



Stronger health systems. Greater health impact.

**Management Sciences for Health (MSH)
USAID Health Systems for Tuberculosis (HS4TB)
Program**

REQUEST FOR PROPOSALS: RFP-HS4TB-2022-3

Issuance Date:

September 15, 2022

Closing/Submission Date:

October 13, 2022

Submission Location:

Email submission to solicitations@msh.org

1. REQUEST FOR PROPOSALS (RFP) OVERVIEW

RFP No: RFP-HS4TB-2022-3

RFP Title: HS4TB Global TB Strategy – Leadership Engagement and Strategic Management

RFP Issued By: Health Systems for Tuberculosis (HS4TB) Program
A project implemented by Management Sciences for Health, Inc. and funded by the United States Agency for International Development (USAID)

Issuance Date: September 15, 2022

Registration for Information:

To ensure you receive modifications to the RFP, send an email to solicitations@msh.org and emacken@msh.org requesting that your organization be put on the distribution list.

Submission of Questions regarding the RFP:

Questions regarding the RFP should be submitted in writing to solicitations@msh.org and emacken@msh.org no later than September 26, 2022. MSH will send answers to questions to all registered parties.

Closing/Submission Date and Time: October 13, 2022, 6pm EDT

Language of Proposals: The technical and cost proposals must be in English.

Instructions for Submission of Proposals:

In order to be considered, complete technical proposal and cost proposal must be submitted by email to solicitations@msh.org by the closing date and time. See Section 5 of the RFP for detailed delivery instructions.

Estimated Period of Performance: December 2022 to May 2024

Award:

An Indefinite Delivery Indefinite Quantity Contract Subcontract with accompanying Task Orders is anticipated. Task Orders will correspond with the two activities described in the Statement of Work and be either Cost Reimbursement or Fixed Price. Issuance of this request for proposals does not constitute an award commitment on the part of MSH nor does it commit MSH to pay for costs incurred in the submission of a proposal.

2. DESCRIPTION OF SERVICES

A. TITLE OF PROGRAM

USAID Health Systems for Tuberculosis (HS4TB) project's Global Tuberculosis Strategy ("Global TB Strategy").

B. BACKGROUND

MSH has received a Task Order from the United States Agency for International Development (USAID) under the Integrated Health Systems (IHS) IDIQ Contract, to implement the USAID Health Systems for Tuberculosis (HS4TB) project. The purpose of the HS4TB Task Order is to support achievement of USAID TB outcomes through health systems strengthening (HSS) approaches. USAID's focus on health systems strengthening supports partner countries on their journey to self-reliance and prosperity and helps them meet and sustain their commitments for the improved health and well-being of their populations.

The HS4TB Task Order focuses on health systems priorities that most directly support achievement of TB outcomes and has two objectives, which form the basis for devising a coherent, overarching, interlocking solution for each country as it seeks to improve the organization and functioning of TB-related health systems in-country: Objective 1) increase the ability of health system actors to use health financing to drive effective achievement of improved TB outcomes; Sub-Objective 1.1: Improve resource mobilization and allocation for TB services, and Objective 2) increase the effectiveness of TB governance in-country, including the provision of solutions for countries with decentralized governance, investment and allocation strategies that align with the local political landscape and meet the needs of modern TB service delivery, and improvements in the coherence and communication between different actors; Sub-Objective 2.1: Ensure strong technical and managerial competence and leadership in the TB sector. The activities subject of this RFP will support both objectives and sub-objectives.

The award described in this RFP will support two related activities, one to create and manage a program to foster meaningful dialogue among high level government officials including across health and finance in countries; and the other to provide strategic management capabilities for a range of related global activities related to TB. (These related global activities are described in more detail in the "Additional Background Information", below.) Together with such related activities, they will make clearer the need, both to the global community and to stakeholders in country, the need to increase resources commitments to fighting TB and the need for experts outside the health sector, such as finance ministers and parliamentarians, to become actively involved in TB policymaking and governance. These two sets of activities, the leadership engagement initiative and strategic management, are described below.

C. ACTIVITY DESCRIPTION

Purpose(s):

- (1) To help structure, oversee creation of, and coordinate aspects of a global health and tuberculosis (TB) strategy effort (the Global TB Strategy) as described below, and
- (2) As part of the Global TB Strategy, to create and manage an initiative to engage - in and across countries on issues related to health and TB - senior leaders (Leadership Engagement Initiative or LEI) who can improve planning and financing of health policies including for TB in lower and lower middle-income countries.

C.1 Supervision and reporting responsibility:

The subcontractor will be supervised by, and report to, the HS4TB Project Director and work in close collaboration with the MSH HS4TB team. The subcontractor will also interact and coordinate work with other key stakeholders.

C.2 Description of Services to be provided:

The USAID HS4TB project seeks to transform the way leaders understand the need for greater efforts toward TB control and elimination. HS4TB expects to soon begin an 18-month project to strengthen the case for more resources and a greater focus on TB diagnosis, treatment, and prevention at global and country levels through evidence generation and strategic stakeholder engagement. There is an urgent need for a concerted effort to reprioritize TB given the disproportionate impact on the poor of TB and the burden on TB patients and their families of high out-of-pocket diagnostic and treatment costs. The likely outcomes of not addressing TB more effectively are, for some, both a deepening and perpetuating of the poverty trap due to treatment costs; and for others, under-diagnosis and under-treatment of TB as the out-of-pocket costs become prohibitive. While there are numerous factors for such a differential response disfavoring TB, four key drivers are:

1. **Insufficiently robust and/or persuasive analytics**, highlighting the critical impact of TB, the spillovers and externalities in TB infrastructure in addressing related health system shocks, and the striking differences in financing of other major infectious diseases.
2. **Insufficiently robust and/or persuasive economic case for TB**, one that goes beyond microeconomic analysis (e.g., cost/effectiveness) and highlights the critical impact of TB on development, poverty, productivity, equity and growth.
3. **Insufficient positioning, branding and communication for TB.**
4. **Insufficient dialogue and partnership across finance and health ministers and elected public officials**, suggesting the need for stronger cross-sectoral and inter-governmental political commitment and sufficient domestic resources for a sustainable TB response amidst transition from donor financing.

HS4TB will address these factors by leading a multi-pillar strategy to further advance the positioning of TB globally and in priority countries through the following four components (each, a Component):

1. **Component 1:** Identify and translate TB analytic evidence into policy and action, understanding both context and drivers;
2. **Component 2:** Develop the economic and development case for addressing TB;
3. **Component 3:** Develop a positioning, branding, and communication strategy for TB at global and country levels; and
4. **Component 4:** Building on Components 1,2 and 3 and other inputs, create a program to engage and systematically raise awareness among parliamentary and ministerial level decision-makers of the need to invest more in health generally and TB specifically.

For a more comprehensive description of Components 1, 2 and 3, please see “Additional Background Information”, below. Components 1, 2 and 3 will either be implemented by the HS4TB team or else contracted out. They are not being competed under this RFP.

