

REQUEST FOR PROPOSAL

Issue Date:	September 20, 2024
Questions Submission Due Date:	October 4 at 5:00pm Eastern Standard Time
Proposal Submission Due Date:	October 11 at 5:00pm Eastern Standard Time
Applicants:	Restricted to applicants owned and operated in the Dominican Republic

Subject: Consultancy: Baseline Survey for the Dominican Republic Supply Chain Activity

To All Prospective Offerors:

International Development Group Advisory Services, LLC (International Development Group LLC or IDG) is soliciting proposals from qualified local organizations to provide technical services as described in this solicitation. This procurement will require a formal technical and cost proposal submission as outlined by the Request for Proposal (RFP). This procurement will be conducted through a full and open competition process under which any type of organization is eligible to compete. The USAID Dominican Republic Supply Chain Investment Activity anticipates awarding a firm fixed price agreement with an estimated period of performance of four (4) months from the date of award as a result of this solicitation. Competition under this procurement will be limited to local organizations.

A local Consulting Firm/organization is defined as a corporation, a nonprofit organization, or another body of persons that:

- 1) Is legally organized under the laws of the Dominican Republic;
- 2) Has as its principal place of business or operations in the Dominican Republic;
- 3) Is majority-owned by individuals who are citizens or lawful permanent residents of the Dominican Republic;
- 4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country in which this contract will be primarily performed; and
- 5) Is not owned, operated, or funded in whole or in part by the Dominican Republic government (companies or enterprises in which the government has a controlling interest are not eligible for this opportunity).

Questions regarding this opportunity must be submitted by **October 4, 2024 at 5:00pm Eastern Standard Time** to DRSCIAProcurement@internationaldevelopmentgroup.com. In the subject line reference: Questions – Dominican Republic Baseline. Proposals, consisting of the documentation required in Section B must be submitted electronically to DRSCIAProcurement@internationaldevelopmentgroup.com on or before the due date stipulated above. All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline will not be considered. This solicitation in no way obligates IDG to award a contract nor does it commit IDG to pay any cost incurred in the preparation and submission of a proposal.

Thank you for your interest in working with IDG.

Sincerely,
 Dominican Republic Supply Chain Investment Procurement Team

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SECTION A. STATEMENT OF WORK

A.1 BACKGROUND AND INTRODUCTION

In recent years, a series of major events have triggered a disruption of the global supply chain that has amplified the destabilization of both manufacturing markets and logistics costs around the world. This has resulted in a lack of availability of manufactured goods and price increases that have had an impact on global supply and inflation, as well as the security of supply chains and product markets.

In particular, the COVID-19 pandemic has exposed the vulnerabilities of the global supply chain of having production concentrated in a single region. This has opened the eyes of global corporations to the importance of having an optimally located industrial base, with strategic redundancies and nearby consumption centers, to reduce risks and disturbances. In particular, exposure to COVID-19 has been driven by the impact of lockdowns and Zero Covid policies that have resulted in a lack of availability, as well as exponential costs and increases in transport and logistics, which has made inputs and raw materials uncompetitive.

In turn, from a trade policy perspective, there has been a growing trend to privilege bilateral trade agreements over multilateral ones, promoting a more regional approach to trade tensions between the United States and China. Tariffs imposed by certain countries unilaterally and the renegotiations of certain free trade agreements show the global trend towards closer and more supervised relations in trade matters. Likewise, geopolitical tensions stemming from Russia's invasion of Ukraine, which also destabilized global energy markets, have had a major impact on industrialization plans around the world, as energy security and its costs have become a major concern.

Finally, as political and military tensions between China and Taiwan rise, a threat to the free flow of goods in one of Asia's leading manufacturing groups is posed. As a result, many global corporations have made a shift in their supply chain strategies and begun a gradual process to relocate large and key parts of their manufacturing operations closer to consumption centers to reduce disruptions associated with transportation and logistics risks and costs to build resilience. In addition, manufacturing and supply chains have been relocated to friendly countries with which there are free trade agreements and good relations.

