



Field Office:

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

Date of Issuance: January 27, 2020

Closing Date for Questions: January 31, 2020

GGI answers to bidder's questions: February 5, 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-037 entitled “Develop Georgia’s Open Government Partnership (OGP) webpage”.

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-037**. 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-037, “Develop Georgia’s Open Government Partnership (OGP) webpage”.**

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.
- The Subject line of the email should read: **“Proposal for RFP No. GGI-RFP-037 “Develop Georgia’s Open Government Partnership (OGP) webpage”.**



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- 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.

From its initiation, USAID GGI has been actively supporting Georgia's participation in the Open Government Partnership (OGP) initiative, including development of the OGP National Action Plans as well as their implementation.

BACKGROUND

OGP was formally launched on September 20, 2011 upon initiative of the United States when the 8 founding governments (Brazil, Indonesia, Mexico, Norway, the Philippines, South Africa, the United Kingdom and the United States) endorsed the Open Government Declaration, and announced their country action plans. The Open Government Partnership participant governments are committed to be more open, transparent and accountable to the population, involve them in decision making processes, make government services easily accessible, fight corruption, and harness new technologies to strengthen their governance systems. Success of the country in OGP is determined by the degree to which participant country implements its OGP commitments.

By joining the initiative in September 2011, Georgia was among the first countries to adhere to the core principles of OGP: transparency, accountability, citizen participation, and technological innovation. The transparency and accountability agenda of the GoG is reflected in Georgia's OGP National Action Plan (NAP), a joint product of government and civil society. Currently Georgia is finalizing the implementation of its 4th OGP National Action Plan and is gearing up to develop 5th OGP NAP for 2020-2021.

Georgia has taken a leadership role in OGP by serving as the Co-Chair in 2016, hosting the 2018 Global Summit, and being elected to the OGP Steering Committee in 2019.

In 2019, Open Government Georgia's Secretariat transferred from the Ministry of Justice to the Administration of the Government of Georgia (AoG).

In order to better promote OGP and Georgia's participation in this multilateral initiative the AoG plans to develop Georgia's OGP webpage (ogp.gov.ge).

OBJECTIVE AND INTENDED OUTCOME

The overall objective of this assignment is to support Administration of the Government of Georgia to better promote OGP and Georgia's participation in this multilateral platform by developing Georgia's OGP webpage (ogp.gov.ge).

USAID GGI and Administration of the Government of Georgia, expect the winning Bidder to apply its experience and expertise for meeting the above-mentioned specific objectives by proposing an efficient and cost-effective approach.

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The implementation of the Project must be carried out in full coordination and cooperation with USAID GGI and Administration of the Government of Georgia.

The winning Bidder shall be responsible for successful completion of the project within the specified timeframe. Additionally, the winning Bidder shall complete the agreed tasks and achieve desired goals and requirements in an efficient and effective manner.

SPECIFIC REQUIREMENTS UNDER THE OBJECTIVE

The selected bidder in close coordination with Administration of the Government of Georgia and USAID GGI should implement the following tasks:

1. Develop and provide **web-page design concept** within 14 (fourteen) calendar days upon conclusion of the Contract;
2. Upon the Client's consent to the design concept, develop and submit **sitemap, wireframe, mock-ups and complete design of the Georgia's OGP webpage** within 15 (fifteen) calendar days;
3. Upon the Client's consent to the design, submit **initial version of the product (OGP web-page)** within 30 (thirty) calendar days;
4. **Hold workshop** involving all key stakeholders to present initial version of Georgia's OGP web-page;
5. Upon receipt of comments on the initial version, submit the **final version of the OGP web-page** within 15 (fifteen) calendar days;
6. Upon receipt of the final product, the **OGP web-site shall be launched in real time** within 14 (fourteen) calendar days.

After each fulfilled stage by the selected bidder, the AoG and USAID GGI have the right to make changes to the proposal (at the concept and design stage).

Only after the final approval by the AoG and USAID GGI, the proposal shall be considered as accepted and the deadline for the next stage shall be set.

In order to explore the functions and capabilities of the OGP web-site, selected bidder shall ensure conducting the training for the staff and develop User Manuals/Guides, including clear-cut and comprehensive instructions.

The training should be also conducted on the technical services of website – maintaining the web page as well as changes to design elements (in case of the change of the brand book), security updates (both CMS and additions), and more.

General requirements for the website:

The Website Content Management System (CMS¹) must offer a model that is widely used by other recognized government and corporate websites worldwide. To prove this fact, the bidder must provide 5 (five) examples that can be verified by the AoG and USAID GGI. The CMS proposal created by the company itself will be negatively evaluated. Based on the Client's requirements and website features, the CMS should have additional modules and extensions functionality.

Total cost shall also cover the modules and extensions developed by the Company itself.

¹ Content Management System – Website engine

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The website shall have the automatic backup function for storage of copies and in case of damage or other incidents, the backup copy shall be restored within 1 (one) hour.

