



RE-ADVERTISEMENT (extended deadline for submission) *

REQUEST FOR PROPOSAL (RFP)

Information Communications Technology (ICT) Solutions

RFP No. EDGE-2023-06

Under

Zambia Enterprise Development and Growth Enhanced (EDGE) Activity

Funded By

United States Agency for International Development (USAID)

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| RFP Release Date: | June 14, 2023 |
| Performance Period: | 12 months |
| Original Proposal Submission Deadline: | July 5, 2023 |
| *<u>EXTENDED</u> Proposal Submission Deadline: | July 15, 2023 |
| Question/ Inquiry Submission Deadline: | June 28, 2023 (NOW CLOSED)** **See file attached “Previously Asked Questions (PAQ)” document related to this RFP. |

NOTE: *Bidders who have already submitted a response to this RFP are eligible to revise their technical offer and re-submit their proposal based on the information available on the PAQ Sheet.*

All new and/or revised proposals must be submitted by July 15, 2023. Submission after this deadline will not be considered.

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I. INTRODUCTION

A. COMPANY BACKGROUND

Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security in order to promote broad-based economic growth and vibrant civil society. For more information, go to www.acdivoca.org.

B. PROGRAM BACKGROUND

EDGE is a five-year activity implemented by ACDI/VOCA in partnership with Agova and Open Capital Advisors (OCA) that aims to create jobs and increase profitability of agricultural Small and Medium-sized Enterprises (SMEs) in Zambia. To this end, EDGE works to improve SMEs' competitiveness and access to finance. EDGE uses a facilitative approach and works closely with and through local partners to drive lasting systemic changes that create sustainable impact at scale. EDGE also applies an inclusive market systems lens which addresses root causes rather than the symptoms of a poorly performing market.

Objective 1: Increased access to finance for agricultural SMEs. ACDI/VOCA works to strengthen the ability of banks and microfinance institutions (MFIs) to serve SMEs and catalyze the growth of non-bank financial institutions. EDGE works to build the capacity of financial service providers (FSPs) to introduce new financial products that enable them to develop tailored loan and investment products to cover the entire range of SME financial needs.

Objective 2: Increased competitiveness for SMEs' products. To make SMEs' products more competitive, one must increase the competitiveness of elements along the value chains (VC), including SMEs. EDGE works to accomplish this by strengthening SME management and marketing capacity and improving network input/output relationships. Through a business advisor (BA) network, ACDI/VOCA works to support agricultural SMEs to reduce costs and increase efficiency by strengthening managerial capacity and improving their ability to seek and qualify for loans. More efficient SMEs with access to goods and services needed for growth, including adequate financial solutions, will generate a feedback loop that will improve SME competitiveness and increase employment, especially for youth and women. This approach will increase the profitability of agricultural SMEs by facilitating greater revenue through increased sales and expanding access to new markets with premium sales prices.

II. PURPOSE

The purpose of this request for proposals is to seek professional services to adapt, implement, and provide training support for EDGE-supported SMEs to adopt and use improved digital management tools which will address observed challenges with record keeping and company growth. Since inception of the project, EDGE has supported various companies with investor readiness support through its business advisor network under its Objective 2 activities. Despite these businesses being motivated entrepreneurs and providing goods and services which respond to a market demand, these enterprises have struggled to sustainably grow their businesses and access financial services because they do not employ basic management practices to track, assess, and adapt their business models or management based on data and actual business trends. For the companies that are keeping records, these are often incomplete and solely paper based, which can limit their ability to easily analyze and interpret their company data. This limits their ability to seek financing as they cannot support their loan applications with their actuals including gross revenue, operating costs, operating profit, and other key business metrics.

Recognizing this gap in capacity, access to improved tools, and the current limitations of EDGE's business advisor network to address the demand, the USAID EDGE project is seeking a service provider to provide an innovative and

comprehensive Information Communications Technology (ICT) solution to support SMEs to improve their business management practices and grow their businesses.

A. SCOPE OF WORK

The Zambia EDGE project is seeking a subcontractor to deliver an ICT solution package which is suitable for use by small and medium sized enterprises that will improve business management practices and allow users greater access to capital.

