

## RFP #2 AMENDMENT 1

### **Background.**

On August 31, 2018 Chemonics/GHSC-PSM launched the RFQ #2 to hire a company for conducting the Zika Mosquito Repellent Availability Assessment in Haiti. The deadline mentioned in the original RFP was September 13, 2018.

The purpose of this amendment is to extend the deadline to receive the proposals mentioned in the section I.2 of the original RFP and update the table of Chronological list of proposals events mentioned in the section I.6 of the original RFP. A fully amended RFP is published in place of the original RFP.

**Amendment.** Specifically, the RFP # 2 is amended by replacing the table of proposal events in section I.6 of the original RFP with the following:

- (a) The table of chronological list of proposals events from section I.6 of the original RFP was updated as follows:

Revised RFP published	9/11/2018
Deadline to express interest	9/18/2018
Deadline for written questions	9/19/2018
Answers provided to questions/clarifications	9/21/2018
Proposal due date	9/26/2018
Subcontract award (estimated)	10/5/2018

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

**All other terms and conditions of the original RFP # 2 remain in effect and unchanged.**

September 11, 2018

Request for Proposals # 2  
Zika Mosquito Repellent Availability Assessment - Haiti

Dear Sir or Madam,

Chemonics International Inc. (hereinafter referred to as “Chemonics”), under the Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) project, USAID Contract No. AID-OAA-I-15-00004, AID-OAA-TO-16-00018, is issuing a Request for Proposals (RFP) for a mosquito repellent availability assessment in Haiti as part of its Zika prevention commodity procurement activities. The attached RFP contains all the necessary information for interested Offerors.

The USAID Global Health Supply Chain Program - Procurement and Supply Management (GHSC-PSM) Single Award Indefinite Delivery Indefinite Quantity Contract (IDIQ) is ensuring an uninterrupted supply of health commodities to prevent suffering, save lives, and create a brighter future for families across the globe.

GHSC-PSM Task Order 4 (TO4) supports the emergency response of USAID and its Zika implementing partners to avert negative pregnancy outcomes in the Caribbean and Latin America. To amplify the impacts of the USG Zika intervention, which includes vector control and service delivery strengthening activities, GHSC-PSM is helping prevent the spread of the Zika virus by procuring mosquito repellent to be used by pregnant women in Haiti and other countries in the Latin America and Caribbean region. To measure the results and impacts of its large-scale repellent procurements, and to identify any future technical assistance needs, GHSC-PSM intends to conduct an assessment of repellent availability at antenatal care (ANC) service delivery points (SDPs) where the repellent will be dispensed to pregnant women.

Companies or organizations should indicate their interest in conducting the Zika Mosquito Repellent Availability Assessment by submitting a proposal for the anticipated subcontract. Offerors should send an email indicating their intention to the PSM TO4 Core team at [PSMTO4Core@ghsc-psm.org](mailto:PSMTO4Core@ghsc-psm.org) by September 18, 2018.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Sincerely,

Beth Yeager  
GHSC-PSM Maternal and Child Health and Zika Task Order Director

Request for Proposals

RFP # 2

For the provision of

Zika Mosquito Repellent Availability Assessment in Haiti

Contracting Entity:  
Chemonics International Inc.  
1717 H Street NW  
Washington, DC 20006

Funded by:  
United States Agency for International Development (USAID)

Funded under:  
Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) Program

Prime Contract Number AID-OAA-I-15-00004, AID-OAA-TO-16-00018

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Beth Yeager, [byeager@ghsc-psm.org](mailto:byeager@ghsc-psm.org) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

