



Field Office:

34 Chavchavadze Ave, 8th floor
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Tel: 995 32 224 31 11

Good Governance Initiative (GGI) in Georgia (AID-114-C-15-0001)

Date of Issuance: January 27, 2020

Closing Date for Questions: February 5, 2020

GGI answers to bidder's questions: February 7, 2020

Closing Date for Submission of Proposal: February 14, 2020 5:30 PM, Tbilisi time

Subject: Tetra Tech ARD Request for Proposal No. GGI-RFP-036 entitled “**Develop Building Integrity and Transparency Strategy and Action Plan for the City Hall of Zugdidi Municipality**”.

Dear Sir/ Madam,

You are kindly invited to submit a technical and financial proposal relating to **Tetra Tech ARD. Request for Proposal No. GGI-RFP-036**. All related correspondence for this proposal should be sent to: smallgrants@ggi.ge

- Tetra Tech ARD intends to issue a Firm Fixed Price contract for this work
- Costs incurred by respondents for the preparation of a proposal and the negotiation of contract are not reimbursable.
- Tetra Tech ARD is not bound to accept any of the proposals submitted.
- Tetra Tech reserves the right to accept an offerors proposal without further discussion.
- Tetra Tech ARD will only evaluate proposals from licensed, qualified firms to execute and implement the work under this project.
- Offerors are required to obtain DBA Insurance prior to commencement of any services. See Appendix D, Section D of the RFP for more information.
- The Offers must be able to complete all the items stated in the Statement of Work.

All questions and inquiries related to this request must be submitted prior to the Closing Date for questions shown above for this RFP. All “Offerors” must submit their questions to **Tetra Tech ARD** via the below email address: smallgrants@ggi.ge

The subject line should have: “**Questions for GGI-RFP-036, “Develop Building Integrity and Transparency Strategy and Action Plan for the City Hall of Zugdidi Municipality”**”.

In compliance with standard procedure, all inquiries and comments will be shared with the rest of the Offerors along with Tetra Tech’s response. Questions received after the closing date for Questions may not be answered.

smallgrants@ggi.ge

Proposal Instructions

The Offeror shall submit its best price offer/proposal in accordance with the Scope of Work (SOW) and shall contain the following:

1. **Proposal Cover Letter** signed by a person authorized to sign on behalf of the Offeror;
2. **Technical Approach/Proposal** for completing the deliverables in the SOW;
3. **Summary of Relevant Experience**. Offerors should list current and previous relevant projects;
4. **Corporate Capabilities**;
5. **Performance References for similar work**;
6. **Budget**. Offerors must use budget template in Attachment B
7. **Budget narrative**. Offerors must explain the rationale behind the numbers.

Submittal requirements:

- Proposals shall be submitted via e-mail.



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- The Subject line of the email should read: **“Proposal for GGI-RFP-036 “Develop Building Integrity and Transparency Strategy and Action Plan for the City Hall of Zugdidi Municipality”**.
- Proposals received after the exact time specified for receipts of offer shall be considered late and shall not be evaluated.

Respondents shall receive an email acknowledging that their Proposal has been received upon its submission.

Appendixes of added information for this RFP shall be forwarded to respondents' email address upon request.

Appendix A: Statement of Work
Appendix B: Budget Template
Appendix C: Required Certification
Appendix D: Suggested Proposal Format
Appendix E: Proposal Evaluation Criteria

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Appendix (A) Statement of Work

INTRODUCTION

Tetra Tech ARD is implementing the Good Governance Initiative (GGI) in Georgia project, funded by the United States Agency for International Development (USAID). Its goal is to strengthen transparency, accountability, and effectiveness of governance in Georgia, within the legislative and executive branches at the central and local government levels. GGI's primary partners are different agencies in the Executive branch, as well as Parliament of Georgia and the objectives of the project are:

- Improved public administration at all levels
- Access to independent and reliable information and increased civic engagement
- evidence-based policy development and law-making
- Strengthened institutional oversight of government.

