



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

**Working Capital Loan Facility Guarantee Financing  
Mechanism**

**REQUEST FOR PROPOSALS: RFP-HS4TB-2024-01**

<b>Issuance Date:</b>	<b>February 23, 2024</b>
<b>Deadline for Questions:</b>	<b>February 29, 2024</b>
<b>Closing/Submission Date:</b>	<b>March 11, 2024</b>
<b>Submission Location:</b>	<b>Email submission to: <a href="mailto:solicitations@msh.org">solicitations@msh.org</a> <a href="mailto:emacken@msh.org">emacken@msh.org</a></b>

Note to Offerors: This Request for Proposals (RFP) does not obligate Management Sciences for Health (MSH) or the United States Agency for International Development (USAID) to pay any cost incurred in preparing and submitting your proposal. In addition, Management Sciences for Health reserves the right to reject any and all offerors, if such action is considered to be in the best interest of the HS4TB Project. Furthermore, MSH reserves the right to make an award without discussions.

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# 1. REQUEST FOR PROPOSALS (RFP) OVERVIEW

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**RFP No:** RFP-HS4TB-2024-01

**RFP Title:** Management and Administration of Working Capital Loan Facility Guarantee Financing Mechanism

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

**Issuance Date:** February 23, 2024

**Registration for Information:**

To ensure you receive modifications to the RFP, send an email to [solicitations@msh.org](mailto:solicitations@msh.org) and [emacken@msh.org](mailto: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](mailto:solicitations@msh.org) and [emacken@msh.org](mailto:emacken@msh.org) no later than February 29, 2024. MSH will send answers to questions to all registered parties.

**Closing/Submission Date and Time:** March 11, 2024, 5 PM 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](mailto:solicitations@msh.org) by the closing date and time. See Section 5 of the RFP for detailed delivery instructions.

**Estimated Period of Performance:** Seven months

**Award:**

A Fixed Price Deliverable-Based Subcontract is anticipated. Issuance of this request for proposals (RFP) does not constitute an award commitment on the part of MSH nor does it commit MSH in any way to pay for costs incurred in the submission of a proposal. Offerors are solely responsible for costs related to the preparation and submission of proposals.

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## **2. DESCRIPTION OF SERVICES**

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### **I. PROGRAM TITLE**

Management and Administration of Working Capital Loan Facility Guarantee Financing Mechanism

### **II. BACKGROUND**

Management Sciences for Health (MSH) is a global nonprofit advisory organization that provides governments, health organizations, and the private sector with the strategies, tools, and management support to effectively and efficiently deliver high-functioning health systems. MSH is implementing the “Health Systems for TB” (‘HS4TB’) project, funded by the United States Agency for International Development (USAID).

The purpose of the HS4TB project is to support the achievement of USAID TB outcomes through health systems strengthening 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. To this end, HS4TB is implementing activities in India through MSH Inc.’s subsidiary, MSH India Health Management Limited, (“MSH India”) to support the Government of India in the treatment of Tuberculosis (TB).

In 2012, the Government of India endorsed contracting Private Provider Support Agencies (PPSAs) as intermediaries providing various support activities to improve efficiency in the private provider ecosystem. PPSAs enter into contracts with State governments for the provision of services and receive payments on achievement of certain milestones defined in the contract. This contractual relationship often means that PPSAs face the following important issues:

- Need for initial capital funding (investment) for the provision of services under their contracts.
- Lack of funding for operating costs related to the provision of services.
- Delay in receipt of milestone payments from States, resulting in cash flow issues.

HS4TB would like to pilot an initiative to provide bridge financing support to PPSAs to address in particular the second and third of these issues. HS4TB evaluated various financing mechanisms including interest-free loans, returnable grants, invoice discounting and factoring, service level agreements and a working capital facility coupled with a guarantee. This last appears the most advantageous to PPSAs as it allows loans at a reasonable financing cost, development of relationships between PPSAs and commercial banks, and leverage which might permit lending of principal amounts requiring less than a full rupee for rupee guarantee.

