



Request for Proposals (RFP) for Security Services

RFP Number: PSM-Haiti-1872
Issuance Date: August 23, 2021
Deadline for Offers: September 7, 2021
Description: Comprehensive Armed Guard and Security Monitoring Service
For: Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) Project
Funded By: United States Agency for International Development (USAID), Contract No. IDIQ Contract No. AID-OAA-I-15-00004
Implemented By: Chemonics International Inc.
Point of Contact: PSMHaitiContract@ghsc-psm

***** 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 businessconduct@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office at the contact information listed on the website found at the hyperlink above.

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List of Acronyms

CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COP	Chief of Party
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
DUNS	Data Universal Numbering System
FAR	Federal Acquisition Regulations
M&E	Monitoring and Evaluation
NICRA	Negotiated Indirect Cost Rate Agreement
NGO	Nongovernmental organization
RFP	Request for Proposals
SAM	System for Award Management
U.S.	United States
USAID	U.S. Agency for International Development
USAID/Haiti	USAID Mission in Haiti
USG	U.S. Government
VAT	Value Added Tax

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 Program – Procurement and Supply Management (GHSC-PSM) project, under contract number Contract No. AID-OAA-I-15-00004 is soliciting offers from companies for the procurement/use of qualified armed security guards and closed-circuit television (CCTV) monitoring positions to be stationed at the program offices, warehouse, and residences to provide security 24 hours per day and 7 days a week, including holidays and weekends, on a two, 12 hour shift per 24-hour basis to support the safety and security of staff working at the location and prevent or minimize, to the extent possible, loss or damage to the property. The purpose of this RFP is to solicit proposals for these items.

The purpose of the GHSC-PSM single award Indefinite delivery, indefinite quantity (IDIQ) contract is to ensure the uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. The project in Haiti directly supports the President’s Emergency Plan for AIDS Relief (PEPFAR) and USAID’s population and reproductive health program, providing health commodity procurement services and systems strengthening technical assistance that encompass all elements of a comprehensive supply chain.

Chemonics will issue an 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.

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.

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. Chronological List of Proposal Events

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

RFP announcement	08/23/2021
RFP published	08/23/2021
Deadline for written questions	09/27/2021
Answers provided to questions/clarifications	08/30/2021
Proposal due date	09/07/2021
Subcontract award (estimated)	10/1/2021

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 GHSC-PSM Haiti Contracts POC at PSMHaitiContract@ghsc-psm.org no later than August 27, 2021. 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 Haiti project, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by 5 pm EST on September 7 2021. Late offers will be considered at the discretion of Chemonics.

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

I.3. Offer Submission Requirements

Offerors shall submit their offers by email (no hard copies and faxed offers will be considered) no later than 5 PM on September 3rd, at the following address: PSMHaitiContract@ghsc-psm.org with the email subject as “RFP--PSM Haiti-1872– Request for Proposal – Security Services”

Hard copies and faxed offers will not be considered.

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.

All proposals must be submitted in two volumes, consisting of:

- Volume 1: Technical proposal
- Volume 2: Cost proposal

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. Each volume of the offeror’s proposal 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 MS 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 or signed by using e-signatures.

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. Eligibility Requirements

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

A. General Requirements

Chemonics anticipates issuing a subcontract to a Haitian, U.S. or international company or organization, provided it is legally registered and recognized under the laws of the Republic of Haiti and is in compliance with all applicable civil, fiscal, and other applicable regulations.

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

- (i) Companies or organizations must be legally registered under the laws of Haiti 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 must have a local presence in the Republic of Haiti at the time the subcontract is signed.
- (iv) 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 3.¹
- (v) Companies and their principals must be in proper legal standing with Haitian law and have no verified allegations against their name(s).

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however the different organizations must be committed to work together in the fulfillment of the subcontract terms.

B. Additional Requirements

- a) Copy of the offeror's/company's official registration to operate a security firm within the Republic of Haiti.
- b) Copy of offeror's/company's tax registration, or equivalent document.
- c) Copy of offeror's/company's 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 3 "Required Certifications".
- e) Proof of insurance necessary to provide and cover the services requested in this RFP in Haiti.
- f) Copies of the most updated Curriculum Vitae for all Key Personnel.
- g) Proof of registration and/or certifications associated with providing security services and/or maintaining or using weapons.

¹ 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 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.

