



**Field Office:**

34 Chavchavadze Ave, 8<sup>th</sup> floor

0179, Tbilisi, Georgia

Tel: 995 32 224 31 11

**Good Governance Initiative (GGI) in Georgia (AID-114-C-15-00001)**

**Date of Issuance: January 5, 2021**

**Closing Date for Questions: January 18, 2021**

**GGI answers to bidder's questions: January 21, 2021**

**Closing Date for Submission of Proposal: January 27, 2021, 5:30 PM, Tbilisi time**

**Subject: Tetra Tech ARD Request for Proposal No. GGI-RFP-052 entitled "Parliament Website Post-Launch Support"**

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-052.** All related correspondence for this proposal should be sent to: [smallgrants@ggi.ge](mailto: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.
- Please note that in submitting a response to this RFP, the Offeror understands and agrees that USAID and all other US and Host Government entities are not parties to this procedure.

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](mailto:smallgrants@ggi.ge)

The subject line should have: **"Questions for GGI-RFP-052 "Parliament Website Post-Launch Support"**.

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.

**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;**



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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: [smallgrants@ggi.ge](mailto:smallgrants@ggi.ge)
- The Subject line of the email should read: **"Parliament Website Post-Launch Support"**
- 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 purpose is to support the Government of Georgia (GoG) in strengthening overall transparency, accountability, and effectiveness of selected governance and service delivery systems. GGI's work targets the legislative and executive branches at both central and local government levels.

A new website of the Georgian Parliament is one of the key tools aimed at achieving the main objectives of the 2017-2018 Open Parliament (OP) Action Plan of Georgia, which aims to ensure openness of Parliament, ease of access to parliamentary information, as well as facilitation of citizen engagement in parliamentary and legislative processes in line with the principles of the Open Government Partnership (OGP) and the Declaration on Parliamentary Openness.

In 2016, GGI, in collaboration with the Parliament of Georgia, conducted a qualitative study on perceptions and attitudes towards Parliament's website as they relate to current shortcomings and possible improvements to the platform. The following year, USAID GGI hired local digital communication agency to work with Parliament to develop a concept, including new structure and interface for the new website and to develop and set-up a new website platform itself. The website is currently in the test-launch mode and USAID GGI is looking to assist the Parliament of Georgia in post-launch support services.

#### **OBJECTIVE AND INTENDED OUTCOME**

Proper maintenance, upgrades, troubleshooting, security patches and constant attention to detail is crucial in maintaining a performant and optimized site that caters to the wide audience. This activity is designed to assist the Parliament of Georgia in post-launch website support, so that the new website is fully operational and meets the needs of the Parliamentary staff and users.

USAID GGI is supporting the Parliament in its endeavor by looking to subcontract a company which will provide **support, troubleshooting and design** services to keep the new website current, functional and viable. USAID GGI in coordination with Parliament, is soliciting proposals from local, qualified, and experienced bidders in post-launch support and website maintenance.

The winning bidder shall be responsible for continues post-launch support and will ensure that the website is bug free and fully operational. Additionally, the winning bidder shall demonstrate the ability to analyze the new website's functionality, code, interface, front end and back end tasks and provide relevant services. The winning bidder shall marshal the skills in order to adjust and adapt the existing platform to incorporate necessary changes in functionality and design.

USAID GGI expects the winning bidder to apply its experience and expertise to propose best-fit implementation, execution and support plan in full coordination and cooperation with USAID GGI and Georgian Parliament.

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



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**TASKS/DELIVERABLES**

During the subcontract period, the successful bidder shall work closely with USAID GGI and Parliament of Georgia in a proactive way to solve technical issues, ensure optimal site functionality and avoid interruptions in the website operation.