This RFP seeks a subcontractor to (a) deliver **Component 4** and (b) **provide technical support through a strategic management office (SMO)** to manage the overall Global TB Strategy, including coordinating across all four Components and ensuring the timely delivery of outputs for each of Components 1, 2 and 3. Subcontractor will act under supervision of the MSH HS4TB team. These two sets of activities are described below.

(a) Component 4: Leveraging the work done under Components 1,2 and 3 and other inputs, create and implement a systematic approach to raise awareness among parliamentary and ministerial-level decision-makers of the need to invest more in health generally and TB specifically, moving beyond dialogue with health ministries alone.

(a.1) Services to be provided

Interaction between health and finance ministries is often disjointed and focused on public budget funding for publicly financed healthcare provision and can miss the opportunity for broader engagement on overall public policy creation and health systems performance to improve population health, including, but also moving beyond, increasing budget envelopes and funding the state-managed healthcare system. Furthermore, opportunities for dialogue with other important decision-makers such as parliamentarians are arguably under-leveraged.

HS4TB would like to reach these decisionmakers across USAID TB priority countries with a view to better understanding and unlocking the potential of finance ministries, parliamentarians and other national leaders to create and implement cross-sectoral policies that will improve health, including policies affecting infectious diseases and TB. This might be accomplished for example by creating a program to engage national leaders and amplify messaging on why national governments should prioritize and engage in promoting better health. Such a program might also be used as a sounding board for other work undertaken by HS4TB and so it is important that it be an active, ongoing, functioning initiative rather than simply an annual meeting or set of ad hoc activities. Finally, is there a way to make such an initiative self-sustaining, so it continues after the support under this RFP ends?

The specific activities required by this workstream will vary depending on the structure of the proposed initiative. They should in any event produce the outputs and deliverables described in paragraph (a.2) below.

(a.2) Expected outputs and deliverables:

- a) Work plan for the Leadership Engagement Initiative, including objectives, activities and expected outcomes
- b) Operationalization of the LEI, including staffing, any necessary infrastructure, data analytics support and governance and operating plan, meeting plan, consultant support, and required resources
- c) Budgets for the LEI, including ongoing costs of managing a secretariat, if any, and of hosting meetings

- d) A plan for measuring LEI impact and an impact report at the end of the contract period
- e) Summary report of at least three in-person country advisory technical engagements implemented by, through or with the LEI
- f) Monthly progress reviews with the HS4TB leadership team as well as regular updates on activities

(a.3) Expected Period of Performance

The period of performance will be up to 18 months and expected to commence in December 2022 or as soon thereafter as practicable. Offerors must indicate how the work will be phased and what milestones will be reached at each phase. Successful completion of the work and notice of approval from USAID to MSH at each project phase is a pre-requisite to funding for the subsequent phase of work. Offerors must also indicate how they would coordinate work with Components 1, 2 and 3.

(a.4) Key personnel and essential staff requirements for Component 4

- A senior leader with significant expertise in health financing, health economics, health policy, or global advocacy with experience engaging senior elected and appointed officials across ministries, agencies and offices. This person should also have a proven track record of successfully leading complex global or multi-country initiatives.
- A team to manage the specific technical, managerial, and political aspects of the engagement with, e.g.:
 - Technical knowledge sufficient to conceptualize a methodology and coordinate high-quality engagements for senior government leaders,
 - Technical and political knowledge sufficient to credibly and effectively engage high-level government leaders,
 - Ability to synthesize key findings, gaps, and recommendations and communicate the same.
- Key Personnel include the senior lead above and such other senior leadership as Offeror shall designate in the proposal submission as essential to the successful completion of the work.

(b) The Strategic Management Office (SMO)

(b.1) Services to be provided

While Components 1, 2, 3 and 4 may be implemented independently, the findings, conclusions, and outputs of each Component will serve as key inputs to the other Components. For example, the findings of the deep dive analytics (Component 1) and the results of the economic and development case (Component 2) will be the basis of the messaging in Component 3 and may be leveraged and elevated by the Leadership Engagement Initiative (Component 4). Similarly, the LEI may provide expert guidance and input into the framing of the economic case in Component 2. There is therefore a necessary degree of sequencing and alignment across Components. Moreover, each Component involves design choices, judgment about how to interpret results, and complexity of execution that would benefit from an overall

project management team to ensure cohesive and efficient implementation. Strong strategic management capabilities will therefore be required to coordinate the work and ensure timely delivery of quality outputs. The SMO will advise, coordinate, and oversee the work of all four Components. The SMO will not be expected to identify experts to lead on Components 1, 2 or 3. The lead consultant of the SMO will also serve, if asked, on any steering committee formed to provide project oversight and guidance. The SMO will be accountable to the HS4TB team.

(b.2) Expected outputs and deliverables:

- On time, on budget delivery of deliverables under each of Components 1, 2, 3, and 4
- Monthly progress reviews with HS4TB managers and USAID
- Such additional presentations, summaries, and activities as HS4TB and subcontractor shall agree
- An end of project report outlining strengths, weaknesses, and lessons from this activity

(b.3) Expected period of performance

The period of performance is expected to be 18 months, from December 2022 (or as soon thereafter as practicable) to May 2024. Note that successful completion of the work and notice of approval from USAID to MSH at each project joint review is a pre-requisite to funding for the next phase of work.

(b.4) Key personnel and staffing

- A senior consultant and recognized thought leader in health economics, financing or policy with significant strategic management experience and a track record of successfully leading global or multi-country initiatives and experience conducting ministerial-level dialogue.
- A team to manage the specific technical, managerial, and political aspects of the engagement, with knowledge and experience to, e.g.,
 - Effectively engage high-level government leaders and academic thought leaders
 - Synthesize key findings, gaps, and recommendations
 - Monitor staffing and processes in each Component and across Components so that products are delivered on time, on budget and of good quality
 - Manage adaptively, i.e., anticipating and avoiding issues that might endanger outputs or the timeline
 - Ensure clear communication of progress, identify issues before these become problems and propose solutions in a timely manner to HS4TB and USAID
- Key Personnel include the senior lead above and such other senior leadership as Offeror shall designate in the proposal submission as essential to the successful completion of the work.
- While difficult to communicate precisely the scale and complexity of activities under Components 1, 2, 3 and 4, HS4TB expects these to be considerable as Components 1 and 2 will look at TB and global health finance and other data comprehensively and Component 3 will

include a plan of implementation of a full communications strategy. Please see “Additional Background Information” below. Offeror should consider this when planning the size and composition of the team to staff the SMO.

Additional Background Information – Description of Components 1 to 3

Components 1, 2 and 3 are described below in greater detail. Activities in each of these workstreams are expected to be conducted within an 18-month period commencing in December 2022 (or as soon thereafter as practicable). This description is being provided for informational purposes and to help respondents to the RFP better gauge the scope and scale of what is required under Component 4 and the SMO. **Bids for work under Components 1, 2 and 3 are not being solicited under this RFP.**

Component 1. Identify and translate TB analytic evidence (1) relating to burden of disease (BoD), financial protection and development drivers and (2) including benchmarks to other important global health challenges.

