will not be counted toward the hundred pages limit. The cost proposal shall be submitted as a separate file from the technical proposal. Offerors are advised to fill in the budget form as detailed as possible.

The Offerors must submit the proposal electronically with attachments (10 MB limit per email) compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF). Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The submitted proposal shall follow the format as described below.

1. An identifiable tab sheet shall precede each section for easy reference.

2. All pages, except pre-printed technical inserts, shall be sequentially numbered.
3. The Offeror may include any additional information considered pertinent.
4. All proposals shall include a Technical Proposal, CV of key staff and a Cost Proposal.
5. All proposals shall be submitted in English.

All materials submitted in response to this RFP shall become the property of Cardno and may be returned only at Cardno's option.

3.1. Requirements for Proposal Format

The required format for Proposals is listed below:

1. Cover Letter

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

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. Fax
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number and DUNS number
- ix. Reference Number of the RFP
- x. Other required documents that shall be included as attachments to the cover letter:

3.2. Technical Proposal

The technical proposal should contain the following sections:

1. Executive Summary
2. Offeror Profile
3. Staffing and Key Personnel
4. System Overview
5. System Backup Recommendations
6. Support and On-going Maintenance
7. Implementation Schedule
8. Exceptions
9. Training Overview and Requirements
10. Installation and Acceptance Process
11. Application or Module Change Request Methodology
12. Additional Features

3.2.1. Executive Summary

Provide a brief description, in the form of a cover letter, (see Appendix 2) of the scope of services to be provided by the Offeror. This cover letter shall be signed by a representative authorized to legally bind the company, and shall include the Offeror's main contact for contractual issues.

3.2.2. Offeror Profile

Include a description of the range of products and services relating to this project that are provided by the Offeror.

This section shall also include a description of the Contractor's experience relevant to this RFP and a current financial statement prepared by the Offeror's independent auditor or a financial statement issued by Serbian Tax Administration.

3.2.3. Staffing and Key Personnel

The Offeror shall also complete the **Proposed Team Member CV Form** (See Appendix 3) for each employee the Vendor proposes to work on this project.

3.2.4. System Overview

Propose a narrative and diagram overview of the portal including portal mockups. The Offerors must include mockups for at least the following pages: Landing Page, Exporter Landing Page, Company Profile Page, Messaging System, Registration Form, Bids and Offer, Events Page. Please keep in mind the importance of attractiveness to visitors with main focus to foreign markets and the utilization of modern design elements and trends

Within the System Overview please indicate how all system functional requirements are going to be met. Also, please elaborate any additional advantages/benefits of the proposed solution that are part of the Offerors proposal.

The Offeror should describe the architectural concept of the MIS portal, as well as Proposed systems, tools and frameworks that are going to be utilized for the development of the MIS portal.

3.2.5. System Backup Recommendations

Provide recommendations for accomplishing high-speed backup of all system information maintained in the Portal, including recommendations on the use of incremental backup procedures. The amount of time required for full backup and recovery of the data, as well as for the operating system only, must be stated.

Finally, it is important that the backup/restore software can selectively restore one, several or all files from the backup media.

3.2.6. Support and On-going Maintenance

Describe the various levels of support that are necessary to implement and maintain the Portal. Indicate which services have been included in Cost Proposal and which additional services could be purchased if required later on a time and material basis. Include the hourly rate and estimated number of hours of any services proposed for later consideration. These costs should be indicated in a separate section.

3.2.7. Implementation Schedule

The project schedule shall include timelines for the completion of all phases. The Offeror should submit a detailed project schedule that begins by showing the time lapse between contract signing

and the first day of work on the first module. The Project requires the Offeror to respond with an anticipated implementation schedule that reflects their availability. A Gantt chart must be supplied showing tasks and project milestones.

The timeline must include a weekly progress report describing the progress and activity with respect to each task described in this RFP. At a minimum the timeline shall include the following milestones

1. Joint Design
2. Implementation (anticipated to be divided into 3 sprint cycles)
3. Testing
4. Pilot
5. Roll-out

The Offeror needs to fill the Annex 2 “MIS Portal Delivery Schedule” as detailed as possible.

3.2.8. Exceptions

Clearly state any exceptions to the Request for Proposal and reference those sections concerned.

3.2.9. Training Overview and Requirements

Submit a detailed training schedule. The schedule must provide a full training plan to be conducted by the Offeror's training staff.

