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**Cardno Emerging
Markets USA Ltd.**

**USAID Competitive
Economy Project**

Request for Proposals
USAID CSS RFP-2017-02
For the Provision of

Market analysis for top Serbian exported fruits and vegetables in targeted markets

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 the Market analysis for top Serbian exported fruits and vegetables in targeted markets.

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 Firm Fixed Price subcontract up to \$26,000 in USD (US Dollars), payable in RSD (Serbian dinars), in funding to be allocated over eight week period.

The anticipated period of performance of the subcontract is expected to start from November 1, 2017. All tasks should be completed no later than eight weeks after the award of the subcontract. Cardno/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. Deliverables and payment amounts and dates 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 nor 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 only. Emailed offers must be received by 16:00 (4 pm) CET (Local Belgrade Time) on October 26, 2017 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 October 12, 2017 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 regarding 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. This will be achieved by systemically strengthening selected value chains (VC) with a focus on aggregate sales, exports and jobs. The Project will identify gaps in the current competitiveness system and strengthen these systems through capacity development and the facilitation of partnerships among system actors, leveraging these advances to improve productivity and competitiveness.

For this to be achieved, the project will actively seek partnerships with key industry stakeholders to create platforms for exchange and knowledge sharing based on clear, market driven principles, making capacity building an integrated process. While initially focusing on the food processing sector, the Project is expected to result in a model that can eventually be applied more broadly. The selected sub-sectors the project will target are fruits and vegetables.

1.2. Activity Purpose, Description and Scope of Work

The purpose of this RFP is to solicit proposals to support Cardno/the Project by providing services of market analysis and marketing strategy for top Serbian exported fruits and vegetables in targeted markets.

The assistance will support the activities of the Project’s competitiveness area of access to markets, aimed at increasing the confidence of Serbian enterprises to identify markets to increase connections to local, regional, and international buyers. Further, this assistance will support the achievement of the Project Activity Sub-Purpose 3: “Targeted Value Chain Activity Increased”.

1.2.1. Background

Serbian agricultural and food sectors are considered high performers of Serbian economy but they are still lacking the ability to maximize profit value in international markets. This is due to obstacles, such as access to finance, workforce development and operations/product specific problems, and general weakness of organized collaborative relationships in the food processing sector. Lack of market knowledge has been recognized as one of the main obstacles to growth of companies and sales. While large enterprises in the country seem to access market information when needed, they only make up 10% of the total industry. Systemic availability of information and education on market trends, access and opportunities, new technologies and product opportunities for the rest of the industry is missing – causing firms/investors to make decisions solely based on learning from local market. This lack of general market awareness and knowledge is also reflected in lack of diversity in Serbian exports and systematic and well-targeted promotion of key products. Similar problems are apparent in the high-value segment as well.

1.2.2. Objectives and Purpose

The objective of the procurement is to select a firm/consultant to conduct a market research for core crops for Serbian exports, provide recommendations for establishing a market intelligence and industry profile system (MIS) to inform and educate companies/public about markets and trends, and train PKS staff on market research approaches. This activity is designed to address issues of access to market information, that will be simple to use and maintain and built on lessons learned from other countries and previous efforts conducted in Serbia.

The purpose of this procurement is to solicit Proposals to support Cardno/the Project by providing services of market analysis and marketing strategy for top Serbian exported fruits and vegetables in targeted markets.

1.3. Scope of Work

The Offeror should focus its research and marketing strategy for following commodities (in further text: List):

- Berries (main focus on raspberries)
- Stone fruit (plums, sour cherries)
- Apples
- Vegetables

Subcategories within each fruit and vegetable species should cover market analysis for fresh, dried, frozen and other hot and cold processed products derived from listed fruits/vegetables species. Analysis should include aggregated categories of products (e.g. HS-2 and HS-4), as well as detailed type of product trade analysis (e.g. HS-6 and where necessary more detailed).

