

REQUEST FOR PROPOSAL

Issue Date:	September 17, 2024
Questions Submission Due Date:	September 24, 2024
Proposal Submission Due Date:	October 8, 2024

Subject: Data Collection Services for the Education is the Answer Evaluation in the Democratic Republic of the Congo

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). IDG anticipates awarding a cost plus fixed price with a period of performance of nine (9) months from the date of award as a result of this solicitation. Competition under this procurement is limited to DRC-based (local) organizations that provide expert services in quantitative and qualitative research for international development and humanitarian aid institutions. Please note that this is a best value procurement.

Questions regarding this opportunity must be submitted on or before the due date and time listed above to procurement@internationaldevelopmentgroup.com. In the subject line reference: Questions – EiA Evaluation Data Collection Services.

All proposals, consisting of the documentation required, must be submitted electronically to procurement@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 commit to pay any cost incurred in the preparation and submission of a proposal.

Thank you for your interest in working with IDG.

Sincerely,

IDG Procurement Team

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SECTION A. STATEMENT OF WORK

A1. BACKGROUND

This solicitation is for the purpose of contracting a local organization to provide data collection services as part of the evaluation of USAID/DRC's activity, Education is the Answer (EiA). USAID launched the EiA initiative in 2021 and provides vulnerable children and youth with access to essential educational resources and support, including foundational skills in reading, math, and social-emotional learning. Initially focusing on Nord Kivu, Sud Kivu, and Ituri provinces, the program expanded in its third year to include five additional provinces: Haut Uele, Kasai, Kasai Oriental, Nord Ubangi, and Sud Ubangi.

The EiA initiative was born out of a need to address the educational gaps in crisis-affected areas of the DRC. The ongoing conflict, particularly the resurgence of the M23 group, has led to significant displacement, with thousands of children fleeing their homes and schools. These children often find themselves in overcrowded refugee camps or host communities, where access to education is limited or nonexistent. While humanitarian efforts have focused on immediate needs such as food, water, and shelter, the educational needs of these children have been largely overlooked.

The EiA project seeks to mitigate the impact of these crises on children's education by providing a comprehensive suite of services. These services include catch-up classes for internally displaced persons (IDPs), safe healing and learning spaces, basic education training for teachers and administrators, and school safety planning. The program also addresses broader social issues, such as gender-based violence and child protection, through targeted training and monitoring. Additionally, it offers vocational education and literacy programs, financial literacy training, and support for indigenous peoples.

In its initial phase, the EiA program focused on specific intervention zones within the provinces of Nord Kivu, Sud Kivu, and Ituri. However, the changing security situation required a flexible approach, with the program adapting to new areas of need. This adaptability was facilitated by crisis modifier provisions, allowing the project to redirect resources swiftly to emerging crisis areas, such as Goma after a volcanic eruption and Bunia in response to massive displacement.

The EiA project's ongoing evaluation aims to assess these interventions' effectiveness across different contexts and to gather data-driven recommendations for future educational programming in the DRC. A mixed methods, comparative case study will be used to examine the varying impacts of EiA activities, considering the unique challenges and needs of the diverse communities it serves. By foregrounding the perspectives of beneficiaries and their support networks, the study provides a comprehensive understanding of the program's effectiveness and areas for improvement.

The evaluation questions are as follows:

1. Was the EiA activity implemented as planned, what adaptations were made if any, and how do beneficiaries, their families, and their extended support communities interact with the activities on a day-to-day basis?
2. Of the 13 interventions, what are EiA beneficiaries', their families', and their extended support communities' perspectives on the relevance and effectiveness of the EiA model, and who do the activities benefit most and least?
3. In what ways has the EiA program achieved its intended outcomes (such as increased enrollment and access, increased retention and decreased dropout rates, improved foundational learning achievement, and improved equity and inclusion), and what are the challenges and strengths of the model as implemented?
4. What unanticipated outcomes have arisen from the EiA activity whether positive or negative for different stakeholders?
5. What are beneficiaries', their families', and their extended support networks' recommendations for

improving education interventions for communities affected by crisis and conflict?

