



Digital Frontiers

Request for Proposals (RFP)

No. 2023-01

Cross-Sectoral Digital Services Guidance

Issue Date: January 17, 2023

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

Table of Contents

1. Introduction and Purpose	4
1.1 Purpose	4
1.2 Issuing Office	4
1.3 Type of Award Anticipated	4
1.4 Eligibility Requirements	4
2. General Instructions to Offerors	4
2.1 General Instructions	4
2.2 Proposal Cover Letter	5
2.3 Questions regarding the RFP	5
3. Instructions for the Preparation of Technical Proposals	5
3.1 Services Specified	5
3.2 Technical Evaluation Criteria	5
4. Instructions for the Preparation of Cost Proposals	6
4.1 Cost Proposals	6
4.2 Budget Narrative	6
5. Basis of Award	6
5.1 Best Value Determination	6
5.2 Responsibility Determination	6
6. Inspection & Acceptance	7
7. Compliance with Terms and Conditions	7
7.1 General Terms and Conditions	7
7.2 Prohibited Technology	7
7.3 Source and Nationality	7
7.4 US Government Registrations	7
7.5 Fly America Act	8
8. Procurement Ethics	8
9. Attachments	Error! Bookmark not defined.
9.1 Attachment A: Scope of Work for Services	9
9.2 Attachment B: Proposal Cover Letter	9
9.3 Attachment C: Budget and Budget Narrative Template	13
9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and UEI	14
9.5 Attachment E: Past Performance Table Template	16
9.6 Attachment F: Representations and Certifications of Compliance	17
9.7 Attachment G: Travel and International Air Transportation	18
9.8 Attachment H: Proposal Checklist	20

Synopsis of the RFP

RFP No.	2023-01
Issue Date	January 17, 2023
Title	Cross-Sectoral Digital Services Guidance
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	January 24, 2023 5pm EST time, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	February 14, 2023, 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 organizations to submit applications to develop technical guidance for Implementing Partners (IPs) that analyzes cross-sectoral efficiencies when implementing digital tech solutions within agriculture, nutrition, WSSH, and resilience sectoral areas. 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. The contracting mechanism applied 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.

1.4 Eligibility Requirements

This RFP is open to registered businesses, non-governmental organizations, and think tanks.

- Applicants must be registered US or non-US organizations regardless of type (for example: for profit, not-for-profit, civic groups, and others);
- All Applicants must be willing to forego profit per 2 CFR 700.13;
- The following are not eligible:
 - Government entities;
- Applications must be submitted in English.

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 Offeror 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 **February 14, 2023, 5pm EST time**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (2023-01) 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, workplan, personnel plan, CVs (no more than two (2) pages each) 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 **January 24, 2023 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 the Cover Letter, Workplan, Personnel Plan, CVs (no more than three (2) pages each), Past Performance Matrix & Work Sample elements.**

Technical proposals shall include the following contents:

1. Technical and Management Approach

- Narrative summary (3-5 pages) of technical approach and methodology to implement the services included in the SoW of this RFP.
- Workplan that outlines how the Offeror will approach and implement the SOW in the timeframe specified in the SoW. Workplans should demonstrate the applicant’s ability to consult with and adapt to donor requirements and requests.

2. Personnel Plan and Qualifications

- Personnel plan outlining proposed personnel for this activity and a description of their roles and responsibilities as defined by the SOW. Offeror should demonstrate that their proposed team members have the necessary experience and capabilities to carry out the Technical Approach. Personnel must meet the required qualification listed in the SOW;
- CVs or bios (max 2 pages each) of key named personnel demonstrating relevant qualifications required to implement the SOW.

3. Past Performance Examples

- Past Performance Matrix per the template in Annex 6. The matrix should include a list of at least three (3) recent similar programs highlighting any thematically-relevant experience. The information 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 award, 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.
- In addition, offeror should provide relevant work samples, links, or summaries of past deliverables of similar scope that demonstrates successful implementation within included recent similar programs.

