



Digital Frontiers

Request for Proposals (RFP)

No. 2022-07

Facilitation and Design Services for the 2022 USAID/Colombia Data Jam

Issue Date: **May 5, 2022**

WARNING: Prospective Offerors who have received this document from a source other than the DigitalFrontiers@dai.com email address, should immediately contact DigitalFrontiers@dai.com and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to contact DigitalFrontiers@dai.com assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation, questions and answers, or other communications will be issued from DigitalFrontiers@dai.com

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Synopsis of the RFP

RFP No.	2022-07
Issue Date	May 5, 2022
Title	Facilitation and Design Services for the 2022 USAID/Colombia Data Jam
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	May 19, 2022 5pm EST time, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	June 2, 2022, 5pm EST time, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	Time and Materials or Cost Reimbursable contract
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-funded Digital Frontiers program, invites qualified offerors to submit proposals to support USAID/Colombia's upcoming 2022 Data Jam. The requested services are fully detailed in Attachment A of this RFP.

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 DigitalFrontiers@dai.com assumes complete responsibility if 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 Time and Materials or Cost Reimbursable contract. This contract type is subject to change during negotiations. Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals, as this contract will be considered a subaward.

- A Time and Materials Contract is: An award that allows the acquisition of supplies or services based on direct labor and materials at cost. It has two primary components: Labor (Time) and Non-labor (Materials).
- A Cost Reimbursable Contract is: An award where the contractor is reimbursed for actual reasonable, allowable, and allocable costs up to a maximum ceiling value of the contract agreement.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Contractor", 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 contract 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 or liable for these costs.

Proposals are due no later than **June 2, 2022, 5pm EST time**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (**2022-07**) in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Technical proposals are limited to **three to five pages (excluding cover letter, staff bios/CVs, and past performance matrix)**.

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 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 **90 days** for the prices provided.
- Acknowledge the solicitation amendments received.

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 to DigitalFrontiers@dai.com by **May 19, 2022 at 5pm EST time**. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers 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 via email 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 in a separate attachment from cost proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL.” Technical proposals are limited to **five (5) pages**, excluding staff bios/CVs, past performance matrix, and cover letter.

Technical proposals shall include the following contents:

1. Technical Approach

- Narrative summary of firm’s technical approach to the Scope of Work in Attachment A, proposing a methodology for the implementation of the SOW’s three (3) primary tasks.
- Organizational capacity statement demonstrating the offeror’s technical qualifications to implement the SoW;
- Workplan in the form of a Gantt chart that outlines a notional calendar for implementation of the SoW.

2. Past Performance

- Past Performance Matrix per the template in Attachment E. The matrix should include a list of at least three (3) recent projects. ***It is preferred that at least one of these projects be a current/ongoing project in Colombia to demonstrate the offeror’s ability to continue to operate effectively in-country.*** As available, the information shall include the legal name and address of the organization for which services were performed, a description of the work performed, the duration of the work and the value of the contract, and a current contact phone number of a responsible and knowledgeable representative of the organization. This information may be used for validation of experience or reference checks.
- Preference will be given to firms that demonstrate USAID experiences within the confines defined above.

3. Personnel Qualifications

- CVs of key named personnel that include the following functions at a minimum. Each CV should not exceed three pages. One person may fill multiple functions if applicable. Personnel must meet minimum specifications included in this RFA, and preference will be given to candidates that meet preferred specifications.

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 proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors.

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach	<p>Technical Approach demonstrates understanding of required services and reflects industry best practices in implementation;</p> <p>Technical Approach establishes offeror’s past experience with, and capacity to, host and organize hackathons including design, implementation and oversight of large-scale hackathons.</p> <p>Technical approach demonstrate the applicant’s capacity to convene private sector, academia and local communities to attract high potential applicants.</p>	18 points
Past Performance	<p>Offeror submits at least three (3) project examples in the Past Performance Matrix demonstrating the capacities and abilities as outlined in Section 3.0 above and in Attachment A: SoW.</p> <p>Preference will be given to offerors that:</p> <ul style="list-style-type: none"> - Demonstrate recent and/or ongoing projects in 2021 Columbia; - Demonstrate relevant USAID experience; 	9 points

