

## REQUEST FOR PROPOSAL

<b>Issue Date:</b>	<b>December 23, 2024</b>
<b>Questions Submission Due Date:</b>	<b>January 1, 2025 /5:00 pm Dominican Republic</b>
<b>Proposal Submission Due Date:</b>	<b>January 10, 2025/ 5:00 pm Dominican Republic</b>

**Subject: Technical Support for the Investment Promotion Ecosystem of Dominican Republic in their LSI Medtech 2025 Participation**

To All Prospective Offerors:

International Development Group Advisory Services, LLC (International Development Group LLC or IDG) is soliciting proposals from qualified international 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 Supply Chain Investment Activity anticipates awarding a consulting firm a firm fixed price (FFP) contract with a period of performance of four (4) months from the date of award as a result of this solicitation. Competition under this procurement will be full and open.

Questions regarding this opportunity must be submitted by **January 1, 2025 at 5:00 pm Atlantic Standard Time** to **procurement@internationaldevelopmentgroup.com**. In the subject line reference: Questions – Dominican Republic LSI Technical Support.

Proposals, consisting of the documentation required in Section B, 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 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.

Thank you for your interest in working with IDG.

Sincerely,

IDG Procurement Team

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## **SECTION A. STATEMENT OF WORK**

### **A.1 BACKGROUND AND INTRODUCTION**

The Life Science Intelligence (LSI) Medtech 2025 event, scheduled for March 17-21, 2025, in California, represents a significant opportunity for the Dominican Republic to position itself as a leading investment destination in the global Medtech sector. As part of the USAID-funded Technical Assistance Project for Economic Growth (TAP EG) Dominican Republic Supply Chain Investment Activity (DR SCIA), this initiative aligns with broader efforts to enhance the country's industrial policy, attract high-value foreign direct investment (FDI), and strengthen its position in global supply chains.

Unlike traditional trade shows, LSI Medtech 2025 brings together top-tier decision-makers, including CEOs and senior executives, from leading Medtech companies worldwide. These stakeholders are directly responsible for making strategic investment decisions. For the Dominican Republic delegation—comprised of senior government officials, industrial park leaders, and business representatives—this event presents an unparalleled opportunity to showcase the country's strengths, including its competitive regulatory framework, proximity to U.S. markets, cost-effective labor force, and established Free Zones regime.

However, the success of the delegation's participation hinges on its ability to engage effectively with diverse audiences, address investor concerns with tailored responses, and present compelling value propositions. Key challenges include highlighting the Dominican Republic's advantages over competitors such as Mexico and Costa Rica, addressing perceived gaps in infrastructure and workforce readiness, and emphasizing opportunities for collaboration in research and development (R&D) and supply chain development.

By leveraging this support, the Dominican Republic delegation aims to attract new investments and establish itself as a global hub for Medtech innovation and manufacturing, driving economic growth and integration into high-value global supply chains. This scope of work outlines the activities, deliverables, and outcomes required to achieve these objectives.

### **A.2 OBJECTIVES**

1. Develop tailored materials and messaging for high-level decision-makers and other key audiences.
2. Provide distinctive value propositions aligned with investor profiles.
3. Prepare the Dominican Republic delegation to effectively address sensitive investor inquiries and engage in meaningful interactions.
4. Equip the delegation with strategies to showcase the Dominican Republic's strengths and address perceived gaps.
5. Train the Dominican Republic delegation to attract the greatest number of companies that can complete the value chain, showing the advantages of investing in the country.

### A.3 GUIDANCE ON METHODOLOGY

The preparation for the event will be divided into thematic stages:

- **Audience analysis:** Detailed development of buyer personas and key value propositions.
- **Material development:** Crafting strategic, visually impactful materials for investor engagement.
- **Delegation training:** Conducting workshops, mock sessions, and targeted pitch refinement in Santo Domingo for two days.
- **Event strategy:** Stakeholder mapping and competitive positioning to enhance engagement.
- **Post-event Review:** Debriefing and recommendations for future events.
- **Follow-up re-engagement:** Support re-engaging with contacts made during the conference and setting up follow-up meetings.

## SECTION B. DELIVERIES AND PERFORMANCE

### B.1 PERIOD OF PERFORMANCE

The period of performance is estimated to begin on **January 20, 2025**, and end on **April 30, 2025**.

