



Digital Frontiers

Request for Proposals (RFP)

No. 2020-16

Responding to Electoral Cybersecurity Threats

Issue Date: December 9, 2020

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.	2020-16
Issue Date	December 9, 2020
Title	Responding to Electoral Cybersecurity Threats
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	December 15, 2020, 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	December 28, 2020, 5pm EST, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	For organizations/firms: Time and Materials or Cost Reimbursable contract For individuals: Independent Consultant Agreement
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 Offerors to support USAID's Democracy, Human Rights, and Governance (DRG) Center with technical expertise in order to strengthen the DRG's cadre's understanding and knowledge of issues concerning cybersecurity in elections, with an emphasis on cybersecurity in election administration. This will inform USAID's efforts to further integrate electoral cybersecurity methods and strategies into its electoral assistance programming.

DAI anticipates a budget range of approximately \$80,000-\$105,000 for this activity.

Proposals will be accepted from organizations/firms or from independent consultants. Offerors may propose that the Scope of Work be completed either by an individual or team.

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

If an organization is selected, DAI anticipates awarding a Time and Materials or Cost Reimbursable contract. This contract type is subject to change during negotiations.

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.

If an individual (or group of individuals) is selected, DAI anticipates awarding Independent Consultant Agreement(s) (ICA). An ICA is an award where the consultant is reimbursed for actual labor and non-labor costs up to a maximum ceiling value of the ICA.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Contractor", and/or "Bidder" means a firm or individual proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm or individual 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 **December 28, 2020 at 5pm EST**, to be submitted via email to **DigitalFrontiers@dai.com**. Please include the RFP number (**2020-16**) 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 **two pages (excluding supporting documents detailed below)**.

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 **60 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 **December 15, 2020 at 5pm EST**. 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 **two pages, excluding staff bios/CVs, past performance matrix, workplan, and cover letter**.

Offerors may propose that the Scope of Work be completed **either by an individual or team**.

Technical proposals shall include the following contents:

1. Technical Qualifications

- Narrative summary of Offeror's technical capabilities, demonstrating that the Offeror is qualified to implement the SOW for the desired position
- Proposed implementation approach of SOW activities. If multiple personnel are proposed, Offeror must indicate how the personnel will work together to deliver the SOW
- CV(s) (maximum length 5 pages each) of named personnel that demonstrate relevant qualifications for the SOW. Required qualifications are indicated in the SOW

2. Workplan

- Workplan that outlines how the Offeror will approach and achieve the milestones in the timeframe

3. Past Performance Examples

- Past Performance Matrix per the template in Attachment E. The matrix should include a list of at least three (3) recent similar projects. 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 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.

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 Qualifications and Personnel	<ol style="list-style-type: none"> 1. CV(s) of key named personnel indicate relevant qualifications 2. Narrative summary of Offeror’s technical capabilities and proposed implementation plan demonstrate the ability to complete the scope of work 	70 points
Workplan	<ol style="list-style-type: none"> 1. Workplan demonstrates how the Offeror will approach and achieve the work in the timeframe 	10 points
Past Performance Examples	<ol style="list-style-type: none"> 1. At least 3 past relevant project examples in past performance matrix demonstrating capabilities in line with SOW 	20 points
Total Points		100 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”.

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.

DAI anticipates a budget range of approximately \$80,000-\$105,000 for this activity.

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. 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. For organization/firm: Evidence of a DUNS 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.

6. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The 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

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 the goods or services being offered comply with the exclusions for prohibited countries outlined above.

7.4 For organizations ONLY - 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:
 - DUNS 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 DUNS Number

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

Responding to Electoral Cybersecurity Threats

Digital Frontiers is a \$74.4 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2022. DAI implements the Digital Frontiers program, which works closely with the U.S. Agency for International Development's (USAID's) Global Development Lab (GDL), the Center for Digital Development (CDD), USAID Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

I. Summary

USAID's Democracy, Human Rights, and Governance (DRG) Center aims to strengthen USAID's technical knowledge on ways to support local partners' efforts to address electoral cybersecurity threats. DAI, the implementer of the USAID-funded Digital Frontiers program, invites Offerors to support the Responding to Electoral Cybersecurity Threats activity.

Proposals will be accepted from organizations/firms or from independent consultants. Offerors may propose that the position be completed either by an individual or team.

II. Background and Opportunity

An increasing number of countries are integrating technology into electoral processes, including biometrics and electronic systems for voting, counting, tabulation, and transmission of results. Political parties are building large databases to target supporters and deliver messages and hire public relations firms to micro-target voters. However, the widespread use of technology also creates significant cybersecurity risks, ranging from simple hacks to sophisticated exploitation of hardware or software vulnerabilities. The perpetrators of cyber-attacks range from domestic actors and non-state actors to foreign governments, which have considerable resources at their disposal to attack electoral infrastructure. Meanwhile, governments, election management bodies (EMBs), candidates, and parties are often ill-equipped to prepare for and respond to cybersecurity attacks and key decision makers do not appreciate or understand the gravity of the risks.