	- Demonstrate extensive operational experience in Columbia.	
Personnel Qualifications	<p>Offeror submits CVs for requested roles as specified under Section 3.0 Instructions for the Preparation of Technical Proposals.</p> <p>Personnel qualifications meet the minimum qualifications as defined in Attachment A: Scope of Work.</p> <p>Preference will be given to offerors whose personnel meet or surpass the preferred qualifications as defined in Attachment A: Scope of Work.</p>	9 points
Total Points		36 points

4. Instructions for the Preparation of Cost Proposals

4.1 Cost Proposals

Cost proposals shall be in a separate attachment from technical proposals and shall be clearly labeled as "VOLUME II: COST PROPOSAL".

Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals. Offerors should use their previous experience and knowledge to inform a cost proposal that reflecting unit prices reasonable for the local market.

Provided in Attachment C is a template for the cost proposal. Offerors shall complete the template including as much detailed information as possible. The Contractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

4.2 Budget Narrative

The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of the SOW, including distribution of monetary prizes, in Attachment A. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Attachment C.

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. Evidence of a UEI number, CAGE/NCAGE code, and SAM.gov registration (explained below and instructions contained in Attachment D).
2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Offeror has 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.
4. Ability to comply with required or proposed delivery or performance schedules.
5. A satisfactory past performance record.
6. A satisfactory record of integrity and business ethics.

7. Offeror has the necessary organization, experience, accounting and operational controls and technical skills.
8. Is qualified and eligible to perform work under applicable laws and regulations.
9. Offeror already has, or is in the progress Defense Base Act (DBA) insurance or local equivalents, in addition to general liability and other require insurance coverages.

6. Inspection & Acceptance

The designated DAI Project Manager will inspect 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 Contractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Project Director as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 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 F.

7.2 Restricted/Sanctioned Groups or Individuals

U.S. Executive Orders and U.S. law prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. These requirements apply to Vendor/Subcontractor. No material support or resources may be provided to individuals or entities that appear on the following lists²:

- a. Office of Foreign Assets Control (OFAC) (Department of Treasury) Sanctions List:
<https://sanctionssearch.ofac.treas.gov/>
- b. OFAC's List of Specially Designated Nationals (SDN) and Blocked Persons, and the database formerly known as EPLS, now searchable at www.sam.gov
- c. Consolidated United Nations Security Council Sanctions List, available at
<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>

The term "material support" includes "any property, tangible or intangible, or service, including 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, and transportation, except medicine or religious materials."

Please note that the following are included in the list of sanctioned entities:

- The Revolutionary Armed Forces of Colombia – People's Army (FARC-EP)
- The National Liberation Army (ELN) (Colombia and Venezuela)
- Shining Path (SL) (Peru)

Further information is available at:

<https://www.state.gov/revocation-of-the-terrorist-designations-of-the-revolutionary-armed-forces-of-colombia-farc-and-additional-terrorist-designations/>
<https://www.state.gov/j/ct/rls/other/des/122570.htm>
<https://www.treasury.gov/resource-center/sanctions/Programs/Documents/terror.pdf>

7.3 Prohibited Technology

Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with 2 CFR 200.216.

7.4 Source and Nationality

Under the authorized geographic code for its Agreement DAI may only procure goods and services from the following countries. DAI may exercise the option to seek a waiver to these requirements if selected Offeror is registered in a country outside of Geographic Code 937.

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: <https://www.usaid.gov/ads/policy/300/310maa> and <https://2012-2017.usaid.gov/sites/default/files/documents/1876/310mab.pdf> respectively.

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. 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 exclusions for prohibited countries outlined above.

7.5 US Government Registrations

There is a **mandatory** requirement for your organization to provide evidence of the following registrations to DAI prior to being awarded an agreement. Without registering in the required databases, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a contract or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a DUNS number, CAGE/NCAGE Code, and evidence of SAM.gov registration to DAI. Offerors who fail to provide these will not receive an award and DAI will select an alternate Offeror.

- Offerors need to obtain the following before award of an agreement:
 - UEI Number
 - Registration with SAM
 - CAGE/NCAGE

For detailed information on registration in the above USG databases, see Attachment D - Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and UEI Number

7.6 Fly America Act

The contractor must comply with Fly America Act restrictions for all international travel under this award. See Attachment G for the mandatory standard provision regarding international air travel.