These events have revealed an unprecedented and huge opportunity for global corporations to relocate Asian supply chains close to the US market. According to a study by the Inter-American Development Bank, the overall opportunity for the economies of Latin America and the Caribbean (LAC) is around \$64 billion in increased exports of goods over the next ten years. In particular, it is estimated that the opportunity for the Dominican Republic will be \$1,580 million of increased exports in the coming years and could be even greater if appropriate long-term opportunities are successfully identified and promoted, as well as supported through Foreign Direct Investment (FDI) and investments in regional infrastructure. In fact, when the size is adjusted, the Dominican Republic is the economy that has the greatest opportunity to boost exports thanks to Nearshoring in the region. Specifically, some key sectors have been identified based on current competencies, such as medical devices, electrical/electronics, as well as automotive, and cabling, among others.

The opportunity that the Dominican Republic could seize may be proportionately equivalent to that seized by some Asian countries over the past decades, which allowed them to stimulate economic growth and living standards in all their countries by engaging in supply chain realignment and resilience. For its part, the Dominican Republic has developed over the years a series of instruments and policies that place it in a very competitive position to take advantage of the opportunities that open up with the nearshoring of global supply chains. In particular, the country is a member of the Central American Free Trade Agreement (CAFTA)-DR, which is a free trade agreement between Central America and the United States that provides significant tariff advantages. All this, in addition to having a proven free zone scheme with more than 50 years of existence that successfully promotes foreign direct investment through exemption from taxes and tariffs, has led to the growth and consolidation of some industries such as medical devices, electrical/electronics, and textiles.

Justification

The USAID/Dominican Republic Mission has designed a program to promote sustainable and equitable economic development in the Dominican Republic, beyond the current possibilities. This will be achieved through the creation and support of an economic development plan that will improve the conditions for mobilizing resources throughout the country and throughout the economy. This plan will facilitate trade and attract investment by taking advantage of the global realignment of supply chains and nearshoring opportunities for the country.

The program will create a comprehensive economic development plan, which will include components to promote nearby export, agribusiness, workforce development, support for local small and medium-sized enterprises (SMEs), infrastructure improvements, climate adaptation, and other critical elements for inclusive and resilient economic growth. This program contributes to the priorities and plans of the Government of the Dominican Republic (GoDR) for the development and economic growth of the Northwest region, emphasizing a locally-led perspective.

Likewise, the Dominican Republic has state-of-the-art ports in the Santo Domingo area with continuous shipping frequencies to the United States and the main ports in Europe. This has made the Dominican Republic the best logistics hub in the Caribbean to the rest of the world. As a result, in the last 10 years, the Dominican Republic has been able to attract \$2,818 million of FDI to the Foreign Trade Zones (FTZs), with a growth of 28% compared to 2021 and representing an important share of 9% of total FDI. The free zone workforce in 2022 represents 192,461 permanent positions with an annual growth of 5%. The free zone industry is key to the export sector, accounting for up to 57% (or \$7.832 billion) of the country's total exports.

On the other hand, the Dominican Government issued Nearshoring Decree 612-213 and, consequently, the Minister of Industry and Commerce (MICM) developed a specific plan to define key and priority industries for their subsequent promotion and formulation of industrial policies to attract investment. In addition, the Business Council of the Alliance for Development in Democracy (ADD) was created by the Government of the Dominican Republic and the governments of Costa Rica, Panama and Ecuador, to promote the common interest in building the resilience of long-term supply chains through common initiatives. to support the development of trade and investment. However, to fully take advantage of all nearshoring opportunities, the government must make additional efforts to sustain growth and promote inclusive economic development.

Description of the Activity

The Technical Assistance for Economic Growth Project (TAP EG) is a 5-year activity worth \$58 million that provides technical leadership, advisory support, data collection, analysis and assessments support, while offering knowledge management and capacity building services to design and implement USAID projects and activities worldwide. TAP EG conducts a variety of applied research, including macroeconomic analysis, financial analysis, policy studies, private sector assessments, stakeholder landscape assessments, and provides on-demand technical assistance services in a wide range of USAID sectors.