The selected bidder in close coordination with the Parliament of Georgia and USAID GGI will implement the following tasks:

- **Analyze** Parliament's new website including functionality, code, interface, front end and back end developer tasks and services. The winning bidder shall be responsible for analyzing data, processes, and codes to troubleshoot problems and identify areas for improvement. When necessary, the bidder shall be responsible for designing more functional, cohesive codes to enhance the user experience.
- **General support services and continuous website maintenance** – the winning bidder team shall liaise and assist the Georgian Parliament in post-launch maintenance of the new website. The feature includes immediate downtime maintenance, technical support, monitoring of the website functionality to ensure that the site is working as envisioned and updates are provided when necessary. The team shall be responsible for timely discussion of technical arrears, reviewing and providing feedback and acting on assistance and improvement requests.
- **API Support** – The winning bidder shall synchronize parliament's information systems via API in order to reflect all changes in corresponding subsystems (such as personnel system, draft laws, voting results etc.) in real time.
- **Bug fixing** - elimination of software errors such as broken features, bugs, slow site speed, site errors, site downtime or site crashes. Timely assistance with downtime or performance issues shall be provided by liaising with the web team of the Parliament of Georgia.
- **Implementation of new feature requests and design enhancements** – the winning bidder shall be responsible for making minor changes to the site's existing frame and layout, and/or minor modifications to the header, footer, menu and inner pages area. This includes communicating with the Parliament of Georgia to understand their goals and objectives, planning and implementing new design, and optimizing existing user interface designs.
- **Control/admin panel improvements** - the winning bidder shall be responsible for making minor improvements to the functionality of the control/admin panel in order to update and improve its operational efficiency where needed.
- **Monthly reports** summarizing the work and updates made to the website for the given period.

**In order to implement the above tasks and responsibilities the winning company shall assemble a highly experienced team consisting of at least 4 lead experts:**

- Project Manager
- UI/UX Designer
- Front-end Developer
- Back-end Developer



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**ACTIVITY TIMELINE:**

The bidder will complete the work on or before **July 31<sup>st</sup>, 2021** with the total duration of the contract of 5 (five) months.

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

**Appendix (B)**

**Budget**

Also include as an Excel Spreadsheet

<b>BUDGET</b>				
<b>DIRECT LABOR</b>				
<b>Position</b>	<b>Name</b>	<b>Rate</b>	<b>Days (Basis)</b>	<b>Total</b>
				-
				-
<b>Total Direct Labor</b>				-
<b>TRAVEL, TRANSPORTATION and PER DIEM</b>				
<b>Description</b>		<b>Rate</b>	<b>Units (Basis)</b>	<b>Total</b>
				-
				-



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<b>Total Travel, Transportation &amp; Per Diem</b>	<b>-</b>		
<b>OTHER DIRECT COSTS</b>			
<b>Description</b>	<b>Rate</b>	<b>Units (Basis)</b>	<b>Total</b>
DBA Insurance (2% of Total Gross Salary)			-
			-
<b>Total Other Direct Costs</b>	<b>-</b>		
<b>Fee</b>			
			-
<b>Total Fee</b>	<b>-</b>		
<b>TOTAL COSTS in GEL</b>	<b>GEL</b>		

**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;



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- (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 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



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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.

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

I hereby certify that within the last ten years:





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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



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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.
- (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.



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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 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,



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- (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
  - (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.



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- (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.



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**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.*

**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;



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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. **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:



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- 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.**

**D. 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.





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**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.

<b>Firm's Past Experience and Implementation of Similar Assignments (maximum 50 points)</b>	<p>Corporate capabilities, past experience in similar projects and track records.</p> <p>ARD considers past success in conducting similar activities to be essential for this activity, especially projects done within public sector. 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.</p>
<b>Adequacy of the Technical Proposal including work plan and schedule (maximum 25 points)</b>	<p>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 post-launch support cycle.</p> <p>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.</p>
<b>Technical Experience and Demonstrated Competency of the bidder's Team (maximum 25 points)</b>	<p>Staff Qualifications and Experience</p> <p>CVs of the Project Manager, UI/UX Designer, Front-end and Back-end Developers (at least 2 key people who will work on the project).</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.



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