8. 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 contractors/subgrantees/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.

9. Attachments

9.1 Attachment A: Scope of Work for Services

Data Jam 2022

BACKGROUND

In April 2017 and March 2019, USAID hosted two Data Jams focusing on crowdsourcing solutions for Rural Development and Citizen Security challenges in Colombia. The events attracted over 240 data scientists, development experts, mathematicians, programmers, designers, and others to compete for over \$20,000 in incentives/prizes for the best new analyses and data-driven solutions to the problems put forward during the events. Participants formed teams based on skill sets and interests to create innovative solutions and propose new projects on how open data can provide new insights into rural development and citizen security in Colombia. Building on this success, USAID/Colombia, USAID/ITR, and Digital Frontiers plan to host a third Data Jam, focused on a very current topic for Colombia and the USAID Colombia Mission: the promotion of transparency, access to information and open government as means to fight against corruption.

We also recognize that the promotion of transparency and the fight against corruption are evolving concepts, and perspective and understanding can vary among experts. For this reason the Mission's approach is preventative and integrated, seeking to prevent corruption from happening by engaging with national and local authorities to strengthen public reporting and risks mitigation mechanisms but also supporting and promoting citizen participation and engaging with other stakeholders -such as the private sector, the media and the academia- to promote a culture of transparency throughout Colombia.

Data Jams are intense, citizen-driven, collaborative efforts among external data and subject matter experts to generate innovative solutions to improve a societal problem. Data Jams employ an array of new approaches and methodologies within a limited amount of time and resources. The USG supports the use of hackathons and data jams in fostering government innovation;

OBJECTIVE

USAID is seeking experienced technical and logistical support for the design, planning, and implementation of a Data Jam program and event with stakeholders from the Government of Colombia (GOC), other donors, NGOs, Civil Society Organizations, Academia, and the Private Sector.

The Data Jam will be divided by the following implementation phases:

- Phase I: Identifying the Challenge(s)
- Phase II: Planning the Data Jam
- Phase III: Organizing and Executing the Data Jam Event
- Phase IV: Follow-up After Data Jam Event

TASKS

Phase I: Identifying the Challenge

Objective: To organize a Steering Committee that will steer and make decisions for the entire program. To spell out next steps, tasks, activities, milestones, outcomes, and deliverables.

Specific Activities:

1. Define schedule
 - a. Define work schedule and work plan including tasks, deliverables, and milestones.
2. Organize the Steering Committee
 - a. Convene and specify which are the partners (GOC, NGOs and Private Sector) who will be part of the Data Jam Event. Specify what will be their contribution to the event.
 - b. Convene the Steering Committee (USAID, GOC, NGOs, and Private Sector) on a regular basis to discuss the status of the planning process. Note: the Steering Committee should be made up of the partners who will contribute significantly to the event.

- c. Provide expert advice on the planning and preparation process. This includes, organizing detailed coordination meetings before the event with detailed agenda and chronogram with all participants, donors, etc. that will clearly identify staff and logistics.
 - d. Define and present a schedule of all the activities, logistics of the event, and responsible organizations/persons.
- 3. Develop the Challenge and refine Problem Statements
 - a. Review and advise, when applicable, on modifications to the definition, rationale, and list of the initially identified “Problem Statements/Challenges” (See Annex).
 - b. Define scope and expectations with the Steering Committee.
 - c. Identify related datasets and potential stakeholders who might have additional information required.
- 4. Propose a sustainability strategy to USAID
 - a. Collect lessons learned related to sustainability from similar events
 - b. Draft and propose a sustainability strategy for the winning teams and other solutions that may be identified. Although making a promising solution sustainable is not mandatory, DAI and USAID would like to see scalable/feasible solutions being promoted.
 - c. Identify potential action items that could help USAID or the GOC to leverage outputs or products from the Data Jam