The main purpose of Component 1 is to provide a comprehensive understanding of the impact of TB on BoD and financial protection as well as TB funding and resourcing at country and global levels and to compare to a subset of other key disease areas (such as HIV/AIDS, malaria, RMNCH, NCDs, among others).

The results of Component 1 will:

- o Provide strong evidence on the current TB landscape and impact through persuasive visualizations of key TB facts;
- o Serve as a key input to framing the economic and development case for TB (Component 2);
- o Provide evidence-based insights to inform strategic advocacy and messaging (Component 3);
- o Inform key messaging for the leadership engagement initiative (Component 4) to use and amplify

Component 1 would be implemented in three stages:

- a. Collect and map existing data.
- b. Assess data to identify key trends, gaps, conclusions and messaging.
- c. Identify key missing data and define a high-level strategy for generating missing data and analytics in the future.

Component 1 deliverables include:

1. A data pack, including for example:
 - a. Literature review of existing microeconomic and macroeconomic analyses of TB, including assessment and scoring of robustness of methodology
 - b. Summary of the relevant literature on funding and impact of selected relevant comparators e.g., HIV/AIDS, malaria, RMNCH, NCDs, nutrition, water and sanitation, and other sectors
 - c. Cleaned and organized datasets + do-files in statistical analysis software (i.e., STATA)
 - d. Such other qualitative and quantitative data as is relevant
2. Deck summarizing the initial findings of data analytics

- a. Initial findings and main conclusions
 - b. Identification of key messages based on the findings
3. Memo outlining key missing data and defining a high-level strategy to generate missing data and analytics in the future

Component 2. Develop the economic and development case for TB

Component 2 will focus on why economic and development leaders should prioritize investing in TB beyond the health and pro-poor case. The Component would aim to answer the following questions, *inter alia*:

- o What is the macroeconomic and development impact of TB, including on, *inter alia*, economic growth, poverty alleviation, labor dynamics and productivity, dependency ratios, foreign investment, externalities to education attainment and other?
- o How does the economic impact of TB compare to other health sector investments such as HIV/AIDS, malaria, RNMCH, NCDs, and to other non-health sector investments (e.g., education, water and sanitation, nutrition, infrastructure, other)?
- o Under different investment scenarios, what level of reduction in the TB burden can be achieved and what is the direct or indirect impact on economic growth, poverty, and financial protection? How can disease reduction goals be met under different investment scenarios?
- o How cost-effective are TB interventions compared to alternative investments and how attractive for economic and development leaders?
- o What is the resulting robust and persuasive economic and development case for TB, if any?

Component 2 would be implemented in five stages:

- a. Review and learn from how other health areas have undertaken similar analyses
- b. Frame the approach, including potential impacts of investments in TB vs investments in other health areas vs investments in other sectors
- c. Develop the initial model and collect data
- d. Run the model, validate the results, and develop key messaging
- e. Identify key missing data and data which would benefit from continuous updates and monitoring and define a high-level strategy for generating missing data, analytics, and model updating in the future

Component 2 deliverables include:

- 1. Inception report for the economic case, including:
 - a. Summary of methodological approach to developing the economic case
 - b. Framing of the economic case, using potential health sector, economic, and development benefits and the frontiers of health sector alternative investments to

compare to, and the frontiers of non-health sectors to compare to

- c. Mapping of existing examples of economic cases (e.g., education, HIV/AIDS, RMNCH, water and sanitation, infrastructure)
2. The economic model
3. Final report outlining the assumptions, findings, and main messaging
4. A number of short articles or opinion pieces, as agreed with HS4TB
5. Memo outlining key missing data and defining a high-level strategy to generate missing data and analytics in the future

Component 3. Develop a positioning, branding, and communication strategy for TB globally and at priority country level

Component 3 will focus on the development of a strategy to amplify comprehensive evidence on the importance of investments in TB and target messaging to key stakeholders during key moments of opportunity. This Component will focus on an initial high-level formulation of such strategy, leveraging evidence and messaging from Components 1 and 2 and translating to a targeted advocacy plan to be amplified in Component 4.

Component 3 will be implemented in five stages:

- a) Map actors and strategies, including high level assessment and lessons, including those relating to TB, other airborne diseases, other relevant health sector areas (e.g., HIV/AIDS; malaria; RMNCH; nutrition), relevant non-health sector areas (e.g., education; global warming, other)
- b) Select effective health and non-health actors and their strategies for lessons and benchmarking with TB strategies
- c) Synthesize and translate key findings and messages from Components 1 and 2.
- d) Recommend top messages for positioning, branding, and communications and priority actions for global health and national leaders to undertake
- e) Provide a high-level implementation strategy, including recommendations on next steps for a fully fleshed implementation plan.

Component 3 deliverables include a report, presentation and recommendations for each of the five stages described above.

3. PROPOSAL AND AWARD PROCESS

A. WHO CAN SUBMIT PROPOSALS?

The following vendors are eligible to submit their proposals:

- Non-profit entities

- For-profit entities
- Universities

Subcontractor qualification criteria:

- A legally registered competent company, consulting firm, company herein referred to as the OFFEROR.
- The OFFEROR should demonstrate extensive experience in the design, development and deployment of similar work, preferably in the public health sector and specifically related to TB.

B. HOW TO SUBMIT A PROPOSAL

See Section 5 of the RFP for full instructions on the delivery method and contents of the proposals. Incomplete proposals will not be considered.

C. WHAT SHOULD WE DO IF WE HAVE QUESTIONS OR NEED ASSISTANCE TO PREPARE A PROPOSAL?

Submit questions in writing by September 26, 2022, at 6pm EDT to solicitations@msh.org and emacken@msh.org. Telephone inquiries will not be accepted. Answers to questions will be sent out to all interested parties.

D. AMENDMENTS TO THE RFP

Amendments to the RFP will be issued in writing to all parties who have expressed their interest in this RFP.

E. HOW DO I REGISTER IN ORDER TO RECEIVE NOTIFICATIONS OR AMENDMENTS TO THE RFP?

Any parties who have contacted MSH in writing to receive a copy of the RFP are automatically registered to receive amendments and notifications. All others should send an email to solicitations@msh.org and emacken@msh.org.

F. WHAT IS THE ESTIMATED TIMELINE FOR SUBMISSION, NOTIFICATION, AWARD, AND IMPLEMENTATION?

Proposals must be submitted by the due date indicated on the cover page of the RFP.

The selection process will take place in October 2022 and Offerors can expect to be notified of decisions in November 2022. An award will be contingent on obtaining USAID approval, if required. Subcontract activities are expected to begin in December 2022 pending successful completion of negotiations, receipt of USAID approval, the results of the pre-award evaluation, and the checking of references.