The company shall ensure the web-site security and systematic installation of security updates, both for CMS, as well as used modules.

Within provided CMS, the maintenance of security updates shall be the responsibility of the Provider until the expiration date of the given ToR. The connection between the web-site content management system and data base shall be encrypted and secured by the password and username. The connection shall exclude SQL injections, XSS scripting and shall be protected from other types of known attacks.

Web-site shall have the capacity to add various additional codes or modules (HTML and/or JavaScript and/or CSS and/or others). For example, the AoG shall have the opportunity to integrate such functions to the web-site as separate calculator of visitor, as well as analytical functions (for example, Google Analytics), functions for analysis of the social network users (for example, Facebook Pixel) and etc. There should have the graphs for headers and footers, where it will be possible to write JS/HTML.

Upon completion of the web-site, the selected bidder shall transfer the full code of the web-site to the AoG.

Search

Site functionality shall have the search engine both for the text as well as photos, audio and video file descriptions and ALT texts.

Search results shall have their own URL address, in order to be able to use its link in other articles or outside the web-page.

For search, at least three symbols shall be entered into the search box.

General Requirement in Terms of Design

The Design shall be modern and simple. Web-page shall be easily used by its viewers. The web-page design overloaded with extra details will be evaluated negatively.

Website dimensions and customizations on different devices and systems should be in accordance with the responsive / adaptive design principles, so that the website can be adapted to a **mobile-friendly** version.

The webpage should be compatible with all, the most current versions of popular browsers; in case of outdated browsers and versions, the user should be able to see a respective warning window indicating the recommended browser versions.

Design colors and other elements should be consistent with the Open Government Partnership (OGP) brand book, logo and colors provided by the AoG.

The selected bidder shall submit the sketch, sitemap, wireframe, mockups of the web-page, which will be approved by the AoG and USAID GGI at the design agreement stage.

Only Unicode standard fonts should be used on the website. Capitalization can be used for titles (uppercase of Georgian letters). Depending on the design specifications, the web-page may use several different fonts.

General Requirements for Administrator Functionality

Administrator should be able to modify both the content/stuff of the website as well as to add or remove new pages; to edit published material (texts, documents, photos, videos and audio files).

Web-page management should allow for several types of users to be added, but the number of users should not be limited by the types:

- Administrator (with full rights);
- Editors (with the right to add, edit and publish texts and files);

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- Author (with the right to add texts and files, but without the right to edit and publish them)

The users should be able to edit their profile; Change e-mail address, user name and password and etc.

The web-page administration part shall have the capability to hide and later publish any material: news, articles, photos, audio and video materials, various uploaded or attached materials.

It shall be possible to upload news and prepare it for publication in such way that it will be automatically published at specified time.

Flexible format for photo and video uploads is required: uploading the multiple files simultaneously; editing/cropping/zooming the uploaded photos.

All users of the administration panel shall be available to easily find the desired file in the gallery of uploaded files, photos, audio and video materials.

The size/volume of uploaded materials shall not be limited.

It shall be possible to attach the logo to the uploaded materials (photos, videos).

General Requirements towards the Client

The website shall have the bilingual interface: Georgian and English.

While switching the language, the same page shall be loaded which was opened before the language switch by the user. In the absence of translated content, the page should show the text in the original language, but the interface (menu tab, name of the website and etc.) shall be loaded in the switched language.

The website shall have the statistics and counters (or the possibility to add external / separate service of statistics and counting).

Videos and banners can be places on the homepage.

Structure of the Open Government Partnership website:

Banners of the Homepage:

- OGP Parliament
- OGP City Hall
- Video of Global Summit
- OGP Idea
 - Content of Homepage
- **News**
- **What is OGP**
 - Partnership Idea
 - Founding History
 - Links
- **Georgia and OGP**
 - OGP Georgian Secretariat
 - Membership of Governing Committee of OGP
 - Vision of the Chairmanship (2017-2018)
 - Fifth Global OGP Summit 2018 (with the link to homepage with banner)
 - Summit Declaration
 - First Regional European Conference 2016
- **Action Plan**
 - Plans by Years
 - Action Plan Monitoring and Evaluation (by years)
 - Report of Independent IRM Evaluation

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- **OGP Georgia Council**
 - About the Council
 - Council Chairman
 - Council Members
 - Council By-Law
 - Council Meetings
 - Council Meeting Protocols
 - About the Forum
 - Forum Members
 - Forum By-Law
 - Forum Meetings
 - Forum Meeting Protocols / Attendance
- **Public Consultations**
 - Current Public Consultation
 - Feedback Form (functions only during Public Consultations)
 - Meeting Calendar (Former Plan)
 - Completed Public Consultations
 - Public Consultation Plan
 - Public Consultation Protocols
 - Photo Gallery
- **Contact**
 - OGP Idea (with the link to the homepage with banner)
 - Address, telephone, map
- **Gallery**
 - Video and Photo Gallery
 - Brand book, logo and other information
- **Social Networks** (with icons)

General Requirements in terms of Website Content

- *Homepage*

The news that appears on the homepage should in all cases appear with the title, date, subheading and photo. In case of video footage – with the video footage photo.