- h) The offeror's company policies/regimen relating to staff training. The training regimen shall include initial training standards a trainee must meet in order to be considered qualified to provide the services required by the offeror (CCTV monitoring, static guarding, escort services, etc.).
- i) The offeror's/company's policies governing duty of care and/or that restrict services being offered to include policies on usage of firearms, licensing, and liability.
- j) Each offeror shall provide a certificate of insurance evidencing its current insurance coverage including but not limited to Comprehensive General Liability, Automobile Liability, and Umbrella insurances. Section I.11 below provides a full list of the required insurances and required coverage-levels for this solicitation. Each of the offeror's insurance type must be equivalent to or above the required coverage-level as defined in the table under Section I.11 below. DBA insurance shall be purchased through the USAID DBA insurance sole source program upon award and must be in place prior to start of work.
- k) For each armed guard proposed - a copy of the armed guard's valid license to carry and use a weapon.
- l) Three (3) References: the names of three (3) companies who can credibly attest to the offeror's/company's past delivery of services similar to the type contemplated in this solicitation. Each reference must include the name and address of the company serving as the reference, the name, position, telephone and email of the individual providing the reference, and a description of the services the offeror has previously provided to that specific company.
- m) A description of the offeror's/company's communication's protocol between the guard force and operations room that provides oversight/supervision/support to guards, outlining the offeror's response capabilities and/or quick reaction force protocols in the event of an emergency, including 1) speed of response (where stationed, distance from facilities) and; 2) how offeror would respond (number of people, if response force is armed, etc.).
- n) A description of the offerors management and staffing plan. xxx

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 935 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: Cuba, Iran, North Korea, 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).

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

I.6. Validity Period

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

I.7. Instructions for the Preparation of the Proposal

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. Fax (if applicable)
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number
- ix. DUNS Number
- x. Official bank account information
- xi. Other required documents that shall be included as attachments to the cover letter:

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

2. Technical Proposal

The technical proposal shall comprise the parts below. Please note that the proposal must be responsive 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.

Part 1: Technical Approach, Methodology and Detailed Work Plan

Proposals should be comprehensive and highlight how the Offeror intends to meet the above requirements. Additionally, proposals should include the following:

A. Guard Services:

- Offerors must describe the qualifications of the guards, including but not limited to the details of employee background check and vetting processes and their level of training.
- Offerors must provide a description of their ability to provide guard equipment as required, and the management and staffing approach of the offeror.
- Offerors must provide an organizational chart, weapons handling procedures, and demonstrate that the offeror's guards are capable of meeting the services required in the Scope of Work under Section 2.
- Offerors must provide a description of guard shift rotation patterns.
- Offerors must specify the advance notice period required to change guards or augment a guard force at the request of Chemonics.
- Offerors must provide a documented Use of Deadly Force policy, and licenses for guards to carry and use weapons.

B. Quick Reaction Force:

- Offerors must describe the composition of the rapid response team, their level of training, the equipment they use, and their approach to communication with the control room.
- Please advise if the team is armed or unarmed, how the response is activated, where the operations center is located, whether the movements are tracked in real time, and the average response time during activation.
- Offerors should also include a description of the communications protocol between the guard force and control room that provides oversight/supervision/support to guards, outlining the offeror's response capabilities in the event of an emergency, including 1) speed of response (where stationed, distance from facilities) and 2) how offeror would respond (number of people, if response force is armed, etc.).

C. CCTV Monitoring:

- Offerors must describe the qualifications of the security personnel trained to monitor the CCTV system installed at the warehouse site. CCTV is a self-contained surveillance system comprising cameras, recorders and displays for monitoring activities within our warehouse and administrative offices. Description of capability for CCTV monitoring should include level of training, and management and staffing approach.
- Offerors should also specify the advance notice period required to change CCTV monitoring personnel.

D. Unarmed Soft Skin Vehicle Escort Services:

- Offerors shall describe its soft skin vehicle(s), including but not limited to the type of vehicles that will be used (make/model/year/4x4 capability), a description of the level of driver training, and control room available for journey management for trips. It should be mentioned whether the Offeror owns the vehicles, or if they are provided through a subcontractor.

E. Armed Soft Skin Vehicle Escort Services:

- Offerors shall describe its soft skin vehicle(s), including but not limited to the type of vehicles that will be used (make/model/year/4x4 capability), a description of the level of driver training, a description of the level of armed guard training, and control room available for journey management for trips. It should be mentioned whether the Offeror owns the vehicles, or if they are provided through a subcontractor.

Part 2: Management, Key Personnel, and Staffing Plan.

CVs for key personnel may be included in an annex to the technical proposal.

Offerors shall have specific officers among their staff for the following key personnel positions necessary for the implementation of the scope of work:

Offerors shall identify and assign a Contracts Manager responsible for the implementation and performance of the subcontract between the Offeror's company and Chemonics. The Contracts Manager should be an existing management staff of the Offeror's company and will bear full responsibility for the subcontract with Chemonics.

