

REQUEST FOR PROPOSAL

Issue Date:	11/26/2024
Questions Submission Due Date:	12/04/2024
Proposal Submission Due Date:	12/30/2024

Subject: USAID Technical Assistance Project for Economic Growth (TAP EG) Strengthening Economics Governance in Burundi (SEGIBU) – Public Financial Management (PFM) Training

All Prospective Offerors:

International Development Group Advisory Services, LLC (International Development Group LLC or IDG) is soliciting proposals from qualified 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. TAP EG SEGIBU anticipates awarding a firm fixed price (FFP) with a period of performance of six (6) 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 Republic of Burundi;
- 2) Has as its principal place of business or operations in The Republic of Burundi;
- 3) 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
- 4) Is not owned, operated, or funded in whole or in part by the Burundian 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 on or before the due date and time listed above to **procurement@internationaldevelopmentgroup.com**. In the subject line reference: **Questions – PFM Training**.

All proposals, consisting of the documentation required, must be submitted electronically to **procurement@internationaldevelopmentgroup.com** on or before the due date listed above. All submitted documents must conform to the requirements outlined in the solicitation. In the subject line reference: **Proposal-PFM Training**.

Documents received after the deadline may 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

Table of Contents

SECTION A. STATEMENT OF WORK.....	3
SECTION B. DELIVERIES AND PERFORMANCE.....	7
SECTION C. PAYMENT.....	8
SECTION D. PROPOSAL INSTRUCTIONS.....	9
SECTION E. EVALUATION CRITERIA FOR AWARD.....	12
ANNEX A: SECTION 889 CERTIFICATION.....	13
ANNEX B: EVIDENCE OF RESPONSIBILITY.....	15
ANNEX D: BUDGET TEMPLATE.....	21

SECTION A. STATEMENT OF WORK

A1. BACKGROUND AND INTRODUCTION

USAID/Burundi seeks to enhance the Government of Burundi’s (GOB) capacity in public financial management (PFM) and domestic resource mobilization (DRM), with a particular focus on improving fiscal transparency. To achieve this, USAID/Burundi, in collaboration with TAP EG, has developed the Strengthening Economic Governance in Burundi (TAP EG SEGIBU) project. This initiative is designed to align with the USAID/Burundi DRM/PFM assessment recommendations and the Fiscal Transparency Innovation Fund (FTIF) initiative. The purpose of the TAP EG SEGIBU project is to bolster the capabilities of key GOB institutions, including the Ministry of Finance (MOF), line ministries, the Central Bank, the Burundi Revenue Authority, Court of Audits, and the Statistical Institution of Burundi in program-based budgeting (PBB). TAP EG SEGIBU aims to achieve this by implementing a comprehensive training program that incorporates international standards and best practices into the PBB process while tailoring these practices to Burundi’s specific context.

Phase 1 of the TAP EG SEGIBU activity provided crucial insights into the current state of PFM in Burundi that shaped the recommendations for Phase 2. Through a comprehensive desk review of key documents, including the 2022 DRM/PFM assessment, the 2023 PEFA report, the Vision Burundi 2040-2060 report, and the Open Budget Survey 2023, the team confirmed the ongoing relevance of previously identified issues, underscoring the need for sustained, coordinated efforts by the GOB and its partners. A two-week field visit, which included 34 interviews with 75 stakeholders from the Ministry of Finance, the Central Bank, nongovernmental organizations (NGOs), and development partners, highlighted significant challenges in staff capacity building. Despite having experienced senior staff, the GOB faces barriers such as high staff turnover and resource limitations, which impede progress toward enhanced fiscal transparency and PFM goals.

The Phase 1 findings also highlighted the need for comprehensive technical assistance and training, particularly in PBB, which, despite its importance for budget transparency, lacks practical implementation experience. Key areas identified for support include developing a detailed planning calendar for budget activities, improving the “Citizens Guide To Budget,” and enhancing the timeliness of budget reports. The report also recommended creating a comprehensive guidebook for the planning and budgeting process and providing ongoing training to civil society organizations (CSOs), NGOs, and media. Additionally, it outlined feasible technical steps to strengthen PFM and budget transparency, emphasizing the importance of collaboration between the GOB, donor organizations, and potential partnerships to achieve these goals within existing constraints.