The USAID-funded Supply Chain Investment Activity implemented in the Dominican Republic is a 3.25 year buy-in activity under the TAP EG project mechanism launched in March 2024. The Activity's purpose is to advance the global supply chain realignment resiliency through the implementation of an effective industrial policy and targeted investment attraction efforts. To this end, the USAID/Dominican Republic Mission has designed this program to promote sustainable and equitable economic development in the DR to facilitate trade, attract investments, and promote nearshoring opportunities. This will be achieved by creating and supporting an economic development plan that will enhance conditions for mobilizing resources across the country and throughout the economy. In collaboration with the Government of the Dominican Republic (GODR) and MICM the Activity will help to plan and articulate a sound policy for DR across the industries and industrial segments.

Activity Theory of Change

If the activity improves integrated regional economic growth; and if the resilience of the global supply chain realignment is developed; then the necessary conditions will promote sustainable and equitable economic development in the target areas.

Demographic Approach of the Activity

The activity will consider youth (ages 10-29), women, and other vulnerable populations, including but not limited to people with disabilities, the Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) community, migrants, Dominicans of Haitian descent, and undocumented people. Work strategies will be culturally sensitive and appropriate to meet the needs of the target groups, if appropriate.

A.2 OBJECTIVES

Carry out a baseline study that serves as technical support for the design and implementation of the USAID Supply Chain Investment Activity in the identified provinces of Santo Domingo and Santiago de los Caballeros.

1. Carry out a desk review on the public policies and industrial laws existing in the Dominican Republic that facilitate import, export and nearshoring, through the application of questionnaires to government entities, industries, free zone companies with a focus on medical devices, electrical/electronics, aerospace, automotive, semiconductors and others. Potential national investors and SMEs from the provinces of Santo Domingo and Santiago de los Caballeros. Bearing Keep in mind that within the desk review, four policy indicators and three context indicators will be analyzed AND;
2. Collect initial baseline data that allows an overview and responds to the indicators approved by USAID for the Supply Chain Investment Activity implemented in the Dominican Republic.

A.3 GUIDANCE ON METHODOLOGY

See section B.2 below.

SECTION B. DELIVERIES AND PERFORMANCE

B.1 PERIOD OF PERFORMANCE

The period of performance is estimated as beginning on November 4, 2024 and ending by February 28, 2025.

B.2 MAIN ACTIVITIES OF THE CONSULTANCY

The activities to be carried out within the framework of this consultancy include, but are not limited to, the following:

- Attend the consultancy start-up meeting, as well as any other meeting that is necessary to discuss issues related to the study.
- Perform a detailed desk review.
- Develop a collection strategy based on the indicators; include a proposal for an online platform for data collection.
- Prepare and present the sampling frame design for data collection and analysis plan. Include data collection tools for review and approval by the USAID-funded Dominican Republic Supply Chain Investment Activity and USAID.
- Design, implement, and supervise logistics during data collection.
- Share the data collection schedule with USAID-funded Dominican Republic Supply Chain Investment Activity at least three weeks before it begins.
- Implement and monitor quality and security controls of the data collected.
- Recruit and train the team responsible for collecting data in the field.
- Collect data and present findings to USAID-funded Dominican Republic Supply Chain Investment Activity and USAID.
- Carry out the final assembly of the database of the information collected, clean data, and perform a detailed review and quality check.
- Perform descriptive analysis of the data collected in accordance with the analysis plan, highlighting the most relevant variables (sector, number of employees, employee retention strategies, rotation, salary ranges, number of women employees, number of young employees (18-29 years), number of people with any disability, employees, business owners, whether they import or export, what products they import or export, among others).

B.3 CHARACTERISTICS OF THE CONSULTANCY

- **Modality of the Consultancy:** Hybrid (remote with attendance at meetings and face-to-face survey visits).
- **Workplace:** Remote and location where face-to-face attendance is required according to work requirements.
- **Direct Supervisor:** Technical Deputy Director and MEL Manager of DR IDG Team.