Title	Number	Qualifications
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Contract Manager	1	<p>The Contract Manager will serve as GHSC-PSM Haiti's primary point of contact for this contract. Required qualifications include:</p> <ul style="list-style-type: none"> • Based in Port-au-Prince, Haiti ; • Minimum 5 years' experience with the company. • Thorough understanding of company policies and procedures and private security best practices. • Prior experience with security contract management and administration. • Thorough understanding of security procedures including rules of engagement for unarmed and armed guards
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Offerors must also clearly describe their organization's approach to guard force supervision. Describe your process for recruiting, selecting, vetting, and training staff who will be providing the services described in Section II Scope of Work.

Part 3: Corporate Capabilities, Experience, and Past Performance

Under Part 3 the offeror must demonstrated policies and procedures governing the provision of services (such as standard operating procedures, training plans, communications protocol between the guard force and control room, response capabilities in the event of an emergency, and rules for the use of force).

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. As further elaborated in the Scope of Work section, the Offeror must illustrate that it has baseline Standard Operating Procedures (SOP) for security personnel and the ability to assist in the development of site-specific SOPs including, but not limited to, access control and incident response. The Offeror will provide a guard post and relief log, detailing when guards are posted and relieved, when supervisors make rounds, and any incidents or other information of note. In short, the Offeror must exhibit management capacity ability to produce and maintain adequate records of operations on site.

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 (3) 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/companies for which the work was performed, and contact details (email and phone number) of each 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.

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 a fixed price subcontract with fixed unit rates per service required. 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 Haitian Gourdes (HTG).

Offerors are strongly encouraged to propose their best and most competitive prices for security services as per the table presented in **Annex 2**.

Taxes - Free and Exempt

The USAID-funded project under which this procurement is financed does not permit the financing of any taxes, TCA, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country, and in accordance with the bilateral agreement between the Government of the United States and the Government of Haiti, Chemonics will submit the subsequent subcontract for exemption by the Cooperating Country government.

Therefore, Offerors are requested to submit quotations with any taxes, TCA, tariffs, duties, or other levies imposed by the laws in effect in the Cooperating Country(ies) clearly identified separately from the offered price.

Any resultant subcontract shall be priced as free and exempt from any taxes, TCA, tariffs, duties, or other levies imposed by the laws in effect in the Cooperating Country(ies). The Offeror shall not charge any host country taxes, TCA, 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 exempt taxes are assessed against the Subcontractor or its subcontractors/Subcontractors at any tier.

Under any resultant subcontract, the Subcontractor shall be 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.

I.8. Evaluation and Basis for Award

This RFP will use the tradeoff process to determine best value as set forth in FAR 15.101-1. 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. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the GHSC-PSM Haiti 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.

Evaluation points will not be awarded for cost, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered cost factors. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

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

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and Detailed Work Plan		
Technical Know-How	Technical know-how – Chemonics will assess whether the proposal clearly explains and responds to the objectives in the Scope of Work to demonstrate an appropriate degree of staffing and operational management strategy through a detailed description of training regime and sourcing of talent, oversight structure (with supervisors, and support to supervisors), training for guards and CCTV operators, operations center description, communication protocol, incident reporting structures, etc. Does the proposal include references that clearly demonstrate the offeror’s extensive local operating experience in Haiti, as well as extensive operational experience? Does the offeror meet the minimum standards for armed guards, CCTV monitoring, and support services?	25 points
Emergency Response	Does the offeror demonstrate a clear and effective plan for managing its quick-reaction force? Demonstrated evidence would include detailed descriptions of a 24-hour manned control room at Offerors base, with a verifiable company point of contact and telephone number of the responsible personnel providing this service and evaluate Offeror’s communication protocols with the guards’ force on duty for each of the location.	10 points
Approach and Methodology	Chemonics will assess whether the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently.	15 points
Total Points – Technical Approach, Methodology, and Detailed Work Plan		50 points
Management, Key Personnel, and Staffing Plan		
Management and Staffing	Chemonics will assess whether the offeror has the ability to actively manage its seconded workforce. Does it demonstrate its capacity to manage and retain all staff and processes involved in service provision	10 points

	(such as management and staff plans)? To train and ensure adequate standards for staff (such as detailed training regimens)?	
Policies and Procedures	Chemonics will assess whether the offeror demonstrated policies and procedures governing the provision of services (such as standard operating procedures, training plans, communications protocol between the guard force and control room, response capabilities in the event of an emergency, and rules for the use of force)	10 points
Personnel Qualifications	Chemonics will evaluate the curriculum vitae (CV) of the proposed Key Personnel and evaluate if the individual(s) has the necessary experience and capabilities to carry out the Scope of Work.	10 points
Total Points – Management, Key Personnel, and Staffing Plan		30 points
Corporate Capabilities, Experience, and Past Performance		
Experience	Chemonics will assess whether the offeror has experience relevant to the project Scope of Work via proposed SOPs, training plans, and required licensing and certifications.	20 points
Total Points – Corporate Capabilities, Experience, and Past Performance		20 points
Total Points		100 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 Haiti. 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 to be shared upon selection of offeror. By submitting a proposal, offerors certify that they agree to follow the terms and clauses of the anticipated subcontract. Subcontracts may not be assigned, further subcontracted, or delegated, in whole or in part, by the Offeror without the written consent of Chemonics; in the absence of such written consent, any assignment to a third party is void.