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**List of Acronyms**

ANC	Antenatal Care
CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COP	Chief of Party
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
CZS	Congenital Zika Syndrome
FAR	Federal Acquisition Regulations
GBS	Guillan-Barre Syndrome
GHSC-PSM	Global Health Supply Chain – Procurement and Supply Management project
IHSS	Institute of Honduran Social Security
ISSS	Institute of Salvadoran Social Security
LAC	Latin America and the Caribbean
MCH	Maternal and Child Health
MOH	Ministry of Health
M&E	Monitoring and Evaluation
NFO	Non- Field Office
NICRA	Negotiated Indirect Cost Rate Agreement
NGO	Nongovernmental organization
PMU	Project Management Unit
PSI	Population Services International
PSM	Procurement and Supply Management
RFP	Request for Proposals
SAF	Strategic Activities Fund
SDP	Service Delivery Point
SSI	Social Security Institute
TO4	Task Order 4 (Maternal and Child Health and Zika task order)
U.S.	United States
USAID	U.S. Agency for International Development
USG	U.S. Government
VAT	Value Added Tax
3PL	Third Party Logistics firm

## **Section I. Instructions to Offerors**

### **I.1. Introduction**

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) project, under contract number AID-OAA-I-15-00004, AID-OAA-TO-16-00018 is soliciting offers from companies and organizations to submit proposals to participate with GHSC-PSM Task Order 4 to carry out a Zika Mosquito Repellent Availability Assessment.

The USAID Global Health Supply Chain Program - Procurement and Supply Management (GHSC-PSM) Single Award Indefinite Delivery Indefinite Quantity Contract (IDIQ) is ensuring an uninterrupted supply of health commodities to prevent suffering, save lives, and create a brighter future for families across the globe.

GHSC-PSM Task Order 4 (TO4) supports the emergency response of USAID and its Zika implementing partners to avert negative pregnancy outcomes in the Caribbean and Latin America. To amplify the impacts of the USG Zika intervention, which includes vector control and service delivery strengthening activities, GHSC-PSM is helping prevent the spread of the Zika virus by procuring mosquito repellent. The project is distributing mosquito repellent to ANC facilities where it will be dispensed to pregnant women. We are procuring repellent for Haiti as well as other countries in the LAC region. To measure the results and impacts of this procurements, and to identify any future technical assistance needs, GHSC-PSM will engage a partner firm to conduct an assessment of repellent availability at the SDPs.

Chemonics will issue and award to one company or organization. The award will be in the form of a firm fixed price subcontract (hereinafter referred to as “the subcontract”). The successful offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the subcontract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

### **I.2. Offer Deadline**

Offerors shall submit their offers electronically only.

Emailed offers must be received by September 26, 2018 at the following addresses:

PSM TO4 Team

[PSMTO4Core@ghsc-psm.org](mailto:PSMTO4Core@ghsc-psm.org)

Haiti Project Management Unit

[HaitiPSMPMU@ghsc-psm.org](mailto:HaitiPSMPMU@ghsc-psm.org)

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

### **I.3. Submission of Offers**

Proposals must be submitted electronically only.

#### **A. Instructions for the Submission of Electronic Copies**

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

### **I.4. Requirements**

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B.

#### **A. General Requirements**

Chemonics anticipates issuing a subcontract to a company or organization that is based in Haiti, provided that it is legally registered and recognized under local laws, and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered in the country in which they are based, upon award of the subcontract.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number if selected to receive a subaward valued at USD \$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 4.<sup>1</sup>

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<sup>1</sup> If Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a DUNS

## B. Required Proposal Documents

### 1. Cover Letter

The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. E-mail
- vi. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- vii. Taxpayer Identification Number
- viii. DUNS Number
- ix. Official bank account information
- x. Other required documents that shall be included as attachments to the cover letter:
  - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
  - b) Copy of company tax registration, or equivalent document.
  - c) Copy of trade license, or equivalent document.
  - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 4 "Required Certifications".
  - e) Applicable documents listed in I.4.A.

A sample cover letter is provided in Annex 1 of this RFP.

### 2. Technical Proposal

The technical proposal shall comprise the following parts:

- Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 5 and 15 pages long, but may not exceed 15 pages.

The Zika Mosquito Repellent Availability Assessment will gather information to assess whether distribution was carried out as planned to SDPs, the commodity was managed properly, and guidance was disseminated according to plan. The assessment will employ a combination of data collection techniques including record review, direct observation, and interviews with personnel.