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	Technical Approach demonstrates technical understanding of, and expert thematic command of, the required services and tasks in the SOW;	9 points

	Technical Approach proposes feasible and technically sound approaches to the research, drafting, user testing, and publication elements of the SoW. Workplan demonstrates how the offeror will approach and achieve the work in the required timeframe	
Personnel Qualifications	Offeror submits at least three (3) relevant project examples in the Past Performance Matrix demonstrating the capacities and abilities as outlined in Section 3.0 above and in Attachment A: SoW Offeror submits at least three (3) previous work examples that demonstrate its capacity to produce similar deliverables of professional quality.	9 points
Past Performance	Narrative summary of proposed personnel's technical capabilities demonstrating the ability to complete the scope of work. Proposed personnel meet the required qualifications listed in Attachment A, preference will be given to candidates that meet preferred qualifications.	3 points
Total Points		21 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 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, and specifically to the objectives of this initiative. 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, 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 required 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 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.

7.3 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.

7.4 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 UEI, 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
 - 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.

7.5 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.

BACKGROUND

Digital Frontiers is a \$90 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2024. DAI implements the Digital Frontiers project, which works closely with USAID's Innovation, Technology, and Research (ITR) Hub, USAID Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally. Digital for Resilience and Food Security (D4RFS) is the Bureau for Resilience and Food Security's (RFS) buy-in to the Digital Frontiers project. Through D4RFS, DAI engages the RFS Digital Team in leadership, communications, and preliminary strategy and research support.

ACTIVITY OVERVIEW

RFS previously supported the development of [this infographic](#) that looked at digital technology as a cross-cutting tool that can be used to support many facets of an individual's life, touching on sectoral areas that fall under RFS (agriculture, nutrition, WSSH, and resilience). Building off of that concept, RFS would like to develop guidance on how to think beyond silos and look for cross-sectoral efficiencies when implementing digital tech solutions. While this guidance should be particularly aimed at RFS sectors, it should be grounded in the broader needs of individuals, including education, health, civic engagement, and others.

The guidance should provide USAID staff and its partners with practical and actionable steps they can take to maximize the benefit that digital technologies might have at an activity level, a strategic level, and at an individual user level. In essence, what is it that USAID and its partners can do to facilitate the realization of holistic digital services that meet the full needs of individuals, whether through service bundling or service interoperability. It should reference and build upon existing relevant resources, such as the [Principles for Digital Development](#) and others.

It is anticipated that the guidance will cover the following topics, and others:

- Understanding the broader digital needs of all program participants, including women, youth, and marginalized groups
- Identifying opportunities for cross-sectoral bundling and interoperability
- The benefits of cross-sectoral service bundling and interoperability, including any impact evidence, and key risks to mitigate or avoid (e.g., power asymmetries between end-users and service providers/platforms, irresponsible or inequitable use of data, inadvertent exclusion of and disparate impacts on certain populations, tradeoffs between sectors, anti-competitive practices or consumer protection risks associated with business models in this space)
- Good examples of cross-sectoral service bundling and/or interoperability that don't just enable access to (useful) services for end-users but also improve their agency and empowerment vis-a-vis the digital ecosystem itself
- Prerequisites for effective cross-sectoral bundling and interoperability from an ecosystem perspective (e.g. digital readiness, competitiveness, digital infrastructure, meaningful influence over the digital ecosystem by potential end-users, incentives for responsible market conduct by digital actors and platforms, legal and regulatory considerations, etc.)
- Tips for overcoming common barriers and silos
- Facilitating multi-stakeholder partnerships, including with local stakeholders - finding the win-win-win

OBJECTIVE

Digital Frontiers seeks experts in digital technologies and international development to produce a guidance document that provides USAID and its partners with practical and actionable guidance on how they can support and facilitate the use of digital technologies that meet the broader needs of program participants and stakeholders. The authors should leverage their experience with implementing impactful digital services across multiple sectors to share recommendations or demonstrated use cases of overcoming barriers across the ecosystem.