Among other activities, GGI intends to support City Hall of Zugdidi Municipality in its efforts to strengthen anticorruption and transparency credentials by engaging a Subcontractor to develop Building Integrity and Transparency Strategy and subsequent Action Plan together with implementation guidelines, indicators and monitoring framework.

Background

Corruption poses significant threats to the stability and security of societies worldwide, undermines the institutions, values of democracy, justice and jeopardies sustainable development and the rule of law.

The rule of law, integrity, accountability and transparency are essential ingredients for the democratic governance to effectively fight against corruption and make the world a better place for all.

Georgia represents one of the success stories of fighting against corruption. The success of Georgia's anticorruption efforts has been recognized by a number of international reports and evaluations.

According to the Fourth Round of Monitoring carried out in 2016 by the Anti-Corruption Network (CAN) of the Organization for Economic Co-Operation and Development (OECD): *“Georgia has achieved remarkable progress in fighting corruption over the past decade. This success was largely due to strong law-enforcement and administrative simplifications that eliminated petty corruption in the public administration. Now that these 'low-hanging' fruits have been picked, Georgia is now at the next stage of fighting corruption and, as many other countries, may be facing a new challenge of high level and complex corruption. Georgia is in a strong position to address this challenge, but to be successful it should not wait in complacency, but be a creative and active Anti-Corruption fighter, as it has been so far”.*

Among other important recommendations concerning the fight against corruption at the national level, the OECD lays emphasis on the local-self-governments and recommends Georgia to *“Promote the development and implementation of an Anti-Corruption action plan for the local self-government level”*. Rationale for this recommendation is crystal clear: like other countries, risks of corruption together with effective democratic representation is one of the most important problems facing local governments in Georgia. Because of being close to the people, the local governments are better positioned to provide services to the local citizens transparently and with fiscal discipline in order to eliminate risks of corruption.

National Anti-Corruption Strategy and 2019-2020 Action Plan adopted by the Government of Georgia on October 4, 2019 include specific commitment to develop Building Integrity and Transparency Strategies and Action plans at the local level.

In line with OECD recommendation and national Anticorruption framework, **City Hall of Zugdidi Municipality** expresses readiness to promote and strengthen measures to prevent and address risks of corruption more efficiently and effectively within its system. To this end, **City Hall of Zugdidi**

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Municipality made decision to develop **Building Integrity and Transparency Strategy and subsequent Action Plan**.

Building Integrity and Transparency Strategy and subsequent Action Plan will establish an ambitious anticorruption framework and guide City Hall's actions aimed at management the risks of corruption.

OBJECTIVE AND INTENDED OUTCOME

Overall objective of GGI's support is to strengthen resilience of Zugdidi City Hall system against the threat of corruption.

Specific objective of this assignment is to support Zugdidi City Hall in:

- 1) Development of Building Integrity and Transparency Strategy, subsequent Action Plan, together with indicators and monitoring framework;
- 2) Capacity building of the relevant staff to successfully apply anticorruption measures in practice.

(Hereinafter the above-mentioned elements of support referred to as the – “Building Integrity and Transparency Package”).

USAID GGI will provide support to Zugdidi City Hall by funding the development of Building Integrity and Transparency Package. USAID GGI's intervention will also assist Zugdidi City Hall to meet the OECD recommendation and objective 16.5 of 2019-2020 Anticorruption Action Plan of Georgia.

To this end, USAID GGI through the present RFP is soliciting proposals from local qualified and experienced Bidders to develop the above-mentioned Building Integrity and Transparency Package for the Zugdidi City Hall.

USAID GGI expects the winning Bidder to apply its experience and expertise during development of Building Integrity and Transparency Package by proposing an efficient and cost-effective approach.

Building Integrity and Transparency Package must be developed in compliance with co-creation principles and in full coordination-cooperation with USAID GGI and Zugdidi City Hall.