#### Assessment Objectives:

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number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform> Further guidance on obtaining a DUNS number is available from Chemonics upon request.



1. To verify the availability of mosquito repellent at ANC clinics
2. To gain information about the conditions in which the procured repellent is being stored
3. To assess providers' perceptions and knowledge around use and distribution of repellent for Zika prevention
4. To gather information regarding the extent to which pregnant women have received the donated product and to flag any supply chain-related issues
5. To assess a) presence of guidance materials on safe repellent storage and usage at SDPs, and b) whether these SDPs provided this guidance to repellent recipients

GHSC-PSM will carefully track the distribution of repellent to ANC facilities, and let the assessors know when to begin the assessment. In Haiti, we are anticipating an assessment start date in **mid October**.

Within the scope of its assessment, the offeror will be responsible for:

- A. Co-leading with GHSC-PSM the training of assessment country-based enumerator / supervisor
- B. Actual data collection in each assessment country, through tools created by GHSC-PSM including a survey, reviews of repellent receipt and provision records, and spot checks of storage rooms
- C. Providing tablets or other devices to collect data
- D. Provide raw data as well as country-specific assessment reports

To support the offeror with the implementation of these tasks, GHSC-PSM will assume responsibility for the following:

- A. Design data collection tools, including survey
  - B. Program the survey using survey software
  - C. Design and co-lead training of enumerator / supervisor
  - D. Obtain government approval for the assessment
- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long, but may not exceed 5 pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

Offerors shall propose staff for the following key personnel positions necessary for the implementation of the scope of work:

**Assessment Team Lead – desired qualifications:**

- At least 5 years of relevant experience conducting surveys, assessments, and/or evaluations for health projects
- Extensive expertise with health projects, including service delivery and/or supply chain
- Robust data collection and analysis skills
- Strong managerial and supervisory skills with demonstrated ability to lead teams of data collectors
- Background in monitoring and evaluation for USAID projects desired
- Bilingual, with native Haitian Creole and fluent English
- Experience using SurveyCTO software is a plus
- Knowledge of the Zika virus and epidemic control strategies is a plus

- Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 2 and 7 pages long, but may not exceed 7 pages.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, offerors must include three past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

Chemonics reserves the right to check additional references not provided by an offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

### 3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items, e.g. salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in USD. See Annex 2 for a sample cost structure.

#### Taxes - Free and Exempt

The subsequent Subcontract is free and exempt from any taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in the Cooperating Country(ies). The Subcontractor shall not pay any host country taxes, VAT, tariffs, duties, levies, etc. from which this USAID program is exempt. In the event that any exempt charges are paid by the Subcontractor, they will not be reimbursed to the Subcontractor by Chemonics unless approved in advance in writing by Chemonics. The Subcontractor shall immediately notify Chemonics if any such taxes are assessed against the Subcontractor or its subcontractors/Subcontractors at any tier. **All quotations provided by the Subcontractor must follow the guidance provided in Annex 3 for tax exemption and clearly specify the tax amount so that Chemonics may request the tax exemption from the Government of Haiti.**

The Subcontractor is responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Subcontractor and who are directed to work as required under this Subcontract. The Subcontractor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which the Subcontractor is normally responsible as a result of operating its business.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete

analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

### **I.5. Source of Funding, Authorized Geographic Code, and Source and Origin**

Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations.

All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating country for this RFP is Haiti.

Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

### **I.6. Chronological List of Proposal Events**

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	9/11/2018
Deadline for written questions	9/19/2018
Answers provided to questions/clarifications	9/21/2018
Proposal due date	9/26/2018
Subcontract award (estimated)	10/5/2018

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

**Written Questions and Clarifications.** All questions or clarifications regarding this RFP must be in writing and submitted to the PSM TO4 team (PSMTO4Core@ghsc-psm.org) no later than September 19, 2018. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the GHSC-PSM project, or any other party, will not be considered official responses regarding this RFP.