1.3.1. Description of Tasks

The Offeror will conduct following activities:

- Desk and field research for commodities from the List
- Creation of draft (immediate deliverable) and final (after research) marketing strategy for Serbian F&V industry
- Meetings with the Serbian F&V Industry representatives
- Selected information for MIS Web Portal
- Coordination with USAID Competitive Economy Project
- In-house training of Chamber of Commerce staff

TASK 1: Marketing Strategy

The Offeror should first provide Draft Marketing Strategy ('the Strategy'). The Strategy should include recommendations for:

- Conducting annual market research as the annual process through the MIS system
- Strategies for promoting Serbian products/industry in export markets
- Methodology for training companies based on market research

- Methodology for selecting and preparing companies to attend trade shows, and to receive buyers' missions
- Other recommendations for improving export performance of Serbian industry

Draft marketing strategy is the first deliverable of the assignment. It provides an outline of strategy to increase Serbian exports and it will be first presented to the industry leaders (working group), refined, and then finalized once market research has been conducted.

Market research is a function that needs to be conducted in particular time of the year in order to inform the industry about trends key export markets. This research will feed the MIS system, an online market intelligence tool that will be supported by the Project and created in collaboration with Serbian counterpart – Chamber of Commerce (PKS).

Based on market research, recommendations should be made for promoting Serbian products/companies/industry abroad. Appropriate methodologies for training the industry on market research findings, selecting new batch of companies that are ready to attend trade shows and receive buyer's missions, and training program recommendations for them should be included.

TASK 2: Desk research and recommendation of foreign markets to be included in analysis

After meetings with the working group are conducted and MIS system is selected, the Offeror should perform **Global Market Overview and Analysis** for listed commodities and their derivatives, including following data:

- World production / subcategory regions / subcategory top 10 countries
- Market size (number of potential consumers and their purchasing power, GDP/GDP per capita)
- Market developments/growth and potentials for Serbia as supplier
- Largest importers / subcategory regions / subcategories top 10 countries
- Largest exporters / subcategory regions / subcategories top 10 countries
- Largest destination countries for Serbian commodities from the list (volume/value and %-position vs. top competing countries for the specific destination country)
- Free trade agreements and trade barriers (incl. type and quantification) from the perspective of Serbia as trade partner and groups of commodities from the list

Focus will be on traditional exporting markets (European Union and EFTA countries), but should also include other growing markets (e.g. BRICS), former traditional partners (e.g. Middle East), as well as trade opportunities in South and North America. Findings of this preliminary analysis will be discussed between PKS and USAID CSS project, as described in TASK 1. More concretely, analyst should be able to select countries to be analysed based on previously conducted analysis and present it to the Project before the beginning of Country Market Analysis production.

TASK 3: Market analysis for selected countries

This part of the market analysis will provide data and insights into *four* selected traditional markets and up to two new markets (countries previously selected based on global market research). Each chapter should contain textual descriptions, as well as relevant values/tables. With aim to improve Serbian F&V export to selected markets, this part of the markets report should provide an access to relevant information regarding:

1. General information about the market (basic facts about the country, market size and characteristics)
2. Domestic production, imports of the selected country (total value of domestic market, imports of F&V and food products by value, quantity and %, top import destinations in value and % of total exports of F&V, net imports data for F&V from the list)
3. Market access and import procedures – (“road map for market entry”)
4. Channels of distribution in selected country (general overview, list of top *importers* and *traders* of F&V and food products for following distribution channels: retail and wholesale (fresh and processed imports), food processing industry supply chain, HORECA, convenience stores, on-line stores, premium retail sales channels for niche products)
5. List of key system support institutions (trade organizations, government, inspections and other public entities relevant)
6. List of key country’s contacts for F&V retail and industry trade
7. List of relevant trade fairs & shows, trade magazines, on-line trade portals
8. Organic subsector description and perspectives
9. List of references / literature used for the report
10. List of interviewed persons, institutions (incl. contacts)