Please specify the Proposed resources, tools and methodologies used for training as well as past experience of the vendor in field training.

3.2.10. Installation and Acceptance Process

A Steering Committee will be established consisting of members from the Project and the Partner. The Committee will perform formal testing and acceptance procedures for each sub-system.

In addition to the developed Portal, full documentation and source code of the Portal is considered a deliverable and will also be subject of the acceptance process.

3.2.11. Application or Module Change Request Methodology

Submit detailed Application or Module change request procedures. The procedure shall clearly detail:

1. The Offeror's methodology for changing their products.
2. The steps that the Project and Partner must take to inform the Offeror of "errors or bugs" in the products.
3. The steps needed for custom application or module requests.

The Offeror is expected to fix all bugs within a reasonable time frame that will be jointly determined with the Contractor and users. The Offeror is expected to report on the status of these items weekly and any significant delay in resolving bugs will result in delayed payments.

During the twelve (12) month warranty and maintenance period the Offerors can also allocate part of the budget to commit a number of man days to perform change requests. Based on the total fixed price specified, it is up to the Offeror to decide and offer number of man days for change requests. Number of days and terms and steps for the maintenance need to be specified in the Offeror's proposal.

3.2.12. Additional Features

The Offeror should submit detailed explanation and the cost estimate of the Additional Features to MIS that can be implemented in phase 2 after the roll out of the MIS system described in Annex 1 "MIS Functional Specifications".

Possible Additional Features may include but not be limited to the following:

- Utilization of blockchain technology to ensure enhanced security, improved traceability, increase in efficiency and speed at reduced costs in performing transaction between companies and potential foreign partners.
- As the MIS platform will connect companies with potential partners in foreign markets, it will not track the transactions nor it will give the overview of the contracts executed thanks to MIS connections. The Project encourages Offerors to propose solutions to address this issue.
- Suggestion for improving the learning module. The Project encourages Offerors to propose suggestions in regard to better utilization of modern technologies on preparing guides and e-learning platform to be used for the companies and importers.
- Suggestions for improvement of website traffic to attract foreign countries and markets.
- While people are often hesitant to read heavy blocks of text, videos appear effortless and can be consumed very quickly. Video is processed 60,000 times faster by our brains compared to text. The Project encourages Offerors to propose suggestions on how to use background video examples that can be utilized and prepared in order to attract visitors and make the MIS system more attractive and user friendly.

The Offerors can also propose some of the additional features within the main lot if they can offer it in the limits of proposed budget. Additional features that are offered in the Offeror's proposal will be considered a strong advantage.

3.3. Statement of Work

3.3.1. Introduction

The Offeror shall deliver to the Beneficiary an operational MIS Portal, and complete training as defined in this RFP. The Offeror’s proposal must contain sufficient detail to allow the Project to evaluate the proposed software and technical approach in compliance with this RFP.

3.3.2. Subcontractor payment schedule

The Subcontractor (contracted successful Offeror) will be paid upon completion of project milestones. The proposed payment schedule is the following:

Project Milestone	Payment Percentage
Joint Design Phase	15%
Programming Phase I - Sprint Cycle 1	10%
Programming Phase II - Sprint Cycle 2	10%
Programming Phase III - Sprint Cycle 3	10%
Testing & Training Phase	10%
Pilot	15%
Acceptance	30%
Total	100%

If it is determined by the Project that the delay is Subcontractor’s fault, the Subcontractor may be penalized for late delivery of milestones of up to 5% of the payment per week.

3.3.3. Software Warranty

During the one (1) year warranty period and one (1) year of fixed price maintenance period identified in the maintenance proposal, which begins from the date of acceptance. The Offeror warrants that when the portal is delivered and installed, it will operate on the specified computer(s) in the manner as described in the relevant software document, in the Offeror’s RFP response.

For a period of one (1) year after the date of acceptance of each portal module, Offeror warrants that it shall:

- Maintain each portal module to operate in a manner as described in the relevant software documentation, the Offeror's proposal, and the RFP;
- Supply technical bulletins and updated user guides as they become available;
- At the discretion of Cardno, supply Cardno with newer versions, updates, improvements, enhancements or modifications to each software module and documentation purchased from the Offeror including all applications, utilities, development tools, operating systems and network operating systems as they become available;
- Correct or replace the software and/or remedy any programming error (which is attributable to the Offeror); and
- Service the portal in a professional manner with qualified personnel.