SME Management Technology Solution & User Database (Deliverable 1)

The offeror will adapt an existing technology or design a user friendly, modular ICT solution which will enable users to easily record inflows of funds (individual sales, loan disbursements, etc.) and outflows of funds (cost of materials, staff salaries, loan payments, etc.). It should also incorporate listings of debtors and creditors of the business. The application should enable users to easily record and analyze financial transactions or transfers and provide a clearer, easy to use platform to understand the financial health of their business. Featured in this solution must be the following:

- The application must be designed with rural users in mind and be able to function offline without access to internet;
- The interface of the application must be simple, easy-to-use, and designed for users who may not be digitally literate (i.e. limited understanding and familiarity with technology);
- The application must be able to upload and store information in a cloud-based database which allows for Zambia EDGE administrators to analyze and review data as information is uploaded by individual users;
- The application must have the ability to issue reports and/or run analytics on the recorded data to support enterprises in interpreting and making business decisions based on actuals instead of perception;
- It is preferred that the application will have a module that records and tracks inventory that will allow enterprises to make informed decisions on product sales and future orders;
- The application must automatically populate new records entered to the individual user's income and balance sheet;
- The application must also store records of debtor and creditors of the business to allow businesses to be able to track repeat customers or payments against loan balances with their creditors.

Training of Zambia EDGE Staff and Business Advisors (Deliverable 2)

The offeror will deliver training sessions to Zambia EDGE staff and the business advisor network to support the rollout to SMEs, troubleshoot and coach SMEs, and functions available for administrators. Trainings must include the following topics:

- How the application works from the user view – this component will provide an overview to the team on how the application works for the individual user or SME. This overview will include basic frameworks and functionality of the application, what the user interface looks like, what information users need to complete individual entries, and how users might use the application online or offline. The training component will also include common issues at the user level and how to troubleshoot with SMEs.
- How to serve as administrators in the application – this component will provide an overview of what an administrator will be able to do and see in the database and application including how to access the sites, what the interface of the application looks like for administrators, what information they can access, and how to run analytics or extract data to be used to inform support packages to SMEs.

Selection of SMEs (Deliverable 3)

The offeror will work with Zambia EDGE to review the existing cohort of SMEs and recommend businesses to be included in the pilot program. Offerors are encouraged to recommend an approach for selection and initial piloting based on experience and best practices for engaging SMEs with new technologies. The pilot is envisaged to have a minimum of 300 SMEs will be selected to be engaged in this activity, however, offerors are asked to indicate how many users can be accommodated given the available budget.

Offerors will note in their proposal the following:

- Key aspects or traits that they will prioritize when selecting individual users
- How many cohorts and what sizes they will recommend, based on the project timeline, available budget, and best practices for initial pilot groups.
-

Training of SMEs (Deliverable 4)

The offeror will work with Zambia EDGE and its network of BDS providers to deliver trainings to selected SMEs on the application. Offerors will note in their proposal the following:

- A description of how training will be conducted with SMEs including recommended number of training sessions, length of training(s), any recommended follow-up or coaching, and training topics.
- Scaling or rollout of the pilot to other businesses

Ongoing support and coaching of SMEs and Learning Capture (Deliverable 5)

The offeror will work closely with the Zambia EDGE project to provide any required coaching or troubleshooting support at the field level for both the individual SME users as well as the business advisor network who will be supporting them. Offerors will note how they recommend delivering responsive support (e.g. field agents, chat/phone support in app, periodic field visits, etc.).

The offeror will also document coaching sessions (how many, dates, locations, results, etc.) and report on the success of the pilot, challenges users faced, recorded adoption and degree of adoption by users, and recommendations for future use by Zambia EDGE or other development programs operating in Zambia or the region.

*Given the nature of the ICT sector in Zambia and the region, the EDGE project recognizes that potential vendors may not be able to deliver all aspects of the scope of work described above. Firms are encouraged to partner with other companies or identify technical consultants who can support the offeror to fully respond to the request for proposal scope of work. However, if a firm is not able to fully respond, ACDI/VOCA reserves the right to select individual firms to deliver part or all the stated scope of work under this request for proposal.