While developing Building Integrity and Transparency Strategy and Action Plan of Zugdidi City Hall, the winning bidder should take into account policy planning, monitoring and evaluation guideline of the Government of Georgia.

The winning Bidder shall be responsible for successful completion of the project within the specified Timeframe.

SPECIFIC REQUIREMENTS UNDER THE OBJECTIVE

The selected bidder in close coordination with USAID GGI and Zugdidi City Hall shall undertake and complete the following key tasks:

1. Facilitate establishment of a working group composed of representatives from Zugdidi City Hall, City Council and other relevant stakeholders. The working group will be in charge of the development of Building Integrity and Transparency Strategy and subsequent action plan as well as monitoring framework.
2. Analyze anticorruption framework existing in Georgia at the central and local levels including National Anticorruption Strategy and Action Plan as well as best practices of leading OECD/GRECO member states and recommendations of relevant international institutions in connection with strengthening anticorruption capabilities of the local self-governments.
3. Conduct detailed situation analysis on existing practices of transparency, Integrity and accountability in Zugdidi City Hall system that will inform development of the Building Integrity and Transparency Package.

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4. Based on the result of the situational analysis, best international practices, recommendations and in compliance with national policy planning, monitoring and evaluation guidelines develop:
 - First draft Building Integrity and Transparency Strategy;
 - First draft Action Plan of Zugdidi City Hall together with Indicators and monitoring framework;
5. Develop detailed power point presentation highlighting goals, objectives and actions from the Strategy and Action Plan;
6. Hold discussions with Zugdidi City Hall leadership and working group as well as public discussion as considered in the policy planning, monitoring and evaluation guideline;
7. Finalize Building Integrity and Transparency Strategy and Action Plan of Zugdidi City Hall together with indicators and monitoring framework;
8. Develop manual/guide/toolkit for awareness raising activities/trainings of the staff of Zugdidi City Hall system on integrity and transparency framework;
9. Plan and conduct capacity building activities for the relevant staff of Zugdidi City Hall system to successfully apply anticorruption measures in practice.
10. Develop and submit all deliverables in the final form including the final report summarizing work conducted and the results achieved (Geo-English)

Following deliverables will be produced by the selected bidder for the assignment:

- Detailed Work Plan for development of the Strategy, Action Plan, indicators and monitoring framework as well as for conducting capacity building activities (Geo-English).
- Comprehensive situational analysis report in compliance with pre-agreed format with USAID GGI and Zugdidi City Hall (Geo-English).
- First draft Building Integrity and Transparency Strategy; Action Plan together with indicators and monitoring framework in Georgian and English (Geo-English).
- Power point presentation highlighting goals, objectives and actions from the Strategy and Action Plan (Geo-English).
- Detailed report on the results of the public consultations (Geo). The report should also include photos and sign in sheets/event tracking forms from the public consultations.
- Finalized Building Integrity and Transparency Strategy and Action Plan together with indicators and monitoring framework in Georgian and English (Geo-English)
- Manual/guide/toolkit for awareness raising activities/trainings of the staff of Zugdidi City Hall system on integrity and transparency framework; (Geo)
- Capacity building activities for the relevant staff of Zugdidi City Hall system;
- Final report summarizing work conducted and results achieved (Geo-English).
- The selected bidder shall provide regular reporting throughout the assignment, including bi-weekly progress reports (in English).

ACTIVITY TIMELINE:

The bidder will complete the work on or before **August 29, 2020**.



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The implementation of the project must be carried out in full coordination and cooperation with Zugdidi City Hall and USAID GGI.

The selected Bidder shall be responsible for successful delivery and implementation of the Project within the specified timeframe and budget. Additionally, the selected Bidder shall follow the agreed tasks and achieve all desired goals and requirements, so the project is managed in an efficient and effective manner.