The Offeror shall provide updated software documentation upon delivery of updated portal releases. The Offeror acknowledges that said newer versions, updates, improvements, enhancements, and modifications to the portal or documentation shall be subject to the provisions of the subcontract.

The Offeror warrants that it shall do its best efforts to correct a programming error, which is attributable to the Subcontractor. The Project and the Partner will notify the Offeror of a problem with the portal in writing. The Project and the Partner shall provide information sufficient to identify the problem. Such information includes, but shall not be limited to: error diagnostic messages, screenshots, diagnostic memory dumps, data file dumps, application program listing, and other written explanation and documentation of said problem. Notification of problems by email correspondence is considered a sufficient form of notification.

The Offeror must guarantee that it will in the period of two (2) years, following the expiry of warranty period, accept all kinds of system maintenance should it be so offered.

3.3.4. Staffing Plan and Key Personnel

The Offeror will provide a listing of staff that will be engaged on this project and their CVs (see Proposed Team Member CV Form Appendix 3).

3.3.5. Acceptance of Deliverables

Acceptance is dependent upon passage through the acceptance process. The Project and the Partner will review, for completeness, preliminary or draft documentation, as well as the beta version of the Portal, that the Offeror submits and may return it with comments for the Offeror for correction. Cardno / the Project will issue a letter of approval and acceptance to the Offeror.

3.3.6. Ownership of Work Product

USAID and/or Cardno as its implementing partner will hold intellectual property rights on the all elements of the IT system developed by the vendor in the scope of this project and will be entitled to transfer it to the Partner or any other third party at its sole discretion. All materials, work products and technical data that the Offeror develops under this subcontract, including, but not limited to software and documentation, shall be considered “Works for Hire.” All rights and ownership of the software data, source code and derivative works produced pursuant to the subcontract are the property of the U.S. Government and Cardno and can be transferred and assigned without restriction. Full source code, object code, technical documentation and permanent licensed right of use and further maintenance of the system developed under this subcontract might be transferred to the beneficiary organization, the Partner, prior to the closure of the Project.

3.4. Cost Proposal

All bids must include proposed costs to complete the tasks described in the detailed Scope of Work with Technical Specifications (Annex 1). The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award.

Offerors should present their firm fixed price offer and complete the Proposal Cost Summary in Annex 3. This cost summary shall be the basis for firm fixed price cost proposal evaluation of all offerors deliverable prices.

The Offeror needs to fill the MIS Portal Cost Breakdown Excel Sheet (Annex 3) as detailed as possible.

The Cost Proposal needs to include a page that clearly displays the Offeror's total proposal price. No cost information is to be included in the Technical Proposal.

The Cost Proposal needs to have a separate page addressing the Additional Features.

The cost proposal shall also include a budget narrative (Description of labor column in Excel sheet) that explains the basis for the estimate of every cost element or line item.

Cardno/the Project reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an Offeror's proposed cost.

If it is the Offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, bidders must explain the rates and the rates' base of application in the budget narrative. Cardno/the Project reserves the right to request additional information to substantiate a bidder's indirect rates.

Responsibility Determination: Offerors should submit any additional evidence for responsibility deemed necessary for Cardno to make a determination of responsibility. The information submitted should substantiate that the Offeror:

- a) Has adequate financial resources or the ability to obtain such resources as required during the performance of the agreement;
- b) Has the ability to comply with the agreement conditions, taking into account all existing and currently prospective commitments of the Offeror, nongovernmental and governmental;
- c) Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
- d) Has a satisfactory record of integrity and business ethics;
- e) Is otherwise qualified and eligible to contract an agreement under applicable laws and regulations.

Responsibility Determination form is included in Annex 4.

Information on the Offerors DUNS - Offerors must provide their Data Universal Number System (DUNS) number to Cardno/the Project. If an Offeror does not have a DUNS number, they must demonstrate that they will be able to receive and provide the DUNS number to Cardno before any subcontract can be awarded. Cardno may not make an award to any entity unless the entity has provided its DUNS number to Cardno.

Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS

number may be obtained from D&B by telephone (currently +1 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).

Information on the Offerors Executives – Offerors must indicate if in the Offerors preceding fiscal year, the Offeror received:

- a. 80 percent or more of its annual gross revenues from US Government sources; and
- b. \$25,000,000 or more in annual gross revenues from US Government sources

If the Offeror answers yes to either of the criteria above, they Offeror must provide the names and total compensation of each of the Offeror's five most highly compensated executives for the Offeror's preceding completed fiscal year.