I.11. Insurance and Services

Within two weeks of signature of a contract, the Subcontractor at its own expense (except that DBA shall be reimbursable to the Subcontractor at cost), shall procure and maintain in force, on all its operations, insurance in accordance with the charts listed below.

The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to Chemonics. Upon request from Chemonics, the Offeror shall furnish Chemonics with certificates of insurance from the insuring companies which shall specify the effective dates of the policies, the limits of liabilities there under, and contain a provision that the said insurance will not be canceled except upon thirty (30) days' notice in writing to Chemonics. The Subcontractor shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics.

DEFENSE BASE ACT (DBA) and OTHER INSURANCE

a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (APR 1984) [Updated by AAPD 05-05 — 02/12/04]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act.

DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 05-05 — 02/12/04]

As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(b)(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(b)(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(b)(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(b)(4) USAID's DBA insurance carrier.

Pursuant to the clause of this Subcontract entitled "Worker's Compensation Insurance (Defense Base Act)" (AIDAR 752.228 03), the Subcontractor shall obtain DBA coverage from USAID's current insurance carrier for such insurance. This insurance carrier as of the effective date of this Subcontract is AON Risk Insurance Services West, Inc. Address is: AON, 2033 N. Main St., Suite 760, Walnut Creek, CA 94596-3722. Point of contact is Fred Robinson: (o) 925-951-1856, fax: 925-951-1890, E-Mail: Fred.Robinson@aon.com.

Subcontractor must apply for coverage directly to AON Risk Insurance Services Inc., the agent for AWAC DBA Insurance. For instructions on the required application form and submission requirements, please refer to AAPD 17-01.

Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation.

The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

(c) AIDAR 752.228-7 INSURANCE ON PRIVATE AUTOMOBILES

Pursuant to the clause of this Subcontract entitled "Insurance Liability to Third Persons" (AIDAR 752.228-07), if the Subcontractor or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at Subcontract expense) privately owned automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Subcontractor shall, during the period of this Subcontract, ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of US\$10,000/US\$20,000 for injury to persons and US\$5,000 for property damage, or such other minimum coverages as may be set by the cognizant Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this Subcontract.

(d) AIDAR 752.228-70 Medical Evacuation Services (MEDEVAC) Services (JULY 2007) [Updated by AAPD 06-01].

(1) The Subcontractor shall provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter "individual") while overseas under a USAID-financed direct contract. Chemonics will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under this Subcontract. The USAID Contracting Officer through Chemonics will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(2) Exceptions:

(i) The Subcontractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by Chemonics.

(ii) The USAID Mission Director through Chemonics, may make a written determination to waive the requirement for such coverage. The determination must be based on findings that the quality of local

medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(3) If authorized to issue lower-tier subcontracts, the Subcontractor shall insert a clause similar to this clause in all lower-tier subcontracts that require performance by Subcontractor employees

e) In addition to the foregoing insurance requirements, the Subcontractor shall, as a minimum, obtain the following insurance in form and substance satisfactory to Chemonics that are covered by the standard fixed rates in Section 3.

TYPE	MINIMUM LIMIT
(a) Defense Base Act or equivalent for waived nationals per FAR 52.228-3 and 52.228-4. The coverage shall extend to Employers Liability for bodily injury, death, and for occupational disease.	As required by DBA
(b) Comprehensive General Liability Each Occurrence Combined Single Limit for Personal Injury and/or Property Damage. Policy Shall include Chemonics International Inc as Additional Insured.	\$1,000,000 \$2,000,000
(c) Automobile Liability Combined Single Limit each occurrence	As per AIDAR 752.228-7 and \$1,000,000
(d) Other Required Insurance <ul style="list-style-type: none"> Umbrella Insurance additive to (b) and (c) above 	(b) \$1,000,000/ (c) \$2,000,000

I.12 Privity

By submitting a response to this request for proposals, Offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