TASK 4: Final discussion and recommendations

Based on previous Task 2 and Task 3, the Offeror shall provide a set of recommendations for improving exports of each F&V commodity: These recommendations should be included in revised Draft Marketing Strategy (from TASK 1) and result in production of Final Marketing Strategy for Serbian F&V industry. The new, revised, strategy should contain:

- Information and marketing analysis that can be conducted through the MIS system (Level 1 free of charge and Level 2 – with subscription)
- Recommendations for international trade events (trade fairs, trade shows, study tours, buyers’ missions, etc.).
- Recommendations for possible establishment and promotions of national brands (general national F&V brand, and subcategories such as “Serbian Plums”, “Serbian Berries”, etc.)
- Recommendations for promo activities (online and through marketing/PR)
- Strategy for training of SMEs to improve their capacity to export based on research
- Strategy and methodology for selecting and training companies to attend trade fairs and receive buyers missions.

As part of the process, the Offeror will:

- Train relevant PKS staff to maintain MIS system i.e. data collection and analysis
- Attend the conference between PKS and MOA to present findings from the research

The tasks will be conducted in 8 weeks starting from November 1 to December 21, 2017.

The Offeror is required to consult and cooperate with the Project Chief of Party, Deputy Chief of Party, Task Managers (including Markets Team Lead and Markets Specialist), and other staff in developing, conducting and reporting on the Project’s activities and deliverables.

Staffing

The Offeror is required to propose the staffing plan or to describe the recruiting plan in the Proposal. Project Manager, Expert in Market Intelligence of F&V Products should be considered "key personnel" in the Technical Proposal.

The key professional staff may include combination of senior and junior level experts, as follows:

The Team Leader/ Project Manager is in charge of the overall implementation of the project. The project manager coordinates engagement and monitors performance of other team members, oversees realization of activities and makes sure the time schedule is respected. The project manager is in charge of financial realization and reporting to the Project. The project manager will also be involved in supporting the project team in all the proposed activities.

The expert in Market Intelligence of F&V Products will be in charge of described under Task 1-4 and the overall implementation of the project. Additionally, the expert will be in charge of supervising and quality control of junior personnel engaged on data collection and basic statistics.

Desired qualifications for senior level staff: Extensive experience in managing projects that include market research and intelligence, specifically experience with F&V industry and F&V products (including fresh and processed products from the List); Senior level staff should also demonstrate extensive knowledge about wholesale, retail and key-accounts and distribution channels in F&V sector in key-countries (e.g. European countries, CIS, GCC etc). Junior level staff should be adequately train in market research, basic statistics and data analysis. The entire staff should be fluent in Serbian and English.

The Offeror will ensure the availability of equipment and software necessary to provide all listed deliverables.

1.3.2. Deliverables

The following are the specific deliverables, which upon Cardno acceptance of the deliverable, will also serve as milestones for payments (the date of signing of the agreement will be hereinafter referred to as "Contracting date"):

1. Final Work Plan and Schedule
2. Draft Marketing Strategy for Serbian F&V industry (for the commodities from the List)
3. Inputs for Serbian F&V industry MIS
4. Recommendation for branding and promoting key Serbian products in export markets
5. Methodology for selecting and training Serbian SMEs to improve export and to attend trade shows and buyers' missions
6. Final Marketing Strategy for Serbian F&V analysis (i.e. revised draft strategy after performed market research)

7. Training materials for PKS staff (electronic versions and hardcopies of presentations used during training sessions)
8. Final technical report

All written deliverables must be submitted in English language, with the exception of the Draft Marketing Strategy and Training materials for PKS staff, that can be submitted in Serbian language.