Supporting documents:

Please note that the Offeror should also submit the following supporting documents:

- A copy of your organization's Articles of Incorporation or other documentation which substantiates the legal character/registration of the organization.
- Copies of the Offeror's financial reports for the previous two-year period.

If the offeror cannot provide financial reports for the previous two-year period as indicated above, in order to demonstrate its financial capability to perform the work outlined in the request for proposal (RFP), the Offeror should provide other corroborating evidence of its financial capabilities, such as:

- Bank Statements for the prior 12 months to demonstrate current cash on hand;
- Proof of an approval or pre-approval for a bank line of credit (at least the availability for the amount of the contract);
- Tax filings for the last 2 years (individual if new);
- References stating that the offeror is financially capable of doing the work and paying its expenses.

Section 4 – Evaluation and Award Information

4.1 Evaluation Criteria

Proposals will be evaluated in accordance with the criteria set forth below. The criteria have been tailored to the requirements of this RFP. Proposals should note that these criteria serve to: (a) identify the significant matters which Offerors should address in their proposals; and (b) set the standard against which all proposals will be evaluated.

To the extent necessary, Cardno/the Project may request clarification and supplemental materials from Offerors whose proposals have a reasonable chance of being selected for a subcontract. The entry into discussion is to be viewed as part of the evaluation process and shall not be deemed as indicative of a decision or commitment upon the part of Cardno / the Project to contract the selected Offeror with whom discussions are being held.

The Technical Evaluation Committee will evaluate all proposals on responsiveness to RFP requirements, quality and cost. If an Offeror's proposal fails to fulfill requirements of the RFP in any respect, contains an irregularity, or contains a deviation from the requirement, it will be considered non-responsive and may be rejected.

Proposals will be evaluated by the Technical Evaluation Committee on the basis of 100 possible points. The weighting of various sections will be as follows:

Category	Maximum Points (100 Total)
MIS functionality	25
Initial design / mockup	25
Implementation approach	15
Prior experience	15
Support and Maintenance Approach	5
Training Approach	5
Cost detail and summary	10
Total Possible Points	100

1. MIS functionality (25 points): (Section 3.2.4, 3.2.8, 3.2.12)

- MIS overview and overall relevance of the offered functionality (understanding of the project)
- Compliance with the requirements
- Additional advantages/benefits of the proposed solution

2. Initial design / mockup (25 points) (Section 3.2.4)

- Proposed mockup design of the required pages
- Attractiveness to visitors with main focus to foreign markets
- Utilization of modern design elements and trends

3. Implementation approach (15 points): (Section 3.2.4, 3.2.5, 3.2.7, 3.2.10, 3.2.11)

- Soundness of architectural concept
- Proposed systems, tools and frameworks
- Development methodology and work plan
- Change management procedures (i.e. software version control, etc.)
- Proposed delivery schedule
- Allocation and justification of the human resources to be committee

4. Prior relevant experience (15 points): (Sections 3.2.2, 3.2.3)

- References, certifications and past experience of the company
- Qualifications and experience of the key personnel and other team members

5. Support and Maintenance Approach (5 points): (Sections 3.2.6, 3.2.11)

- Proposed Warranty Approach
- Proposed Support and Maintenance Approach

6. Training Approach (5 points): (Section 3.2.9)

- Proposed resources, tools and methodologies used for training
- Past experience of the vendor in field training

7. Cost detail and summary (10 points): (Section 3.4)

- Normalized cost points
- Allocation and justification of the budget

The selection of the Offeror for award will be made by the Project's Technical Evaluation Committee based on the evaluation criteria above.

4.2. Award process

The Successful Offeror will receive written notice from the Grants Specialist informing the Offeror that the Cardno/the Project either intends to award a subcontract to the Offeror solely on the basis of the original bids received, or that the Cardno/the Project intends to engage the Offeror in further negotiations with respect to a potential award prior to awarding a subcontract, during which details of the subcontract will be discussed including a review of budget and work plans proposed by a Offeror. Negotiations conducted after the receipt of a bid do not constitute an obligation on the part of Cardno/the Project to award a subcontract.

Any resultant subcontract will be subject to the applicable terms and conditions of the Prime Contract for the Project. Unsuccessful Offerors will be notified in writing by the Grants Specialist.