G. WHAT TYPE OF AWARD WILL BE MADE?

An Indefinite Delivery Indefinite Quantity Contract type subcontract with accompanying Task Orders is anticipated. Task Orders

will correspond with the two activities described in the Statement of Work and be either Cost Reimbursement or Fixed Price.

H. HOW WILL PROPOSALS BE EVALUATED?

Proposals will be evaluated by a Selection Committee of experts. The Selection Committee will use the evaluation criteria in Section 4 of the RFP to rank proposals.

I. WHAT ARE THE MINIMUM ELIGIBILITY REQUIREMENTS FOR A PROPOSAL?

The following requirements need to be met in order for a proposal to be reviewed:

1. The proposal must be submitted by the due date and time
2. The proposal must be complete and include all required certifications and documentation requested
3. The proposal must cover all the services required under this RFP

J. CAN A JOINT VENTURE SUBMIT A PROPOSAL OR CAN A SUB-SUBCONTRACTOR BE INCLUDED IN THE PROPOSAL?

Joint Ventures and sub-subcontracting are not permitted to implement the Scope of Work described in this RFP.

K. WHAT WILL BE REQUIRED FOR ISSUANCE OF AN AWARD?

MSH may request additional information to clarify or substantiate information provided in the proposals or may request revisions to the proposed approach or personnel.

After selection, MSH will review and negotiate the award cost with the selected offeror and may request supporting documents in keeping with donor regulations.

The selected Offeror must complete a pre-award survey to assess the Offeror's management capacity and financial capability. MSH will verify past performance references. An award will be made upon receipt of donor's approval for MSH to issue a subcontract to the successful Offeror, and the Offeror's acceptance of the terms and conditions of the subcontract. Terms and conditions can be made available to Offerors upon request.

L. WHAT WILL BE REQUIRED AFTER AN AWARD IS MADE?

Section 2 describes the Services, expected outcomes and deliverables that will be required of the Subcontractor.

Periodic meetings with MSH technical advisors will be required.

4. EVALUATION CRITERIA

A technical/cost/past performance trade-off analysis will be performed by MSH in order to determine the Best Value to MSH. **Issuance of this request for proposals does not constitute an award commitment on the part of MSH.**

A. TECHNICAL EVALUATION

Proposals will be evaluated in accordance with the criteria set forth below. To facilitate the review of proposals, Offerors must organize the sections of their proposals in the same order provided in Section 5 of this RFP.

Criteria	Maximum Possible Points
A. Experience and Past Performance	
Maximum Possible Points: 30	
● Organizational Experience and Past Performance	15
● Key Personnel Staff Experience	15
B. Proposed Approaches	
Maximum Possible Points: 50	
● The extent to which the approach for each of the proposed activities has merit and is feasible	10
● The extent to which the Offeror understands the purposes of the award as well as the key issues and challenges that must be addressed	10
● The extent to which the proposal demonstrates a clear, concise, and compelling technical approach to accomplish the contract's purpose(s), objectives, activities and expected results as evidenced by the Offeror's milestones and plans	25
● Efficiency/Effectiveness/Innovation of proposed approaches	5
C. Management-Implementation	
Maximum Possible Points: 20	
<ul style="list-style-type: none"> ● Roles and responsibilities of staff are clear ● Sufficient and appropriate human resources are devoted to activities ● Project manager is given appropriate level of authority to implement the program ● The Offeror has the capacity to undertake the program ● Adequate internal monitoring system proposed 	20
Maximum Technical Score:	100

B. COST EVALUATION

MSH will only select an Offeror for award on the basis of a superior technical proposal if cost has also been considered realistic and allowable.

5. PROPOSAL OUTLINE AND GUIDANCE

A. OVERVIEW

To be eligible for consideration, offerors must use the Proposal Outline provided in this section.

The completed Technical and Cost proposals (“proposals”) must be delivered at the submission address on or before the submission deadline. After the deadline for submission of proposals, the Technical Proposal shall be reviewed by the Selection Committee. The Cost Proposal shall remain sealed until the Technical Proposals have been evaluated.

The proposals should be delivered by email to the following address:

Solicitations@msh.org

The technical proposal should not exceed 16 pages using the page limit guidance listed below. Attachments and the cost proposal are NOT included in the page limit.

Email submissions must be clearly titled “Technical Proposal – RFP-HS4TB-2022-3” and “Cost Proposal - RFP-HS4TB-2022-3”.

Offerors are reminded that presentation and legibility are important factors. Please do not reduce the size of tables or charts to the point that they are not legible. We suggest that you do not submit proposals in color or using high-resolution graphics.

Each page should be numbered.

MSH is not responsible for any costs incurred by the Offeror for preparing, submitting, or revising the proposal.

B. TECHNICAL PROPOSAL OUTLINE

The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section), and attachments.

TECHNICAL PROPOSAL:

Technical Proposal Checklist	(Limit of 1 page, use the provided form)
Section 1: Cover Page	(Limit of 1 page, use the provided form)
Section 2: Experience	(Limit of three pages)
Section 3: Proposed Approach	(Limit of ten pages)
Section 4: Management-Implementation	(Limit of three pages)

REQUIRED ATTACHMENTS TO THE TECHNICAL PROPOSAL: (no page limit):

- A. Two-page CVs for Key Personnel
- B. Brief biographies of all team members who will complete the work. This should demonstrate team members' experience relevant to this scope of work and their role on the project team
- C. Project Organizational Chart that defines roles and responsibilities
- D. Between three (3) and to five (5) past performance reviews, ensuring both sets of activities (Leadership Engagement Initiative and SMO) are addressed

Past Performance References for Your Organization

Provide three past performance references for your organization (do not include MSH). MSH reserves the right to obtain past performance information from sources other than those listed below.

Contact (Name and Title)	Organization	Telephone and email	Services and Dates Provided
1.			
2.			
3.			

C. COST PROPOSAL OUTLINE

COST PROPOSAL:

No Page Limits. Please include a separate Cost Proposal for each component of the Statement of Work. This should include a summary tab with the total cost for each component of the Statement of Work, with one excel tab for Component 4 and one excel tab for the SMO).

Cost Proposal Checklist

- Section A: Cost Proposal Cover Sheet
- Section B: Budget (Template provided)
- Section C: Budget Narrative (no page limit)

D. PROPOSAL SECTIONS AND CONTENTS

The Offeror **must** follow the guidance given in the rest of this section as to the required format and contents of the proposal. The sections have been designed to correspond to the evaluation criteria.

TECHNICAL PROPOSAL CHECKLIST

(Please check all that apply and include this page with the proposal)

Does your Technical proposal include the following?