B.4 LIST OF DELIVERABLES

The prospective Contractor is responsible for the following outputs and deliverables in the time frame indicated in the table below:

1. **Deliverable 1:** Work plan, which includes the qualitative and quantitative methodologies to be used, sampling methodology, recruitment and execution schedule of the activities and delivery of products of this consultancy. This will include a format usage agreement proposed by the Activity Team and USAID.
2. **Deliverable 2:** Creation of data collection tools and desktop review of the topics proposed for the survey and analysis.
3. **Deliverable 3:** A training plan for enumerators on data collection, training conducted to practice with tools, report on training results, and tools updated based on lessons learned.
4. **Deliverable 4:** Clean database (no duplicates, in English and Spanish, spelling correction, incomplete information updated, etc.) and data dictionary in digital format.
5. **Deliverable 5:** Report on the information-gathering process, including the quality controls used for the collection and storage of information. Regular interval upload and sharing will take place.
6. **Deliverable 6:** Preliminary Findings presentation about the data gathered to the USAID-funded Dominican Republic Supply Chain Investment Activity Team.
7. **Deliverable 7:** Final study report for Activity Team and USAID review and approval. The report should contain specific recommendations based on the data to facilitate the incorporation of SMEs into the supply chains of Free Zones considering the specific points: 1) public policies, 2) laws, 3) tax policy, 4) business policies, and 5) organization of SMEs; and recommendations on potential improvements to activity indicators, databases, and other methods for the baseline. A Spanish translation of the final deliverable to be provided after USAID approval, including annexes on the database cleaning process as described in Deliverable 5 and implementation notes of the survey. Copies of all documents, data collection instruments, analysis, meeting notes, findings, and recommendations will be shared with the USAID-funded Dominican Republic Supply Chain Investment Activity team when the consultancy is completed.

Deliverable/Output	Deliverable Format	Estimated Due/Completion Date*
Deliverable 1	Workplan including the qualitative and quantitative methodologies to be used, sampling methodology, to be reviewed and approved by USAID. Deliverable to be provided in English.	November 11, 2024
Deliverable 2	Creation of data collection tools and desktop review, to be reviewed and approved by USAID. Deliverable to be provided in English for review and translated into Spanish after USAID approval.	November 22, 2024
Deliverable 3	Training plan for enumerators in data collection, practice with tools, and report of training results.	December 4, 2024

Deliverable/Output	Deliverable Format	Estimated Due/Completion Date*
Deliverable 4	Clean database and data dictionary. To be reviewed and approved by USAID. Deliverable to be provided in English.	January 13, 2025
Deliverable 5	Report on the information-gathering process, including the quality controls used for the collection and storage of information. To be reviewed and approved by USAID. Deliverable provided in English.	January 20, 2025
Deliverable 6	Presentation of preliminary findings to the USAID Dominican Republic Supply Chain Investment Activity team.	February 10, 2025
Deliverable 7	<p>Final study report (contains specific recommendations based on data to facilitate the incorporation of SMEs into the supply chains of Free Zones considering these specific points: 1) public policies, 2) laws, 3) tax policy. 4) business policies and 5) organization of SMEs; and recommendations on potential improvements to activity indicators, databases and other methods for the baseline) for USAID review and approval.</p> <p>Spanish translation of final deliverable provided after USAID approval including annexes on the database cleaning process and implementation notes of the survey.</p> <p>Copies of all documents, data collection instruments, analysis, meeting notes, findings, and recommendations will be shared with the USAID-funded Dominican Republic Supply Chain Investment Activity team when the consultancy is completed.</p>	February 17, 2025

**The dates will be finalized during contract negotiations.*

Unless specifically instructed otherwise, all written deliverables shall be submitted electronically in Microsoft Office Word, Excel, PowerPoint, etc. All deliverables must use templates as provided by the USAID-funded Dominican Republic Supply Chain Investment Activity and in compliance with the TAP EG Branding and Marking Guide and USAID 2024 Style Guide. All final deliverables are to be submitted in English and translated into Spanish where specified. Final due dates for all deliverables will be discussed with IDG and then included in the contract.