I.13 Compliance with U.S. Export Laws

The Offeror agrees to comply with all U.S. export laws and regulations, including but not limited to: (i) the Arms Export Control Act (AECA), 22 U.S.C. 2778 and 2779; (ii) Trading with the Enemy Act (TWEA), 50 U.S.C. App. §§ 1-44; (iii) International Traffic in Arms Regulations (ITAR), 22 C.F.R. Parts 120-130.; (iv) Export Administration Act (EAA) of 1979 and the Export Administration Regulations (EAR) 15 C.F.R. Parts 730-774, (including the EAR anti-boycott provision); (v) the International Emergency Economic Powers Act (IEEPA), 50 U.S.C. 1701-1706 and Executive Orders of the President under IEEPA, 50 U.S.C. app. §§ 2401-2420; (vi) Office of Foreign Asset Controls (OFAC) Regulations, 31 C.F.R. Parts 500-598; and (vii) other applicable U.S. laws and regulations. As required, subject to Chemonics' prior approval for all exports or imports under the Subcontract, Offeror shall determine any export license, reporting, filing or other requirements, obtain any export license or other official authorization, and carry out any customs formalities for the export of goods or services. Offeror agrees to cooperate in providing any reports, authorizations, or other documentation related to export compliance

requested by Chemonics. Offeror agrees to indemnify, hold harmless and defend Chemonics for any losses, liabilities and claims, including as penalties or fines as a result of any regulatory action taken against Chemonics as a result of Offeror's non-compliance with this provision.

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

II.1. Background

The purpose of the United State Agency for International Development (USAID) Global Health Supply Chain Program - Procurement and Supply Management (GHSC-PSM) single award IDIQ contract is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. The project in Haiti directly supports the President's Emergency Plan for AIDS Relief (PEPFAR) and USAID's population and reproductive health program, providing health commodity procurement services and systems strengthening technical assistance that encompass all elements of a comprehensive supply chain. The following scope of work outlines the specific security services needs for the program.

II.2. Scope of Work

Task 1: Provision of Fixed Monthly Static Guard Services at Chemonics Locations

Haiti is subject to high levels of street crime, burglary, civil unrest, and random violence which necessitate the use of 24-hour armed protective services on all Chemonics premises. The offer shall provide security services to support the safety and security of the Fleuriot warehouse and project offices in Port au Prince and as well as international staff residences. The function of the security guard services is to minimize the risk of loss or damage by fire, theft, burglary, vandalism, terrorism, natural disaster, riots, or civil commotion. All guards must be qualified to provide static security services, which include the duties of securing the main gate and office entry points, managing access control protocols as directed by management, conducting roving patrol of the premises and perimeters, monitoring receiving and dispatch processes, reporting suspicious activities and other potential safety and security threats, and responding to security incidents in accordance with designated standard operating procedures (SOPs). The Offeror will use its best endeavors to minimize or prevent loss or damage to the Chemonics personnel and property.

Location	Building Name	Building Type	No. of Guards Required Per Location
Port-au-Prince	Fleuriot Warehouse	Commercial	9
Port-au-Prince	Administrative Offices	Commercial	7
Port-au-Prince	Employee Residence	Residential	2
TOTAL			18

Pricing of guard force should be inclusive of in-extrinis support. Offeror should indicate the number of individuals that make up a response team, indicate whether they are armed or unarmed, and type and quality of communications equipment used as part of facilitating the response.

Guards

- Previous experience as a security guard in Haiti protecting staff, materials, and structures against common risks (as evidenced by resume/work history)
- Certified, trained, and licensed in accordance with local laws to carry and use a weapon (Subcontractor shall certify that the guards meet local requirements and provide training records and licenses upon request; Subcontractor shall also provide a sample training curriculum for Chemonics to review)

- Trained in static guard operations including security tactics, access control, and personnel and vehicle searches (Subcontractor shall be able to provide details of completed guard training as requested by Chemonics). Fully vetted to ensure a clean criminal record, no dependence on drugs or alcohol, and positive reference checks (Subcontractor shall be able to provide evidence of vetting process as requested by Chemonics)
- Physically fit to perform all job functions to include lift, move, and carry objects weighing 25kg unimpeded and without assistance; standing for long periods of time, walk, run, jump, and climb unimpeded and without assistance; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Subcontractor shall ensure that personnel are medically fit to perform the functions of the job).
- In possession of National Identity Cards issued by the Government of Haiti (Subcontractor shall be able to provide personnel identification as requested by Chemonics)

Equipment: Guards shall be equipped and supplied, at a minimum, with the following individual equipment:

- Work uniform(s) sufficient to maintain professional dress and appearance for all guards
- Work boots (ankle-height)
- Weapon and ammunition for armed guards (12-gauge shotguns and/or pistols with minimum 9mm caliber; Subcontractor shall provide licenses for shotguns and/or pistols, maintained in good working order)
- Baton / nightstick
- Whistle
- Flashlight and spare batteries
- Two-way radio and spare battery
- Mobile / cellular telephone (including airtime / sufficient phone credit)

Rotations: The Offeror shall ensure staff are well rested and prepared. Offeror shall ensure that staff not work more than a 12-hour shift during a 24-hour period and no more than 60 hours during a seven-day period. The offeror shall explain how they will supervise and provide oversight of the guards to ensure they perform their duties, and how the Offeror will provide relief guards in the event that one of the guards is unable to attend their post.