- Section 1: Cover Page *(not more than one page using the form provided)*
- Section 2: Experience *(not more than three pages)*
- Section 3: Proposed Approach *(not more than ten pages)*
- Section 4: Management-Implementation Plan *(not more than three pages)*
- Attachment A: Two-page CVs for Key Personnel
- Attachment B: Biographies of all staff who will complete this work
- Attachment C: Program Organizational Chart
- Attachment D: Past Performance Reviews

Technical Proposal Section 1: Cover Page

[Use this form or create one in this format]

<p>Name of Organization:</p>	<p>Primary Address:</p>
<p>Contact Name: <i>(must be an individual with the authority to negotiate and enter into a subcontract on behalf of the organization)</i> Title:</p>	<p>Telephone: Email (at least two): Website:</p>
<p>Type of Entity: (check one)</p> <p><input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)</p>	<p>Unique Entity Identifier (UEI) <i>(a Unique Entity Identifier number can be obtained from the System for Award Management (SAM). Please go to SAM.gov)</i></p>

Authorized Signatory: _____

Name and Title: _____

Date: _____

Technical Proposal Section 2: Experience
(Limited to three pages)

This section should include information on your organization and proposed key personnel. If you will be implementing the program with a Subcontractor, please provide similar information for them. Provide the information in the format provided.

a. Similar services provided.

Please complete the following table with information on the similar services your organization has provided in the last three years.

Country	Programs/Services	Dates	Funding Source

Provide additional information on how these services are similar to the services required for this program:

b. Other relevant experience

Please complete the following table with information on other relevant experience.

Location	Description of services provided	Dates	Funding Source

c. Key personnel

Identify the positions you consider key to the success of your proposed approach and the individual(s) who will fill each position. Provide a one-page CV with three references for each named individual as an attachment to the proposal

Title	Name

**Technical Proposal Section 3: Proposed Approach
(Not to exceed ten pages)**

a. Description of Proposed Approach

Describe your technical approach for providing the services described in Section 2 of this RFP.

For each type of service, please indicate which individual will be providing the service.

**Technical Proposal Section 4: Management-Implementation
(Limited to three pages)**

This section requests information on how you will manage the program. Include information about how you will work with any proposed Sub-Subcontractor.

a. Organizational Chart for the Program:

Attachment B to your technical proposal is the proposed program organizational chart showing how it fits within the structure of your organization and clearly delineates key management personnel and reporting relationships. The Project Director must have the authority to make key programmatic decisions, communicate directly with MSH staff, and be responsible for the direct submission of required reports to MSH.

b. Description of Proposed Key Management Positions:

a) Fill out the following table for all program administrators, managers, and supervisors.

Title	Name (or "vacant")	Program responsibility	Who will they supervise?

- b) Who will be managing the program on a day-to-day basis?
- c) How will staff be supervised and by whom?
- d) How will staff performance be measured and improved?
- e) How will you recruit and train new staff?

c. Subcontractors

Will you be subcontracting part of the work? Identify any lower-tiered Subcontractors and describe the roles and responsibilities of each organization for this program.

d. Implementation Challenges

Identify any important external factors beyond your control that may affect the successful implementation of the program.

e. Internal Monitoring

Describe how you will monitor the performance and the quality of services provided under the subcontract. Also describe your plan to monitor fraud and malfeasance.

COST PROPOSAL CHECKLIST

(Please check all that apply and include this page with the proposal)

Does your Cost Proposal include the following?

- Section A: Cost Proposal Cover Page (*template provided*)
- Section B: Budget in USD (*spreadsheet using template provided*)
- Section C: Budget Narrative

For the Budget, Have You:

- Included a detailed budget for any of your proposed Subcontractors?

Cost Proposal Section A: Cover Page

[Use this form or create one in this format]

Name of Organization:	Primary Address:
Contact Name: <i>(Must be an individual with the authority to negotiate and enter into a subcontract on behalf of the organization)</i> Title:	Telephone: Email (at least two): Website:
Type of Entity: (check one) <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (specify)	
Unique Entity Identifier (UEI) Number: <i>(a Unique Entity Identifier number can be obtained from the System for Award Management (SAM). Please go to SAM.gov)</i>	Organization's Total Annual Operating Budget: \$

Authorized Signatory: _____

Name and Title: _____

Date: _____

Cost Proposal Section C: Budget Guidance

a) General

- An Excel spreadsheet template has been provided as Attachment A to this RFP and should be used by the Offeror. The purpose of this budget is to allow MSH to assess whether the cost proposed is realistic and allowable.
- Information on the amount and source of additional funding from non-MSH sources should be included in the 'other funding' column and described in the budget narrative. All sources of funding for the program activities described in the proposal must appear on the budget under either the MSH column or the 'other funding' column.

b) Salaries and Benefits

- Include job titles and names (if the position is already filled) or designate if the position is vacant in the spreadsheet.
- Each position to be funded under the program which appears in the program organization chart (Attachment B of the Technical Proposal) should be listed in the budget detail and a level of effort given.
- List all positions on separate lines on the budget.

c) Consultants

- Show the specialty, name, daily or monthly rate, and number of days or months

d) Travel

- Include travel that staff and/or consultants will be taking to support the program at the onset of their responsibilities or as part of their routine activities such as supervision and monitoring.
- Include who will be traveling, number of trips, and amount for each trip. Identify point of origin and destination.

e) Other Direct Costs

- Lines have been provided for typical other direct costs such as communications.

Cost Proposal Section D: Budget Narrative

Provide a budget narrative as Section D of the cost proposal. Describe the major assumptions.

a) Salaries and Benefits:

- For management staff, especially at the head office level, state the percentage of time that will be dedicated to the project.
- The cost of any benefits for staff should be fully explained -- type, basis of calculation, etc. A breakdown of what is included must be supplied in the budget narrative if you use a percentage rate for benefits.

b) Consultants

- Provide a brief description of the statement of work.
- Explain how you arrived at the consultant rate (should be determined using the individual's rate history)

c) Travel

- Explain why travel is being budgeted
- Justify any long-term leasing of vehicles
- Describe per diem policy

d) Other Direct Costs

- Explain how estimations and/or calculations were made for each sub-line item under ODCs.

ATTACHMENT A: BUDGET TEMPLATE

See attached Excel document.

ATTACHMENT B: REPRESENTATIONS AND CERTIFICATIONS

ATTACHMENT B CONTRACTOR CERTIFICATIONS

Company Name ^[1]			
Complete Physical Address			
Remittance Address (if different than above)			
Contact Person			
Contact Phone#		Contact Email	
UEI# ^[2]		Tax ID (TIN) # ^[3]	
NAICS Code(s) ^[4]			
Preferred payment method (check one)			Check
			ACH/Wire

^[1] Use the full business name as it appears on all official documents/licenses. If the entity completing this form operates as an individual use the name that appears on your last tax return.

^[2] The US Government uses, a unique identification number (UEI) for each physical location of your business. UEI Number assignment is FREE. You can obtain a UEI at <https://sam.gov/content/home>.

^[3] If entity completing this form operates as an individual use Social Security # in place of TIN.