- *Sidebar / Functionality to place additional banners*

In the sidebar (according to the design, it can be one or two) of the homepage, the webpage administrator shall have capability to add any amount of banners/links to other websites.

It should also be possible to add any HTML code to the sidebar, such as Twitter or other social network code.

- *Footer*

The footer of the website shall contain the contact information, such as OGP Georgia Secretariat contact details (the same as in contact block of the website).

- *News Page*

The webpage shall have all functionalities that are necessary for modern webpages. Particularly, the functionality to embed videos and audio files. Also, it should be possible to add more than one photo (photo gallery), non-standard size of photo and infographic; in case of non-standard size of photo/infographic, the photo should be opened so that the details of the infographic can be viewed more easily.

The homepage should enable to separate specific part of the quote, comment, lead or text (easy to visualize).

In the case of a uploaded video (or even embedded video), the video should automatically fit as a news icon.

The homepage should contain some related stories / related topics (thematically, by tag). The stories can be linked automatically, or by the editor's special separate tag.

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- *Social Media Sharing Functionality*

All individual pages, as well as other materials on the website must have a share button on the following social networks and chat programs:

- Facebook
- Twitter
- LinkedIn
- Facebook Messenger
- WhatsApp
- Viber
- E-mail (in desktop version) / copying the link (in mobile version)
- Typing (in desktop version)

In case of sharing of the files, the title of the article, its date, photo, the part of the text (beginning/part) (and/or other elements, the sharing of which is ensured by each above-mentioned social network functionality) shall be visible, only in case of video (if the video is without photo, only the video capture shall be visible).

- *Optimization of Search Systems*

The webpage shall have the sitemap for search systems, both in Georgian and English languages.

All URLs must be user-friendly and readable, and URLs can be configured manually if needed.

The webpage should be optimized to ensure that it is indexed by search engines. To achieve this, the website's CMS should use META descriptions, alternate text for images (alt-text), as well as text headings and more.

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

- **Detailed work plan** of the activities to be carried out in order to create Georgia's OGP webpage (Geo-Eng).
- Georgia's OGP **webpage design concept** (Geo with English summary)
- Georgia's OGP webpage **sitemap, wireframe and mock-ups**;
- Georgia's **OGP webpage full design**;
- **Initial version of the webpage**;
- **Workshop** involving all key stakeholder to present initial version of Georgia's OGP webpage. **Report** (*Geo with brief English summary*), **Agenda, Sign in sheets and photos** of the workshop;
- **Final version of the webpage**;
*Only after the final approval by the AoG and USAID GGI, the final product shall **be considered as accepted**.*
- **Capacity building activities** for the relevant staff of the Administration of the Government of Georgia to effectively manage and maintain webpage and if necessary conduct changes of the design.
- **User Manuals/Guides**, including clear-cut and comprehensive instructions to manage and maintain webpage (Geo).
- **Sign in sheets, photos and training material** of the capacity building activities conducted by the selected bidder.

The selected bidder shall provide **regular reporting throughout** the assignment, including **bi-weekly progress reports (in English)** and a **final project implementation report** (in English).

ACTIVITY TIMELINE:

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

The implementation of the project must be carried out in full coordination and cooperation with Administration of the Government of Georgia 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.

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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				
				-
Total Fee				-
TOTAL COSTS in GEL				GEL

The bidder should also consider the following services in the proposed price:

- Webpage design price;
- Webpage software price;
- Price of webpage usage training of employees of the AoG;
- Current technical support price within 24 months of webpage creation.

The complete software code for the front-end and back-end of the Website, any module or other additions shall be transferred to the full ownership of the AoG.

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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. 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



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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.



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2. KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

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

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

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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.
 - (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."



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



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(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
 - (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



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- (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 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.

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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:

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 and provide list and web-addresses of the webpages developed that are currently functional. **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?

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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.**

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.

USAID 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 30 points)	Staff Qualifications and Experience CVs of at least 4 key people: e.g. Project Manager; designer, front end developer, back-end developer and etc.
Adequacy of the Technical Proposal and Work Plan (maximum 30 points)	Efficiency and completeness of proposed approach in corresponding with the RFP requirements. The Bidder's proposal must provide a clear and complete, but concise, description of the approach for the entire development cycle.
Adequacy of the Management plan and schedule (maximum 10 points)	Management plan and proposed schedule. While timely execution of the proposed activities will be considered favorably, the management plan and proposal schedule will also be considered in terms of their realism.
Firm's Past Experience and Implementation of Similar Assignments (maximum 30 points)	Corporate capabilities, past experience in similar projects and track records. ARD considers past success in conducting similar activities to be essential for this activity. The proposal will be evaluated on the Bidders' experience in designing and delivering similar scale activity. Please submit information that will help establish the Bidders' successful record in such cases.



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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.