Phase II: Planning the Data Jam

- 5. Datasets identification and preparation
 - a. Assist USAID in the identification, organization, and collection of the potential datasets (structured and unstructured).
 - b. Assist USAID in the identification of the different types of analyses that can be performed with the data (descriptive, predictive, Machine Learning, Natural Language processing, etc.) and advise on potential approaches for the event.
 - c. Create or define a public repository where all datasets can be uploaded or indexed (e.g. GitHub, GOC’s open data portal, etc.)
- 6. Schedule and conduct
 - a. A rehearsal/dry-run with limited audience
 - b. Two one-hour virtual socialization events in order to disclose the purpose, the main topics, the websites where the datasets are published, and promote networking between participants in order to foster the formation of new groups. These two events need to be coordinated with the USAID/Colombia communication team.
 - c. An analysis to help identify potential gaps and things to improve before the main event.
- 7. Develop a communications and engagement plan
 - a. Account for the Agency’s desired outcomes.
 - b. Maximize outreach through media companies and/or social media to leverage the visibility of the main event, learnings, and conclusions.
 - c. Previous to the main event, tailor messages to spark interest and encourage attendance.
 - d. Promote participant buy-in by soliciting their input on the event approach during the planning phase, and by solving any doubts they may have.
 - e. Inform participants in advance of how USAID will use the results of the Data Jam.
 - f. Ensure a system is in place for tracking attendance and the demographic makeup of the participants to help inform the communication strategy and participant engagement prior to and after the Data Jam.
 - g. Identify Subject Matter Experts (SMEs) that will support the teams during the Data Jam in different topics (e.g. data science, pitch skills, visualization, etc.)
 - h. Optimize assignment of key SMEs to teams on the day of the Data Jam. Plan for at least one SME and one Data Scientist to be available overnight.
 - i. Compile a list of SMEs (including their field(s) of expertise) and make it available to the participants.

- j. Promote the Data Jam in the data-related sectors (software development, data science, big data, analytics, etc.) and SME communities to increase representation that can increase the event's outcome.
 - k. Promote gender equality in participants and registration.
 - l. Define a strategy and identify partners to convene (GOC, NGOs, and/or private sector)
8. Define terms and conditions of the competition
- a. Team composition (profiles, gender, and expertise)
 - b. Competition schedule (opening session, competition, evaluation, pitch preparation, pitch delivery, judging, prize delivery, etc.). Design a thorough schedule (minute by minute if necessary).
 - c. Selection criteria for winners
 - d. Prizes and their in-kind or money value
 - e. Prize management and delivery
 - f. Intellectual property
 - g. Sustainability

Note: in order to include specific populations, sectors, a/o regions, USAID reserves the right to include participants or groups in the competition. This will not be considered a direction to award prizes or include these in the final event.

Phase III: Organizing and Executing the Data Jam Event

Requirement	Description
Type of event	Data Jam – competition, + Data Jam, pitch and prizes ceremony
Dates and time	1-2 day event Date: TBD (notionally in) - ideally in close coordination with the Government of Colombia (national or local authorities) Duration 8:00 am - 6:00 pm Final pitch and prizes ceremony:
Expected number of participants	Online: 150-200 people (competition) Final pitch and Prize ceremony: 50 people
City	TBD
Food needed	Final pitch and prize ceremony: Light break + Coffee station
IT/Audio/video equipment requirements	Projector/Videobeam Laptop Audio amplification Countdown clock Online streaming of the final pitch and prize ceremony event.
Travel, Accommodations, and Transportation	Provide (when applicable) air/land transportation, hotel accommodation, and meals for up to six finalist teams (up to three representatives per team?) coming

	to the final pitch event and prize ceremony. Subject to the approved budgeted amount for this purpose
Attendees confirmation and registration process	Yes
Badges needed	No
Translation/interpreter	No
Internet connection - WiFi	For the final pitch event and prize ceremony: broadband internet WiFi connection capable of serving 100 devices and needed data transfer.
Prizes	Define, judge, and deliver prizes, diplomas, certificates of appreciation for the winning teams. Note: Prizes will be defined according to the terms and conditions, by USAID, and/or in collaboration with Data Jam partners

9. Media
 - a. Engage media outlets to participate actively by sending journalists and others to learn from the competition and final event.
10. Advise on judging criteria and potential judges. Communicate to the audience about the intention of selecting a winning project/solution. Supervise and consolidate judging results. Define and award prizes that motivate all participants to do the data analysis.
11. Find and implement cost-share or partners/alliances with various entities (i.e. merchandising, additional prizes, and/or additional prize funds). All the provided/donated items will become USAID property once they are provided by the sponsoring organization and any remaining item must be returned to the COR/AOR for final disposition.