To address this emerging challenge, USAID views cybersecurity as part of its overall electoral assistance. USAID's electoral assistance has evolved from an early focus on election observation and political party development in the mid-1980s to a full portfolio of integrated programming that cuts across governance, rule of law, civil society, stabilization, media, and human rights. USAID provides electoral assistance in dozens of countries, promoting elections that reflect the free expression of the will of the people. This assistance can include bolstering the capacity and independence of election management bodies; promoting competitive, multiparty systems; increasing voter access to accurate and impartial information; and mitigating the potential for electoral violence. USAID views electoral processes as pivotal to a country's stability and quality of governance. Depending on the context, USAID's efforts to address election-related cybersecurity threats may include legislative and policy support, as well as

efforts to strengthen capabilities (including election management body capacity) to prepare for, detect, and deter cyberattacks.

III. Scope of Work

The consultant or firm will work closely with USAID’s Democratic Political Processes (DPP) team within the DRG Center. The anticipated scope of this activity will require the consultant(s) to support the DRG in the following areas:

Task 1: Literature review:

- Conduct a rapid literature review of approximately two-four topics related to cybersecurity risks, threats and mitigation strategies for civil society, election management bodies, and/or political parties/candidates. Topics to be defined and selected in consultation with USAID.
- Draft a short report summarizing insights and recommendations from the literature review that are relevant for USAID and its implementing partners and providing recommendations for how these insights should inform USAID’s understanding of the topic, decision-making, and/or program design. The findings of the literature review will help define topics for knowledge products that will form the core of the work under this RFP.

Task 2: Expert convenings and knowledge building

- Collaborate with USAID’s DRG Center to develop and convene expert briefings and presentations for USAID DRG staff on cybersecurity in elections. Due to the COVID-19 pandemic, it is anticipated that events will be virtual. Activities may include the following:
 - Identify relevant experts who could brief USAID DRG staff on cybersecurity in elections.
 - Organize and manage meetings with USAID DRG staff and external experts.
 - Organize and manage internal virtual roundtable discussions or briefings with USAID DRG staff and external experts.
 - Conduct or organize virtual presentations, and/or webinars on electoral cybersecurity-related topics for USAID staff.
 - Providing ad hoc support, information, and insights to USAID missions on key topics.

Task 3: Developing knowledge products

- Draft brief, practical primers, policy briefs, and/or field guides on cybersecurity in elections. Knowledge products should be written in plain English, free of technical jargon, and effectively employ visual representations to facilitate understanding of complex concepts.
- Provide recommendations for how USAID should approach this evolving challenge.

IV. Deliverables

ILLUSTRATIVE DELIVERABLES	TIMELINE
Literature review with summary report	January - March 2021
Expert convenings, presentations, and/or briefings	January - October 2021
Development and delivery of knowledge products, such as primers and/or brief guides	March - October 2021

V. Anticipated Period of Performance

January 16 – October 31, 2021

VI. Reporting

The organization or independent consultant will report to DAI’s Digital Frontiers program and work closely with USAID’s DRG Center’s DPP team on an established cadence.

VII. Qualifications

The successful Offeror must demonstrate:

- Practical experience in assessing electoral cybersecurity vulnerabilities and threats in a variety of electoral contexts.
- Experience providing strategic and tactical guidance to election management bodies, policymakers, and/or other stakeholders on addressing cybersecurity vulnerabilities and threats.
- Experience with developing country electoral contexts.
- Experience developing practical, concise knowledge products for implementers and/or donors that have been operationalized.
- Experience with developing and delivering effective trainings, presentations, and briefings for a variety of audiences, including through virtual platforms.
- Familiarity and/or experience with donor-supported international development programming strongly preferred, but not required.

9.2 Attachment B: Proposal Cover Letter

<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

DAI anticipates a budget range of approximately \$80,000-\$105,000 for this activity.

	Name	Rate	LOE/Units	Cost
I. Salaries and Wages				
<i>Personnel</i>				
Person 1	TBD	\$100.00	0	\$0
Person 2	TBD	\$100.00	0	\$0
Total Salaries and Wages			0	\$0
II. Indirect Costs on Labor (for organizations)				
Fringe (full-time employees)				\$0
Overhead on Labor				\$0
Total Indirect Costs on Labor				\$0
III. Other Direct Costs				
<i>1. Project Management Expenses</i>				
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. (For organizations) *Firm Name* has priced its proposal on a: (specify) Cost-Plus-Fixed Fee (CPFF) or Time and Materials (T&M) basis.

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.

- 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. 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 (applicable to organizations only, not independent consultants)

9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and DUNS Number (for organizations only)

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 DUNS 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 **and** a DUNS number 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 DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record
 - 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
 - 2) Your DUNS Number, Legal Business Name, and Physical Address from your D&B record; Make sure your DUNS information and NCAGE information match

Follow this link to create a SAM.gov user account and register your organization:
https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQpdmlldzo5ZTNkNDA3MS1lYzZlLTRjZjgtYmQ2Ny03Mjg3Y2EyZjJhMzIAB19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-

312126928af8&interactionstate=JBPNS_r00ABXcwABBfanNmQnJpZGdIVmld0IkAAAAAQAPL2pzZi9iYW5uZXIuanNwAAdfX0VPRI9f&portal:type=action##11

Data Universal Numbering System (DUNS)

The Data Universal Numbering System is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

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

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

9.7 Attachment G: 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 two (2) pages
- Past Performance Matrix (*use template in Attachment E*)
- Workplan
- CVs (maximum 5 pages each) of named personnel
- Cost Proposal including budget and budget narrative (*use templates in Attachment C*)