



## Central Asia Competitiveness, Trade and Jobs Activity

Request For Proposals (RFP)

No. CTJ-US-001

Facilitation services for workplanning workshop and contributions to workplan design

Issue Date: April 24, 2019

**WARNING:** Prospective Offerors who have received this document from a source other than CTJ DAI Global LLC, 7600 Wisconsin Ave #200, Bethesda, MD 20814, [CTJ\\_procurementinbox@dai.com](mailto:CTJ_procurementinbox@dai.com) should immediately contact [CTJ\\_procurementinbox@dai.com](mailto:CTJ_procurementinbox@dai.com) and/or 7600 Wisconsin Ave #200, Bethesda, MD 20814 and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted on [devex.com](http://devex.com). Offerors are encouraged to check this website periodically.

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**Synopsis of the RFP**

RFP No.	CTJ-US-001
Issue Date	April 24, 2019
Title	Facilitation services for workplanning workshop and contributions to workplan design
Issuing Office & Email/Physical Address for Submission of Proposals	Central Asia Competitiveness, Trade and Jobs Activity, DAI Global LLC, 7600 Wisconsin Ave #200, Bethesda, MD 20814, <a href="mailto:CTJ_procurementinbox@dai.com">CTJ_procurementinbox@dai.com</a>
Deadline for Receipt of Questions	April 30, 2019 by 12:00 noon in Washington, DC
Deadline for Receipt of Proposals	May 3, 2019 by 6PM Washington, DC
Point of Contact	<a href="mailto:CTJ_procurementinbox@dai.com">CTJ_procurementinbox@dai.com</a>
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the USAID Central Asia Competitiveness, Trade and Jobs Activity, invites qualified offerors to submit proposals to supply and deliver facilitation services for workplanning workshop and contributions to workplan design.

### 1.2 Issuing Office

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

### 1.3 Type of Award Anticipated

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

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

## 2. General Instructions to Offerors

### 2.1 General Instructions

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

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

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than **May 3, 2019 at 6:00PM Washington, DC time**, to be submitted to [CTJ\\_procurementinbox@dai.com](mailto:CTJ_procurementinbox@dai.com). The RFP number (CTJ-US-001) and title of the activity must be stated in the subject line of the email. Cost and technical proposals shall be submitted in a single email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

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

### 2.2 Proposal Cover Letter

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

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

- The Offeror will certify their ability to travel to Uzbekistan and facilitate a workplanning workshop July 9-11, 2019. Availability on these exact dates must be certified and these dates are not flexible or negotiable.

### 2.3 Questions regarding the RFP

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

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

## 3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be submitted in a separate electronic file from cost/price proposals, and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall be no more than 4 pages, excluding cover page and annexes, and include the following contents:

1. Technical Approach (no more than 2 pages) – Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach (no more than 1 page excluding any included CVs) – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance (1 page) –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

### 3.1 Services Specified

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

### 3.2 Technical Evaluation Criteria

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

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach	<ul style="list-style-type: none"> <li>• Approach to ensuring all participants are engaged and contribute (15 pts)</li> <li>• Approach to guiding discussions and supporting decision-making</li> </ul>	25 points

	processes (10 pts)	
Management Approach or Personnel Qualifications	<ul style="list-style-type: none"> <li>Qualifications of proposed workshop leader in facilitating workshops with USAID-implementor agricultural development program teams (15pts)</li> <li>Fluent or native English speaker, writer (10pts)</li> </ul>	25 points
Corporate Capabilities or Past Performance	<ul style="list-style-type: none"> <li>Previous Experience facilitating strategic workplanning workshops for USAID implementors (20 pts)</li> <li>Previous experience working with Agricultural Development programs, USAID-funded preferred (20pts)</li> <li>Previous experience contributing to USAID workplans or other deliverables (10 pts)</li> </ul>	50 points
<b>Total Points</b>		100 points

#### 4. Instructions for the Preparation of Cost/Price Proposals

##### 4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services are eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

#### 5. Basis of Award

##### 5.1 Best Value Determination

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

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

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

## 5.2 Responsibility Determination

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

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number **if bid exceeds \$30,000**.
3. The source, origin and nationality of the products or services are not from a Prohibited Country **if bid exceeds \$25,000** (explained below)
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

## 6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Due Date
1	Workplan Planning Session Facilitated, where strategy and objectives for future work are clearly prepared	July 11, 2019
2	Prepare first draft of workplan using the results of the planning workshop.	July 18, 2019

## 7. Inspection & Acceptance

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

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

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

## 8.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. **Please note this is only applicable for proposals above \$25,000.**

**Geographic Code 937:** Goods and services from the United States, the cooperating country, and

"Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A

list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

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

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

**Geographic Code 110:** Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.

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

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

## 8.1 Data Universal Numbering System (DUNS)

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of **\$30,000 and above are required** to obtain a DUNS number prior to signing of the agreement.