**Proposal Submission Date.** All proposals must be received by September 26, 2018. Late offers will be considered at the discretion of Chemonics.

**Subcontract Award (estimated October 5, 2018).** Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

### I.7. Validity Period

Offerors' proposals must remain valid for 60 calendar days after the proposal deadline.

### I.8. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics.

This RFP will use the tradeoff process to determine best value. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

<b>Evaluation Criteria</b>	<b>Evaluation Sub-criteria</b>	<b>Maximum Points</b>
<b>Technical Approach, Methodology, and Detailed Work Plan</b>		
	Technical know-how – Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	30 points
	Approach and Methodology – Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	30 points
	Sector Knowledge – Does the proposal demonstrate the offeror's knowledge related to assessment and survey implementation, public health, qualitative and quantitative data collection and analysis?	30 points
<b>Total Points – Technical Approach</b>		<b>90 points</b>
<b>Management, Key Personnel, and Staffing Plan</b>		
	Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?	50 points
<b>Total Points – Management</b>		<b>50 points</b>

<b>Corporate Capabilities, Experience, and Past Performance</b>		
	Company Background and Experience – Does the company have experience relevant to the project Scope of Work, e.g. background in collecting and analyzing data for health projects in the Haiti?	30 points
	Geographic and Cultural Knowledge – Does the proposal demonstrate the offeror’s expertise in working in the public health sector in Haiti?	30 points
<b>Total Points – Corporate Capabilities</b>		60 points
<b>Total Points</b>		200 points

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

This RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the GHSC-PSM project. Chemonics may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

### **I.9. Negotiations**

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

### **I.10. Terms of Subcontract**

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

### **I.11. Privity**

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation.

## **Section II Background, Scope of Work, Deliverables, and Deliverables Schedule**

### **II.1. Background**

The USAID Global Health Supply Chain Program - Procurement and Supply Management (GHSC-PSM) Single Award Indefinite Delivery Indefinite Quantity Contract (IDIQ) is ensuring an uninterrupted supply of health commodities to prevent suffering, save lives, and create a brighter future for families across the globe.

The GHSC-PSM Maternal and Child Health and Zika Task Order – also known as Task Order 4 (TO4) – supports the emergency response of USAID and its Zika implementing partners to avert negative pregnancy outcomes caused by the Zika virus in the Caribbean and Latin America. GHSC-PSM is helping prevent the spread of the Zika virus by procuring mosquito repellent to be used by pregnant women in the region. To measure the results and impacts of its large-scale repellent procurements, and to identify any future technical assistance needs, GHSC-PSM will conduct an assessment of repellent availability at antenatal care (ANC) facilities where the repellent will be dispensed to pregnant women.

GHSC-PSM's interventions in these countries are made possible through the cooperation of the Ministries of Health. In Haiti, with MOH authorization, PSM will assume responsibility for warehousing and distributing the repellent to SDPs.

The purpose of this Subcontract is to fulfill the objectives of this assessment, as agreed between GHSC-PSM and USAID. Mosquito repellent is a high-cost commodity that has not been traditionally procured by USAID. Thus, it is especially crucial for GHSC-PSM to collect information regarding the distribution of repellent for Zika prevention purposes, and regarding the management of the commodity at the facility level.

The Zika Mosquito Repellent Availability Assessment will assess the presence of repellent at intended SDPs, the dissemination of guidance to service delivery providers, and management of the commodity. The assessment will employ a combination of data collection techniques including record review, direct observation, and interviews with personnel.

Since the commencement of its Zika Response, the GHSC-PSM Task Order 4 team has managed all aspects of the repellent procurement and importation. Haiti-based service delivery providers, such as the Sante project, will play the key role of sensitizing health workers in the ANC clinics on how to incorporate the mosquito repellent into their Zika prevention counseling and educational services. The guidance they will provide at clinics will be essential for letting pregnant women know that they should use mosquito repellent to prevent Zika and the birth defects that the virus can cause. The Sante project's support is expected to generate demand that will help limit the amount of time the repellent stays in storage spaces before being used.