^[4] The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments. NAICS codes identify what kind of business an entity is primarily engaged in and also determine what the size standard is for that kind of business. Ex:

NAICS	Business that the reporting entity is primarily engaged in	Size Standard in millions of dollars of average annual receipts		Translation and Interpretation Services	
541930			541930	Translation and Interpretation Services	\$7.0
541199	All Other Legal Services	\$10.0	541990	All Other Professional, Scientific and Technical Services	\$14.0
541430	Graphic Design Services	\$7.0	721110	Hotels (except Casino Hotels) and Motels	\$30.0
541511	Custom Computer Programming Services	\$25.5	722320	Caterers	\$7.0
541611	Administrative Management and General Management Consulting Services	\$14.0	811212	Computer and Office Machine Repair and Maintenance	\$25.5
541612	Human Resources Consulting Services	\$14.0			

541613	Marketing Consulting Services	\$14.0
541618	Other Management Consulting Services	\$14.0

ALL vendors operating primarily as a wholesale or retail trade business are deemed “small” if they have 500 or fewer employees

Certification Regarding Business Type

1. The entity named above operates as a:

- a. For profit, US business - **OR** - US citizen operating as independent free-lance “consultant” – **complete certification below**
- b. Non-profit, US business – Skip certification regarding Business Size Status.
- c. Foreign business – Skip certification regarding Business Size Status.

Certification Regarding Business Size Status^[1] – Complete *ONLY* if ‘A’ is selected above

I. The entity named above:

is is NOT independently owned and operated, and qualified as a small business in accordance with the US Small Business Administration^[2]

is is NOT at least 51 percent owned, and managed in its daily business operations, by one or more women.

is is NOT at least 51 percent owned, and managed in its daily business operations, by one or more veterans.

is is NOT at least 51 percent owned, and managed in its daily business operations, by one or more service-disabled veterans, or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

is is NOT a certified, small, disadvantaged, for profit, US business.

is is NOT a certified, HUBZone business^[3].

^[1] For additional guidance determining your size status or with questions regarding small business programs visit <http://www.sba.gov/> - Any person who misrepresents a firm’s size status in order to obtain a contract shall be punished by imposition of fine, imprisonment, or both; shall be subject to administrative remedies, including suspension and debarment; and shall be ineligible for participation in programs conducted under the authority of the Small Business Act.

^[2] ALL entities self-representing as a small businesses are strongly encouraged to register in the [System for Award Management](http://www.sam.gov) (SAM) at www.sam.gov. SAM is a marketing tool that is beneficial for those businesses interested in government contracting. Questions on the SAM registration may be directed to the Federal Service Desk at 866-606-8220 or 344-206-7828 or by e-mail to service@fsd.gov.

^[3] In order to qualify for the HUBZone program, your business must be located in an area designated as a Historically Underutilized Business (HUB) Zone. You may determine if an address or a particular area is designated as a HUBZone by using the HUBZone Maps available at <http://map.sba.gov/hubzone/maps/>

A. Notice of Listing Solicitation Provisions Incorporated by Reference

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR “52.252-2 CLAUSES INCORPORATED BY REFERENCE” in Section I of this contract. See <http://www.acquisition.gov/far/> for electronic access to the full text of FAR clauses and <https://www.usaid.gov/ads/policy/300/aidar> for the full text of AIDAR clauses.

FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1)

- 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (SEP 2007)
- 52.203-18 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements—Representation (JAN 2017)
- 52.204-19 Incorporation by Reference of Representations and Certifications (DEC 2014)
- 52.209-2 Prohibition On Contracting With Inverted Domestic Corporations--Representation (NOV 2015)
- 52.222-38 Compliance with Veterans' Employment Reporting Requirements (FEB 2016)
- 52.222-56 Certification Regarding Trafficking in Persons Compliance Plan (MAR 2015)
- 52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification (OCT 2015)
- 52.237-8 Restriction on Severance Payments to Foreign (AUG 2003)

B. 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All Offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the Offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the Offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the Offeror's TIN.

(d) Taxpayer Identification Number (TIN).

- TIN: _____
- TIN has been applied for.
- TIN is not required because:
- Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- Offeror is an agency or instrumentality of a foreign government;
- Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

- Sole proprietorship;
- Partnership;
- Corporate entity (not tax-exempt);
- Corporate entity (tax-exempt);
- Government entity (Federal, State, or local);
- Foreign government;
- International organization per 26 CFR 1.6049-4;

- Other _____
- (f) Common parent.
- Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.
- Name and TIN of common parent:
Name _____
TIN _____

C. UNIQUE ENTITY IDENTIFIER: SEE FAR 52.204-6 (OCT 2016)

(a) *Definition.* As used in this provision-

Electronic Funds Transfer (EFT) indicator means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see [subpart 32.11](#)) for the same entity.

Unique entity identifier means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See www.sam.gov for the designated entity for establishing unique entity identifiers.

(b) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "Unique Entity Identifier" followed by the unique entity identifier that identifies the Offeror's name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at www.sam.gov for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

- (1) Company legal business name.
- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company physical street address, city, state and Zip Code.
- (4) Company mailing address, city, state and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).
- (10) Company headquarters name and address (reporting relationship within your entity).

D. Annual Representations and Certifications (May 2022)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 541990 *All Other Professional, Scientific and Technical Services.*

(2) The small business size standard is \$15,000,000.

(3) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce is 500 employees if the acquisition—

- (i) Is set aside for small business and has a value above the simplified acquisition threshold;
- (ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or
- (iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged

women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

- (b) (1) If the provision at [52.204-7](#), System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.
- (2) If the provision at [52.204-7](#), System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:
 - (i) Paragraph (d) applies.
 - (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.
- (c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:
 - (i) [52.203-2](#), Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—
 - (A) The acquisition is to be made under the simplified acquisition procedures in [part 13](#);
 - (B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or
 - (C) The solicitation is for utility services for which rates are set by law or regulation.
 - (ii) [52.203-11](#), Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.
 - (iii) [52.203-18](#), Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation. This provision applies to all solicitations.
 - (iv) [52.204-3](#), Taxpayer Identification. This provision applies to solicitations that do not include the provision at [52.204-7](#), System for Award Management.
 - (v) [52.204-5](#), Women-Owned Business (Other Than Small Business). This provision applies to solicitations that-
 - (A) Are not set aside for small business concerns;
 - (B) Exceed the simplified acquisition threshold; and
 - (C) Are for contracts that will be performed in the United States or its outlying areas.
 - (vi) [52.204-26](#), Covered Telecommunications Equipment or Services-Representation. This provision applies to all solicitations.
 - (vii) [52.209-2](#), Prohibition on Contracting with Inverted Domestic Corporations Representation.
 - (viii) [52.209-5](#), Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
 - (ix) [52.209-11](#), Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.
 - (x) [52.214-14](#), Place of Performance-Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.
 - (xi) [52.215-6](#), Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
 - (xii) [52.219-1](#), Small Business Program Representations (Basic, Alternates I, and II). This provision applies to solicitations when the contract is for supplies to be delivered or services to

be performed in the United States or its outlying areas, or when the contracting officer has applied [part 19](#) in accordance with [19.000\(b\)\(1\)\(ii\)](#).