### B.2 MAIN ACTIVITIES OF THE CONSULTANCY

- Develop and finalize audience-specific materials (brochures, presentations, fact sheets) tailored for Medtech decision-makers.
- Create distinctive value propositions based on audience profiles.
- Prepare a frequently asked questions (FAQ) repository addressing sensitive topics and highlighting solutions.
- Conduct interactive preparatory workshops with the delegation to refine pitch delivery in a 2-day workshop in Santo Domingo.
- Provide competitor benchmarking and stakeholder mapping to inform engagement strategies.
- Provide on-site advisory support during the event in Dana Point, California, from March 17-21, 2025, followed by a post-event debrief. Costs for attendance for one traveler will be covered by IDG.
- Submit a post-event summary and recommendations for immediate follow-up.
- Submit a follow-up report evaluating the event participation results and provide recommendations for future events.
- Assist with re-engaging with contacts made during the conference and setting up follow-up meetings.

### B.3 CHARACTERISTICS OF THE CONSULTANCY

- **Modality of the Consultancy:** Blended and face-to-face.

- **Contract Duration:** Four (4) months
- **Workplace:** Dominican Republic for face-to-face meetings and workshops. Dana, California for on-site advisory support during conference.
- **Direct Supervisor:** Technical Director and Technical Specialist of the Supply Chain Investment Activity of the Dominican Republic (under TAP EG).

#### B.4 LIST OF DELIVERABLES

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

- **Deliverable 1:** Competitor benchmarking, stakeholder mapping, and buyer personality development, including identifying key decision-making profiles and crafting tailored value propositions.
- **Deliverable 2:** Design of audience-specific materials (presentations, brochures, FAQs) in USAID template, integrating tailored value propositions for Medtech decision-makers.
- **Deliverable 3:** Delegation preparation, including two 2-day workshops in Santo Domingo, to refine messaging, materials, and interaction strategies.
- **Deliverable 4:** Post-event summary including the effectiveness of value propositions and engagement strategies and recommendations for immediate action.
- **Deliverable 5: Evaluation of LSI 2025 Participation Results:** A report highlighting what worked, such as effective engagement with high-value contacts and productive initial meetings; what didn't, including limited follow-up mechanisms and insufficient presence in parallel activities; and what was missing, such as tailored communication strategies and robust tracking systems. The report provides recommendations to address these gaps and enhance outcomes for future events.

Deliverable/Output	Estimated Due/Completion Date*
<b>Deliverable 1:</b> Competitor benchmarking, stakeholder mapping, and buyer personality development, including identifying key decision-making profiles and crafting tailored value propositions.	<b>February 16, 2025</b>
<b>Deliverable 2:</b> Design of audience-specific materials (presentations, brochures, FAQs) in USAID template, integrating tailored value propositions for Medtech decision-makers. Any materials for the event should be professionally copy edited and must be shared and approved by USAID before the event.	<b>February 23, 2025</b>
<b>Deliverable 3:</b> Delegation preparation, including two 2-day workshops in Santo Domingo with the delegation, to refine messaging, materials, and interaction strategies.	<b>March 3, 2025</b>

Deliverable/Output	Estimated Due/Completion Date*
<b>Deliverable 4:</b> Post-event summary, including the effectiveness of value propositions and engagement strategies and recommendations for immediate action.	<b>March 28, 2025</b>
<b>Deliverable 5: Evaluation of LSI 2025 Participation Results:</b> A report highlighting what worked, such as effective engagement with high-value contacts and productive initial meetings; what didn't, including limited follow-up mechanisms and insufficient presence in parallel activities; and what was missing, such as tailored communication strategies and robust tracking systems. The report provides recommendations to address these gaps and enhance outcomes for future events.	<b>April 18, 2025</b>

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

All deliverables must be submitted electronically in MS Office Word, Excel, or PDF. All deliverables are to be submitted in English and Spanish, copy-edited, and use the required DR SCIA/TAP EG templates with USAID branding and in line with the requirements of the USAID Style Guide. Final deliverables are subject to the review and approval of DR SCIA and USAID.

## SECTION C. PAYMENT

### C.1 PAYMENT SCHEDULE

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

Output	Contract Amount (%)
<b>Deliverable 1:</b> Competitor benchmarking, stakeholder mapping, and buyer personality development, including identifying key decision-making profiles and crafting tailored value propositions.	<b>30%</b>
<b>Deliverable 2:</b> Design of audience-specific materials (presentations, brochures, FAQs) in USAID template, integrating tailored value propositions for Medtech decision-makers.	<b>20%</b>
<b>Deliverable 3:</b> Delegation preparation, including two 2-day workshops in Santo Domingo, to refine messaging, materials, and interaction strategies.	<b>30%</b>
<b>Deliverables 4 &amp; 5:</b> Post-event summary including feedback on the effectiveness of value propositions and engagement strategies. Evaluation of LSI 2025 Participation Results Report including what worked, what didn't, and what was missing. The report provides recommendations to address these gaps and enhance outcomes for future events.	<b>20%</b>

### 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 **January 1, 2025 at 5:00 pm Atlantic Standard Time** to **procurement@internationaldevelopmentgroup.com**. In the subject line reference: Questions – Dominican Republic LSI Technical Support.