### **III. WORKING CAPITAL LOAN FACILITY GUARANTEE MECHANISM (WCLFGM)**

The WCLFGM will be structured as follows:

1. Interested commercial banks and/or non-banking financial companies (NBFCs) will lend money to interested PPSAs on terms to be agreed between the lender and borrower.

2. MSH India as holder of a guarantee fund will guarantee repayment of the loans on terms to be negotiated between MSH India and the lender.
3. It is expected that borrower PPSAs will repay borrowed principal together with the agreed amount of interest at the term of the loan.
4. Should the PPSA default on repayment or other trigger event specified in the loan agreement occur, MSH India will pay the lender an agreed amount under the guarantee. PPSAs will then reimburse MSH India once they receive payment from the government.
5. The WCLFGM will be set up to allow access by multiple PPSAs and for each participating PPSA to borrow, repay, and reborrow, as per agreement with the lender or lenders, in multiple tranches (it is therefore a revolving loan facility).
6. Terms of any particular loan may vary depending on the creditworthiness and financial position of the PPSA and the amount and term of the loan.
7. Terms of the loan guarantee will also vary as per agreement of lender and MSH India, including the amount of principal guaranteed and how the amount under the guarantee will be held (e.g. at the lender bank in an escrow account).
8. Given that commercial credit is usually too costly for not-for-profit PPSAs, some of the interest earned against the loan guarantee fund may be used as an interest subvention.

Participants in the WCLFGM are as follows, each with the responsibilities assigned to it below.

1. MSH India – please see Section V below.
2. Operational Partner – please see Section V below.
3. Advisory Committee – please see Section V below.
4. Project Management Committee – please see Section V below.
5. USAID will provide overall strategic insight and monitoring as a funder.
6. Banks/NBFCs will provide the loans.
7. PPSAs will provide the financial information and supporting documents as required by lenders to process their loans.

#### **IV. SCOPE OF WORK /SERVICES TO BE PROVIDED**

HS4TB is seeking the services of a firm to act as the Operational Partner (OP) to work with MSH India to implement the Management and Administration of the Working Capital Loan Facility Guarantee Financing Mechanism. Specifically, the Operational Partner will work with Banks and/or non-banking financial companies (NBFC) and the PPSAs to secure loans.

Expected Deliverables/Targets for Year 1 of the WCLFGM (April 2024 – Sept 2024):

1. An implementation plan within the first 20 days including timelines for the key activities (i.e. initiating negotiations with the banks, establishing agreements, securing loans to PPSAs and scheduling repayment of loans)
2. Loans for at least 3 PPSAs are secured
3. At one round of repayment of loans (full/partial) are completed.
4. Progress Reports
5. Process document detailing the learnings and recommendations.

HS4TB will provide loan guarantees to one or more lenders in an aggregate at any one time outstanding of not more than the INR equivalent of approximately US \$400,000. The Advisory Committee will make the final decision on the criteria and selection of PPSAs for the loan.

## **V. OPERATIONAL PARTNER AND MSH INDIA RESPONSIBILITIES**

### **a. Responsibilities of the Operational Partner**

The Operational Partner (OP) will support the implementation of the WCLFGM. The OP will work at the instruction of and under the supervision of MSH India. The OP will:

1. Identify banks and NBFCs interested in participating in the WCLFGM and
  - 1.1. Negotiate and document terms for the loan and loan guarantee; provided, however, that no loan will be entered into, or loan terms finalized, without the written consent of MSH India acting on the recommendation of the Advisory Committee.
  - 1.2. Review the documents and ensure that the terms of the loan / guarantee agreement are in line with the funding requirements and repayment capacity of PPSAs. Appropriate changes or modifications may be suggested to the loan agreement so that the agreement is tailored to the needs of the PPSAs.
  - 1.3. Draft and vet required legal agreements for MSH India and PPSAs.
2. Work with the PPSAs to
  - 2.1. Identify PPSAs who wish to participate in the WCLFGM,
  - 2.2. Guide and support PPSAs to submit estimates of their working capital needs for the period of the loan and their respective agreements with the State Government,
  - 2.3. Create a profile of their creditworthiness and assemble whatever information is required by prospective lenders to make a lend/do not lend decision, and
  - 2.4. Identify any internal management issues and a plan to address them.
3. Determine and document appropriate financial management procedures related to loan-loss-provision and loan write-offs in case of arrears and default to maintain integrity and sustainability of loan guarantee funds.
4. Regularly share updates with MSH India with respect to amount of loans disbursed and repaid at regular intervals. A specified format may be agreed for the report, including specific details on portfolio at risk and cash flow projections.