1.3.3. Deliverables Schedule

The Subcontractor shall submit the deliverables for payment described above in accordance with the following Milestone/Deliverables Schedule:

Deliverable No.	Milestone/Deliverable Name	Due Date	Delivery Instructions
1.	Final Work Plan and Schedule	5 Nov, 2017	MS Word documents delivered in English
2.	Draft Marketing Strategy for Serbian F&V industry (for the commodities from the List)	15 Nov, 2017	MS Word documents delivered in Serbian
3.	Recommendation for branding and promoting key Serbian products in export markets	25 Nov, 2017	MS Word documents delivered in Serbian
4.	Methodology for selecting and training Serbian SMEs to improve export and to attend trade shows and buyers' missions	25 Nov, 2017	MS Word documents delivered in Serbian
5.	Final Marketing Strategy for Serbian F&V analysis (i.e. revised draft strategy after performed market research) with inputs for Serbian F&V industry MIS	26 December, 2017	MS Word documents delivered in Serbian
6.	Training materials for PKS staff (electronic versions and hardcopies of presentations used during training sessions)	26 December, 2017	MS Word documents delivered in Serbian
7.	Final technical report	3 January, 2018	MS Word document in English

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

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 purchase order is Code 937. Code 937 is defined as Code 937 (the United States, the recipient country, and 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 **October 26, 2017 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 nine pages in length. Supporting documents and CVs of the proposed key staff members will not be counted toward the nine 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) format in a Microsoft XP environment. 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 shall comprise the following parts:

Part 1: Technical Approach, Methodology and Draft Detailed Work Plan. This part shall not exceed five pages.

Part 2: Management, Personnel, and Staffing Plan. This part shall be between one to two pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit. The Offeror shall determine, define and propose a team that has the appropriate range of skills and personnel positions necessary to implement the scope of work. The roles and responsibilities of each team member should be described.

The Offeror will provide a listing of staff that will be engaged on this project and their CVs.

The Offeror will also designate key personnel, who should include the Project Manager / Team Leader.

Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between one to two pages long. This section should provide a brief description of the Offeror's past and present activities. It should focus on services related to the proposal.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology to conducting the feasibility study and the detailed work plan. Additionally, Offeror must include 3 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact that can speak to the Offeror's performance, name and address of the company for which the work was performance and email and phone number of the point of contact.

Cardno/the Project reserves the right to check additional references not provided by an Offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

A sample proposal format is provided in Annex 3 of this RFP.

3.3. Cost Proposal

All bids must include proposed costs to complete the tasks described in the project Scope of Work. 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.

In addition, for the purpose of the proposal, Offerors must provide a detailed budget showing major line items, e.g. salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Bidders must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in US Dollars.

The cost proposal shall also include a budget narrative 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 bidder'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.

In addition, Offerors should suggest a Level of Effort (LoE) table presenting the level of effort of the key experts/personnel proposed.

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.

Templates for the LoE table and Responsibility Determination are included in the RFP tender dossier.

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 three-year period.

If the offeror cannot provide financial reports for the previous three-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 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 Evaluation Committee on the basis of 100 possible points. The weighting of various sections will be as follows:

Category	Maximum Points (100 Total)
Technical Approach	30
Management, Personnel, and Staffing Plan	30
Organizational Capabilities, Experience, and Past Performance	30
Cost proposal	10
Total Possible Points	100

1. Technical Approach / Approach and Methodology (30 points):

Demonstrated knowledge and understanding of the issues that the proposed RFP activity will address. Proposed project approach, including detailed activities and a timeline for fulfilling all requirements of the Scope of Work in an effective and efficient manner. The methodology should clearly explain how the applicant will complete the work and include a detailed work plan.

2. Management, Personnel, and Staffing Plan (30 points)

Personnel Qualifications – The Offeror should describe their overall staffing capability and capacity to undertake work in this area. A description of proposed team members' qualifications and relevant experience to carry out the Scope of Work should be included.