Appendix (B) Budget

Also include as an Excel Spreadsheet

BUDGET				
DIRECT LABOR				
Position	Name	Rate	Days (Basis)	Total
				-
				-
				-
Total Direct Labor				-
TRAVEL, TRANSPORTATION and PER DIEM				
Description		Rate	Units (Basis)	Total
				-
				-
				-
Total Travel, Transportation & Per Diem				-
OTHER DIRECT COSTS				
Description		Rate	Units (Basis)	Total
				-
				-
				-
Total Other Direct Costs				-
Fee				
				-



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Total Fee	-
TOTAL COSTS in GEL	GEL

**Appendix (C)
Certifications**

1. CERTIFICATION REGARDING RESPONSIBILITY MATTERS.

FAR Reference 52.209-5.

As prescribed in 9.104-7(a), insert the following provision:

Certification Regarding Responsibility Matters (APR 2010)

- (a) (1) The Offeror certifies, to the best of its knowledge and belief, that –
- (i) The Offeror and/or any of its Principals –
- (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (B) Have not within a three-year period preceding this offer, 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) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and
- (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
- (D) Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
- (1) Federal taxes are considered delinquent if both of the following criteria apply:
- (i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
- (ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
- (2) *Examples.*
- (i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability.



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Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, and United States Code.

- (b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with determination of the Offeror's: responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Contractor non responsible.
- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

2. KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

22 CFR Part 140, Prohibition on Assistance to Drug Traffickers.



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Note: This certification shall be filled by any key person proposed in the project.

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false, Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.
3. A false certification from a key person involved in the project, shall result in the termination of his/her contract with the operator.

3. CERTIFICATION REGARDING TERRORIST FINANCING

Implementation of Executive Order 13224

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

- (a) The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph (c).
- (b) The following steps may enable the Recipient to comply with its obligations under paragraph (a)
 - (1) Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - (2) Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - (3) Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.



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- (4) The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

(c) For purposes of this Certification-

- (1) "Material support and resources" mean currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
- (2) "Terrorist act" means-
- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- (3) "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- (4) References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- (5) The Recipient's obligations under paragraph (a) are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term."

4. ANTI-KICKBACK PROCEDURES

FAR Reference 52.203-7.

As prescribed in 3.502-3, insert the following clause:

Anti-Kickback Procedures (OCT 2010)

(a) Definitions.

"Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime



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Contractor, prime Contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contractor in connection with a subcontract relating to a prime contract.

"Person," as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

"Prime contract," as used in this clause, means a contract or contractual action entered into by the United States for the purpose of obtaining supplies, materials, equipment, or services of any kind.

"Prime Contractor" as used in this clause, means a person who has entered into a prime contract with the United States.

"Prime Contractor employee," as used in this clause, means any officer, partner, employee, or agent of a prime Contractor.

"Subcontract," as used in this clause, means a contract or contractual action entered into by a prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.

"Subcontractor," as used in this clause,

- (1) means any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and
- (2) Includes any person who offers to furnish or furnishes general supplies to the prime Contractor or a higher tier subcontractor.

"Subcontractor employee," as used in this clause, means any officer, partner, employee, or agent of a subcontractor.

(b) The Anti-Kickback Act of 1986 (41 U.S.C.51-58) (the Act), prohibits any person from-

- (1) Providing or attempting to provide or offering to provide any kickback;
- (2) Soliciting, accepting, or attempting to accept any kickback; or
- (3) Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime Contractor to the United States or in the contract price charged by a subcontractor to a prime Contractor or higher tier subcontractor.

(c)

- (1) The Contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph (b) of this clause in its own operations and direct business relationships.
- (2) When the Contractor has reasonable grounds to believe that a violation described in paragraph (b) of this clause may have occurred, the Contractor shall promptly report in writing the possible violation. Such reports shall be made to the inspector general of the contracting agency, the head of the contracting agency if the agency does not have an inspector general, or the Department of Justice.
- (3) The Contractor shall cooperate fully with any Federal agency investigating a possible violation described in paragraph (b) of this clause.
- (4) The Contracting Officer may



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- (i) offset the amount of the kickback against any monies owed by the United States under the prime contract and/or
 - (ii) Direct that the Prime Contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Contracting Officer may order that monies withheld under subdivision (c) (4) (ii) of this clause be paid over to the Government unless the Government has already offset those monies under subdivision (c) (4) (i) of this clause. In either case, the Prime Contractor shall notify the Contracting Officer when the monies are withheld.
- (5) The Contractor agrees to incorporate the substance of this clause, including subparagraph (c) (5) but accepting subparagraph (c) (1), in all subcontracts under this contract which exceed \$150,000.

5. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS.

FAR Reference 52.203-11.

As prescribed in 3.808(a), insert the following provision:

**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions
(SEPT 2007)**

- (a) Definitions. As used in this provision— “Lobbying contact” has the meaning provided at 2 U.S.C. 1602(8). The terms “agency,” “influencing or attempting to influence,” “officer or employee of an agency,” “person,” “reasonable compensation,” and “regularly employed” are defined in the FAR clause entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12).
- (b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12) are hereby incorporated by reference in this provision.
- (c) Certification. The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract
- (d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.
- (e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

SIGNATURE

By signature hereon, or on an offer incorporating these Representations, Certifications, and Other Statements of Offerors, the Contractor certifies that they are accurate, current, and complete, and that



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the Contractor is aware of the penalty prescribed in 18 U.S.C. 1001 for making false statements in offers.

By signing below the subcontractor provides certifications for:

1. Certification Regarding Responsibility Matters - APR 2010. (FAR Reference 52.209-5),
2. Prohibition on Assistance to Drug Traffickers. (22 CFR Part 140),
3. Certification Regarding Terrorist Financing. (Implementation of Executive Order 13224),
4. Anti-Kickback Procedures – OCT 2010. (FAR Reference 52.203-7), and,
5. Certification and Disclosure Regarding Payments to influence Certain Federal Transactions - SEP 2007 (FAR Reference 52.203-11).

Subcontract #: _____

Subcontractor

Name:

Project Title: _____

Name and Title: _____

Signature: _____ Date: _____

This page must be signed by Offeror and returned with the quotation.

**Appendix (D)
Proposal Format**

The Offeror shall submit its best price offer/proposal in accordance with the Scope of Work (SOW) and shall contain the following:

1. **Proposal Cover Letter** signed by a person authorized to sign on behalf of the Offeror;
2. **Technical Approach/Proposal** for completing the deliverables in the SOW;
3. **Summary of Relevant Experience.** Offerors should list current and previous relevant projects;
4. **Corporate Capabilities;**
5. **Performance References for similar work;**
6. **Budget.** Offerors must use budget template in Attachment B
7. **Budget narrative.** Offerors must explain the rationale behind the numbers.

Technical and Financial Proposal Requirements:



Field Office:

34 Chavchavadze Ave, 8th floor
0179, Tbilisi, Georgia
Tel: 995 32 224 31 11

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It is requested that Offerors organize their Technical and Financial Proposals as noted below. This request is made to facilitate Tetra Tech ARD's review of the submitted material thus enabling a rapid decision and contracting process.

Technical Proposal Requirements:

The technical proposal must be written in English. There should be a maximum of 10 type-written pages, excluding appendixes/supporting documents, with no more than 3 pages covering Company Information and Relevant Past Performance. (Desired Format - Type: Times New Roman, Font Size 11, Margins: 1" all around)

The technical proposal shall address the subjects outlined below:

A. Firm Information

- Provide the name, address and license of your firm.
- Provide the contact information for your primary contact for this project.
- If you are partnering with other firms or institutions, provide the above information for each partner and the percentage of the work that they will be performing.
- Please describe your firm's management structure, list all owners.
- Identify the Key Personnel that would be working on this project assuming an award. Please include a brief statement about the capabilities and experience. CVs should be provided.