B. DELIVERABLES

At a minimum, the anticipated deliverables of this subcontract are the following:

1. Deliverable 1: Final customized application and database solution – Offeror will deliver a presentation on the adapted application including how the application works, what customizations or adaptations have been integrated, final interfaces and functions of the application for the SME users, and administrator interfaces and functions. The deliverable will be prepared in Microsoft Powerpoint with a minimum of ten slides will be prepared and will include screenshots or demonstrations of the application.
2. Deliverable 2: Training of Zambia EDGE staff and business advisors – The offeror will deliver training sessions to Zambia EDGE staff and the business advisor network to support the rollout to SMEs, troubleshoot and coach

SMEs, and functions available for administrators. Training attendance sheets recording the date of training, name of participants, and participant signature is required. Relevant training materials including but not limited to PowerPoint presentations, handouts, etc. must be submitted to support this deliverable.

3. Deliverable 3: Selection of the pilot (300 users) – Offeror will analyze and recommend together with Zambia EDGE and AGOVA the selection of the initial 300 users. The list of selected users will be prepared in Microsoft Excel and shall include the names of the entrepreneurs, businesses, geographic location, and sector.

As the pilot comes to an end a roll-out plan will be developed based on the learnings. This will include deployment of initial 300 users and, if applicable, addition of more businesses to the platform

4. Deliverable 4: Training of users - The offeror will deliver training sessions to Zambia EDGE SMEs on the application. Training attendance sheets recording the date of training, name of participants, and participant signature is required. Relevant training materials including but not limited to PowerPoint presentations, handouts, etc. must be submitted to support this deliverable.
5. Deliverable 5: Learning Report and Coaching Records - The offeror will document coaching sessions (how many, dates, locations, results, etc.) and report on the success of the pilot, challenges users faced, recorded adoption and degree of adoption by users, and recommendations for future use by Zambia EDGE or other development programs operating in Zambia or the region. The learning report shall be prepared in Microsoft Word and will be a minimum of 5 pages. The Coaching Records shall be prepared in Microsoft Excel and include the names of the entrepreneurs, the names of the business, the location, the date of the coaching session, the issues addressed, and the results of the session.

III. CONTRACT MECHANISM & TERMS OF PAYMENT

ACDI/VOCA anticipates issuing a Firm Fixed Price subcontract to an Offeror. ACDI/VOCA will issue fixed payment(s) based on submission and ACDI/VOCA acceptance of deliverables. Once an award is issued, it will include a fixed price payment schedule with deliverables specified above. A copy of the purchase order terms and conditions are attached to this RFP for informational purposes.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following:

- a. Organization Overview (1 page minimum)
- b. Deliverable 1 – activity overview and timeline (1 page minimum)*
- c. Deliverable 2 – activity overview and timeline (1/2 page minimum)*
- d. Deliverable 3 & 4 – activity overview and timeline (1 page minimum)*
- e. Deliverable 5 – activity overview and timeline (1/2 page minimum)*
- f. Management Plan (1/2 page minimum)

*Offerors not responding to all five components of the RFP can simply note “Not Applicable” in their application under the sections to which they will not be responding.

2. PROJECT STAFFING

Identify the project staffing and the percentage of the time each will spend on this activity. Include no more than a half-page biosketch for each individual considered essential for the successful implementation of this contract.

3. COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate, sealed envelope (or separate file, if submitting via email) labeled “Budget Proposal.” The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in the currency in which your organization is located and will be paid; please label your budget with the name of the currency. ACDI/VOCA reserves the right to request any additional information to support detailed cost and price.

Offerors must prepare a budget which are broken down into the following cost line items or project deliverables:

1. **Deliverable 1:** Final customized application and database
2. **Deliverable 2:** Training of Zambia EDGE staff and business advisors.
3. **Deliverable 3:** Selection of the pilot (300 users)
4. **Deliverable 4:** Training of users
5. **Deliverable 5:** Learning Report and Coaching Records

Given the nature of the ICT sector in Zambia and the region, the EDGE project recognizes that potential vendors may not be able to deliver all aspects of the scope of work described above. Firms are encouraged to partner with other companies or identify technical consultants who can support the offeror to fully respond to the request for proposal scope of work. However, if a firm is not able to fully respond, ACDI/VOCA reserves the right to select individual firms to deliver part or all the stated scope of work under this request for proposal. Preparing the budget so that project activities or deliverables can be isolated will allow ACDI/VOCA to adequately analyze cost reasonability across different offerors.

