

Synopsis of the Invitation For Bids (IFB)

The DAI Business Development Unit invites qualified vendors to submit proposals/bids to conduct an initial reconnaissance trip and serve as the lead technical writer for an anticipated international donor effort.

| | |
|--|---|
| 1. IFB No. | BDU - BIDEV - 001 |
| 2. Issue Date | May 17, 2018 |
| 3. Title | Blanket Purchase Agreement for Bid Development Services |
| 4. Issuing Office & Email/Physical Address for Submission of Bids | Business Development Unit, Global Department/DAI 7600 Wisconsin Ave Suite 200 Bethesda MD 20814 Luke_ryba@dai.com |
| 5. Deadline for Receipt of Bids. | 6PM EST on Friday, May 25 th , 2018 |
| 6. Bid Opening | 8 AM EST on Friday, May 18 th , 2018 |
| 7. Point of Contact | Luke_ryba@dai.com |
| 8. Anticipated Award Type | <p>Blanket Purchase Agreement – DAI will select one company for all bid development services.</p> <p>Issuance of this IFB in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their bid.</p> |
| 9. Basis for Award | <p>An award will be made to the responsible bidder whose bid is responsive to the terms of the IFB and is most advantageous to DAI. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.</p> <p>DAI plans to use the selected company/vendor on an ongoing basis, as necessary, for the next six months using a Blanket Purchase Agreement (BPA) with the understanding that the quoted prices will not change during this time period. Award of a BPA will be made to bidder whose response offers the best value and is most responsive.</p> |

1. Invitation for Bids

| | |
|---|--|
| <p>10. General Instructions to Bidders</p> | <p>) Bids must be submitted to and received by DAI by 6PM East Coast time on Friday May 25, 2018. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.</p> <p>) Bidders shall submit bids electronically to Luke_ryba@dai.com. State the IFB number and the title of the activity in the email subject line.</p> <p>) Bidders shall confirm in writing that the Bidder fully understands that these rates must be valid for the period of 6 months.</p> <p>) Bidders shall complete, sign and date Attachment A: Information Requested</p> |
| <p>11. Questions Regarding the IFB</p> | <p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this IFB. All communications regarding this solicitation are to be made solely through, and submitted to the Issuing Office no later than the date specified above.</p> |
| <p>12. Technical Specifications and requirements for Technical Acceptability</p> | <ol style="list-style-type: none"> 1. Experience leading business development in-country information/data collection assignments, both technically and managerially. 2. Demonstrated awareness and understanding of property rights issues and legislation in Europe; Southeastern Europe preferred. 3. Ability to map in-country key stakeholders, institutions, and players and their roles and responsibilities relative to land programming and property rights. 4. Successful past performance in providing technical guidance for international donor proposals. 5. Demonstrated Past Performance in developing timely trip reports summarizing key findings and observations, detailed meeting notes complete with contact information, as well as detailed outline of a potential approaches to assisting development of land sector institutions and building technical capacities complete with proposals for win themes, ideas for specific activities and areas for technical assistance. |
| <p>13. Determination of Responsibility</p> | <p>DAI will not enter into any type of agreement with a Bidder prior to ensuring the Bidder’s responsibility. When assessing an Bidder’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Ability to comply with the delivery schedule. 2. Have a satisfactory past performance record. Please provide 2 references for previous work in a relevant area. 3. Have a satisfactory record of integrity and business ethics. 4. Be qualified and eligible to perform work under applicable laws and regulations, and the Technical Specifications outlined above. |
| <p>14. Geographic Code</p> | <p>) Under the authorized geographic code for its contract DAI may procure goods and services from any area or country excluding the prohibited countries listed below.</p> <p>) DAI must verify the source, nationality and origin, of goods and</p> |

| | |
|--|---|
| | <p>services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</p> <p>) By submitting a bid in response to this IFB, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p> |
| <p>15. Data Universal Numbering System (DUNS)</p> | <p>All U.S. and foreign organizations which receive a subcontract/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000 USD. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p> |
| <p>16. Compliance with Terms and Conditions</p> | <p>The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B which are the terms and conditions for a resulting award.</p> |
| <p>17. Procurement Ethics</p> | <p>By submitting a bid, Bidders 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. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders 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.</p> |

1.1 Attachment A: Information Requested

Company/Vendor Information **Name of Company/Vendor**
Address
Contact Person
Phone Number
Email Address

| Item Number | Item Name | Quantity |
|-------------|--|-------------------------------------|
| 1 | Past Performance Statement: a) Summary of experience successfully conducting recon and mapping in-country key stakeholders, institutions, and players and their roles and responsibilities relative to land programming and property rights; b) Summary of Experience providing technical guidance for international donor proposals and developing technical content for international donor | 1 document (2 pages maximum) |
| 2 | Writing Sample: 1-2 writing samples detailing knowledge of property rights or land administration issues, preferably in a contemporary European context. | 1-2 documents |
| 3 | Can your company guarantee that quoted prices will remain valid for a period of 6 months? | |
| 4 | Sample Detailed Budget- Highlighting Costs for Labor and Travel Expenses to any capital in Southeastern Europe | 1 excel or word document |
| 5 | Curriculum Vitae: 1-3 CV of preferred personnel assigned to the opportunity (up to 3 CVs; 2 pages maximum). | 1-3 CVs (2 pages maximum) |

We, the undersigned, provide the attached bid in accordance IFB # BDU - BIDEV - 001 dated May 17, 2018

Our bid shall be binding upon us subject to the modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.2 Attachment B: Representations and Certifications of Compliance

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

By submitting a bid, bidders 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.