### **b. Role of MSH India**

1. MSH India will establish an Advisory Committee. The role of the Advisory Committee will be to:
  - 1.1. Agree the criteria by which PPSAs may participate in the WCLFGM.
  - 1.2. Review and approve (or disapprove) each proposed loan and guarantee under the WCLFGM, it being understood that no guarantee will be made with such approval.
  - 1.3. Review quarterly accounts and progress including guarantee fund amounts outstanding, fund balance and projections; amount of loans leveraged with guarantees; interest subventions provided, and the benefit to PPSAs of participation in the program.
  - 1.4. Review with the PMC (we will use Program management committee not PMU) as needed the entire process documentation for transactions with any PPSAs.

- 1.5. Recommend improvements in the monitoring mechanism and documentation process from time to time.
2. MSH India will also establish a Project Management Committee (PMC) to:
  - 2.1. Manage the working relationship with various stakeholders
  - 2.2. Identify new sources of funding for the scheme
  - 2.3. Provide regular supervision of the program including of the operational plan
  - 2.4. Develop the monitoring and evaluation plan and monitor progress
  - 2.5. Meet with lenders under the scheme regularly to build relationships and obtain feedback on the scheme
  - 2.6. Provide a periodic report to the Advisory Committee with details of WCLFGM activity, including overall financial health of the guarantee funds, loans disbursed and repaid, and guarantees provided and/or drawn on during the specified period. The report may also contain such other details as may be required by the Advisory Committee.

## **VI. EXPECTED TIMELINE**

The WCLFGM will be implemented for an initial period of 7 months, April to September 2024, and its effectiveness (and financial efficiency) evaluated and recommendations for scaling up (or curtailing) activities made. If satisfactory, a second phase will be considered for October 2024 to February/March 2025.

## **VII. EXPECTED TARGETS/REPORTS AND DELIVERABLES**

The OP shall accomplish the following targets/reports and deliverables during the April to September 2024 period:

1. An implementation plan within the first 20 days, including timelines for the key activities (i.e., initiating negotiations with the banks and NBFC, establishing agreements, securing loans to PPSAs, and scheduling repayment of loans).
2. Loans for atleast 3 PPSAs are secured.
3. At least one round of repayment of loans (full/partial) are completed.
4. Monthly Progress Reports.
5. Process document detailing the learnings and recommendations.

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## 3. PROPOSAL AND AWARD PROCESS

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### A. WHO CAN SUBMIT PROPOSALS?

The following vendors are eligible to submit their proposals:

- Non-profit entities
- For-profit entities

Offeror qualification criteria:

- A legally registered competent company, consulting firm, or company, herein referred to as the OFFEROR.
- The OFFEROR should demonstrate extensive experience in implementing similar work, preferably in the healthcare sector and specifically related to TB services.
- The OFFEROR is expected to demonstrate the following **competencies**:
  - the agency must have experience and proven track record of working with banks, formulation of agreements for loans, managing the loan process and payments thereafter.

### 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. Only electronic responses are required. Receipt time is when the proposal is received by the MSH internet server. Hand delivered proposals (including commercial courier) and facsimile transmission will not be accepted.

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

Submit questions in writing by February 29, 2024, to [solicitations@msh.org](mailto:solicitations@msh.org) and [emacken@msh.org](mailto: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](mailto:solicitations@msh.org) and [emacken@msh.org](mailto: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 March 2024 and Offerors can expect to be notified of decisions in March 2024. A subcontract award may be contingent on obtaining USAID approval, if required. Subcontract activities are expected to begin in April 2024, 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?