Phase IV: After Data Jam Event

12. Conduct one informational presentation for USAID and key stakeholders in order to present the Data Jam results and conclusions. These key stakeholders include MinTIC, National Planning Department, Ministry of Defense, National Police, Ministry of Interior, Ministry of Justice , Agencia Presidencial para la cooperacion (APC), media companies, private sector partners, etc.
13. Prepare a report with the results of the Data Jam, lessons learned, recommendations, and sustainability suggestions for the best solutions, including, but not limited to, proposals for the GOC on how to continue supporting this type of event by committing resources and/or the private sector with prizes and sponsorship.
14. Advise on the sustainability strategies for the winners of the competition and any other group of participants that presented promising and innovative solutions that can be used by the GOC, USAID, Implementing Partners, or others.

TIMEFRAME

The period of performance for this activity is 1 year.

ANTICIPATED DELIVERABLES

Phase I: Identifying the Challenge

- Work plan
- List of Steering Committee members
- Problem statements/challenges provided by USAID revised
- List of datasets identified

- Coordination of Steering Committee meetings with USAID, government partners, universities, and other stakeholders in Colombia to finalize competition parameters, prizes, judges, and logistics.

Phase II: Planning the Data Jam

- Datasets collected/identified, cleaned, and published/cataloged
- Communications and Engagement plan
- Event agenda to be approved by USAID
- Two virtual socialization events for 80-100 people delivered
- Participants and groups database
- Establish partnerships with other key stakeholders (e.g. Private Sector, NGOs, Academia, etc.)
- Subject Matter Experts (SMEs) identified and secured for DataJam event
- Deploy a strategy to allow participants to familiarize themselves with the datasets and main topics of the DataJam.
- All transportation arrangements secured for participants, judges, other stakeholders as required, to attend DataJam event (travel, transportation, etc.) - if applicable
- Identification of judges and development of judging criteria
- Final event venue secured

Phase III: Organizing and Executing the Data Jam Event

- Main event according to the work schedule and planned activities
- Updated database of participants with at least name, email, and twitter account for the registration.
- One (1) permanent coffee station
- Data jam detailed schedule with dates, activities and responsible persons.
- Venue provided
- IT and network support provided
- Exclusive WIFI (internet) connection for the event. Plan for at least two IP addresses per participant (laptop and cellphone).
- Enough power outlets for each table. Outlets should be accessible to participants to facilitate laptop operation throughout the event hours
- Tool to manage general information about the Data Jam. Containing at least:
 - DataJam general information
 - Terms and conditions (English and Spanish)
 - Schedule
 - Latest news
 - FAQ
 - Data tour and Data Jam theme challenge
- Public data repository with datasets and projects presented (e.g., GitHub but preferably the GOC's official open data repository¹)
- Winning teams selected

Phase IV: After Data Jam Event

- Prizes delivered
- Final report, including at least: (a) summary of the preparation, organization, and execution of the event, (b) preliminary analyses of the sustainability of the solutions presented by the winning teams, (c) recommendations for the next DataJam, (d) highlights and lessons learned, (e) public outreach activities and results, (f) data journalism event results, (g) satisfaction survey results, etc.
- One informational presentation delivered

¹ datos.gov.co

- Executive summary report, no longer than five (5) pages.
- Streaming a/o video files/links

REPORTING

The Project Manager will be responsible for submitting all deliverables to USAID through DAI for approval and will supervise the other positions hired under the contract/grant.

The contractor will be responsible for overseeing general performance of any subcontractor or personnel hired for the execution of this contract and for coordinating the successful organization and production of the Data Jam according to this SOW.

RELEVANT QUALIFICATIONS (REQUIRED/PREFERRED)

REQUIRED

- Demonstrated past performance in hosting and organizing hackathons, design, implementation and oversight of large-scale data competitions
- Experience convening private sector, academia, and community to attract high potential applicants
- Institutional knowledge or experience in the main Data Jam subject “transparency and/or anti-corruption” is desirable.