#### **Assessment Objectives:**

1. To verify the availability of mosquito repellent at ANC clinics and to flag any supply chain-related issues
2. To gain information about the conditions in which the procured repellent is being stored
3. To assess providers' perceptions and knowledge around use and distribution of repellent for Zika prevention
4. To gather information regarding the extent to which pregnant women have received the donated product

5. To assess a) presence of guidance materials on safe repellent storage and usage at SDPs, and b) whether these SDPs provided this guidance to repellent recipients

#### Objective 1:

The Zika virus causes some of its most detrimental impacts, e.g. microcephaly and Congenital Zika Syndrome (CZS), when the virus is contracted by pregnant women, because of how it affects the fetus. Therefore, it is most essential that any Zika virus prevention initiatives specifically reach pregnant women. USAID's Zika prevention strategy aims to make prevention commodities, including mosquito repellent, available to pregnant women who are seeking ante-natal care at health facilities. Through record reviews, surveys, and spot-checks, the offeror will verify that the hospitals and clinics providing ante-natal care have the USAID-donated mosquito repellent on-hand to provide to pregnant women for Zika virus prevention. Also, because the product has a finite shelf life, any apparent delays with repellent exiting the warehouses and distributed to ANC facilities should be promptly reported by the assessors.

#### Objective 2:

GHSC-PSM is procuring a 30% DEET pump-spray mosquito repellent product that has special storage and handling requirements. For instance, to avoid any risk of contaminating pharmaceutical products, it must be always kept apart from such products, during both transport and storage stages. Additionally, clinics, warehouse personnel, and freight forwarders should take care not to expose the product to extreme temperatures, i.e. freezing, or heat greater than 50 degrees Celsius. To communicate these guidelines with the professionals in the LAC region who will be handling the repellent, the project has created handling guidance posters that set forth and illustrate the 'dos' and 'don'ts' of repellent handling. The assessment survey to be disseminated and collected by the offeror includes a set of questions about the product handling at the clinic / hospital level. Prior to reaching the clinics / hospitals, the repellent will spend time at warehouses / docks in the United States, on boats to the LAC region, and in a central warehouse. GHSC-PSM project staff will assume direct responsibility for monitoring and reporting on "upstream" storage and handling conditions prior to the repellent's arrival in the clinics/hospitals. The assessors will be responsible for gathering information about storage conditions at the clinics/hospitals, by means of the survey and through spot-checking the storage rooms at the clinics / hospitals.

#### Objective 3:

The success of GHSC-PSM's intervention will be largely dependent on the efficacy of service delivery guidance and training on Zika counseling provided by USAID service delivery partners and the Ministry of Health. These stakeholders will train and guide health workers to dispense repellent to women during ANC visits. The assessment will aim to gather information about the service delivery component by interviewing and surveying SDP staff about their perspective and knowledge of Zika prevention and repellent use. More specifically, the GHSC-PSM Zika team is interested to gauge providers' willingness to dispense repellent during ANC visits and their perception of the effectiveness of repellent as a personal protection measure for pregnant women.

#### Objective 4:

As explained above under Objective 1, GHSC-PSM's Zika activities are focused exclusively on helping pregnant women prevent Zika. Given that USAID has invested considerable resources for the express purpose of preventing microcephaly and CZS cases, the assessors should share any reported instances of

the repellent possibly being dispensed or otherwise made available to any demographic group other than pregnant women. The assessors should also collect information regarding whether the repellent is being dispensed to pregnant women as part of routine ANC services, as opposed to being given out separately.

Objective 5:

GHSC-PSM has prepared mosquito repellent use safety guidance posters in Creole for clinic and hospital workers to use as educational materials in the context of ANC visits made by pregnant women. Through the survey and spot-checks, the assessors will check a) the presence of these materials at SDPs, and b) whether the guidance was disseminated alongside the repellent.

## **II.2. Scope of Work**

The offeror will fulfill these five objectives as described above.