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(C) The provision with its Alternate II applies to solicitations that will result in a multiple-award contract with more than one NAICS code assigned.

(xiii) [52.219-2](#), Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract is for supplies to be delivered or services to be performed in the United States or its outlying areas, or when the contracting officer has applied [part 19](#) in accordance with [19.000\(b\)\(1\)\(ii\)](#).

(xiv) [52.222-22](#), Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at [52.222-26](#), Equal Opportunity.

(xv) [52.222-25](#), Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at [52.222-26](#), Equal Opportunity.

(xvi) [52.222-38](#), Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial products or commercial services.

(xvii) [52.223-1](#), Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at [52.223-2](#), Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xviii) [52.223-4](#), Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.

(xix) [52.223-22](#), Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation. This provision applies to solicitations that include the clause at [52.204-7](#).)

(xx) [52.225-2](#), Buy American Certificate. This provision applies to solicitations containing the clause at [52.225-1](#).

(xxi) [52.225-4](#), Buy American-Free Trade Agreements-Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at [52.225-3](#).

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$92,319, the provision with its Alternate II applies.

(D) If the acquisition value is \$92,319 or more but is less than \$100,000, the provision with its Alternate III applies.

(xxii) [52.225-6](#), Trade Agreements Certificate. This provision applies to solicitations containing the clause at [52.225-5](#).

(xxiii) [52.225-20](#), Prohibition on Conducting Restricted Business Operations in Sudan-Certification. This provision applies to all solicitations.

(xxiv) [52.225-25](#), Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.

(xxv) [52.226-2](#), Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

___ (i) [52.204-17](#), Ownership or Control of Offeror.

___ (ii) [52.204-20](#), Predecessor of Offeror.

___ (iii) [52.222-18](#), Certification Regarding Knowledge of Child Labor for Listed End

Products.

___ (iv) [52.222-48](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment- Certification.

___ (v) [52.222-52](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.

___ (vi) [52.223-9](#), with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA–Designated Products (Alternate I only).

___ (vii) [52.227-6](#), Royalty Information.

___ (A) Basic.

___ (B) Alternate I.

___ (viii) [52.227-15](#), Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically in SAM website accessed through <https://www.sam.gov>. After reviewing the SAM information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR [4.1201](#)); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

E. FAR 52.209-5: CERTIFICATION REGARDING REPSONSIBILITY MATTERS (AUG 2020)

(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 are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have 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 (if offeror checks “have”, the offeror shall also see [52.209-7](#), included below);

(C) Are [] 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 [], 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 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 [] has not [], within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a 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, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror 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 a 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 Offeror nonresponsible.

(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.

F. FAR 52.209-7 information regarding responsibility matters (OCT 2018)

(a) *Definitions.* As used in this provision—

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

Federal contracts and grants with total value greater than \$10,000,000 means—

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror [] has [] does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions.

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

- (B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.
- (iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.
- (2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.
- (d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the Central Contractor Registration database via <https://www.sam.gov> (see 52.204-7).

G. FAR 52.209-11 REPRESENTATION BY CORPORATIONS REGARDING DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (FEB 2016)

- (a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, the Government will not enter into a contract with any corporation that—
1. Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or
 2. Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

1. It is is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
2. It is is not a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

H. 52.209-12 Certification Regarding Tax Matters (FEB 2016)

- (a) This provision implements section 523 of Division B of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts.
- (b) If the Offeror is proposing a total contract price that will exceed \$5,000,000 (including options), the Offeror shall certify that, to the best of its knowledge and belief, it

- (1) Has [] filed all Federal tax returns required during the three years preceding the certification;
- (2) Has not [] been convicted of a criminal offense under the Internal Revenue Code of 1986; and
- (3) Has not [], more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

I. 52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (DEC 2010)

(a) *Definition.* "Commercially available off-the-shelf (COTS)" item, as used in this clause—

(1) Means any item of supply (including construction material) that is—

- (i) A commercial item (as defined in paragraph (1) of the definition in FAR [2.101](#));
- (ii) Sold in substantial quantities in the commercial marketplace; and
- (iii) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace; and

(2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 ([46 U.S.C. App.1702](#)), such as agricultural products and petroleum products.

(b) The Government suspends or debar Contractors to protect the Government's interests. Other than a subcontract for a commercially available off-the-shelf item, the Contractor shall not enter into any subcontract, in excess of \$30,000 with a Contractor that is debarred, suspended, or proposed for debarment by any executive agency unless there is a compelling reason to do so.

(c) The Contractor shall require each proposed subcontractor whose subcontract will exceed \$30,000, other than a subcontractor providing a commercially available off-the-shelf item, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.

(d) A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party (other than a subcontractor providing a commercially available off-the-shelf item) that is debarred, suspended, or proposed for debarment (see FAR [9.404](#) for information on the Excluded Parties List System). The notice must include the following:

(1) The name of the subcontractor.

(2) The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.

(3) The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.

(4) The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

(e) *Subcontracts.* Unless this is a contract for the acquisition of commercial items, the Contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for the identification of the parties), in each subcontract that—

(1) Exceeds \$30,000 in value; and

(2) Is not a subcontract for commercially available off-the-shelf items.

J. FAR 52.227-15 STATEMENT OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (DEC 2007)

(a) This solicitation sets forth the Government’s known delivery requirements for data (as defined in the clause at [52.227-14](#), Rights in Data—General). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at [52.227-16](#), if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data—General clause at [52.227-14](#) included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data instead. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor’s facility.

(b) By completing the remainder of this paragraph, the offeror represents that it has reviewed the requirements for the delivery of technical data or computer software and states [offeror check appropriate block]—

(1) None of the data proposed for fulfilling the data delivery requirements qualifies as limited rights data or restricted computer software; or

(2) Data proposed for fulfilling the data delivery requirements qualify as limited rights data or restricted computer software and are identified as follows:

(c) Any identification of limited rights data or restricted computer software in the offeror’s response is not determinative of the status of the data should a contract be awarded to the offeror.

K. FAR 52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (OCT 2015)

NOTE:

This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. DISCLOSURE STATEMENT-COST ACCOUNTING PRACTICES AND CERTIFICATION

- a. Any contract in excess of \$750,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.
- b. Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror’s proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the

pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

I. Check the appropriate box below:

(1) *Certificate of Concurrent Submission of Disclosure Statement.* The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

(2) *Certificate of Previously Submitted Disclosure Statement.* The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) *Certificate of Monetary Exemption.* The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

(4) *Certificate of Interim Exemption.* The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under paragraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90 day period following the cost accounting period in which the monetary exemption was exceeded.

II. COST ACCOUNTING STANDARDS--ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR subpart 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201- 2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with paragraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

YES NO

L. FAR 52.230-7 PROPOSAL DISCLOSURE – COST ACCOUNTING PRACTICE CHANGES (APR 2005)

The Offeror shall check “yes” below if the Contract award will result in a required or unilateral change in cost accounting practice, including unilateral changes requested to be desirable changes.