Training will enable both MOF and sectoral staff to become familiar with and utilize common PFM skills, including: constructing program budget structures, identifying and gathering/reporting information regarding the appropriate key performance indicators (KPIs), and linking the program structures and KPIs to the budget formulation and execution processes. This capacity will fill the current void in the GOB’s overall understanding of the actual processes required for developing and implementing an effective PBB process. The training program will also address weak administrative functions, including procurement and payment issues.

REQUESTED TRAINING

Below is a list of requested training.

COMPONENTS	TRAINING TYPES
Program Based Budgeting (PBB)	
Budget	Formulation, Execution, Accounting, and Reporting
Cashflow Management	
Debt Management	
Public Procurement	Bidders' training (Bid Analysis, Cost Analysis)
Audit (consistent with international standards)	Financial Audit, Performance Audit, Debt Auditing, Project Auditing & Software Compliance Audit
Risk Management (Fiscal)	
Public Accounting	
Domestic Resource Mobilization	
Financial Analysis	Fiduciary Analysis, Macroeconomic Analysis, Statistical Analysis, Debt Analysis, Public Finance Statistics
Excel	
State Property	Inventory, Management, and Valuation of State Financial Assets
Monitoring and Evaluation	Macroeconomic Indicators, Performance Indicators & Results
Management	Management of Public Institutions, Reform Management, Leadership, Communication, Conflict Management, Strategic Change Management

The vendor will comply with the approved Branding Implementation and Marking Plan provided during implementation and is responsible for following it on all deliverables.

A2. EXPECTED TASKS

The process will consist of the following main steps:

Training preparation. The selected vendor will have a series of meetings with the TAP EG Burundi team and the respective HR departments of the MOF and BRB on the required training and integration with other staff training initiatives. The project may require further coordination with donor organizations, including USAID, UNICEF, the World Bank, and the IMF/AFRITAC. The delivery method such as virtual, hybrid, and in-person training, will be discussed during implementation, with a preference given to in-person. The training will be recorded for future staff training. The selected firm, in coordination with the TAP EG logistics coordinator, will provide necessary logistics support for the implementation of the training, such as arranging transportation, securing the venue and communication materials, and fixing IT-related issues. The TAP EG logistics coordinator will provide oversight and serve as a point of contact. Upon course selection, the vendor will present the training implementation plan to the TAP EG SEGIBU team.

Quality Assurance. The selected vendor must update the TAP EG SEGIBU team on their progress through various mechanisms, such as ad hoc phone calls, weekly meetings, and weekly reports.

Recruitment. The vendor must assemble a team of qualified individuals with a proven track record of delivering PFM courses. The vendor must provide CVs for the lead instructor and curriculum developer for approval.

Training Scheduling. The selected vendor will coordinate the TAP EG SEGIBU team to align the training schedule with the MOF and Central Bank's internal management calendars to ensure minimal disruption and maximum effectiveness.

Arrange equipment and venues for the training to take place. The actual duration of the training is still to be determined, but vendors should base their proposal on the assumption that venues will be needed for a full four-month period. The vendor will ensure that the venues are well equipped for hybrid training (remote meeting platform) and storage for course materials with access to refreshments.

Course Design. For the training to be effective and relevant, it must be localized to capture the unique challenges in Burundi and accessible in French. The vendor will develop tailored training modules and courses that are reusable for new staff. The vendor will provide a detailed description of the delivery methods and the optimal number of participants for each session to facilitate effective learning and interaction while considering the capacity and logistical constraints of the training environment. Course design should be informed where relevant to the International Federation of Accountants (IFAC) education standard (IES-7).

Course Materials. The selected vendor will develop the training curriculum, including relevant course materials (PowerPoint presentations, handouts, etc.) for MOF and Central Bank Training Staff.

Conduct a trial run of the training. The vendor will hold a pilot training to test the training components. Any logistical issues or bottlenecks are to be identified by the vendor and discussed with the TAP EG SEGIBU team.