Section 5 – Administration Information

5.1. Contracting Office

The Office is:

Predstavnistvo Cardno Emerging Markets USA Ltd. /USAID Competitive Economy Project
10L Bulevar Mihajla Pupina
11070 Belgrade, Serbia
Phone: +381 11 40 11 700

5.2. Technical Representative

The Cardno Technical Representative is Mr. Aleksandar Pavlovic, Chief of Party (apavlovic@konkurentno.rs).

All communication should be copied also to Jasmina Debeljak, Deputy Chief of Party at jdebeljak@konkurentno.rs

Phone: +381 11 40 11 700

5.3. Paying Office

Invoices should be submitted to:

Predstavnistvo Cardno Emerging Markets USA Ltd. /USAID Competitive Economy Project
10L Bulevar Mihajla Pupina
11070 Belgrade, Serbia
Phone: +381 11 40 11 700

5.4. Technical Directions / Relationship with Cardno

- (a) Technical Directions are defined to include:
 - (1) Written directions to the subcontractor that fill in details, suggest possible lines of inquiry, or otherwise facilitate completion of work;
 - (2) Provision of written information to the subcontractor that assists in the interpretation of specifications, or technical portions of the work statement or subcontract;
 - (3) Review and, where required, provide written approval of technical reports, specifications, or technical information to be delivered.
- (b) Cardno is authorized by designation to take any or all action with respect to the following, except any action specifically prohibited by the terms of this subcontract:
 - (1) Assure that the subcontractor performs the technical requirements of the subcontract in accordance with the subcontract terms, conditions, and specifications.
 - (2) Perform or cause to be performed, inspections necessary in connection with (a1) above and require the subcontractor to correct all deficiencies; perform acceptance for Cardno.
 - (3) Maintain all liaison and direct communications with the subcontractor.
 - (4) Monitor the subcontractor's production or performance progress.

5.5. Payment

The subcontractor will be paid upon subcontractor's completion and Cardno/ the Project acceptance of project milestones and submitted deliverables.

The subcontractor shall submit invoices in accordance with the subcontract payment schedule. A proper invoice must clearly indicate the following information.

Subcontractor Name and Address
Invoice Date and Invoice Number
Subcontract Number
Description of deliverables for which payment is being claimed
Payment address/bank account number.

Each copy of the invoice shall contain the certification below. An authorized representative of the subcontractor's organization must sign this certification. Failure to provide the required invoice information will result in the invoice being returned to the subcontractor for correction.

The undersigned hereby certifies that (1) this voucher and any attachments have been prepared from the books and records of the Subcontractor in accordance with the terms of the subcontract between Cardno Emerging Markets USA, Ltd. and Subcontractor, and to the best of my knowledge and belief that they are correct, that the amount claimed is proper and due, that all daily rates claimed are for actual days (or fractions thereof) which have been satisfactorily provided/performed, that other costs claimed are allowable and are actual direct costs incurred in performance of the Subcontract, and have been paid by the Subcontractor, that the quantities and amounts involved are consistent with the requirements of the Subcontract, that all required approvals have been obtained, and (2) appropriate refund shall be made to Cardno Emerging Markets USA, Ltd. promptly upon request in the event of disallowance.

(Name, Title, Date)

For all properly submitted and approved invoices, and upon acceptance by Cardno/the Project of the required deliverables, Cardno / the Project will pay the subcontractor within thirty (30) business days after receipt and approval of the subcontractor's invoice. The payments will be made in RSD (Serbian dinars) based on the exchange rate on the date of payment.

Subcontractor is required to submit its final invoice, appropriately marked as such, under this subcontract no later than ninety (60) calendar days after completion of the subcontract, or any longer period as may be mutually agreed between the parties. Cardno / the Project will be under no obligation to pay any invoice received after that date.

Notwithstanding any other provision of this subcontract, the maximum liability of Cardno / the Project at any given point in time shall not exceed the total amount remaining to be paid under the subcontract.

All taxes of every nature and kind, including occupation, or property taxes, shall be the responsibility of the subcontractor; and Cardno / the Project, without limitation, franchise, net or gross income, license, shall have no obligation to the subcontractor therefore. The subcontractor shall report and pay, as an independent subcontractor, all taxes applicable to amounts received from Cardno / the Project hereunder. However, Cardno / the Project will exempt each pro forma invoice, submitted by the subcontractor, from VAT (value added tax).