A2. GUIDANCE ON METHODOLOGY

Evaluation Management:

This activity is managed by IDG who is contracted by USAID/DRC to carry out the evaluation of EiA. The key evaluation personnel will be IDG staff who will oversee all stages of the evaluation, including the contracting and managing of the local data collection organization (prospective subcontractor). IDG staff will provide direct technical guidance and oversight to the prospective subcontractor including the recruitment, training, mobilizing, and field managing of data collectors, as well as processes for data collection, quality, transfer, storage, and cleaning.

Evaluation Approach:

This study is a mixed-methods, comparative case study of the USAID Education is the Answer (EiA) activity. USAID/DRC seeks to understand the activity's performance across extraordinarily diverse contextual factors in crisis- and conflict-affected sites in the DRC. This evaluation will examine the outputs and outcomes of the EiA activity, and how different contexts influence outcomes for different program models and beneficiaries. The study will utilize both qualitative and quantitative methods to understand not just how the context influenced the success of the EiA activity, but also which aspects of the intervention appeared most successful to achieving intended outcomes and outcomes deemed valuable by project beneficiaries. The USAID/DRC Mission is especially interested in data-based recommendations for promising approaches in complex crisis and conflict-affected contexts within or the DRC and how to further tailor the interventions in future programs.

The evaluation team will foreground the perspectives of EiA beneficiaries, their families, and their extended support networks, the latter of which may be based on kinship, tribe, gender and age groups, or other cultural and religious practices. The study will reflect these participants' perspectives on children and youths' multiplex needs and aspirations, and the gaps in education and youth development services for children and youth in the EiA crisis- and conflict-affected settings.

The evaluation will utilize a comparative case study methodology. Comparative case studies involve the analysis and synthesis of the similarities, differences and patterns across two or more cases that share a common focus or goal in a way that answers questions about how and why particular programs or policies work or fail to work. Comparative case studies usually utilize both qualitative and quantitative methods and are particularly useful for understanding how the context influences the success of an intervention.

Activity sites will be divided into study zones to ensure the teams cover a variety of sub-contexts, including EiA service delivery zones, other service delivery zones, recreational and social zones, cultural and religious zones, family and extended support network zones, work and livelihood zones, and danger zones. Days are divided between scheduled/formal research time, unscheduled/informal research time, and data management time where the team prepares the day's qualitative data for coding in the next phase of the evaluation activity. Case study methods appropriate to the finalized research questions will be determined during Phase 1.

Qualitative methods may include participatory appraisal techniques, participant observation, ethnography, written, photo, and art diaries, play inquiry, walkabouts, and mapping, alongside interview and focus group methods. One or more quantitative surveys may be used for comparative purposes as well as to triangulate findings or elucidate larger patterns emerging from qualitative data.

A3: SOLICITED SERVICES

The evaluation will be implemented in four phases: Phase 1) Consultations and design, where the team will consult with stakeholders including the prospective subcontractor of this solicitation for the purpose of

producing a detailed Evaluation Design Report (EDR), Phase 2) Planning and logistics, Phase 3) Training and Data Collection, Phase 4) Analysis and report writing, and Phase 5) Dissemination. The prospective subcontractor of this solicitation will provide support for Phases 1, 2, and 3.

In close coordination with IDG evaluation activity team (AT) which consists of a Team Leader, Technical Specialist, and Field Coordinator, the prospective subcontractor will support nine (9) case studies across Nord Kivu, Sud Kivu, Ituri, Haut Uele, Kasai, Kasai Oriental, Nord Ubangi, and Sud Ubangi provinces (locations to be finalized during the design phase of the activity) by providing data collectors, data collection managers and support staff, training facilities, equipment, supplies, and other resources needed to support three teams of five data collectors in the field and the management of qualitative and quantitative data. Data analysis, visualization, and report writing are **not** included in this solicitation.