SECTION C. PAYMENT

C.1 PAYMENT SCHEDULE

The prospective Contractor will be paid based on the submission of deliverables as below:

Output	Contract Amount (%)
Upon delivery and approval of deliverable 1.	30%
Upon delivery and approval of deliverable 2 and 3.	20%
Upon delivery and approval of deliverable 4 and 5.	20%
Upon delivery and approval of the deliverables 6 and 7.	30%

C.2 PAYMENT DETAILS

The prospective Contractor will be responsible for any correspondent bank fees associated with transfers. The payment will be sent by IDG (US-based) with funding provided by USAID.

SECTION D. PROPOSAL INSTRUCTIONS

D.1 QUESTIONS CONCERNING THE RFP

Questions regarding this opportunity must be submitted by **October 4, 2024 at 5:00pm Eastern Standard Time** to **DRSCIAProcurement@internationaldevelopmentgroup.com**. In the subject line reference: **Questions – Dominican Republic Baseline**.

D.2 PROPOSAL DUE DATE

Proposals, consisting of the documentation required in Section B must be submitted electronically to **DRSCIAProcurement@internationaldevelopmentgroup.com** on **October 11, 2024 at 5:00pm Eastern Standard Time**. All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline will not be considered. This solicitation in no way obligates IDG to award a contract nor does it commit IDG to pay any cost incurred in the preparation and submission of a proposal.

D.3 PROPOSAL SUBMISSION INSTRUCTIONS

Offers submitted in response to this solicitation shall be in the English language. Offers received in a language other than English shall be rejected.

Financial offers submitted in response to this solicitation shall be denominated in **USD**. In preparing the financial offer, Offerors should take note of the following:

1. **IDG will withhold all taxes applicable by law from the value of the fees to be paid.** The winning bidder must issue an invoice with tax receipt for special regimes without ITBIS to request payments. To receive payments, the winning bidder must be up to date with their tax obligations.
2. Offeror is responsible for any other taxes or levies that may be due to the Government of Dominican Republic. **The Offeror expressly agrees that any taxes imposed upon it will be their responsibility.**

Documents prepared in response to this RFP must be submitted in accordance with the instructions described below. Late submissions will not be considered. The Offeror must submit separate technical and cost proposals. The technical proposal must include the following:

Details on the proposal instructions are as below:

- **Volumes:** Each offeror's proposal shall be prepared as two (2) separate electronic volumes and include the following components:
 - o **Volume 1 – Technical Proposal (5-page limit)**
 - Methodology
 - Work Plan
 - Annexes:
 - o CVs (each CV may be a maximum of 3 pages and are not included in page limit)
 - o Staffing Plan (not included in the page limit)
 - o Past performance (sample of at least three (3) activities/previous work) that demonstrates experience and

knowledge in processes similar to the object of this solicitation.

- o **Volume 2 – Cost Proposal (no page limit)**
 - Detailed Excel budget (using template provided Annex D) – no VAT (ITBIS) or other taxes will be included
 - Detailed Budget Narrative explaining the basis for the proposed line items.
 - Annexes (see Section D.5 for more information):
 - o Section 889 Certification (Annex A)
 - o Authorizations, Licenses, and Permits (proof of registration documents for operating and doing business in the Dominican Republic)
 - o Evidence of Responsibility (Annex B)
 - o FFATA Questionnaire and Certification (Annex C)
- **Format:** Technical proposals must be submitted in either PDF or Microsoft Word. **Technical proposals shall not contain any cost information.** Cost proposals must be submitted with a detailed budget in the Excel budget template provided with clear quantities and unit costs (including required travel) and a detailed budget narrative in PDF or Microsoft Word describing the basis of the costs proposed. All text should be Times New Roman font, in no smaller than 12-point for text and 10-point for spreadsheets, and any font size for graphics as long as they are legible.
- **Language:** Technical and cost proposals shall be submitted in English.
- **Validity:** Proposal submissions must remain valid for 90 days from the date of submission.

D.4 MAXIMUM CONTRACT CEILING

This is a firm fixed price contract. The bidder must propose an estimated budget to adequately meet the requirements outlined in the Statement of Work.