Course Delivery. The vendor must provide the requested training and ensure a 20% redundancy of qualified back-up trainers to minimize disruption. All training sessions must be recorded for future use.

Closeout. Post-training, the selected vendor will provide curriculum and materials to MOF and Central Bank training units to ensure sustainability for future delivery. In addition, the vendor will administer a post-training survey to assess the efficacy of the training. The pre- and post-training survey will be jointly developed with the TAP EG SEGIBU Team Lead.

A.3 DELIVERABLES

- **Training Implementation Work Plan:** The local organization will develop a training implementation work plan detailing timelines and relevant logistical procedures for the training implementation in close cooperation with the SEGIBU team. This plan will include, but is not limited to:
 - Logistical Plan
 - Pre- and Post-Training Data Collection
 - Course Outlines
 - Potential Venues
 - Pre- and Post-Training Surveys
- **Weekly Progress Reports:** The vendor will provide the TAP EG SEGIBU team with a weekly progress report.
- **Course Materials and Outline:** The vendor will liaise with the TAP EG SEGIBU team to review the training materials and any relevant materials. The vendor will provide the course materials after the training in English and French.
- **Recordings of Training:** The vendor will provide video recordings and transcriptions of each training in a format agreed with the TAP EG SEGIBU team and the USAID/Burundi Mission.

- **Training Report for Each Component Listed in Section 1A:**
 - **Brief overview of training delivered:** A brief description of training provided.
 - **Results of pre- and post-training surveys:** The vendor will provide the results of the training surveys and the survey data.
 - **Training Participant Information:** The vendor will provide the following information for training participants in each training session: name, title, email address, and sex (male/female).

SECTION B. DELIVERIES AND PERFORMANCE

B1. PERIOD OF PERFORMANCE

The period of performance is estimated to begin on **January 20, 2025**, and end by **May 20, 2025**.

B2. LIST OF DELIVERABLES

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

	Deliverable/Output	Estimated Due/Completion Date*
1.	Training Inception Report, detailing: <ul style="list-style-type: none"> • Organization and methodology of the training • Outlines of the training modules • Work plan (training schedule, logistics plan, and support facilities) • Performance metrics • Other related inputs for achieving contract objectives 	Within 15 business days of contract signing.
2.	Training curriculum for each session, detailing: <ul style="list-style-type: none"> • Training objectives and learning outcomes • Content and delivery methods • Training materials and resources, including modules, presentations, handouts, etc. • Pre- and post-training survey assessment tool 	Within 30 business days of contract signing.
3.	Weekly Status Reports, including: <ul style="list-style-type: none"> • Description of activities and achievements • Upcoming activities for the next week 	Weekly
4.	Facilitation of Training <ul style="list-style-type: none"> • With the use of training material shared, facilitate multiple sessions of training, based on the team's identified pool of individuals. 	Within 7 calendar days of submitting the course outline.
5.	Training Reports by Component <ul style="list-style-type: none"> • Results of pre- and post-training surveys • Participant information • Course feedback and recommendations 	To be provided no later than 10 business days after each training session.
6.	Recordings of trainings	To be provided no later than 15 business days after each training session.

*The dates will be finalized during contract negotiations.

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 deliverables as described below:

Output	Contract Amount (%)
Deliverable 1: Training Inception Report	20%
Deliverable 2: Training Curriculum and Materials	20%
Deliverable 5: Training Reports	35%
Deliverable 6: Training Recordings	25%

C.2 PAYMENT DETAILS

Each of the deliverables must be submitted to the TAP EG SEGIBU team and accepted in writing by the Team Lead as accurate and complete before the corresponding payment can be made.

The prospective vendor will be responsible for any correspondent bank fees associated with transfers. The payment will be sent by IDG with funding provided by USAID within thirty (30) days of receipt of an accurate invoice and full documentation of the accepted deliverable.

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 – PFM Training**.

D.2 PROPOSAL DUE DATE

Proposals, consisting of the documentation required in section D, must be submitted electronically to **procurement@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 may 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 shall submit responses to this solicitation in English.