_____ Yes _____ No

If the Offeror checked “Yes” above, the Offeror shall –

1. Prepare the price proposal in response to the solicitation using the changed practice for the period of performance for which the practice will be used; and
2. Submit a description of the changed cost accounting practice to the Contracting Officer and the Cognizant Federal Agency Official as pricing support for the proposal.

M. INSURANCE – IMMUNITY FROM TORT LIABILITY

The Offeror represents that it is, is not a State agency or charitable institution, and that it is not immune, is partially immune, is totally immune from tort liability to third persons.

N. ANTI-BRIBERY CERTIFICATION

The Subcontractor certifies that:

1. In carrying out its responsibilities under the Contract, the Subcontractor and its owners, directors, officers, employees or agents thereof, have not and will not pay, offer or promise to pay, or authorize the payment directly or indirectly of any monies or anything of value to any government official or employee, or any political party or candidate for political office for the purpose of influencing any act or decision of such official or of the Government to obtain or retain business or direct business to any person (any such payment is a “Prohibited Payment”);
2. No owner, partner, officer, director, or employee of the Subcontractor or of any affiliate company of Subcontractor is or will become an official or employee of the Government during the term of this Subcontract without prior written consent of MSH; and
3. No rights or obligations of, or services to be rendered by the Subcontractor under this Subcontract shall be assigned, transferred or subcontracted to any third party without the prior written consent of MSH.
4. In the event MSH has reason to believe that a breach of the representations and warranties in Article I has occurred or may occur, MSH may withhold further delivery of products until such time as it has received confirmation to its satisfaction that no breach has occurred or will occur, MSH shall not be liable to the Subcontractor for any claim, losses or damages whatsoever related to its decision to withhold delivery under this provision.
5. In the event that MSH has reason to believe that a breach of any of the representations and warranties of Article I has occurred or may occur, MSH shall have the right to audit the Subcontractor in order to satisfy itself that no breach has occurred. Upon request by the Subcontractor, MSH shall select an independent third party to conduct an audit of the

Subcontractor in order to certify to MSH that no breach has occurred or will occur. The Subcontractor shall fully cooperate in any audit conducted by or on behalf of MSH.

6. In the event that MSH concludes in its sole and absolute opinion that the Subcontractor has failed to meet its obligations under this Article, this Subcontract may be immediately terminated by MSH upon written notice to the Subcontractor. The Subcontractor shall indemnify and hold MSH harmless against any and all claims, losses or damages arising from or related to such breach or the cancellation of the Subcontract, or both.
7. In no event shall MSH be obligated under this Subcontract to take any action or omit to take any action which MSH believes in good faith would cause it to be in violation of any laws of the Territory or any U.S. laws, including without limitation the Foreign Corrupt Practices Act.

Signed: _____

(Typed Name and Title)

(Date)

O. Assurance of Compliance With Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs

_____ (hereinafter called the "Applicant")

(Name of Applicant) hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from AID, and that with respect to the grant for which proposal is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d) which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance,

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance,

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds,

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) AID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

If the Applicant is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the Applicant establishes to the satisfaction of the AID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of or participants in such program.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Agency, including installment payments after such date on account of proposals for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and

agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

 (Applicant)
 BY (Signature) _____ TITLE _____
 TYPED NAME _____ DATE _____

By signing below I hereby certify that the information above is true and correct as of the date of submission of this certification to MSH. If the information presented above changes for any reason I will immediately notify MSH and provide a revised certification.			
Name:		Date:	
Signature:			

ATTACHMENT C: BIODATA FORM

See attached Word document. Please fill out the form for all named personnel in the proposal.

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

PRIVACY ACT STATEMENT						
Authority: Foreign Assistance Act, Pub. L. 87-165, as amended, and 48 CFR Ch. 7 - AIDAR.						
Purpose: To collect, use, maintain, and disclose information to determine the qualifications of an individual for a specific contract position and to determine the reasonableness of proposed salary or consultant rate for the services proposed under the contract. This form is only valid with an OMB Number displayed in accordance with 44 USC 3506(c)(1)(B)(iii)(V).						
Routine Uses: The personal information is used by USAID to maintain administrative records and to perform other administrative functions inherent to the administration of the contract. This information will be used by USAID Contracting Officers and will not be disclosed outside USAID.						
Disclosure: Contractor employees/consultants under USAID cost-reimbursement contracts must submit personal, employment history, and educational data, and the contractor must provide the basis and rationale for the proposed salary as specified in the form. Providing personal information is voluntary. However, failure to provide any of the requested information may delay or prevent approval of the individual proposed under the specific contract.						
1. Name <i>(Last, First, Middle)</i>			2. Contractor's Name			
3. Employee's Address <i>(include ZIP code)</i>			4. Contract Number		5. Position Under Contract	
			6. Proposed Salary		7. Duration of Assignment	
8. Telephone Number <i>(include area code)</i>		9. Place of Birth		10. Citizenship <i>(If non-U.S. citizen, give visa status)</i>		
11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment						
12. EDUCATION <i>(include all college or university degrees)</i>				13. LANGUAGE PROFICIENCY <i>(see instructions on Page 3)</i>		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading

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14. EMPLOYMENT HISTORY *(List last three (3) positions held by the individual)*

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (MM/YYYY)	
		From	To

15. SPECIFIC CONSULTANT SERVICES *(give last three (3) years). Continue on a separate sheet of paper, if required, to provide this information.*

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (MM/YYYY)	
		From	To

16. RATIONALE FOR PROPOSED SALARY *(Provide the basis for the salary proposed in Block 6 with supporting rationale for the market value of the position. Continue on a separate sheet of paper, if required) Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.*

17. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.	
Signature of Employee	Date
18. CONTRACTOR'S CERTIFICATION <i>(To be signed by responsible representative of Contractor)</i>	
Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. Certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.	
Signature of Contractor's Representative	Date

INSTRUCTIONS

Indicate your language proficiency in Block 13 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute Levels). The following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability. For more in-depth description of the levels refer to ADS 438.

2. Limited working proficiency

- S Able to satisfy routine special demands and limited work requirements.
- R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts.

3. General professional proficiency

- S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.
- R Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

4. Advanced professional proficiency

- S Able to use the language fluently and accurately on all levels normally pertinent to professional needs.
- R Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

5. Functionally native proficiency

- S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.
- R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate logistic support and allowances, the educational information provides an indication of qualifications, and the proposed salary, along with the basis and rationale for the market value is used to monitor cost and help determine reasonableness of proposed salary.

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty (30) minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

United States Agency for International Development
Bureau for Management
Office of Acquisition and Assistance Policy Division (M/OAA/P) Washington, DC 20523-7100;

and

Office of Management and Budget Paperwork Reduction Project (0412-0520) Washington, DC 20503