4. REFERENCES

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Offerors must submit copies of the proposal in the following formats (*Word and PDF*) to:

| ACDI/VOCA | |
|-------------------|--|
| Attention: | Zambia EDGE Procurements |
| Email: | ZambiaProcurement@zambiaedge.org |

- All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

| Contractual & Technical | |
|-------------------------|--|
| Attention: | Zambia Project Management Team |
| Email: | ZambiaEdgePMT@acdivoca.org |

- ACDI/VOCA will not compensate Offerors for their preparation of responses to this RFP.

V. CRITERIA FOR EVALUATION

ACDI/VOCA will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

Technical Approach (50 points)

Respondents fully address the scope of work outlined in each of the activities/deliverables. Offerors who do not apply for all activities outlined above have an approach that is fully responsive and innovative. Offerors demonstrate a strong understanding of the Zambian SME sector and the challenges they face in terms of organizational capacity, technological literacy, and business management. In responding to the scope of work, it is expected that the successful offeror will provide an overview of the weaknesses that SMEs have and demonstrate how their ICT solution and approach will address and respond to those needs. Successful offerors will highlight how they would integrate best practices of ICT product development and rollout into their proposed activities.

Cost (10 points)

Cost will be assessed in two parts – 1) the reasonableness of the overall budget to deliver the services described in the scope of work and 2) the anticipated cost to individual users after the pilot with EDGE has closed. Respondents must provide a budget that is fully compliant with USAID rules and regulations as outlined in the terms and conditions below. All costs must be directly related to the activity and considered reasonable based on local market rates for goods and services. The budget exercise should also clarify how many users can be registered given the available budget. A minimum of 300 users are anticipated and it is requested that the offeror confirm what are the maximum users who can be accommodated within the life of the subcontract. The respondent will provide a fee structure for firms to use the application after the subcontract ends or will confirm whether there is no fee required by users. The offerors will be assessed both on the value for money of the activities they are able to accommodate as well as the sustainability of the activity (i.e. how expensive the service will be for users) after the subcontract phase ends.

Organizational Capacity (40 points)

Offerors have the organizational capacity or the partnering strategy that allows them to fully address the activities outlined in the scope of work. Offerors who do not apply for all of the activities outlined above have a stellar track record of good performance in the selected activities. Offerors should have professional experience in Zambia or the southern Africa region and demonstrate a strong understanding of the Zambian SME

ecosystem. Successful offerors will have staff resources who are technically qualified to fulfill the stated objectives. Successful offerors shall include a management plan that includes an organization chart and clearly outlines roles and responsibilities of their team.

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to ACDI/VOCA.

VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at ACDI/VOCA as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified. A formal contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will begin work on the project.

VII. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to ACDI/VOCA or its employees/agents, or if it is in the best interest of ACDI/VOCA.

B. MODIFICATION OF RFP REQUIREMENTS

ACDI/VOCA retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. ACDI/VOCA reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

ACDI/VOCA may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. ACDI/VOCA may reserve the right to waive any minor discrepancies in a proposal.

ACDI/VOCA reserves the right to issue an award based on the initial evaluation of proposals without discussion. ACDI/VOCA also reserves the right to enter best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance 60 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in *Zambia*, (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics

G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of ACDI/VOCA and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

VIII. ATTACHMENTS

Appendix A: Purchase Order General Terms and Conditions

Appendix B: Sample Budget Format

Appendix C: Technical Proposal Submission Sheet

GENERAL BUSINESS TERMS AND CONDITIONS*****These Terms and Conditions apply to all Purchase Orders*****

1. Assignment. Vendor shall not assign, subcontract or transfer all or any portion this Purchase Order or any of its obligations without the express, prior written permission of ACDI/VOCA.

2. Proprietary Information & Confidentiality. Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by ACDI/VOCA to be confidential and proprietary and shall not disclose any such information to any other person, or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from ACDI/VOCA to do so. Vendor agrees to execute ACDI/VOCA's standard Non-Disclosure Agreement upon request.