B. Past Performance

Please outline the experience your firm has had in performing work similar to that described in Appendix A. **For each project, please include the name of the client and his or her contact information (current and most recent information required, within the last year) as.** It is Tetra Tech ARD's intention to contact some of these clients for testimonials regarding your firm's performance in these areas:

- The quality of the work performed by the Offeror,
- The timeliness of the effort performed by the Offeror, and
- Whether the Client would use Offeror's services should they have similar needs in the future?

C. Technical Approach

Please submit a detailed technical write-up of the proposed implementation strategy and management for this specific project. **Offerors must include a Gantt Chart Schedule.**



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Financial Proposal Requirements

The Offeror's proposed financial proposal must represent its best effort in response to the solicitation.

It should be noted that a narrative describing the basis on which the costs were derived as well as an explanation for whom, why, where, when, etc. and supporting information must be provided in sufficient detail to allow a complete analysis of the Offeror's cost/price.

The Offeror must use the budget template in Attachment B.

In accordance with USAID regulations, Offerors must secure worker's compensation insurance with USAID's approved DBA insurance provider – AON Risk Insurance. Details and pricing for DBA insurance can be found here: <https://www.usaid.gov/sites/default/files/documents/1868/AAPD17-01-Revised.pdf>. Offerors are requested to please include in the budget a line under ODCs for DBA insurance for budgeted staff. As a reminder, DBA insurance is only applied as a percentage of an individual's salary, not as a percentage of the fully burdened fixed daily rate. Additionally, please note that the selected Offeror will need to ensure that a DBA insurance policy is in place with AON Risk Insurance prior to commencement of any services. Please note that the first deliverable of any ensuring subcontract will be submission of documentation verifying that DBA insurance is in place.

Appendix (E) Proposal Evaluation Criteria

Proposals will be reviewed to check for eligibility and completeness of the submission. All eligible and complete proposals will be reviewed by an Evaluation Committee.

GGI intends to award a subcontract to the responsible bidder whose proposal conforms to the solicitation and represents the best value after evaluation in accordance with the criteria listed here. All bidders who receive more than 75 points from the evaluation process will be considered to be "qualified bidders." The subcontract will be awarded to the qualified bidder who offers the lowest price.

Technical Experience and Demonstrated Competency of the Bidder's Team (maximum 40 points)	<p>USAID GGI considers past success in conducting similar activities as essential for this activity.</p> <p>Proposals will be evaluated on the Bidder's experience in the field of transparency and fight against corruption.</p> <p>Particularly in developing assessments, strategic documents and policy papers in the field of transparency and fight against corruption and monitoring frameworks as well as conducting capacity building activities. Please submit information that will help establish the Bidders' successful record in such cases.</p> <p>Up to 25 points will be given for the firm's past experience in the field of transparency and fight against corruption and another 15 points for the firm's experience in conducting capacity building activities.</p>
Adequacy of the Technical Proposal and Work Plan (maximum 50 points)	<p>The proposal will be judged on proposed design and methodology that most effectively and efficiently reaches the targeted objectives.</p> <p>The Offeror's proposal must provide a clear and complete description of how the RFP requested activities will be implemented in terms of time periods and methodology.</p>



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	<p>35 points will be assigned for the description of the approach/methodology for developing Building Integrity and Transparency Strategy, Action Plan, indicators and monitoring framework.</p> <p>15 points for approach/methodology to build capacity of Zugdidi City Hall staff.</p>
<p>Technical Experience and Demonstrated Competency of the Offeror's Team (maximum 10 points)</p>	<p>Tetra Tech ARD will evaluate CVs and qualifications of the proposed team members who would be involved in this activity, based on professional experience in the field of transparency and fight against corruption as well as in writing of strategy documents and policy papers and conducting capacity building activities.</p> <p>CVs of the proposed team that best meet the qualification standards for this RFP will be scored with a maximum ten (10) points.</p>

Price will not be ranked by the Evaluation Committee but will be considered by Tetra Tech ARD in determining the best overall value. Bidders are encouraged to present their most competitive pricing for this activity since the subcontract may be awarded without further negotiation to the qualified bidder who proposes the lowest price.