5.6. Assignment / Delegation

The subcontract may not be assigned or delegated, in whole or in part, by the subcontractor without the written consent of Cardno / the Project, by which consent shall not be unreasonably withheld. In the absence of such consent, any assignment is void.

Section 6 – Appendices

Appendix 1

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, subcontract, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, subcontract, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subcontracts, and contracts under subcontracts, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

“The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

Certification of Recipient

By signing below the recipient provides certifications and assurances for the Certification Regarding Lobbying above.

RFP No. _____
Quote No. _____
Date of Application/Quote _____
Name of Recipient _____
Typed Name and Title _____
Signature _____
Date _____

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-
 - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
 - b. "Terrorist act" means-

- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Certification of Recipient

By signing below the recipient provides certifications and assurances for the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFP No. _____
 Application/Quote No. _____
 Date of Application /Quote _____
 Name of Recipient _____
 Typed Name and Title _____
 Signature _____
 Date _____

Other Statements of Recipient

1. Authorized Individuals

The recipient acknowledges that the following persons are authorized to negotiate on its behalf with the USAID Competitive Economy Project and to bind the recipient in connection with this Award or Contract:

Name Title Telephone No. Facsimile No.

2. Taxpayer Identification Number (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. Data Universal Numbering System (DUNS) Number

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. Type of Organization

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of, an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as a corporation organized under the laws of _____ (country), an individual, a partnership, a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization, an international organization, or a joint venture.

H.1 Executive Order on Terrorism Financing (Feb 2002)

The Subcontractor/Recipient 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 responsibility of the subcontractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub awards issued under this subcontract/agreement.

H.2 USAID Disability Policy – Acquisition (December 2004)

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of non-discrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: <http://www.usaid.gov/about/disability/DISABPOL.FIN.html>.

(b) USAID therefore requires that the subcontractor not discriminate against people with disabilities in the implementation of USAID programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing this contract. To that end and within the scope of the subcontract, the Subcontractor's actions must demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

H.3 Implementation of Executive Order No. 13224

The Subcontractor 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 Subcontractor to ensure compliance with these Executive Orders and Laws. This provision must be included in all second tier Subcontracts issued under this Subcontract.

H.4. Publicity

Unless written consent of Cardno shall be first obtained, the Subcontractor shall not at any time, notwithstanding the expiration of the Term or the termination of this Subcontract, or in any manner advertise or publish or release for publication any statement mentioning Cardno or the fact that the Subcontractor is furnishing or has furnished or contracted to furnish services to Cardno.

H.5 Confidentiality of Information

- A. The Vendor shall hold in trust for the sole benefit of Cardno any materials, information or ideas that are provided to or otherwise made available to the Vendor by Cardno, whether before or after the date hereof (“Proprietary Information”). The Vendor shall not use, reproduce or disclose any Proprietary Information except to the extent necessary to perform the Services and as authorized by Serbia USAID Competitive Economy Project Chief of Party. In any event, except as authorized by Chief of Party the Vendor shall not disclose any Proprietary Information to any person other than individuals within Cardno who have a need to know such Proprietary Information. “Proprietary Information” includes materials, information and ideas of or about Cardno, and clients, vendors, licensors and other persons, that are not generally known to the public, including, without limitation, materials, information and ideas relating to business, plans, operations, products, services, methods, procedures, clients, equipment and systems, whether in written, oral or any other form.
- B. The Vendor shall use best efforts to prevent the disclosure and the unauthorized reproduction or use of the Proprietary Information, which efforts shall be no less than those used by the Subcontractor to protect the Subcontractor’s own confidential information.
- C. The restrictions set forth above shall apply, notwithstanding the expiration of the Term or the termination of this Subcontract.

H.6 Ownership of Work Product

- A. The Subcontractor hereby assigns, and agrees to assign, to USAID and/or Cardno, without additional compensation, all right, title and interest in and to all creations, inventions, ideas, designs, copyrightable materials, trademarks, and other technology and rights (and any related improvements or modifications), whether or not subject to patent or copyright protection (collectively, “Creations”), that are conceived or developed by the Subcontractor, alone or with others, in connection with performance of the Services, whether or not conceived or developed during regular business hours. Such Creations shall be the sole property of USAID and/or Cardno and, to the maximum extent permitted by applicable law, shall be deemed works made for hire.
- B. The Subcontractor shall promptly inform Cardno of any such Creations. The Subcontractor shall (whether during or after the period of the Services) execute such written instruments and do other such acts as may be necessary in the opinion of Cardno to obtain a patent, register a copyright, or otherwise enforce Cardno rights in such Creations (and the Subcontractor hereby appoints

Cardno as the Subcontractor's attorney in fact to undertake such acts in the Subcontractor's name).