The specific services solicited are presented as sub-activities in chronological order below:

- A. Planning: Provide technical assistance to the AT as part of their initial consultations with stakeholders and their production of an Evaluation Design Report.
(October 2024-November 2024)
- B. Evaluators: Recruit, hire, and manage three teams of four data collectors, one of whom in each team is a senior team leader, plus 4 alternates—for a total of 12 evaluators and 3 team leaders. Those mobilized will spend three weeks each in three different activity sites making for 3 case studies per team—9 case studies in all—over nine weeks of field work in total. Each data collector will have significant experience in conducting quantitative research with youth and their families in the Eastern DRC, speak local languages, and are available to spend extended time in the field. **Deliverable:** Team Dossier containing the roles, CVs, and USAID 1420 Biodata Forms of all participating prospective subcontractor staff, team leaders and evaluators.
(October 2024 – November 2024)
- C. TOT Training: Provide a learning space, equipment, supplies, printing, and other resources to support the AT in facilitating a two- to three-day, train-the-trainer (TOT) program on the draft data collection tools, protocols, and processes (detailed in the EDR) for the three team leaders and prospective subcontractor technical support staff to prepare them to, in-turn, train the 16 evaluators. The KP will provide the training content and agenda.
(January 2025)
- D. Evaluator Training: With assistance and materials provided by the AT, provide a learning space, equipment, supplies, printing, and other resources and staff to support the three team leaders and prospective subcontractor technical support staff in facilitating a four-day training of 16 evaluators to prepare them for fieldwork. The 16 trained evaluators will include 12 selected as finalists and four as alternates at the conclusion of the training.
(February 2025)
- E. Field Testing: In coordination with the AT, schedule and implement a one to two-day field test of both the evaluation team members and data collection tools at one or more EiA program sites, and subsequently provide a learning space, equipment, supplies, printing, refreshments, and other resources and staff to support the three team leaders and AT in facilitating a field test de-brief with the team where they will revise the data collection tools and processes based on the test. Deliverables: Co-Facilitation with the AT of a field work in-brief presentation to USAID/DRC and the USAID Africa Bureau.
(February 2025)
- F. Fieldwork Management: In coordination with the AT, prepare, mobilize, and manage the three teams in the field for nine weeks in total including ensuring the proper implementation of the evaluation data collection methods and functioning of data collection and transfer technologies, communications and

reporting methods, data quality assurance procedures (including data checks and unannounced field visits), and team compensation, outfitting, accommodations, per diems, and wellbeing. **Deliverables:** Data Quality Check and Field Visit reports as detailed in the EDR.

(March 2025 – May2025)

G. Data Management: In coordination with the AT, provide the hardware, software, and technical expertise to configure and manage the collection, transfer, storage, security, backup, and cleaning of incoming qualitative and quantitative data from the field, and to produce for IDG. **Deliverables:** Cleaned, raw data sets from all data gathering activities in formats described in the EDR.

(March 2025 – May2025)

H. Security and Transportation: In coordination with the AT, arrange for and manage transportation needs and security services for the personnel hired directly by the potential contractor including the evaluators and subcontractor staff over the course of training and field work.

(January 2025 – May 2025)

SECTION B. DELIVERIES AND PERFORMANCE

B1. PERIOD OF PERFORMANCE

The period of performance is estimated to begin on October 30, 2024 and end by July 30, 2025.

B2. LIST OF DELIVERABLES

The prospective subcontractor is responsible for the following outputs and deliverables:

Deliverable/Output	Estimated Due/Completion Date*
1. Trained research team	December 2024 -January 2025
2. Co-Facilitate fieldwork in-brief presentation to DRC Mission and Africa Bureau staff.	March 2025
3. Data Quality Check and Field Visit Reports as detailed in the EDR.	March 2025 – April 2025
4. Co-Facilitate fieldwork out-brief presentation to DRC Mission and Africa Bureau staff.	May 2025
5. Cleaned, raw data sets from all data gathering activities in formats described in the EDR.	May 2025
6. Monthly invoices or in accordance with the payment schedule	Per payment schedule in the contract

*The dates may be updated during contract negotiations, and again if necessary upon USAID acceptance of the Evaluation Design Report.

Unless specifically instructed otherwise, all reports shall be submitted electronically in MS Office Word, Excel, or PDF. All deliverables are to be submitted in English. 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 subcontractor will be paid based on the submission of monthly invoices of costs incurred, not above the obligated amount.