TASKS

It is envisioned that this assignment will entail the following tasks, although bidders are welcome to propose additional tasks or modifications to the proposed tasks if they feel that such changes will be more effective at achieving the overall objectives of this assignment.

1. USER RESEARCH AND GUIDANCE FORMAT

- Conduct research and hold high-level meetings (3-5 in total) with the D4RFS team and potential "users" at USAID (to be identified by USAID) to inform the format and structure of the guidance product as well as the roll-out and

integration strategy. These are not meant to be key informant interviews. Development of content should be primarily based on a synthesis of existing resources and the selected contractor's expertise.

- Work with Digital Frontiers and the RFS team to determine target audience, goals, style, and ideal length of the final guidance product, although it is anticipated that the guidance will be brief yet insightful (in the range of 7-15 pages).

2. CONTENT DEVELOPMENT

- The selected contractor will develop a list of specific themes and sections for the guidance, in collaboration with Digital Frontiers and the RFS team.
- The contractor will draft an outline for the guidance product (comprising both format and content elements).
- Once approved by Digital Frontiers, the contractor will develop an initial draft version of the guidance product. Digital Frontiers and the RFS team will review the draft version and provide at least two rounds of input and feedback that the contractor will incorporate into a version ready for user testing.

3. TESTING AND REVISIONS

- The contractor will host 2-3 virtual sessions to solicit input on the draft guidance from potential users, to be identified in advance with Digital Frontiers and RFS. The sessions should be scheduled so that they are accessible to a wide range of timezones.
- Following the user testing, the contractor will incorporate feedback and revisions to create a final draft. Digital Frontiers and the RFS team will provide one round of feedback that the contractor will incorporate into the final guidance product.

4. DELIVER AND SOCIALIZA A MODULAR GUIDANCE PRODUCT

- The contractor will format the guidance product in an accessible publication-ready PDF format—or other proposed format—in line with USAID branding guidelines and 508 accessibility standards.
- Upon clearance of final publication, the contractor will promote the brief by participating in up to two webinars or virtual events with USAID staff and external partners to socialize high-level guidance and share opportunities for application.
- The contractor will work with Digital Frontiers and USAID to identify the target audience for promotion and lead outreach to participants. This is likely to include:
 - Drafting targeted emails to send to experts in the field, creating social media posts for USAID/Digital Frontiers channels, and preparing general content about the webinars to be shared through other communications channels.
 - Working with USAID team and Digital Frontiers project staff to ensure appropriate coordination and support for event speakers and high-level attendees.
 - Supporting facilitation, note-taking, and recording of events as needed/relevant.

REQUIRED AND PREFERRED QUALIFICATIONS

Required

- Experience working in digital development realm with a preference given to candidates with an experience in cross-sectoral design
- Excellent English written and oral communication skills
- Experience developing user-friendly and action-oriented guidance products
- Connection to a wider community of practice around digital development
- Ability to communicate effectively with a wide variety of stakeholders
- Regular availability for calls and meetings overlapping with US East Coast time zone

Preferred

- Experience working with USAID or familiarity with their programs and policies

PROJECT MANAGEMENT

- The contractor will attend or participate remotely in agreed upon weekly or biweekly calls with Digital Frontiers and USAID staff to provide updates on progress.
- The contractor must propose a project manager from their organization to serve as the primary point of contact for USAID and Digital Frontiers.

DELIVERABLES

DELIVERABLES	TIMELINE
Workplan	Week 2
Draft outline	Week 6
Draft guidance	Week 10
User testing sessions	Weeks 12-14
Final guidance	Week 18
Webinar or Virtual Events	Week 20

TIMEFRAME

The period of performance for this activity is anticipated to be five months.