### Geographic coverage and sample sizes:

In Haiti, the repellent will be delivered to a total of 165 SDPs spread across the country. We advise the offeror to propose a representative sample of these sites for inclusion in the assessment, which will subsequently be reviewed and vetted by GHSC-PSM's Haiti office and the HQ-based Zika team. Sites that the offeror considers unsafe or high-risk from a security standpoint may be excluded, in consultation with the GHSC-PSM team and USAID. However, it is important that all regions are included to the extent feasible.

Within the scope of its assessment, the offeror will be responsible for:

#### **A. Co-leading with GHSC-PSM the training of assessment country-based enumerators / supervisors:**

Due to the country specificity of the distribution plans and stakeholder landscapes, we recommend that the offeror recruits and trains a Supervisor. This individual may be the same person as the Team Leader mentioned above under 'key personnel'. The Supervisor will assume responsibility for the data collection and preliminary analysis, and supervise the operations of the data collector(s). It will be the responsibility of the offeror to co-train the supervisor on the overall approach, methodology, objectives, target audience, and ethical considerations of this assessment. GHSC-PSM will design, participate in, and co-lead the training to share context and programmatic information in order to facilitate the supervisor's onboarding to the country's technical unit. GHSC-PSM will coordinate with the offeror on the training agenda, dates, and materials.

#### **B. Progress updates:**

The offeror will provide weekly and ad hoc updates to GHSC-PSM on the progress of the assessment, and flag any challenges or issues as they arise.

#### **C. Actual data collection in Haiti:**

Using their own electronic devices\*, the offeror will disseminate the survey created by GHSC-PSM to health workers involved in clinics' and hospitals' provision of repellent to pregnant women making ANC visits. The list of facilities to be surveyed will be agreed with GHSC-PSM in advance. GHSC-PSM will be closely monitoring the distribution process through its coordination with stakeholders, and



will provide the green light for the assessment to commence. The offeror will collect data through the survey, interviews with SDP staff, reviews of records of repellent receipt and provision to women, and spot-checks of storage rooms.

\*SurveyCTO software can be used on Android smart phones and tablets.

- D. Country-specific assessment report that presents and analyzes results from the surveys, interviews, record reviews, and storage room spot checks. Alongside the reports, the offeror should also furnish the raw survey data and interview transcripts.

To support the successful offeror with the implementation of these tasks, GHSC-PSM will assume responsibility for the following:

- A. Design data collection tools, including survey
- B. Program the survey using survey software
- C. Design and co-lead training of enumerators / supervisors
- D. Obtain government approvals for the assessment as needed

### II.3. Deliverables

The successful offeror shall deliver to Chemonics the following deliverable, in accordance with the schedule set forth in II.4 below.

#### Country-specific assessment reports

The offeror will provide a report presenting all key findings generated by the surveys, record reviews, and storage room spot checks. Alongside the report, the offeror should also furnish the raw survey data. The offeror will submit this report within a month after the data collection phase concludes.

### II.4. Deliverables Schedule

The successful offeror shall submit the assessment report described above in accordance with the following deliverables schedule:

<b>Deliverable No.</b>	<b>Deliverable Name</b>	<b>Due Date</b>
1	Assessment report	Target date – December 10

\*Deliverable numbers and names refer to those fully described in II.3 above.

**Section III Firm Fixed Price Subcontract (Terms and Clauses)**

See attached subcontract template

**Annex 1      Cover Letter**

[Offeror: Insert date]

[Insert name of point of contact for RFP]

[Insert designation of point of contact for RFP]

[Insert project name]

[Insert "Chemonics International Inc." or if there is a locally registered entity, use that name]

[Insert project office address]

Reference:      Request for Proposals [Insert RFP name and number]

Subject:          [Offeror: Insert name of your organization]'s technical and cost proposals

Dear Mr./Mrs. [Insert name of point of contact for RFP]:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
DUNS Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for [insert number of days, usually 60 or 90] calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

\_\_\_\_\_  
Signature  
[Offeror: Insert name of your organization's representative]  
[Offeror: Insert name of your organization]

## **Annex 2      Guide to Creating a Financial Proposal for a Fixed Price Subcontract**

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

**Step 1: Design the technical proposal.** Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offerors should present and describe this assessment in their technical proposals.