A Fixed Price Deliverable-based type subcontract is anticipated.

#### 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. 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 apparent successful 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.

#### K. WHAT IS A UEI NUMBER AND HOW DO I OBTAIN ONE?

A Unique Entity Identifier (UEI) is a number issued by the U.S. Government and is a requirement for receiving any USG funding. For information on how to obtain a UEI Number, please [click here](#). The UEI number is not required to submit a proposal, but it will be required for the selected offeror.

#### L. DO I NEED TO SUBMIT BIODATA FORMS?

**Contractor Employee Biographical Data Sheets** (Please see Attachment C for the form.) These are required for all named personnel and consultants. Please note that the proposed salary must be based on the actual basic salary received by the employee and match the salary indicated in the budget. Both the proposed individual and the offeror must sign the biodata forms to certify the completeness and accuracy of the information provided. Please note that base salaries cannot include benefits and must be based on current compensation.

#### M. WHAT WILL BE REQUIRED AFTER AN AWARD IS MADE?

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

Periodic meetings with MSH technical advisors will be required.



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## 4. EVALUATION CRITERIA

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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
<b>A. Technical Capabilities and Past Experience (Maximum Possible Points: 40)</b>	
● Track record of successfully engaging with multiple stakeholders e.g., banks, PPSAs, other lenders.	25 Points
- Experience of negotiating with banks and financial institutions for loans for social causes	15 Points
<b>B. Approach and Methodology (Maximum Possible Points: 35)</b>	
● Technical approach and merit of the proposal (Clarity and comprehensiveness of the proposed technical approach)	15 Points
● Project Management Plan (i.e. workplan, Gantt chart)	10 Points
● Uniqueness of the proposed solution and added value to the current workflows and processes	10 Points
<b>C. Project Team (Maximum Possible Points: 25)</b>	
● Qualifications and experience of key personnel involved in the project (Qualification and Experience)	15 Points
● Adequacy of the team's skills to execute the proposed solution effectively	10 Points
<b>Maximum Technical Score:</b>	<b>100</b>

### 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.

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## 5. PROPOSAL OUTLINE AND GUIDANCE

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### 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 evaluation 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](mailto:Solicitations@msh.org) and [emacken@msh.org](mailto:emacken@msh.org)

The technical proposal should not exceed 20 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-2024-01” and “Cost Proposal - RFP-HS4TB-2024-01”.

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.
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#### **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: Technical Capabilities and Past Experience	(limit of five pages)
Section 3: Approach and Methodology	(limit of ten pages)
Section 4: Project Team	(limit of three pages)

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

- A. One-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 Team Structure that defines roles and responsibilities
- D. Work order and Client Satisfaction Certificate of past project experience
- E. Offeror must provide a registration certificate recognized by Govt of India/ State Government under relevant laws.

**C. COST PROPOSAL OUTLINE**

**COST PROPOSAL:**

No Page Limits

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 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: Technical Capabilities and Past Experience *(not more than five pages)*
- Information on lower tiered Subcontractors, if applicable
- Section 3: Proposed Approach and Methodology *(not more than ten pages)*
- Section 4: Project Team *(not more than three pages)*
- Attachment A: One-page CVs for Key Personnel
- Attachment B: Project Team Structure

**Technical Proposal Section 1: Cover Page**

*[Use this form or create one in this format]*

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

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Technical Proposal Section 2: Technical Capabilities and Past Experience (Limited to five pages)**

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

**a. Track record of successfully engaging with multiple stakeholders**

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

<b>Project/Programs/Services</b>	<b>Partner</b>	<b>Value</b>

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

**b. Relevant Project Experience:**

Fill out the following table for relevant experience of projects in facilitating Working Capital Loans and Repayment Mechanisms.

<b>Project name</b>	<b>Activities</b>	<b>Lender/Financial institution</b>	<b>Status (Completed/Ongoing)</b>

**c. Experience Working with Borrowers, Banks, and Non-Banking Financial Companies to facilitate loans**

Please complete the following table with information for similar projects as described above in “b”

<b>Project name</b>	<b>Activities</b>	<b>Number of Loans</b>	<b>Status (Completed/Ongoing)</b>

**d. Past Performance References for Your Organization**

Provide three past performance references for your organization (do not include MSH). Copies of relevant documents on the client’s satisfaction with past performance may be submitted. MSH reserves the right to obtain past performance information from sources other than those listed below.