3. Terms of Payment. Subject to any superseding terms on the face hereof, Vendor shall mail the invoice to the address listed in Box 6 of the Purchase Order and be paid upon completion/acceptance of the required supplies/services. **(A) TIMING OF PAYMENTS.** Vendor shall be paid, in the currency on the face of this Purchase Order, within thirty (30) days after ACDI/VOCA's receipt of an acceptable invoice and ACDI/VOCA's acceptance of the completed products/services in accordance with (B) "Inspection and Acceptance" below, together with any required documents. ACDI/VOCA is under no obligation to pay Vendor's invoices received later than 90 days after acceptance. Payment of Vendor invoices by ACDI/VOCA shall not constitute final approval of the invoices. All charges invoiced by Vendor may remain subject to ACDI/VOCA and/or government/Client audit and subsequent adjustment. Vendor agrees to reimburse ACDI/VOCA for any costs disallowed by Client. **(B) INSPECTION & ACCEPTANCE.** (1) Vendor shall work within professional standards covering the work and shall make such inspections as are deemed necessary to insure Vendor compliance. (2) All deliveries shall be subject to final inspection by ACDI/VOCA. If deliverables or a service performed by Vendor is found to be defective, Vendor shall be given the opportunity to correct any deficiencies within a reasonable period of time, not more than 10 days. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall promptly make all necessary replacements at its own expense, if so requested by ACDI/VOCA. Vendor shall provide immediate notice to ACDI/VOCA of any potential failure on the part of its suppliers to provide supplies/services required. Vendor is responsible for any deficiency on the part of its suppliers. Vendor shall be responsible for any costs of procurement as may be necessary for ACDI/VOCA to secure the supplies/services as a result of Vendor's inability to perform that exceed the agreed upon price herein. **(C) LATE DELIVERIES.** In addition to any remedies available to it in the event of late delivery, ACDI/VOCA may deduct 1% of the amount invoiced for such delivery for each day said delivery was late. This will not exceed 10% of the total value of the Purchase Order.

4. Performance. All services are to be performed to the satisfaction of ACDI/VOCA. If stated in the scope of work, time is of the essence with respect to the performance. ACDI/VOCA shall not be billed at prices higher than those stated in this Purchase Order. ACDI/VOCA shall have no obligation to pay Vendor more than the fixed price or ceiling price stated on the face of this Purchase Order.

5. Title and Risk of Loss. Title to and risk of loss of, each product and/or service to be delivered/provided shall, unless otherwise provided herein, pass from Vendor to ACDI/VOCA upon acceptance of such product/service by ACDI/VOCA.

6. Force Majeure. Any non-performance or delay in performance of any obligation of either party under this Purchase Order may be excused to the extent such failure or non-performance is caused by an event or condition beyond the reasonable control of the non-performing party, and which, by the exercise of due diligence, could not be avoided or overcome ("Force Majeure"). However, in no event will any non-performance or delay in performance of any of Vendor's suppliers or any labor disruption affecting Vendor specifically, and not Vendor's industry generally, constitute Force Majeure for Vendor. If Vendor is affected by Force Majeure, it will (i) promptly provide notice to ACDI/VOCA, explaining the particulars and the expected duration of the Force Majeure and (ii) use its best efforts to remedy the interruption or delay if it is reasonably capable of being remedied, and to mitigate the adverse effects of such interruption or delay on ACDI/VOCA, including sourcing substitute providers of services from the market, at Vendor's expense, in order to meet ACDI/VOCA's required completion dates.