- C. The Subcontractor shall not use any pre-existing work or materials without the express written approval in advance by USAID Competitive Economy Project Chief of Party. To the extent, if any, that the Subcontractor may retain any right, title or interest with respect to any creations that are delivered to Cardno or relate to the Services, whether under copyright, trademark, unfair competition, defamation, right of privacy, contract, tort or other legal theory, the Subcontractor hereby subcontracts to Cardno an irrevocable, fully-paid, transferable, sub licensable, worldwide right and license to reproduce, distribute, modify, perform and display (publicly or otherwise), and otherwise exploit such Creations, and hereby waives any rights with respect thereto.

H.7 Audit

The accounting records, as well as other records maintained by the Vendor in the performance of this award, shall be subject, at all reasonable times, to audit by an independent public accounting firm selected by Cardno and to audit pursuant to any request or action of any agency of the United States Government. In addition, Cardno may have such an audit performed at any time within three (3) years following the completion or termination of work specified herein.

H.8 Insurance and Services

(a) Pursuant to AIDAR 752.228-3 Worker's Compensation Insurance (Defence Base Act), to obtain DBA insurance contractors are to contract with Allied World Assurance Company. Allied World Assurance Company is the only insurance underwriter authorized to write DBA insurance under USAID contracts as of March 1, 2010. To obtain DBA insurance, contractors are to contact Allied's agent, Aon Risk Insurance Services West, Inc. at:

- (A) AON Risk Insurance Services West,
Inc. 2033 N. Main St., Suite 760
Walnut Creek, CA 94596-3722
Hours: 8:30 A.M. to 5:00 PM, Pacific Time

Primary Contact: Fred Robinson
Phone: +1 (925) 951-1856
Fax: +1 (925) 951-1890
Email: Fred.Robinson@aon.com

OR

- (B) 1120 20th St, NW, Suite 600, Washington, DC 20036

Primary Contact: Ellen Rowan Phone: +1 (202) 862-5306
Secondary Contact: Chris Thompson Phone: +1 (202) 862-5302

DBA should be budgeted at a rate of 2% of employee salary. Employee salary does not include per diem, housing allowance, travel expenses, temporary quarters allowance, education allowance, and other miscellaneous post allowances. USAID limits the maximum compensation rate applicable to claimants to 200 percent of the current national average weekly wage (NAWW) as calculated by the Secretary of Labor. The current NAWW can be found at <http://www.dol.gov/owcp/dlhwc/nawwinfo.htm>.

(b) AIDAR 752.228-70 Medical Evacuation (MEDEVAC) Services (July 2007):

(a) The contractor must provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter "individual") while overseas under a USAID-financed direct contract.

USAID will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under the contract. The contracting officer will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(b) Exceptions

(i) The Contractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by the contracting officer.

(ii) The Mission Director may make a written determination to waive the requirement for such coverage. The determination must be based on findings that the quality of local medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(c) Contractor must insert a clause similar to this clause in all subcontracts that require performance by contractor employees overseas.

Contract Clauses

This subcontract will incorporate the following listed clauses by reference with the same force and effect as if they were given in full text. Upon request, the Cardno Contract Administrator will make their full text available. Where the term "Contractor is used, insert in lieu thereof the term "Vendor," and where the term "Government" is used, insert in lieu thereof "Cardno." Reference to the Head of Agency, Head of Contracting Activity

or Secretary shall mean Cardno. All such substitutions of terms shall apply except where the context requires otherwise.