PERSONNEL REQUIREMENTS

REQUIRED PERSONAL REQUIREMENTS

A. Project Manager

- Major function: Facilitate the planning (including incorporating any lessons learned from other USAID-funded hackathons or similar events); engage and convene partners (GOC, NGOs and/or private sector); identify key event milestones that USAID will need to accomplish at the onset of the project; monitor milestone progress; confirm who will serve as the approvers for internal clearance processes; orientate speakers; prepare bios and other program materials; guide the organization of the groups; and guide the implementation of post-data jam plans for utilizing the projects that participants created during the data jam.
- Required Qualifications:
 - A Bachelor’s degree.
 - At least five(5) years of professional experience in project management, event planning, and/or organizing at least three (3) similar events. A successful candidate must demonstrate his or her knowledge and experience in successfully managing projects, organizing events for more than 100 people, coordinating numerous stakeholders, and supervising others.
- An excellent candidate may also have
 - Open data or hackathons coordination experience and/or knowledge
 - Relationship management and partnerships skills
 - Connections with GOC, NGOs, and private sector organizations who are interested in participating actively in these types of events.

B. Senior Data Scientist

- Major functions: Identify, collect/catalog, and clean (if applicable) all the datasets to be used during the Data Jam; provide expert advice to USAID on data collection and data jam organization; collect, organize, and submit all documents, files, and code of the final projects; provide expert advice to the teams during the data jam and in the judging process.
- Required Qualifications:
 - Bachelor’s degree in mathematics, statistics, computer science or related field.
 - 3-5 years’ experience manipulating large datasets and using databases.
 - Good programming skills. 1-3 years’ experience with a general-purpose programming language.
 - Good statistical modeling and analysis skills (e.g. SAS, SPSS, R, Python)

- v. Experience in the use of statistical processing environments. Familiarity with basic principles of computing and/or databases. R or Python experience is desired.
 - c. An excellent candidate may also have
 - i. Good communication and interpersonal skills.
 - ii. Experience working with USAID programs.
- C. Communications and Media Specialist -
 - a. Major function: Facilitate the planning; promoting the Data Jam in traditional and social media outlets; and convening of media outlets at the Data Jam.
 - b. Required Qualifications:
 - i. A Bachelor's degree.
 - ii. At least ten (5) years of professional experience in project management, event planning, and media coordination, and/or organizing at least three (3) similar events. A successful candidate must demonstrate his or her knowledge and experience in successfully managing media, convening media outlets, organizing a press room, and writing stories.
 - iii. Meaningful experience in managing social media outlets, convening audience and monitoring activity.
 - iv. Network of national and local media that he/she can tap into for free promotional messaging related to the event and its results.
 - c. An excellent candidate may also have
 - i. Experience working with USAID programs.
 - ii. Experience and/or training in Data Journalism

9.2 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**-Click here to enter text.-
Click here to enter text. issued on Click here to enter text. Our attached proposal is for the total price
of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of 60 days for the prices provided in the attached Cost Proposal. Our proposal shall be
binding upon us subject to the modifications resulting from any discussions.

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

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

Yours sincerely,

Authorized Signature:
Name and Title of Signatory: Click here to enter text.
Name of Firm: Click here to enter text.
Address: Click here to enter text.
Telephone: Click here to enter text.
Email: Click here to enter text.

9.3 Attachment C: Budget and Budget Narrative Template

	Name	Rate	LOE/Units	Unit Type	Cost
I. Salaries and Wages					
Person 1	TBD	\$0.00	0		\$0
Person 2	TBD	\$0.00	0		\$0
Person 3	TBD	\$0.00	0		\$0
Total Salaries and Wages			0		\$0
II. Indirect Costs on Labor					
Fringe (full-time employees)					\$0
Overhead on Labor					\$0
Total Indirect Costs on Labor					\$0
III. Other Direct Costs					
1. Project Management Expenses					
Communications		\$0.00	0		\$0
Other (DESCRIBE)		\$0.00	0		\$0
Total Other Direct Costs					\$0
Total Program Expenses					\$0
Indirect Costs on All Costs			0		\$0
Grand Total					\$0

Budget Narrative Template

The following narrative follows the format of the budget. *Firm Name* has priced its proposal on a: (specify) Cost Reimbursable or Time and Materials (T&M) basis. Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals, as this contract will be considered a subaward.