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

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**Technical Proposal Section 3: Approach and Methodology**  
(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, describe the workflow, which individual will be providing the service.

- b.** Current relationships with financial institutions, evidence of developing legal documents for the proposed outcome
- c.** Proposed plan and methodology
- d.** Uniqueness of the proposed solution and added value .

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**Technical Proposal Section 4: Project Team**  
(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 lower tier Subcontractor.

**a. Description of Proposed Project Management Team:**

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

Designation	Name	Responsibility

- Who will be managing the program on a day-to-day basis?
- How will staff be supervised and by whom?

**b. Implementation Challenges**

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

**c. Internal Monitoring**

Describe how you will monitor the performance and the quality of services provided under the subcontract. Also describe your plan to monitor for 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 INR (*spreadsheet using template provided*)
- Section C: Budget Narrative

**Cost Proposal Section A: Cover Page**  
*[Use this form or create one in this format]*

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

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Cost Proposal Section B: Budget Guidance

*<Name of Organization>*  
*<Project Name>*  
*<RFP Number>*  
Budget Notes  
*<Date>*

### **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.
- The budget should break down the quantity and unit cost of all budgeted items. Any lump sums should be accompanied by a breakdown of such costs on a separate detailed tab within the budget template.

### **b) Salaries**

- Salaries must be budgeted using the current base salary for all named individuals. These rates must be substantiated by your organization's HR policies and pay schedule. The base rate should not include fringe calculations, benefits, or other allowances.
- For any To Be Determined (TBD) positions, rates must be proposed in accordance with your organization's HR practice and pay schedule.
- Include job titles and names (if the position is already filled) or designate if the position is vacant in the spreadsheet.
- List all positions on separate lines on the budget.

### **c) Fringe Benefits**

- Any proposed Fringe rates must be itemized and supported by copies of your personnel policies and procedures, if applicable

### **d) Consultants**

- Show the specialty, name, daily rate, and number of days.

### **e) Travel**

- Include travel that staff and/or consultants will take to support the program.
- Include who will be traveling, number of trips, and amount for each trip. Identify point of origin and destination.

### **f) Other Direct Costs**

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

**g) Indirect Costs**

- Any proposed Indirect Cost Rates must be supported/validated by audited financial statements. If an Indirect Cost Rate is proposed, please provide the 3 most-recent audited financial statements as well as detail on how the calculation was determined and confirmation that the rate is applied consistently across all funders/funding sources. Lines have been provided for typical other direct costs such as communications.

**Cost Proposal Section C: Budget Narrative**

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

**a) Salaries:**

- The budget note explanation should state the name and job title of the person responsible for each activity, the Level of Effort (LOE) and basis for unit cost for that particular line item.
- 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) Fringe Benefits**

- Provide list of benefits <if applicable, insert rate and method of calculation for benefit rate/amounts>.

**c) Consultants**

- The budget note explanation should state name and technical area of the consultant for each activity, the Level of Effort (LOE), and basis for unit cost for that particular line item.
- Explain how you arrived at the consultant rate (should be determined using the individual's rate history).

**d) Travel**

- Explain why travel is budgeted.
- Describe per diem policy.

**e) Other Direct Costs**

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

**f) Indirect Cost**

- If your organization has an indirect rate that has been included in the budget, please explain the basis of the calculation here and provide confirmation that the rate is applied consistently across all funders/funding sources. Please confirm that 3 years of financial statements have been submitted with your proposal.

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## **6. TERMS AND CONDITIONS**

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### **A. CONFLICT OF INTEREST**

The offeror is required to disclose any existing conflict of interest with MSH, its staff, parents, associates, partners, or sub-contractors that might have the potential to win the award. MSH reserves the unilateral right to cancel an ongoing award if any such undisclosed conflict of interest comes to its notice.