Adjustments: Upon Chemonics request, the Offeror must be able to increase or decrease the number of guards on duty within 48 of the requests being ordered by Chemonics in writing through the changes clause described in the future subcontract.

Policy on Use of Deadly Force: The Subcontractor's security procedures shall comply with local law.

Subtask 1.1: Provision of Fixed Monthly Static Guard Services at the Fleuriot Warehouse

The Offeror shall provide a static guard force to provide armed guard services at the GHSC-PSM Haiti warehouse 24 hours per day, 7 days per week, including holidays and weekends. This will comprise one 12-hour shift of three (3) armed guards, one (1) guard for visitor control inside the warehouse during, and one (1) guard supervisor – during the day, and one 12-hour shift of three (3) armed guards and one (1) guard supervisor – during the night. The supervisory guard at the warehouse location will provide oversight to the guards at the warehouse and at the adjacent GHSC-PSM Haiti Administrative Office.

Subtask 1.2: Provision of Fixed Monthly Static Guard Services at GHSC-PSM Office in Port-au-Prince

The Offeror shall provide a static guard force to provide armed guard services at the GHSC-PSM Haiti Administrative Office in Port-au-Prince 24 hours per day, 7 days per week, including holidays and weekends. This will comprise one 12-hour shift of one (1) guard supervisor and three (3) armed guards – during the day, One (1) guard for visitors control inside the Office entrance and one 12-hour shift of one (1) guard supervisor and two (2) armed guards – during the night.

Subtask 1.3: Provision of Fixed Monthly Static Guard Services at International Staff Residences in Port-au-Prince

The Offeror shall provide a static guard force to provide armed guard services at at least one (1) international staff residence located in Port-au-Prince 24 hours per day, 7 days per week, including holidays and weekends. This will comprise, at each location, one 12-hour shift of one (1) armed guard – during the day, and one 12-hour shift of one (1) armed guard – during the night.

Subtask 1.4: Provision of Management and Oversight of Guards and Security Monitoring Personnel

Technical and management oversight of Offeror's services will be provided by Chemonics field office management team. Oversight of the general security policy and approach for the Fleuriot Warehouse and GHSC-PSM Haiti Project Office will be provided collaboratively by the Chemonics Security Management Unit, the Offeror, and the GHSC-PSM Haiti field office management team. The Offeror will provide Chemonics in writing with any observations and recommendations pertaining to the safety and security of the location, and the security measures implemented on site. The Offeror will further provide baseline Standard Operating Procedures (SOP) for security personnel and assist in the development of site-specific SOPs including, but not limited to, access control and incident response. The Offeror will provide a guard post and relief log, detailing when guards are posted and relieved, when supervisors make rounds, and any incidents or other information of note.

Security personnel will be managed by the Offeror. The Offeror will ensure security personnel presence at the warehouse, project office premises, and residences including all required monitoring and oversight to ensure that guards are at their posts and performing their duties as required. Security personnel will maintain adequate records of operations on site. The Offeror will produce a Security Service Monthly Report that will at a minimum contain: the names of the personnel who worked and their specific shift rotations (dates and times), any observations made by their personnel, and any issues or observations that were reported. Chemonics will in return provide the Offeror monthly feedback on guard performance or any other items of note. Security personnel must comply with the instructions of the GHSC-PSM Haiti warehouse management team and must always exhibit courtesy and the highest levels of professionalism in the performance of their duties. Chemonics will notify the Offeror verbally and, either before or after verbal notification, also in writing of any conduct problems concerning the Offeror's employees or agents about the services as soon as possible after Chemonics becomes aware of them. The Offeror will substitute any of the security guards within 2 days of written notice by Chemonics if any such guard is negligent in the performance of his/her duties or if/he repeatedly refuses to follow the instructions of Chemonics. Chemonics emphasizes the importance of information for the proactive management of security. To support the provision of security services, the Offeror will ensure security personnel liaise regularly with other security stakeholders around the Fleuriot Warehouse, project offices (to include the security provider for the Airport Industrial Park in which the site is located), and international staff residences to remain apprised of potential threats or relevant incidents. Any information which may have an impact on the security of staff and operations at the Fleuriot Warehouse, project office, or international staff residences will be communicated to Chemonics in writing (and verbally if appropriate). The Offeror will further provide real-time updates on immediate security issues and threats around operations such as demonstrations, riots,

police operations, criminal activity, road closures, and heavy traffic. These should be provided to the designated personnel via email or phone depending on the immediacy of the situation.

