



RESILIENCE THROUGH AGRICULTURE IN SOUTH SUDAN (RASS)

Request for Proposals (RFP)

No. RFP-RASS-24-0004

Procurement of Environmental Monitoring and Management Consultant
Firm/Individual Consultant

Issue Date: **June 28, 2024**

WARNING: Prospective Offerors who have received this document from a source other than the DAI RASS, AFEX Riverside Camp, rass_procurement@rassactivity.org, should immediately contact rass_procurement@rassactivity.org and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted rass_procurement@rassactivity.org offerors are encouraged to check their emails periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination, and possible debarment. See provision No. 9 for more details.

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Synopsis of the RFP

RFP No.	RFP-RASS-24-0004
Issue Date	June 28, 2024
Title	Procurement of Environmental Monitoring and Management Consultancy Firm/Individual Consultant
Issuing Office & Email/Physical Address for Submission of Proposals	DAI RASS, AFEX Riverside Camp, Africa 01 Building Juba, South Sudan rass_submissions@rassactivity.org
Bidders' Conference	July 08, 2024
Deadline for Receipt of Questions	July 05, 2024
Deadline for Receipt of Proposals	July 12, 2024
Point of Contact	rass_procurement@rassactivity.org
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

I. Introduction and Purpose

I.1 Purpose

DAI, the implementer of the U.S. Agency for International Development (USAID)-funded Resilience through Agriculture in South Sudan (RASS) Activity, invites qualified offerors to submit proposals to supply and deliver Environmental Monitoring and Management consultancy in support of program implementation.

The Resilience through Agriculture in South Sudan (RASS) Activity is a four-year (2021-2025) program led by DAI and its sub-contractors: CARE International (CARE), International Fertilizer Development Centre (IFDC), and the Architectural and Engineering Firm.

The purpose of the USAID Resilience through Agriculture in South Sudan (RASS), is to improve food security and community household recovery and resilience in 13 target counties, reducing long-term reliance on humanitarian assistance through accomplishing the following objectives:

OBJECTIVE 1: Improve the effectiveness of local systems and strengthen the capacities of community groups to achieve gender responsive and diversified market-sensitive production.

OBJECTIVE 2: Facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, and improving nutrition behaviors.

OBJECTIVE 3: Strengthen and expand household and community opportunities for sustainable, locally driven livelihoods.

I.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

I.3 Type of Award Anticipated

DAI anticipates awarding a Fixed Price subcontract. The Fixed Price Award will state a total fixed price for the provision of the specific services and is not adjusted if the vendor's actual costs are higher or lower than the fixed amount. This subcontract type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in

this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than **July 12, 2024, at 17 00 Hours, CAT** to be submitted to rass_submissions@rassactivity.org. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a nonresponsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 calendar days for the prices provided.
- Acknowledge the solicitation amendments received.
- Documentation that the Bidder is/has an experienced and qualified environmental professional/s.

2.3 Questions regarding the RFP

Each Bidder is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to rass_procurement@rassactivity.org or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or RASS employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

2.4 Pre-Proposal Bidders' Conference

There will be a pre bidders conference for this RFP scheduled for **July 08 2024**, and the conference will be online; firms should send email to rass_procurement@rassactivity.org to express their interest so that the meeting link can be shared with the firms.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope/email from cost/price proposals and shall be clearly labeled as **"VOLUME I: TECHNICAL PROPOSAL"**.

Technical proposals shall include the following contents.

1. **Technical Approach** - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. **Management approach** – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach (Specific to EIA).
3. **Past Performance** –Provide a list of at least three (3) recent awards of similar scope and duration (specific to assignments that are Environmental Impact Assessments). The information shall be supplied as a table and shall include the legal name and address of the organization for which these services were performed, a description of work performed, the duration of the work and the value of the contract, description of any significant problems encountered and how they were resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

3.1 Services Specified

- For this RFP, DAI needs the services described in Attachment A.
- DAI is seeking proposals from environmental management firms with extensive experience in conducting Environmental Impact Assessment (EIA).
- Previous experience with a USAID project is preferred.
- This assignment is expected to be completed within 60 working days.
- For joint ventures, the prime contractors must provide a substantial majority of the technical work, with no subcontractor providing more than 15% of the professional effort or incurring more than 20% of the total cost.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered approximately equal to cost/price factors.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach	Alignment with technical specification spelled out in the SOW. • Screening approach (5 point) • Scoping approach (5 points) • Environmental Baseline survey approach (5	40 points

	points) • Environmental Impact Identification and assessment approach (5 points) • Environmental Impact Mitigation and Alternatives Analysis approach (5 points) • Environmental Monitoring and Mitigation Plan approach (5 points) • Stakeholder Engagement and stakeholder capacity building approach (5 points) • Environmental Risk Management approach (5 points)	
Management Approach	• Qualification of the technical team (15 points) • Demonstrated experience of technical staff (Specific to carrying out EIA assignments) (15 points)	30 points
Past Performance	• At least 3 past references of similar assignment specifically in Environmental Impact Assessment in the past 5 years (15 points) • Experience offering similar services within the USAID context (15 points)	30 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope/email from technical proposals and shall be clearly labeled as **"VOLUME II: COST/PRICE PROPOSAL"**.