**Step 2: Determine the basic costs associated with each deliverable.** The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc.

Other direct costs, i.e. non-labor, include for example the following:

1. Local travel and transportation, and associated travel expenses, if applicable,
2. Lodging and per diem expenses associated with travel, if applicable,
3. Rent
4. Utilities
5. Communications
6. Office supplies

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

**Step 3: Create a budget for the cost proposal.** Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page.

**Step 4: Write Cost Notes.** The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable.

**Sample Budget**

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

**Design, Production and Distribution of Communication Materials for District Courts and Supreme Court  
BUDGET**

Offeror's Names  
RFP TITLE  
RFP #

No.	Description	Quantity	Unit	Frequency	Unit	Cost per unit	Total
<b>1</b>	<b>Design</b>						
	Annual Report	1	pack	4	court	Rp 100	Rp 400
	Leaflet	1	ver	4	court	Rp 100	Rp 400
							Rp -
	Sub Total						Rp 800
<b>2</b>	<b>Production Cost</b>						
2.1	Annual Report	500	exp	4	court	Rp 100	Rp200,000
2.2.	Leaflet	500	exp	8	court	Rp 100	Rp400,000
	Sub Total						Rp 400,000
<b>3</b>	<b>Distribution Management</b>						
	PIC	1	pack	4	court	Rp 100	Rp 400
							Rp -
	Sub Total						Rp 400
<b>GRAND TOTAL</b>							Rp 877,100

### **Annex 3 Instructions for TCA exoneration on LOCAL procurements.**

The following points explain the process to follow in order to for Chemonics to seek the TCA exoneration for all local purchases moving forward:

1. In response to our RFP you will submit your cost proposal to the name of USAID as per below

USAID Haiti  
C/O American Embassy  
Boulevard 15 Octobre  
Tabarre 41,  
Tabarre, Haiti

2. The supplier will ensure that the following details are clearly marked in their budget proposal:

- i. Items/Services Description
- ii. Items quantity
- iii. Unit cost
- iv. Total cost
- v. TCA amount
- vi. RFP refence #:
- vii. Vendor name:
- viii. Vendor Internal proposal Number if any:
- ix. Budget Proposal validity period:
- x. Date of Budget proposal:
- xi. Currency:
- xii. Contractor / Buyer : Chemonics Foundation Haiti / GHSC-PSM

3. Chemonics Foundation Haiti will work with the Ministry of finance in order to obtain the exoneration letter on a case by case basis for each individual purchase to share with you along with the Contract. At this stage the 10 % TCA will not be incorporated in the Contract.

4. For the payment of deliverables, your invoices will have two section :

- a. Consignee/beneficiary: USAID Haiti
- b. Bill to: Chemonics Foundation Haiti / GHSC - PSM

For any question you may have regarding TCA management, feel to email [haititcaexemption@ghsc-psm.org](mailto:haititcaexemption@ghsc-psm.org), our team will be more than happy to assist you.