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

Task 2: Provision of Fixed Monthly Daytime CCTV Monitoring Services

An extensive closed-circuit television (CCTV) system has been installed at the Fleuriot warehouse in Port-au-Prince. To supplement the static guard force, the offeror shall provide trained security personnel to monitor the camera system 12 hours per day, 7 days per week. This will comprise one 12-hour shift of two (2) CCTV operators during the day. The Subcontractor shall structure shifts to ensure uninterrupted monitoring by at least one CCTV operator always while allowing for sufficient breaks between the operators to prevent surveillance fatigue. Each CCTV operator shall provide no more than two (2) hours of uninterrupted monitoring before receiving a break. Monitoring breaks shall comprise no less than one (1) hour. The offeror will ensure all shifts are covered with appropriate head count, and adequately trained individuals. CCTV operators must be qualified to provide video surveillance monitoring from a dedicated operations room, to which include the duties of monitoring full warehouse camera system, managing the operations room alarms system, identifying, and reporting suspicious vehicles, personnel, and/or activities, and coordinating with the guard force to respond to incidents in line with established escalation and reporting procedures.

The CCTV operators shall meet the following minimum service standards:

- Previous experience working in a security environment required; high level of concentration and attention to detail with the ability to identify and communicate relevant security information and incidents verbally or in writing
- Trained in video surveillance and CCTV systems including the purpose of a CCTV system, relevant equipment and operations, safeguarding access to CCTV hardware/software, incident identification and response, and emergency procedures in the CCTV control room (Subcontractor shall certify that the operator has completed training)
- Fully vetted to ensure a clean criminal record, no dependence on drugs or alcohol, and positive reference checks (Subcontractor shall be able to provide evidence of vetting process as requested by Chemonics)
- Physically fit to perform all job functions including sitting for long periods of time; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Subcontractor shall ensure that personnel are medically fit to perform the functions of the job)
- In possession of National Identity Cards issued by the Government of Haiti (Subcontractor shall be able to provide personnel identification as requested by Chemonics)
- Equipment: CCTV operators shall be equipped and supplied, at a minimum, with the following individual equipment:
 - Work uniform(s) sufficient to maintain professional dress and appearance for all guards
 - Flashlight and spare batteries
 - Two-way radio and spare battery
 - Mobile I cellular telephone (including airtime/ sufficient phone credit)

Rotations: The Subcontractor shall not schedule any security staff to work more than 12 hours per day. Subcontractor staff shall also not work more than 5 days in a row (sequentially) before having a full 24-hour period of rest and must have no less than 8 hours between shifts.

Adjustments: Upon Chemonics request, the Subcontractor shall increase or decrease the number of CCTV operators on duty. Such a request will be ordered through the changes clause of the subcontract.

Task 4: Ad-Hoc Soft Skin Vehicle and Unarmed Driver

One soft skin vehicle and unarmed driver for airport pickups or airport drops offs, with journeys originating (or terminating in the case of airport pickups) in Port-au-Prince, Petionville, Delmas, or Kenscoff. Transportation team will be supported by Supplier's 24/7 operations center and include access to a quick reaction force capable of providing additional mobile assistance in case of an incident. Transportation team must have a minimum of one (1) soft-skin vehicle and one (1) local, unarmed driver. They will possess the following qualifications:

- The vehicle will be:
 - Soft-skinned and suitably low-profile, and in good condition with functioning seatbelts, door locks, windows, air conditioning, and heating
 - Regularly maintained and fully serviceable on the day of use
 - Fully insured, licensed, and registered to operate in the areas to be specified for each purchase order
 - Equipped with a basic repair kit, hydraulic jack, spare tire, safety triangle, and fire extinguisher
 - Equipped with a first aid kit designed to treat basic field trauma
 - According to the travel plan detailed in the Purchase Order, equipped with spare fuel and water
 - Equipped with at least two methods of redundant communication such as VHF radio, satellite phones, GPS trackers, and/or mobile phones
- The driver will meet the following qualifications:
 - Local national driver with five (5) years' experience driving professionally, to include at least three (3) years of experience driving for a reputable security organization
 - Capable of operating a soft-skin vehicle in urban, open road, off road, limited visibility, and, when necessary, inclement weather conditions in order to ensure safe personnel movement through the application of sensible driving practices
 - Fully qualified on the applicable vehicle and on all required equipment, to include communications equipment, basic first aid kit, and navigational aids
 - Proven proficiency in defensive driving tactics and techniques required, with attendance of refresher defensive driver and basic road safety training at least annually
 - Shall be qualified in first-line repairs and maintenance, as well as operating manual and automatic vehicles
 - Shall be experienced within the region and area of operations, and will be able to use local relationships and knowledge to support the mission
 - Must be legally licensed to operate a vehicle in Haiti and must have held a driving license for more than ten (10) years
 - Professional demeanor with good communication and interpersonal skills; good judgment and self-discipline are required.
 - Must have a clean driving license for serious (drinking or accident) related offences.