7. Warranty. Vendor warrants all supplies/services to be free from all material defects and expressly represents that all such required supplies/services are capable of providing/performing the function service for which they were intended. Vendor agrees to pass on all manufacturers' warranties to ACDI/VOCA. To the extent that ACDI/VOCA is held financially responsible for any deficiencies in the services performed by the Vendor, the Vendor agrees to cure such deficiencies at the sole cost to the Vendor. Vendor agrees to deliver/provide the products/services which are the subject-matter of this Purchase Order to ACDI/VOCA free and clear of all liens, claims, and encumbrances. Vendor represents and warrants to ACDI/VOCA that: (i) it has no conflict of interest with respect to the Services to be performed for ACDI/VOCA under this Purchase Order; (ii) it has not entered into any agreement, or executed any document, with any individual or other organization that will prevent it from: (a) disclosing and assigning intellectual property in work product exclusively to ACDI/VOCA; and (b) performing any other obligation under this Purchase Order; (iii) it will not enter into any such agreement, or execute any documents, which will create a conflict of interest or which will prevent it from freely performing any obligation under this Purchase Order; and (iv) it will not knowingly incorporate confidential information of any person or entity not a party to this Purchase Order into any materials furnished to ACDI/VOCA without prior written notice to ACDI/VOCA. Vendor further represents and warrants to ACDI/VOCA as follows: (i) no kickback, bribe, gratuity or transfer of anything of value was offered, agreed to, or made, nor shall be made, to or for the benefit of any employee or representative of ACDI/VOCA in return for or in connection with the award of this Purchase Order; (ii) the Vendor has not engaged in bid-rigging or other collusive agreements or behavior with any actual or potential competitor for this Purchase Order or any other person, which behavior could have had the effect of lessening competition for the award of this Purchase Order or of raising the price of the Deliverables or the Services procured; and (iii) all statements of material fact contained in any proposal, response, certification, or questionnaire submitted by Vendor or any of its representatives in connection with the solicitation, award or negotiation of this Purchase Order were true and complete when made.

8. Compliance with Law. Vendor's performance of work and all products to be delivered shall be in accordance with any and all applicable regulations: executive orders, Federal, State, municipal, local and host country laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended, E.O. 11246, "Equal Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Chapter 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor", the Copeland "Anti-Kickback" Act (18USC874 and 40USC276c and 18USC874 as supplemented by Department of Labor regulations at 29CFRpart 3, the Davis-Bacon Act, as amended (40USC276a-a7) and as supplemented by Department of Labor at 29CFRpart 5, the Contract Work Hours and Safety Standards Act (40USC327-333), and the Byrd Anti-Lobbying Amendment (31USC1352). Unless otherwise agreed, governing law shall be that of the District of Columbia.

9. Suspension and Termination. ACDI/VOCA shall retain the right to direct Vendor to stop work ("Suspension") at any time. Such direction must be in writing and shall be effective for a period of no more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination at their own risk. Under no circumstances shall Vendor receive more than the original value of this Purchase Order. "Termination": ACDI/VOCA reserves the right to terminate this Purchase Order when: 1. deemed in the best interests of its client; or 2. if the Vendor defaults in performing this Purchase Order and fails to cure the default within 10 days after receiving a notice specifying the default. ACDI/VOCA shall be liable only for payment under the payment provisions of this Purchase Order for

services/deliverables completed and accepted before the effective date of termination. Payments for partial deliverables shall not be made unless explicitly authorized by ACDI/VOCA in the Termination Letter. This paragraph shall not limit any legal rights to cancel this Purchase Order without further liability for articles not accepted by ACDI/VOCA. This Purchase Order may be terminated at any time in the event Vendor commits an act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it, or is subject to any Suspension/Debarment or other action by the USG. Vendor may be liable to reimburse ACDI/VOCA should ACDI/VOCA incur any additional costs as a direct result of such default termination.

10. Insurance & Work on ACDI/VOCA's or ACDI/VOCA Client Premises. Vendor agrees to maintain the adequate insurance coverage against claims arising from injuries sustained by Vendor on ACDI/VOCA's facilities and agrees to be liable for all damages & claims arising against ACDI/VOCA for which the Vendor is responsible. Vendor will maintain a comprehensive general liability insurance policy in the amount of at least \$500,000 per occurrence or the standard, local business practice. Purchase Orders which require performance outside the United States shall contain a provision requiring Worker's Compensation Insurance. The Vendor should refer questions on this subject to the ACDI/VOCA representative named above in Block 6.