D.5 ADDITIONAL REQUIREMENTS

1. **Authorizations, Licenses, and Permits:** The offeror must provide copies of registration documents required to operate and do business in the Dominican Republic.
2. **Representations and Certifications:** A copy of Section 889 Certification (Annex A) filled out by the local organization must be submitted with the proposal.
3. **Evidence of Responsibility:** the offeror will make an affirmative determination of responsibility and must address each element of responsibility in the template provided (Annex B).
4. **Unique Entity Identification Number (UEI):** For bids at or exceeding USD 30,000, the bidder must provide their SAM Unique Entity Identifying Number (Annex C). If unavailable, the bidder must provide supporting documentation to verify this has been applied for in advance of submission.
5. **Copyright:** The documents produced within the framework of this consultancy will be the property of IDG, although the technical authorship of the bidder will be acknowledged.

6. **Confidentiality:** The winning bidder must sign a contract containing a confidentiality agreement, through which it undertakes not to disclose the information shared within the framework of this consultancy, as well as the data collected and information produced, neither during nor after the work has been completed. The Provider may only share data and information upon written request from IDG.

The proposal must be emailed to DRSCIAProcurement@internationaldevelopmentgroup.com no later than the time and date shown on the cover letter. Note: Please make sure to type the email addresses as per instructions. It is the offeror's responsibility to verify receipt of their proposal by IDG.

SECTION E. EVALUATION CRITERIA FOR AWARD

E.1 QUALIFICATIONS AND EXPERIENCE OF THE FIRM

The selected organization/consortium shall possess the following qualifications:

- **Experience of the organization:** Bidder with a minimum of five (5) years of experience in the preparation of diagnoses, baselines, impact evaluations, qualitative and quantitative field surveys, mapping, systematization of experiences, and analysis of descriptive data. The above is in the economic field, preferably in the areas of research, private sector, and free zones.
- **Experience of key personnel:** Have at least five (5) years of experience in the tasks framed within this consultancy, that is, in social sciences with knowledge in data analysis methodologies to explain commercial codependency, foreign direct investment, and preparation of baselines, among others. Solid training in research and relations with the private sector.
- **Area of specialization of the personnel involved:** Multidisciplinary team of professional or technical training in economic sciences, statistics, applied economics, economic development, sociology, or related areas.
- **Mastery of statistical software and databases:** Advanced management of databases and statistical software or programming languages, such as R, Stata, and/or SPSS and/or Python, localization software such as ArcGIS.
- **Mastery of qualitative analysis software:** Use of tools for the analysis and interpretation of qualitative research, such as Atlas.ti, NVivo, and/or MAXQDA.
- **Languages:** Spanish and English essential.

E.2 EVALUATION CRITERIA

Proposals will be equally evaluated according to the following criteria:

General Criteria for Evaluating Proposals:

- Demonstrated understanding of the requirements set forth in the RFP;
- Relevance and quality of the proposed approach;
- Qualifications and experience of key personnel responsible for managing the project; and
- Reasonableness of the financial proposal.

Criteria for Evaluating Vendor Qualifications (the criteria listed below are in descending order of most important to least important):

- Reputation and past performance (event logistics experience, successful execution of similar projects, and client references);
- Network and reach with demonstrated ability to reach a wide and diverse participant pool;

- Event management capabilities with a demonstrated understanding of effective event planning and execution; and
- Customization and flexibility with the ability to tailor solutions to meet the unique needs of the research experiment.

E.3 CONTRACTING ELIGIBILITY

As per USAID requirements, all prospective companies wishing to submit a proposal must be owned and operated independently and may not be owned (in full or in part) or operated by any government entity. Any company or enterprise in which the government has a controlling interest is not eligible for this procurement.

All companies must be owned and operated in the Dominican Republic and be able to present proof of being registered in the Dominican Republic.

ANNEX A: SECTION 889 CERTIFICATION

Section 889 Certification

DATE: DATE

FROM: NAME

TO: International Development Group Advisory Services, LLC

SUBJECT: Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (Section 889)

FIRM NAME certifies that it is in compliance with the below Federal Acquisition Regulations (FAR).