Organizations are exempt from this requirement if their bid is below \$30,000 or if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

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

## 9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to



FPI\_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

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

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

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

## 10. Attachments

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

#### SCOPE OF WORK Workplan Facilitation

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<b>LEVEL OF EFFORT:</b>	12 days of LOE including travel days 6-day work weeks
<b>PERIOD OF PERFORMANCE:</b>	On/a July 5– July 18, 2019
<b>BASE OF OPERATIONS:</b>	Almaty, Kazakhstan

#### 1) BACKGROUND

CTJ is a 5-year, \$23 million, regional project which aims to increase the competitiveness of the economies of Central Asia in order to expand trade within the region and to markets beyond and to create jobs. The activity contributes to the achievement of the USAID/CA Results Framework, Development Objective 1, specifically IR 1.1 More diverse and competitive private sector and IR 1.3 Harmonization of cross-border trade are targeted. The project operates and has offices in all 5 Central Asian countries-Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan and conducts activities within in three sectors: horticulture, transport and logistics, and tourism. Indicators are organized around 3 components which cut across each sector and country:

- Component 1: Increase competitiveness and trade readiness, facilitate trade and build on the Central Asian Trade Forum
- Component 2: Partnering for Innovation to increase competitiveness, expand trade and create jobs
- Component 3: Expanding employment in key sectors.

This framework will be in the form of a workplan and will consider team structure; component activities, objectives, target indicators, timelines, and estimated budgets; component support structures; and overall project management. In order to draft this workplan in an effectively and efficiently, there's a need to bring the entire CTJ team together (approximately 31 persons) for a workplanning session.

Due to the size and dispersed nature of this team, the need for all voices to be heard and opinions to be considered, this workplanning session needs to be professionally facilitated to ensure team members are actively engaged while also being provided an effective meeting environment to put together the workplan in a timely fashion, with measurable, achievable actions for Year 4.

#### 2) OBJECTIVES

The Team Facilitator will coordinate the technical workplan planning session for 3 days with the CTJ team from July 9-11; working with the CTJ team, select home office support team members, and USAID representatives to enable the entire team to strategize its work for the remaining life of the project and work together to develop a clear plan for project Year 4.

### **3) TASKS**

#### **A) RESEARCH**

1. Review project monthly, quarterly and annual reports and work plans
2. Review assessments, post-event briefs, success stories
3. Review Facebook page and CATF website
4. Review mid-project evaluation draft report
5. Prepare outline of facilitation activities and key questions for project staff

#### **B) WORKPLANNING SESSION**

Facilitation of planning session with the team.

1. Day 1 – July 10
  - a. Lessons learned: reflections of work to date in each sector and C5+1;
  - b. Presentation of preliminary findings from mid-project review
  - c. Review Objectives, Results, Indicators and Impact
  - d. Review successes and challenges
  - e. Review funding streams
  - f. Review communications
  - g. Feedback from USAID
2. Day 2 – July 11
  - a. Planning: Formulating activities
  - b. Presentation of the plans
  - c. Assessment of the plans by the team using criteria, including feasibility, SMART criteria, gender inclusion, balanced geography, communication, etc.
3. Day 3 (half day)-July 12
  - a. Presenting results of assessment
  - b. Finalization of plans
  - c. Evaluation of the program
  - d. Leave venue after lunch

#### **C) CONSOLIDATION OF IDEAS INTO INITIAL DRAFT WORKPLAN**

1. Prepare first draft of workplan using the results of the planning workshop.
2. Work with home office support and technical team to add missing information and to develop detailed workplan.
3. Provide input for finalizing of workplan

#### **D) DELIVERABLES**

1. Workplan Planning Session Facilitated, where strategy and objectives for future work are clearly prepared
2. Prepare first draft of workplan using the results of the planning workshop.

#### **E) REPORTING**

1. The Team Facilitator will report to the CTJ Chief of Party.

## 10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

DAI Global LLC

We, the undersigned, provide the attached proposal in accordance with **RFP-CTJ-US-001** issued on **April 24, 2019**. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of 30 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions. I certify that our ability to travel to Uzbekistan and facilitate a workplanning workshop July 9-12, 2019.

*Offeror shall verify here the items specified in this RFP document.*

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

Yours sincerely,

Authorized Signature:

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

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

### 10.3 Attachment C: Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1a	List the items that are to be supplied				
1b					
1c					
2	Delivery Cost to Click here to enter text.			per kilometer	
3	VAT				
<b>GRAND TOTAL IN</b> Click here to enter text.					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					\$

**Delivery Period:** Click here to enter text.

#### 10.4 Attachment F: Past Performance Form

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

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

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

## 10.5 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs. (applicable only to U.S. companies)
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein and will be asked to sign these Representations and Certifications upon award.