### **B. CONFIDENTIALITY**

The offeror agrees to treat all information provided by MSH or gathered during providing services as confidential and privileged and to not publish or disseminate such information or otherwise share such information with any third party without the written consent of MSH.

### **C. PRICE ESCALATION**

The Prices specified in the subcontract will be firm, fixed, all-inclusive total prices including all taxes or duties as may be applicable and covering performance of all of Offeror's obligations under the subcontract, including, but not limited to, delivery of the services in accordance with the subcontract delivery term and performance of all associated and related services.

### **D. TERMINATION CLAUSE**

MSH reserves the right to terminate the subcontract, or any part, for cause in the event of any defaults by the offeror, or if the Offeror fails to comply with the terms and conditions of the subcontract or fails to provide MSH with adequate assurances of future performance.

### **E. INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP**

All work (i.e. digital solution, tools and process documentation etc.) prepared by the Offeror in performing the Services shall become and remain the sole and exclusive property of MSH and all Intellectual Property Rights in such work shall vest with MSH.

## **ATTACHMENT A: BUDGET TEMPLATE**

See attached Excel document

## **ATTACHMENT B: REPRESENTATIONS AND CERTIFICATIONS**

### **1. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER**

(a) In the space provided at the end of this provision, the recipient should supply the Unique Entity Identifier (UEI) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

The UEI system is distinct from the Federal Taxpayer Identification Number (TIN) system.

UEI: \_\_\_\_\_

### **2. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING E.O. 13224 (AAPD 04-14 Revision 2)**

By signing this form, the Offeror provides the certification set out below:

1. The Contractor, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Contractor to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Contractor will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Contractor.

b. Before providing any material support or resources to an individual or entity, the Contractor also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Contractor should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Contractor will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Contractor also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For Purposes of this Certification

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Contractor has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Contractor's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Contractor that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Contractor has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

**3. COMPLIANCE WITH U.S. EXPORT CONTROLS AND FOREIGN CORRUPT PRACTICES ACT**

\_\_\_\_\_, Offeror/Contractor to Management Sciences for Health, Inc. ("MSH") pursuant to an agreement entered into on \_\_\_\_\_, for the provision of \_\_\_\_\_ (the "Contract"), and in accordance with the Contract, the Contractor certifies that during the last year as of the date of this Certification:

1. Compliance with U.S. Export Laws. The Contractor has been in compliance with all U.S. laws and regulations governing its international activities, including but not limited to: (i) the export or re-export of

goods, technology, and services under the International Traffic in Arms Regulations, 22 C.F.R. Parts 120 *et seq.*; (ii) the Export Administration Regulations, 15 C.F.R. Parts 730 *et seq.*; (iii) the Foreign Asset Control Regulations, 31 C.F.R. Chapter V; and (iv) other applicable U.S. laws and regulations; and more specifically:

(a) The Contractor has maintained in good standing all registrations, licenses, and permits administered by any Government agency.

(b) There are no charges, proceedings or, to the knowledge of the Subcontractor, investigations by any Governmental agency with respect to a violation of any applicable U.S. laws and regulations that is now pending or, to the knowledge of the Contractor, has been asserted or threatened with respect to the Contractor or any of its Subsidiaries.

(c) Neither the Contractor nor any of its subsidiaries has made any mandatory or voluntary disclosure with respect to a possible violation of applicable U.S. export control laws or regulations to any Government agency.

(d) Neither the Contractor nor any of its subsidiaries has, is currently, or is pending (to the knowledge of the company) a regulatory audit, including focused assessment by any Government agency with respect to applicable U.S. export control laws and regulations.

2. Compliance with Anti-Bribery Laws. The Contractor further certifies that:

(a) In carrying out its responsibilities under the Contract, the Contractor 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").

(b) No owner, partner, officer, director or employee of the Contractor or of any affiliate company of the Contractor is or has become an official or employee of the government during the term of this Contract without the prior written consent of MSH.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

On behalf of \_\_\_\_\_

## **ATTACHMENT C: BIODATA FORM**

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