### D.2 PROPOSAL DUE DATE

Proposals, consisting of the documentation required in Section B must be submitted electronically to **procurement@internationaldevelopmentgroup.com** on **January 10, 2025 at 5:00 pm Atlantic Standard Time**. 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 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. The proposal must include a detailed breakdown of the budget provided. The bidder must consider the costs of travel, including transportation, meals and incidentals, lodging, and any other associated expenses. In preparing the financial offer, the Offeror accepts the following:

- Offeror shall be responsible for any taxes or levies due to the respective Government of their entity's registration. IDG will not be responsible for any payment of taxes. Offeror acknowledges that taxes will be built into the cost of the firm-fixed-price budget. Offeror agrees the costs of taxes are not to be included as an additional cost on the budget's bottom line.

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 cost proposals. The technical proposal must include the following:

1. Methodology and Work Plan: Offerors must describe their approach to implement the activities and tasks listed in Section A and a draft work plan to achieve the deliverables stated in Section B of this RFP. **(Maximum 2 pages)**.
2. Past Performance: List of at least three (3) relevant works carried out and their respective references. The reference documents must contain the name of the entities, addresses, a contact phone number or email, the dates these works were performed, the total price of the contract, and a brief description of the task performed with samples, which demonstrates experience and knowledge in processes similar to the object of this contract. These references shall be used by the project to determine the offerors' past performance. **(Maximum 3 pages)**



3. Key Personnel: Curriculum Vitae of the professional(s) who will carry out the work. 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.
4. Details on the proposal instructions are as below:
  - **Volumes:** Each offeror's proposal shall be prepared as two (2) separate electronic volumes:
    - 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 **Volume 2 – Cost Proposal (no page limit)**
      - Detailed Excel budget (using template provided)
      - Budget Narrative
      - Annexes (see Section D.5 for more information):
        - o Authorizations, Licenses, and Permits
        - o Representations and Certifications
        - o Evidence of Responsibility
        - o Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire and Certification for Subcontracts (Unique Entity ID)
  - **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 Fixed Firm Price contract with no overall ceiling price.

#### D.5 ADDITIONAL REQUIREMENTS

1. **Authorizations, Licenses, and Permits:** The offeror must provide copies of registration documents required to operate and do business.
- **Representations and Certifications:** A completed copy of the representations and certifications must be submitted with the proposal. A copy of Section 889 Certification (Annex A) filled out by the local organization must be submitted with the proposal.

2. **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).
3. **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.
4. **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.
5. **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 [procurement@internationaldevelopmentgroup.com](mailto: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:

- **Experience of the organization:** Bidder with a minimum of ten (10) years of experience in the preparation of trainings in trade and promotion for businesses in the fields of manufacturing and research and development in the medical devices, electronics, and other related sectors.
- **Experience of key personnel:** Have at least five (5) years of experience in the tasks framed within this consultancy, that is, in trade and investment promotion for training the government and the private sector.
- **Relevance and quality of the proposed methodology to complete deliverables of the assignment as noted in Section B.**
- **Area of specialization of the personnel involved:** Multidisciplinary team of professional or technical training in economic sciences, statistics, trade, economic development, international relationships, promotion, and other areas.
- **Languages:** Spanish and English are essential.

#### Reasonableness of the Proposed Costs

### E.2 EVALUATION CRITERIA

Proposals will be equally evaluated according to the following criteria:

The service proposal must comply with all the characteristics indicated in the terms of reference. In this sense, the offer will be evaluated as follows:

CRITERIA	VALUE
Organization's experience in similar work	30%
Key personnel experience, area of expertise in investment attraction, promotion, and supporting global companies in assessing optimal locations for investment and setting up operations	25%
Quality of the technical offer	25%
Competitiveness of the economic offer	20%
<b>Total</b>	<b>100%</b>

### 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.

## 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 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](http://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.

	<b>Name</b>	<b>Compensation</b>
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.

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Name of Organization Representative

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Signature of Organization Representative

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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]

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Name of Organization Representative

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Signature of Organization Representative

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Date

**ANNEX D: BUDGET TEMPLATE**

See Excel file provided.