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Dec 2019)

The Offeror shall not complete the representation in this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at [52.204-26](#), Covered Telecommunications Equipment or Services-Representation, or in paragraph (v) of the provision at [52.212-3](#), Offeror Representations and Certifications-Commercial Items.

(a) *Definitions.* As used in this provision—

“Covered telecommunications equipment or services”, “critical technology”, and “substantial or essential component” have the meanings provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.* Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) *Representation.* The Offeror represents that it ____ will, ____ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, or other contractual instrument resulting from this solicitation.

(e) *Disclosures.* If the Offeror has represented in paragraph (d) of this provision that it “will” provide covered telecommunications equipment or services”, the Offeror shall provide the following information as part of the offer—

(1) A description of all covered telecommunications equipment and services offered (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

(3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and

(4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

52.204-26 Covered Telecommunications Equipment or Services-Representation (Dec 2019)

(a) *Definitions.* As used in this provision, “covered telecommunications equipment or services” has the meaning provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(c) *Representation.* The Offeror represents that it ___ does, ___ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

Name and Title: _____

Signature: _____

Date: _____

ANNEX B: EVIDENCE OF RESPONSIBILITY

1. Authorized Negotiators

[Names of authorized negotiators]

2. Adequate Financial Resources

[Company Name] has adequate financial resources to perform the contract, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

- a. Please briefly describe your relationship with your bank, your line of credit, etc. this should be one sentence. Where does your working capital come from?

3. Ability to Comply

[Company Name] is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments. [expand your certification with brief supporting information, as necessary]

- a. Briefly describe the systems your company has in place for project management, administration, financing, monitoring, and reporting. These should be a couple of sentences. Briefly describe the systems your company uses to identify and mitigate risk throughout the life of a project. Confirm that your company complies with reporting requirements.
- b. Briefly identify the number of projects completed, the amount, and whether or not there were any cost overruns, and whether task orders were completed on time.

Include a statement that the company is able to comply with the proposed delivery of performance schedule, having taken into consideration all existing business commitments, commercial as well as governmental.

4. Record of Performance, Integrity, and Business Ethics

[Company Name] has a satisfactory performance record in accordance [expand your certification with brief supporting information, as necessary]

- a. Confirm that your company has complied with contract requirements in the past and adhered to contract schedules, including the administrative aspects of performance.
- b. Confirm your company's record of forecasting and controlling costs.
- c. Confirm that your principals have never been debarred or suspended.
- d. Explain how the company will work with the client to ensure work quality.

[Company Name] has a satisfactory record of integrity and business ethics. [expand your certification with brief supporting information, as necessary]

- a. Confirm that your company has never been accused of unethical business practices
- b. Reference your completion of the Representations and Certifications document.
- c. Identify your company's code of conduct or code of ethics, and briefly describe its contents

5. Organization, Experience, Accounting and Operational Controls, and Technical Skills

[Company Name] has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). [expand your certification with brief supporting information, as necessary]

- a. Identify the number of projects your company has completed as evidence of its experience.
- b. Reference your company's past performance record.
- c. Demonstrate that your company has the capacity in accounting and financial capacity to complete the project.
- d. Identify the type of accounting software your company uses and justify the selection of this software. Is it secure and equipped to handle government contracts?

6. Equipment and Facilities

[Company Name] has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

- a. Briefly describe your company's building and facility.
- b. Briefly describe your company's Information Technology systems including hardware, software, and internet connectivity.

7. Eligibility to Receive Award

[Company Name] is otherwise qualified and eligible to receive an award under applicable laws and regulations. [expand your certification with brief supporting information, as necessary]

- a. Recertify that neither your company nor any of your principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of a contract by any Federal agency.
- b. Certify that neither your company nor any of its principals have been convicted of or had a civil judgment rendered against them for a commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contractor subcontract.
- c. Confirm that neither your company nor any of its principals has been convicted of committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with the commission of any of the offenses enumerated above.