Transportation teams must be supervised by a 24/7 control room responsible for journey management for the duration of the trip. Control room support should include trip planning, route reconnaissance, travel tracking, and communications. The control room will be responsible for submitting regular movement status reports at pre-established times to the Chemonics point of contact designated in the purchase order.

Additionally, the control room shall be capable of deploying a quick reaction force to respond in the event of an incident or emergency involving the transportation team (including in case of security incidents, road traffic accidents, and vehicle breakdowns). The quick reaction force must be trained in incident management and emergency response. They should further comply with all local laws and be able to liaise as needed with local law enforcement.

Task 5: Ad-Hoc Armed Soft Skin Vehicle Escort

Armed Soft Skin Vehicle Escort: Armed mobile escort (double pickup cabin vehicle) under the supervision of the Supplier to follow personnel-carrying vehicle while traveling to/from the airport in Port-au-Prince with journeys originating (or terminating) in Port-au-Prince, Petionville, Delmas, or Kenscoff. Armed vehicle escort will include one (1) escort vehicle driven by one of the Supplier's trained drivers and carrying one (1) armed driver and (1) armed guard. The escort vehicle and driver must meet all the requirements delineated above for a soft skin vehicle and driver.

II.3. Deliverables

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

Deliverable No. 1: Security Operating Procedures

The Subcontractor will provide a Standard Operating Procedures (SOP) for security personnel and assist in the development of site-specific SOPs including, but not limited to, access control and incident response for guards within one (1) month of the beginning of the Subcontract being fully executed.

Deliverable No. 2: Personnel Certifications

For each security guard assigned to work on Chemonics premises, the Subcontractor will provide proof of training and/or certifications associated with providing security services guards within one (1) month of the beginning of the Subcontract being fully executed.

Deliverable No. 3: Activity Reports

- A. The Subcontractor will meet with and provide a guard post and relief log daily to the Logistics & Security Manager, detailing when guards are posted and relieved, when supervisors make rounds, and any incidents or other information of note.
- B. The Subcontractor will provide a Security Service Monthly Report that will at a minimum contain: the names of the personnel who worked and their specific shift rotations (dates and times), any observations made by their personnel regarding the safety and security of their station, and any incidents that were reported, and how they were resolved.

II.4. Deliverables Schedule

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

Deliverable Number	Deliverable Name	Due Date
1	Security Operating Procedures Provision	1 month after subcontract signing
2	Personnel Certifications	1 week after subcontract signing
3	Activity Reports	End of each month for life of contract, unless there's an issue, after which a report must be issued immediately at Chemonics' request

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

Annex 1 Cover Letter

[Offeror: Insert date]

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: GHSC-PSM in Haiti project
 Airport Industrial Park Fleuriot Warehouse # 118

Reference: RFP No. PSM-OPS-XXX

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or GHSC-PSM project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

[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 Section I, 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.

Proposed Prices: Sample Price Sheet (REQUIRED)**Offeror's name:****RFP title:****RFP #:**

Offerors should submit price quotes as per the cost table below.

Location	Deliverable	Number of Guards Per Month	Total Monthly Fixed Rate per Guard Rate	Total Monthly Cost	Total Cost
Fleuriot Warehouse	Three (3) armed guards and one (1) supervisory guard during the day, and three (3) armed guards and one (1) supervisory guard during the night.	8			
Fleuriot Warehouse	One (1) guard for visitors control inside the warehouse building during the day.	1			
Fleuriot Warehouse	Two (2) CCTV Monitoring personnel during the day.	2			
Port-Au-Prince Administrative Office	Two (2) armed guards, and one (1) guard supervisor during the day, and two (2) armed guards and one (1) guard supervisor during the night.	6			
Port-Au-Prince Administrative Office	One (1) guard for visitors control in the administrative Office during the day.	1			
International staff Residence #1 in Port-au-Prince	One (1) armed guard during the day and one (1) armed guard during the night.	2			
Total		18			

Ad-Hoc Soft Skin Vehicle and Unarmed Driver	One (1) movement originating in Port-au-Prince and terminating at the PAP International Airport, or vice versa	Ad-hoc		Ad-hoc	
Ad-Hoc Armed Soft Skin Vehicle Escort	One (1) movement originating in Port-au-Prince and terminating at the PAP International Airport, or vice versa	Ad-hoc		Ad-hoc	

Annex 3 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.

Annex 4**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

Follow the step-by-step guidance for contracts registrations at:
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.)