3. Organizational Capabilities, Experience, and Past Performance (30 points)

Offeror's experience and capabilities in undertaking similar activities should be detailed here, including references and certifications (if relevant). If desired, applicants may share website links to relevant examples for consideration. Offerors may also consider capacity

and capabilities of relevant staff and/or consultants when describing their organizational capabilities.

4. Cost proposal (10 points):

Cost effectiveness, including resources provided for the proposed cost. Cost realism including whether the price offered is within the cost range that Cardno/the Project should realistically expect to pay for the proposed effort. Consistency of the proposed costs with the technical approach. Is the proposed budget realistic, well-thought out, and in line with the proposed activities? Are the proposed costs reasonable, allowable and allocable to the award?

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

The award is to be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to USAID’s Competitive Economy Project with appropriate consideration given to the four evaluation factors: Proposal, Qualification and Experience, Work plan and Price. The non-price factors, when combined, are significantly more important than the Price factor.

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:

Predstavništvo 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:

Predstavništvo 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 vendor that fill in details, suggest possible lines of inquiry, or otherwise facilitate completion of work;
 - (2) Provision of written information to the vendor 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 vendor 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 vendor to correct all deficiencies; perform acceptance for Cardno.
 - (3) Maintain all liaison and direct communications with the Vendor.
 - (4) Monitor the Vendor's production or performance progress.

5.5. Payment

The Vendor will be paid upon vendor 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.

- Vendor 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 Vendor's organization must sign this certification. Failure to provide the required invoice information will result in the invoice being returned to the Vendor for correction.

The undersigned hereby certifies that (1) this voucher and any attachments have been prepared from the books and records of the Vendor in accordance with the terms of the purchase order between Cardno Emerging Markets USA, Ltd. and Vendor, 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 Vendor, that the quantities and amounts involved are consistent with the requirements of the Purchase order, 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 Vendor within thirty (30) business days after receipt and approval of the Vendor's invoice.

Vendor is required to submit its final invoice, appropriately marked as such, under this subcontract no later than ninety (90) 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 Vendor; and Cardno / the Project, without limitation, franchise, net or gross income, license, shall have no obligation to the Vendor therefore. The Vendor 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 Vendor, from VAT (value added tax).

5.6. Assignment / Delegation

The subcontract may not be assigned or delegated, in whole or in part, by the Vendor 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 – Annexes

Annex 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 subawards at all tiers (including subcontracts, subsubcontracts, 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.

Annex 2

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/subawards 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 nondiscrimination 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 preexisting 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 (Defense 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 NOV 2013

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

52.203-16 PREVENTING PERSONAL CONFLICTS OF INTEREST DEC 2011

52.203-17 CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS APR 2014

52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS JUL 2010

52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE JUL 2013

52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT DEC 2010

52.209-10 PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS NOV 2015

52.215-2 AUDIT AND RECORDS—NEGOTIATION, OCT 2010 ALTERNATE II APR 1998

52.215-8 ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT

52.215-14 INTEGRITY OF UNIT PRICES OCT 2010

52.215-19 NOTIFICATION OF OWNERSHIP CHANGES OCT 1997

52.215-23 LIMITATIONS ON PASS-THROUGH CHARGES OCT 2009

52.216-7 ALLOWABLE COST AND PAYMENT JUN 2013

52.217-2 CANCELLATION UNDER MULTIYEAR CONTRACTS OCT 1997

52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZone SMALL BUSINESS CONCERNS JAN 2011