Salaries and Wages

For our labor cost estimates, we have used the daily rates for personnel, as supported by actual salaries and/or prevailing labor rates (please explain and provide justification or backup for rates.

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

Other Direct Costs

This category includes basic support costs for the project such as XXXX (Explain and provide backup for costs). Included within this cost category are all costs necessary for the successful operation of this activity.

Indirect Costs on All Costs

All indirect costs must be in accordance with the Firm's policies (explain and provide justification).

9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and UEI Number

Background: Summary of Current U.S. Government Requirements

There are mandatory requirements for Contractors to obtain the following items/registration before a contract of any kind can be awarded. Without registering in the required databases, DAI cannot deem an Offeror to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of an IQC or Task Order contract resulting from this RFP is contingent upon the winner providing a UEI number, a CAGE/NCAGE code, and proof of registration in the SAM.gov system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate Offeror.

CAGE/NCAGE Code

The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code before registering in SAM.

- Link to the CAGE/NCAGE Code request: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Link to CAGE/NCAGE code request instructions: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

System for Award Management (SAM) Registration

You must have an active registration with www.SAM.gov to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

- U.S. Registrants:
 - 1) Your Legal Business Name and Physical Address
 - 2) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
 - 3) Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)
- International Registrants:
 - 1) Your NATO Commercial and Government Entity (NCAGE) Code

Follow this link to create a Sam.gov user account and register your organization: <https://sam.gov/content/entity-registration>

Unique Entity ID (UEI)

By April 4, 2022, the federal government will transition away from the DUNS Number to the new Unique Entity ID (SAM), or ‘UEI,’ for entity identification of federal awards government-wide. Entity identification in federal awards (grants, loans, contracts, etc.) means a unique set of numbers and letters used to identify every entity seeking to do business with the federal government. Currently, and through April 3, 2022, the federal government uses the DUNS Number, assigned by Dun & Bradstreet. On April 4, 2022 and moving forward, the federal government will use the Unique Entity ID (SAM), or “UEI” assigned by SAM.gov.

9.5 Attachment E: Past Performance Table Template

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	Reference(s) Name, email and/or phone	Client Name and Address	Cost in US\$	Start-End Dates	Problem(s) Encountered and Resolutions
1							
2							
3							
4							
5							

9.6 Attachment F: 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- DAI, as prime contractor of U.S. federal government contracts, must 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. 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.
6. 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.
7. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
8. 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.

TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

a. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed reasonable charges normally allowed by the recipient in its regular operations as the result of the recipient organization's written travel policy and are within the limits established by the applicable cost principles.

In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the AO. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

b. FLY AMERICA ACT RESTRICTIONS

(1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.

(2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation pursuant to the Standard Provision, "Accounting, Audit and Records." The documentation must use one of the following reasons or other exception under the Fly America Act:

(i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU "Open Skies" agreement (<http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm>).

(ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see <http://apps.fas.gsa.gov/citypairs/search/>):

- a. Australia on an Australian airline,
- b. Switzerland on a Swiss airline, or
- c. Japan on a Japanese airline;

(iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;

(iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;

(v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or

(vi) If the US Flag Air Carrier does not offer direct service,

- a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,
- b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or
- c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

c. DEFINITIONS

The terms used in this provision have the following meanings:

(1) "Travel costs" means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. "Travel costs" do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package that are consistent with the recipient's personnel and travel policies and procedures.

(2) "International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.

(3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at <http://ostpxweb.dot.gov/aviation/certific/certlist.htm>. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

(4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

9.8 Attachment H: Proposal Checklist

Offeror: _____

Have you?

- Submitted your proposal to DigitalFrontiers@dai.com as specified in General Instructions above?
- Submitted Separate Technical and Cost proposal email attachments?

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment B*)
- Technical Proposal not exceeding five (5) pages
- Past Performance Matrix (*use template in Attachment E*)
- CVs/bios of Proposed Personnel
- Cost Proposal including budget and budget narrative (*use templates in Attachment C*)