C.2. PAYMENT DETAILS

The prospective subcontractor will be responsible for any correspondent bank fees associated with transfers. The payment will be sent by IDG with funding provided by USAID.

SECTION D. PROPOSAL INSTRUCTIONS

D.1 QUESTIONS CONCERNING THE RFP

Questions regarding this opportunity must be submitted by the date and time in the cover letter to **procurement@internationaldevelopmentgroup.com**. In the subject line reference: Questions – **Data Collection Services for the EiA Evaluation in the DRC**.

D.2 PROPOSAL DUE DATE

Proposals, consisting of the documentation required in section B must be submitted electronically to **aloa-pmu@internationaldevelopmentgroup.com** by the date and time in the cover letter. 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 other than English shall be rejected.

Financial offers submitted in response to this solicitation shall be denominated in USD using a documented exchange rate.

Documents prepared in response to this RFP must be submitted in accordance with the instructions described below. It is up to the discretion of IDG whether late submissions will be considered. Typically, these will not be considered.

Details on the proposal instructions are as follows:

- *Volumes*: Each offeror's proposal shall be prepared as two (2) separate electronic volumes:
- **Volume 1 – Technical Proposal (10-page limit)**
 - A. **Prospective contractor description**: Include capabilities and suitability for this activity.
 - B. **Prospective contractor relevant past performance**.
 - C. **Technical Approach**: Provide details as to how your organization will support each sub-activity described in Section C3 above.
 - D. **Risk Management**: Identify the potential risks to implementing this evaluation and the mitigation plans for each risk.
 - E. **Personnel**: Provide a team dossier with short descriptions of the personnel proposed for this activity including the three team leaders, and provide CVs, and USAID 1420 Biodata Forms of all participating prospective subcontractor staff, team leaders and evaluators (excluded from page limit).
 - F. **References**: Provide 3 references that can attest to your past performance

- **Volume 2 – Cost Proposal (no page limit)**
 - Detailed Excel budget (template provided)
 - Budget Narrative
 - Authorization, Licenses and Permits
 - Representations and Certificates
 - Evidence of Responsibility
- *Format:* Technical proposals must be submitted in either PDF or Microsoft Word. 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 each line item 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 31 days from the date of submission.

D.4 ADDITIONAL REQUIREMENTS

- 1. Authorizations, Licenses, and Permits:** The offeror must provide copies of registration documents required to operate and do business in DRC such as incorporation certificate issued by a government ministry or entity.
- 2. Representations and Certifications:** A copy of Section 889 Certification (Annex A) filled out by the 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).

The proposal must be emailed to procurement@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 quote within one day of receipt.

SECTION E. EVALUATION CRITERIA FOR AWARD

E1. EVALUATION CRITERIA

Qualifications of the potential contractor:

The selected organization/consortium shall possess the following qualifications:

- At least 10 years of experience supporting qualitative research for international aid and development institutions.
- At least five years of experience conducting evaluations in the education and/or youth sectors.
- Senior Managers possess advanced degrees in relevant fields from accredited universities.
- Able to provide facilities, equipment, and support for multi-day training.
- Able to provide equipment and support for qualitative and quantitative data collection, transfer, management, and security.

Technical Proposal :

- Clarity, quality, and rigor in the proposed technical approach.
- Demonstrated understanding of the methods of the evaluation.
- Demonstrated understanding of the locations and their conditions included in the evaluation.
- Demonstrated understanding of the risks and quality mitigation strategies are proposed.
- Experienced, well-trained, and suitable personnel are proposed.

Budget :

- The proper template is used.
- The template is correctly tallied and completed.
- The budget narrative addresses all budget details.
- The budget and narrative account for all sub-activities.
- The budget amounts are reasonable and well justified.

E2. 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.

ANNEX A: SECTION 889 CERTIFICATION

Section 889 Certification

DATE:

FROM:

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 the 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 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. Demonstrate that your company has the capacity in accounting and financial capacity to complete the project.
- c. 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 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 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 commission of any of the offenses enumerated above.

8. Cognizant Auditor

9. 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: BUDGET TEMPLATE

Download excel file here for a [sample budget](#).