52.222-1 NOTICE TO THE GOVERNMENT OF LABOR DISPUTES FEB 1997

52.222-2 PAYMENT FOR OVERTIME PREMIUMS JUL 1990

52.222-3 CONVICT LABOR JUN 2003

52.222-21 PROHIBITION OF SEGREGATED FACILITIES APR 2015

52.222-26 EQUAL OPPORTUNITY SEP 2016

52.222-29 NOTIFICATION OF VISA DENIAL APR 2015

52.222-35 EQUAL OPPORTUNITY FOR VETERANS OCT 2015

52.222-36 EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES JUL 2014

52.222-37 EMPLOYMENT REPORTS ON VETERANS FEB 2016

52.222-38 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS FEB 2016

52.222-40 NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT DEC 2010

52.222-50 COMBATING TRAFFICKING IN PERSONS FEB 2009

52.223-6 DRUG-FREE WORKPLACE MAY 2001

52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING AUG 2011

52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES JUN 2008

52.227-14 RIGHTS IN DATA--GENERAL May 2014

52.228-3 WORKERS COMPENSATION INSURANCE APR 1984

52.228-7 INSURANCE - LIABILITY TO THIRD PERSONS MAR 1996

52.230-2 COST ACCOUNTING STANDARDS OCT 2015

52.230-3 DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES OCT 2015

52.230-6 ADMINISTRATION OF COST ACCOUNTING STANDARDS JUN 2010

52.232-9 LIMITATION ON WITHHOLDING OF PAYMENTS APR 1984

52.232-17 INTEREST MAY 2014

52.232-18 AVAILABILITY OF FUNDS APR 1984

52.232-22 LIMITATION OF FUNDS APR 1984

52.232-23 ASSIGNMENT OF CLAIMS MAY 2014

52.232-25 PROMPT PAYMENT JUL 2013

52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT JUL 2013

52.232-39 UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS JUN 2013

52.232-40 PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS
SUBCONTRACTORS DEC 2013
52.233-1 DISPUTES MAY 2014
52.233-3 PROTEST AFTER AWARD (AUG 1996) ALTERNATE I AUG 1996
52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM OCT 2004
52.242-1 NOTICE OF INTENT TO DISALLOW COSTS APR 1984
52.242-3 PENALTIES FOR UNALLOWABLE COSTS MAY 2014
52.242-4 CERTIFICATION OF FINAL INDIRECT COSTS JAN 1997
52.242-13 BANKRUPTCY JUL 1995
52.243-2 CHANGES - COST-REIMBURSEMENT (AUG 1987) ALT I AUG 1987
APR 1984
52.243-7 NOTIFICATION OF CHANGES APR 1984
52.244-5 COMPETITION IN SUBCONTRACTING DEC 1996
52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS SEP 2016
52.245-1 GOVERNMENT PROPERTY APR 2012
52.245-9 USE AND CHARGES APR 2012
52.246-25 LIMITATION OF LIABILITY – SERVICES FEB 1997
52.247-63 PREFERENCE FOR U.S. FLAG AIR CARRIERS JUN 2003
52.247-67 SUBMISSION OF TRANSPORTATION DOCUMENTS FOR AUDIT
FEB 2006
52.249-6 TERMINATION (COST REIMBURSEMENT) MAY 2004
52.249-14 EXCUSABLE DELAYS APR 1984
52.253-1 COMPUTER GENERATED FORMS JAN 1991

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

Annex 3

TECHNICAL PROPOSAL FORM (Cover letter)

RFP Title and Number	USAID CSS RFP-2017-02 Market analysis for top Serbian exported fruits and vegetables in targeted markets
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 _____

1. Executive Summary

Provide a brief description of the scope of services to be provided by the Offeror (including the title, duration, and the total budget).

2. Technical Proposal

Part 1: Technical Approach, Methodology and Draft Detailed Work Plan

Part 2: Management, Personnel, and Staffing Plan

Part 3: Corporate Capabilities, Experience, and Past Performance

3. Cost Proposal

A. Cost Summary

All cost price proposals must be presented in USD. All prices should be net of VAT.

Deliverables	Items	Costs	Justification
Deliverables 1			
<i>Subtotal 1</i>			
Deliverables 2			
<i>Subtotal 2</i>			
Deliverables 3			
<i>Subtotal 3</i>			

B. Detailed Budget

C. Budget Narrative

D. Suggested Level of Effort Table