52.202-1 DEFINITIONS JUL 2004
52.203-3 GRATUITIES APR 1984
52.203-5 COVENANT AGAINST CONTINGENT FEES APR 1984
52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
SEP 2006
52.203-7 ANTI-KICKBACK PROCEDURES OCT 2010
52.203-8 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR
ILLEGAL OR IMPROPER ACTIVITY JAN 1997
52.203-10 PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER
ACTIVITY JAN 1997
52.203-12 LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL
TRANSACTIONS OCT 2010
52.203-99 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE
CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (APR 2015)
(DEVIATION 2015-02)
52.204-1 APPROVAL OF CONTRACT DEC 1989
52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER
SUBCONTRACT AWARDS JUL 2010
52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN
SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR
PROPOSED FOR DEBARMENT DEC 2010
52.215-2 AUDIT AND RECORDS—NEGOTIATION, OCT 2010 ALTERNATE II APR
1998
52.215-14 INTEGRITY OF UNIT PRICES OCT 2010
52.215-19 NOTIFICATION OF OWNERSHIP CHANGES OCT 1997
52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUB Zone
SMALL BUSINESS CONCERNS JAN 2011
52.222-1 NOTICE TO THE GOVERNMENT OF LABOR DISPUTES FEB 1997
52.222-50 COMBATING TRAFFICKING IN PERSONS FEB 2009
52.227-2 NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT
INFRINGEMENT DEC 2007
52.227-14 RIGHTS IN DATA--GENERAL DEC 2007
52.228-3 WORKERS COMPENSATION INSURANCE APR 1984
52.232-17 INTEREST OCT 2010
52.233-3 PROTEST AFTER AWARD AUG 1996
52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM OCT 2004
52.237-3 CONTINUITY OF SERVICES JAN 1991
52.242-13 BANKRUPTCY JUL 1995

52.243-1 CHANGES--FIXED PRICE AUG 1987 ALTERNATE II APR 1984
52.243-7 NOTIFICATION OF CHANGES APR 1984
52.246-4 INSPECTION OF SERVICES—FIXED PRICE AUG 1996
52.246-25 LIMITATION OF LIABILITY--SERVICES FEB 1997

AIDAR 48 CFR Chapter 7

752.202-1 DEFINITIONS JAN 1990
752.209-71 ORGANIZATION CONFLICTS OF INTEREST DISCOVERED AFTER
AWARD JUN 1993
752.225-70 SOURCE AND NATIONALITY REQUIREMENTS FEB 2012
752.228-3 WORKER'S COMPENSATION INSURANCE DEC 1991
752.227-14 RIGHTS IN DATA – GENERAL OCT 2007
752.228-70 MEDICAL EVALUATION (MEDEVAC) SERVICES JUL 2007
752.228-7 INSURANCE-LIABILITY TO THIRD PERSONS
752.242-70 PERIODIC PROGRESS REPORTS OCT 2007
752.7013 CONTRACTOR-MISSION RELATIONSHIPS OCT 1989
752.7032 INTERNATIONAL TRAVEL APPROVAL AND
NOTIFICATION REQUIREMENTS JAN 1990
752.7034 ACKNOWLEDGEMENT AND DISCLAIMER DEC 1991

Appendix 2

TECHNICAL PROPOSAL FORM (Cover letter)

RFP Title and Number	RFP-2018-01 Markets Information System (MIS)
Full legal name of Offeror (business name):	
Acronym (where applicable):	
VAT registration number (where applicable):	
Taxpayer Identification Number & DUNS	
Date of registration:	
Legal status of the organization	
Official address:	
Postal address:	
Contact person:	
Telephone number:	
Fax number:	
E-mail address:	
Website:	
Total revenue for 2015 financial year	
Total revenue for 2016 financial year	

Head of organization:

Date _____ Signature _____

Appendix 3

Proposed Team Member CV Form

Please fill in this form for **each** proposed team member.

1. Name (Last, First, Middle)		2. Contractor's Name		3. Position Under Contract		
4. Date of birth (mm/dd/yy)		5. Place of Birth		6. Nationality		
7. Professional Certificates						
Certification received		Name and Type of Organization		From (mm/yy)	To (mm/yy)	
8. Technical skills and competences						
Technical Skills		Primary Skills			Secondary Skills	
Software Development languages						
Programming languages						
Servers						
Databases						
Operating Systems						
Business Process Modeling						
Quality Assurance/Testing						
Other categories						
9. Employment history (Give last three years of employment history)						
Position Title		Employer's Name and Address		From (mm/yy)	To (mm/yy)	
10. Relevant Project Experience						
Projects		Responsibilities	Employer's Name	From (mm/yy)	To (mm/yy)	
11. Education (include all college or university degrees)				11. Language Proficiency		
Name and location of institution		Major	Degrees	Date	Language	Speaking
						Reading
12. Additional Information:						

I declare that the information above is true and I agree that it can be used for the purpose of the USAID CSS Request for Proposals (RFP)-2018-01 for Development of Markets Information System.

Date _____ Signature _____