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

Offeror is responsible for any other taxes or levies that may be due to the Government of Burundi. **The Offeror expressly agrees that any taxes imposed upon it will be their responsibility.** Taxes should be built into the costs of the firm fixed price budget and not added separately as an additional cost on the bottom line of the budget.

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

1. **Training Implementation Workplan:** Offerors must describe their approach to implementing the tasks and producing the deliverables listed in section A. Offerors must include a draft work plan with an estimated activity timeline. Offerors should also include a description of logistics requirements for the implementation of the training (such as venue, equipment, etc.). **(Maximum 3 pages)**
2. **Past Performance:** The Offeror should provide a minimum of **three (3) references** for which they performed the same or similar work. Each reference document must contain: 1) name of the client, 2) location(s) where the work took place, 3) a contact phone number and email address for the client, 4) the dates these works were performed, 5) the total price of the contract, and 6) a brief description of the tasks performed. These references shall be used by the TAP EG SEGIBU team to determine the offerors' past performance. **(Maximum 3 pages)**
3. **Personnel:** Offerors must submit the CV(s) of at least one (1) key personnel and no more than three (3) key personnel who will be responsible for coordinating and leading the training and serving as the main point of contact between the vendor and the project. CV(s) of the proposed personnel must clearly demonstrate their past experience in conducting similar assignments. Personnel must possess at least a Bachelor's degree in a relevant field and demonstrate professional expertise in organizing PFM or similar training. Personnel will

preferably have experience with PFM training and report writing. The expertise must be verifiable from their CV(s). The CV(s) may be no longer than a **maximum of three (3) pages**. Pages in excess of the 3-page limit may not be evaluated.

Details on the proposal instructions are as follows:

Volumes: Each Offeror's proposal shall submit two (2) separate electronic volumes and include the following components:

- **Volume 1 – Technical Proposal (6 page limit)**
 - Training Implementation Workplan (3 pages)
 - Past Performance References (3 pages)
 - Annex: CV(s) for Key Personnel (each CV may be a maximum of 3 pages and is not included in page limit for the technical proposal)
- **Volume 2 – Cost Proposal (no page limit)**
 - Detailed Excel budget (see Annex D of this RFP)
 - Detailed Budget Narrative explaining the basis for the proposed line items.
 - Evidence of Responsibility (see Annex B of this RFP)
 - Section 889 Certification (see Annex A of this RFP)
- FFATA Questionnaire and Certification (see Annex C of this RFP)

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 any 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 90 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 The Republic of Burundi, such as an incorporation certificate issued by The Republic of Burundi.

2. Representations and Certifications: The proposal must include a completed copy of the representations and certifications and a copy of the Section 889 Certification (Annex A) filled out by the organization.

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): The bidder must provide their SAM Unique Identifying Number (Annex C). If unavailable, the bidder must provide supporting documentation to verify this has been applied for in advance of submission.

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 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:

- Legally organized under the laws of The Republic of Burundi;
- Principal place of business or operations in The Republic of Burundi;
- Majority-owned by individuals who are citizens or lawful permanent residents of The Republic of Burundi;
- 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;
- Demonstrated experience in PFM-related training;
- Financial stability and capability to handle the proposed project; and
- Compliance with all legal and regulatory requirements for conducting business in The Republic of Burundi.

E.1 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 technical approach;
- Qualifications and experience of key personnel responsible for managing the project; and
- Reasonableness of the financial proposal.

Criteria for Evaluating Vendor Past Performance (the points listed below are in descending order of most important to least important):

- Reputation and past performance (PFM training experience, client testimonials, organizational impact statements, successful execution of similar trainings, and client references from previous trainings);
- Capacity for effective training delivery in Burundi, including logistical facilitation and technical competence; and
- Customization and flexibility with the ability to tailor the trainings to meet the unique needs of the MOF officials in Burundi

E.1 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:

Date: _____

Signature:

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. 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 your RFP submission.

1. UEI submission date

[MM/DD/YYYY]

Name of Organization Representative

Signature of Organization Representative

Date

ANNEX D: BUDGET TEMPLATE

See Excel file provided.