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services not eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the Republic of South Sudan. This document may include but not limited to certificate of incorporation, tax registration certificates, Tax clearance certificates
2. Evidence of a Unique Entity ID (SAM) (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables.

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to DAI and approved by DAI/USAID before payment will be processed.

All report shall use the USAID templates.

No.	Description	Due Date
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1	• Environmental Impact Assessment (EIA) Report: Based on the screening result, If moderate and high-risk infrastructure subproject activities are identified, and subsequent need for a full EIA is required, the environmental monitoring and management consultant will produce an EIA report, including land use and zoning, water and wastewater management, air pollution control, waste disposal, hazardous materials handling, energy efficiency, wildlife protection, regulatory compliance, community engagement, noise and light pollution, storm water management	TBD upon award of contract
2	• Environmental Mitigation and Monitoring Plan EMMP. Develop a plan to mitigate and manage environmental risks throughout the infrastructure subproject design, construction and Operation and Maintenance Stages.	TBD upon award of contract
3	• Environmental Compliance and Monitoring Tools: Produce tools for monitoring and reporting compliance with environmental regulations and project requirements this will be for both construction and post construction stage.	TBD upon award of contract
4	• Stakeholder Engagement, Training and Capacity building report:	TBD upon award of contract
6	• Final Compliance Documentation: Compile all relevant documentation. This report will include an executive summary, methodology, results, and recommendations. The report should be comprehensive as it will be submitted to the USAID for review and approval before the infrastructure subprojects implementation.	TBD upon award of contract

7. Inspection & Acceptance

The designated DAI/RASS Infrastructure Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

8.3 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include the following: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries, nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.4 Unique Entity ID (SAM)

There is a **mandatory** requirement for your organization to provide a Unique Entity ID (SAM) to DAI. Without a Unique Entity ID (SAM), DAI cannot deem an Offeror “responsible” to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with

any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Offerors who fail to provide Unique Entity ID (SAM) will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM)- DAI'S Vendors, Subcontractors

For those not required to obtain a Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement

9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov .

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, required repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

10. **Attachments**

10.1 Attachment A: Scope of Work for Services or Technical Specifications



Attachment A
(SOW).docx

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP-RASS #RFP-24-004** issued on **June 28, 2024**. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

10.3 Attachment C: Price Schedule



Attachment B - Cost
Buildup Worksheet.xls

Delivery Period: [Click here to enter text.](#)

10.4 Attachment D: Instructions for Obtaining an Unique Entity ID (SAM)Number - DAI'S Vendors, Subcontractors



Attachment
D_Instructions for Obi

10.5 Attachment E: Self Certification for Exemption from Unique Entity ID (SAM)Requirement



Attachment E_Self
Certification for Exem



Self Certification for
Exemption from Uniq

10.6 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule. (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying,

kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

List of Optional Attachments

10.8 Attachment H: Branding and Marking Plan

Note: This is not required as part of the proposal. It is included as information for the Offeror. Upon subcontract award, this will be the first deliverable due.

Appendix N: Marking Plan

Sub Project Number and Name: _____

Name of Implementing Partner: _____

Name and Title of Partner's Agent: _____

Name and Title of DAI Project Manager: _____

Instructions: This form has been created to provide implementing partners (subcontractors and grantees) and DAI Project Managers with a summary of marking requirements found in the Project's Branding Implementation Plan (BIP). This form must be completed by the DAI Project Manager in conjunction with the agent of the implementing partner. Once completed, the Project Manager must upload the form to TAMIS.

Subproject Activities

Provide a short summary of the activities to be completed including the project location. For example, what materials or equipment will be purchased? What events will take place?

Include 2-3 sentence summary here:

Please place an "X" below for each activity that will take place as part of this Sub project. The implementing partner will be responsible for ensuring the Marking noted in the table below is implemented according to standards and templates provided.

Mark "X"	Activity/Documents	Required Marking
Activities		

Mark "X"	Activity/Documents	Required Marking
Documents		
	Reports	
	Certificates (training or other)	
	Invitations	
	Other (please describe)	

Co- Branding and Co-Marking:

DAI logo must not appear on any USAID funded programmatic material.

Requests for Exceptions or Waivers of Marking Requirements – If you do not feel it is possible to mark one or more of the items or events listed above, please describe below (1) what marking you want to be exempt from (2) how the activity or item meets the requirement for an exception or waiver.

Include full detailed justification here:

10.9 Attachment I: Full Terms of Contract

10.10 Attachment J: Proposal Checklist

Offeror:

Have you?

☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

☐ Signed Cover Letter (*use template in Attachment B*)

☐ Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A

☐ Response to each of the evaluation criteria

☐ Documents use to determine Responsibility

☐ Evidence of an Unique Entity ID (SAM) OR Self Certification for Exemption from Unique Entity ID (SAM) Requirement

☐ Past Performance (*use template in Attachment F*)

☐

☐