8. Organization of Firm

With the signature below, [Company Name] certifies that the above statements are accurate, complete, and current.

Signature: .

Name: .

Title: .

Date: .

ANNEX C. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) SUBAWARD REPORTING QUESTIONNAIRE AND CERTIFICATION FOR SUBCONTRACTS (UNIQUE ENTITY ID)

Federal Funding Accountability & Transparency Act (FFATA) Subaward Reporting System (FSRS) Form

Subcontract \$30,000 or more

The Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires IDG to report information on all subcontracts of \$30,000 or more (and any subsequent modifications that change previously reported data). This information will be made available to the public via a single, searchable website www.USASpending.gov. As required by law, please complete the following form and return as part of your cost proposal submission.

Name of Organization:

Address:

City:

State: Postal/Zip Code:

Country:

Congressional District (For US Only):

Contact Person:

Email:

Telephone Number:

Current Fiscal Year Ending Date: (Month/Day/Year)

UEI (SAM) Number:

The information in this section is required under FAR 52.204-10 “Reporting Executive Compensation and First-Tier Subcontract Awards” to be reported by prime contractors receiving federal contracts through the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS). As required by the referenced FAR, complete this questionnaire and certification as part of the Subcontract with a value of \$30,000 or more, unless exempted from reporting by a positive response to Section A.

A. In your most recent previous completed fiscal year, did you have gross income from all sources equal to or greater than US\$ 300,000?

Yes No

If you answered NO, please stop here. If you answered YES, please continue to answer questions below.

B. Executive Compensation Requirement Questions:

(1) In your most recent previous completed fiscal year, did you receive 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes No

(2) In your most recent previous completed fiscal year, did you receive US\$ 25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes No

(3) Does the public have access to information about the compensation of the five most highly compensated executives in your organization through periodic reports filed under Section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

Yes No

If you answered questions B1, B2 and B3 with YES, YES and NO respectively, the United States Government regulations require you to provide the names and total compensation of the five most highly compensated executives of your organization or business. Please provide the requested information in the chart below.

	Name	Compensation
1.		
2.		
3.		
4.		
5.		

The U.S. Government may publicly disclose the information you provide.

For purposes of completing the chart, total compensation includes the cash and non-cash dollar value earned by the executive during his or her employer’s preceding fiscal year and includes the following:

- (1) Salary and bonus.
- (2) Awards of stock, stock options, and stock appreciation rights. The dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R should be used.
- (3) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

- (4) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (5) Above-market earnings on deferred compensation which is not tax qualified.
- (6) Other compensation (for example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) if the aggregate value for all such other compensation for the executive exceeds US\$ 10,000.

Name of Organization Representative

Signature of Organization Representative

Date

UEI Submission Requirement

In the event your company meets the criteria above but does not have a UEI number, you will need to apply for a UEI number at <https://sam.gov/content/entity-registration> and list the date of application as part of your RFP submission.

UEI submission date
[MM/DD/YYYY]

Name of Organization Representative

Signature of Organization Representative

Date

ANNEX D: BUDGET TEMPLATE

See Excel file provided.

ANNEX F: LIST FOR BASELINE INDICATORS

- Number of laws, policies, regulations or standards linked to supply chain resilience that contribute to sustainable and equitable economic growth [custom, context, outcome]
- Number of USG engagements jointly undertaken in support of U.S. foreign assistance objectives [PSE-1/standard, performance, outcome]
- Percent increase in exports, jobs, and/or local sourcing (local sales) in activity-supported industries and/or firms [custom, performance, outcome]
- Number of changes (industrial policies, workforce curricula, institutional shifts) supported by the activity [custom, performance, output]
- Number of private sector enterprises and/or private and public sector organizations engaged or supported that lead to investment [custom, performance, outcome]
- Number of private sector enterprises or organizations engaged within priority supply chain sectors that have increased operations [custom, performance, output]
- Number of businesses that are upskilling, re-skilling, and/or repositioning workforce [custom, performance, output]
- Percent of industrial linkages that lead to investment [custom, performance, outcome]