**Annex 4 Required Certifications**

- **Certification of Independent Price Determination** – (FAR 52.203-2). Certifies that prices in this offer have been arrived at independently, without, for the purposes of restricting competition, any consultation, communication, or agreement with other offeror or competitor relating to – prices, intention to submit an offer, or factors used to calculate prices offered. This is applicable to any solicitation for fixed price subcontracts over \$250,000 only.
- **Subcontractor Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions** – (FAR 52.203-11). Certifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, grant, loan, cooperative agreement, etc. This completed certification from FAR 52.203-11 must be included in the subcontract file for any subcontract expected to exceed \$150,000; in addition, note that Chemonics' subcontracting templates include additional language to document compliance at the "time of award" for all subcontracts (regardless of value). In addition, a disclosure may be required in accordance with FAR 52.203-11(d), which notes: "*If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the Offeror with respect to this contract, the Offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants...*;" when applicable, this disclosure must be saved in the subcontract/procurement file with the certification. This certification/disclosure requirement of FAR 52.203-11 is applicable to any solicitations expected to exceed \$150,000.
- **Subcontractor Certification Regarding Responsibility Matters** – (FAR 52.209-5). Certifies that offeror/or any of its Principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency. This completed certification from FAR 52.209-5 must be included in the subcontract file for any subcontract expected to exceed \$250,000; in addition, note that Chemonics' subcontracting templates include additional language to document compliance at the "time of award" per FAR 52.209-6 for all subcontracts (regardless of value). This "Subcontractor Certification Regarding Responsibility Matters" certification from FAR 52.209-5 is applicable to any solicitations expected to exceed \$250,000.
- **Evidence of Responsibility Statement** – Certification describing internal policies and procedures, listing authorized signatories, and stating that the company is able to comply with the terms and conditions of the subcontract. This is applicable to all solicitations regardless of value.
- **Prohibition on Assistance to Drug Trafficking Participant Certification** – (Section 487 of the Foreign Assistance Act/ADS 206). Certifies that key individuals of subcontractor are not or have not been involved in drug trafficking. Requirement for certification applies to subcontractors in covered countries (identified annually by the President of the United States as major, illicit, drug-producing or drug-transit countries) and in principle is not required from most subcontractors except for: (1) intermediate credit institutions (entity receiving USAID funds for the purpose lending to third parties) and; (2) subcontractors specifically designated by USAID to receive or provide more than \$100,000 in covered assistance. Designation means that subcontractor has been unilaterally selected by USAID as the subcontractor. USAID approval of a subcontractor, selected by another party, or joint selection by USAID and another party is not designation. To assess if this certification is required, check prime contract terms and conditions.

- **Subcontractor Size Self-Certification** – Certification based on the SBA (Small Business Administration) form, completed by the subcontractor to self-certify any small business designations.
- **Subcontractor Certification Regarding Trafficking in Persons Compliance Plan (March 2, 2015)** – This certification is required for all subcontracts including purchase orders that: 1. are for supplies, other than commercially available off-the-shelf items (COTS), to be acquired outside the United States, or services to be performed outside the United States, and 2. have an estimated value that exceeds \$500,000. The certification requires subcontractors to certify that they are in compliance with the terms and conditions under FAR 52.222-50, and have an anti-trafficking compliance plan in place as required by the FAR clause.



**Annex 5****DUNS and SAM Registration Guidance****What is DUNS?**

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) - a company that provides information on corporations for use in credit decisions - that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. The DUNS database contains over 100 million entries for businesses throughout the world, and is used by the United States Government, the United Nations, and the European Commission to identify companies. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

**Why am I being requested to obtain a DUNS number?**

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses DUNS numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding DUNS number.

**Is there a charge for obtaining a DUNS number?**

No. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

**How do I obtain a DUNS number?**

DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by phone at 1-800-234-3867 (for US, Puerto Rico and Virgin Island requests only).

**What information will I need to obtain a DUNS number?**

To request a DUNS number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location

- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

### **How long does it take to obtain a DUNS number?**

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

### **Are there exemptions to the DUNS number requirement?**

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration using the D&B web form process is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

### **What is CCR/SAM?**

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

### **When should I register in SAM?**

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

### **Why should I register in SAM?**

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

### **What benefits do I receive from registering in SAM?**

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

### **How do I register in SAM?**

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: [https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)

Follow the step-by-step guidance for contracts registrations at:  
[https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Contract\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf)

*You must have a Data Universal Numbering System (DUNS) number in order to begin either registration process.*

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

### **What data is needed to register in SAM?**

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

\* General Information - Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

\* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

\* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

\* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

\* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. \* Electronic Data Interchange (EDI) Information\* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (\*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)