REPORTING

The implementer will report to Digital Frontiers Senior Program Manager, Andrea Falso. The implementer will also be collaborating closely with representatives from RFS and USAID Missions.

Attachment B: Proposal Cover Letter

[On Offeror's Letterhead]

<Insert date>

TO: DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP 2023-01**, issued on **January 17, 2023**. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of **90** 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:

Name of Offeror:

Address:

Telephone:

Email:

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. *Offeror 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 Offeror's policies (explain and provide justification).

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

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 a contract resulting from this RFP is contingent upon the winner providing a UEI, 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)

Effective April 4, 2022, the federal government transitioned 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, the federal government uses the Unique Entity ID (SAM), or “UEI” assigned by SAM.gov. Each awardee will be required to obtain a Unique Entity ID (UEID) via sam.gov. Below are some helpful tips on how an organization can obtain the UEID.

1. Obtaining a UEID and registering as an entity are two different processes. Obtaining a UEID is quicker and requires a less intensive validation process. A NCAGE code is not needed for entity validation and to get a UEID, but it is needed for full registration in SAM.
2. For new entities:
 - a. Prior to starting entity validation process, an entity should be prepared with documents that:
 - 1) shows the entity's legal business name and physical address in the same document and is less than 5 years old;
 - 2) (2) shows the legal business name and start year in the same document; and, (3) shows legal business name and US state of Incorporation (for US entities) or National Identifier (for non-US entities). If any documents are in a language other than English, they must be accompanied by certified translations (see the link below for more details).
 - b. This GSA guide has detail on documentation requirements. It includes a downloadable document outlining what type of documentation is acceptable, general guidelines, and guidance on translations.
 - c. Additionally there is a general FAQ also maintained by GSA.

3. If, after entering the required information, an entity receives a validation error message and/or is not a match with any of the returned potential matches, the entity should create an incident. There are two new, useful videos that GSA has recently published to help explain this process. These are different than the brief overview video that has been previously shared, so projects and partners are encouraged to watch:

<https://www.youtube.com/watch?v=ZKc9UfxtOIA> (the “create incident portion” runs from 27:58 to 35:05). This video provides a detailed, step-by-step walk through of the entity validation process. Be advised the scenario it addresses is for an existing entity that has to update some information (rather than a new entity, which is the case for most of our partners), but the steps are the same:

<https://www.youtube.com/watch?v=a3nPZvnPpE0> (the “managing your validation ticket” portion runs from 17:34 to 28:55). This video provides guidance on how to manage the validation ticket once it has been submitted.
4. Entities need to regularly check their email – including spam folders – after they have submitted the incident report for emails from fsdsupport@gsa.gov. They should be able to look up the status either by logging into their user account on SAM.gov (go to the “Workspace” view and click the “View” button under the Incident Report Number) or in fsd.gov (directions on how to do this can be found [here](#)). Entities can communicate with an EVS (Entity Validation System) agent in FSD.gov or by responding to the email. If the entity is unable to generate an incident report for some reason (this was a problem we saw this past week), the entity can also go to FSD.gov and start a chat with an agent by clicking on the “live chat” button in the lower right-hand corner. Agents are available from 8AM to 8PM EST.
5. Once they are contacted by the EVS agent, the entity will have 5 days to respond, or the incident report will be automatically closed and they will have to start again. If the entity needs more time, they should respond to the EVS agent and communicate this. If the ticket is closed, when the entity starts a new one they should include the original ticket number in the Comments Section.
6. Requested documents need to be uploaded at sam.gov, not at fsd.gov.
7. Once the FSD agent has confirmed the entity has been validated, the entity is not done! It will need to go back to SAM.gov to enter its information again and select the current, correct entity info. This step must be done in order to generate the UEID.

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							

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.

Attachment G: Travel and International Air Transportation

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.

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*)
- Past work samples / deliverables
- CVs/bios of Proposed Personnel
- Cost Proposal including budget and budget narrative (*use templates in Attachment C*)