11. Independent Relationship. Vendor agrees that its relationship with ACDI/VOCA is that of an independent contractor and nothing in this Purchase Order shall be construed as creating any other relationship. As such, Vendor shall comply with all applicable laws and assume all risks incident to its status as an independent contractor. This includes, but is not limited to: compliance with all applicable laws, responsibility for all applicable taxes including VAT, income taxes, social security payments and other such taxes that might occur, licenses, fees, insurance, etc. Neither the vendor nor anyone employed by it shall be, represent, act or be deemed to be an agent, representative or employee of ACDI/VOCA.

12. Rights in Intellectual Property. Vendor acknowledges that all Deliverables and work product produced by Vendor, whether alone or jointly with others, in connection with or pursuant to the Vendor's performance under this Purchase Order shall be the sole and exclusive property of ACDI/VOCA. This includes all writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor's service to ACDI/VOCA shall be considered a work made for hire, or otherwise ACDI/VOCA property. Vendor hereby assigns and agrees to assign to ACDI/VOCA all of its respective rights, title and interest in such Deliverables and work product, including without limitation all patents and patent rights and all applications for registration of the same, and, upon being reduced to a tangible form, all copyrights therein. To the greatest extent permissible under U.S. copyright laws, each copyrightable element of the property and work product first produced shall be a "work made for hire" in favor of ACDI/VOCA. For items and material of Vendor existing prior to or produced outside this Purchase Order, and incorporated into Deliverables or work product delivered or produced pursuant to this Purchase Order, Vendor hereby grants and agrees to grant to ACDI/VOCA an irrevocable, non-exclusive, fully transferable and sublicensable, royalty-free license to make, use, sell, copy, publish, perform, display, and prepare derivative works from such items and material in connection with ACDI/VOCA's beneficial use, enjoyment and disposition of such property and work product. Vendor agrees to execute such documents of assignment or take such other action as ACDI/VOCA may reasonably request to evidence, perfect or effect the transfer, recordation or protection of rights assigned or licensed.

13. Rights in Data. The Vendor understands and agrees that ACDI/VOCA may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize the work and material of this Purchase Order.

14. Indemnification. The Vendor shall indemnify, and hold harmless each of ACDI/VOCA and its directors, officers, employees and agents from and against all claims, liabilities, losses, suits, costs, damages, and expenses, including reasonable attorneys' fees and litigation expenses, that ACDI/VOCA may sustain by reason of Vendor's negligent or unlawful actions in connection with its performance under this Purchase Order, or a breach of any of Vendor's warranties contained herein.

15. Claims and Disputes. In the event of any dispute, a claim by the Vendor must be made in writing and submitted to the ACDI/VOCA Vice President of Quality and Compliance for a written decision. A claim by the Vendor is subject to a written decision by the Vice President of Contracts and Grants, who shall render a decision within 60 days of receipt of the Vendor's claim. If an equitable resolution cannot be resolved, both Parties agree to settlement by arbitration in accordance with the regulations of the American Arbitration Association in the District of Columbia, USA. The non-prevailing Party (as determined by the arbitrator) in the arbitration shall pay all of the associated costs, expenses and attorney's fees in connection with the arbitration and the cost of the arbitrator and any accountants or advisors which the Parties agree to employ for the benefit of the arbitrator. The Subcontractor will proceed with performance of this Purchase Order pending final resolution of any claim.

16. Changes. ACDI/VOCA may - with the consent of the Subcontractor - make changes, revisions, additions, or deletions (collectively hereinafter called "changes") in the Subcontract scope of services. ACDI/VOCA may make unilateral changes, with prior written notice to the Subcontractor, to this Purchase Order by written order issued by ACDI/VOCA where required in writing by the Client. If any change causes an increase or decrease in the Subcontractor's cost of, or the time required for, the performance of any part of the Work, whether or not changed by any such change authorization, ACDI/VOCA shall make an equitable adjustment and modify in writing the Subcontract as applicable. Any claim by Subcontractor for an adjustment under this paragraph must be asserted in writing, fully supported by factual information, to ACDI/VOCA's Prime Contracting Officer or designee within thirty (30) calendar days from the date of receipt by Subcontractor of the written change authorization from ACDI/VOCA or within such extension of that 30-day period as ACDI/VOCA, in its sole discretion, may grant in writing at Subcontractor's request prior to expiration of said period. The Subcontractor will not proceed with any changes unless notified to proceed in writing by the Prime Contracting Officer.

17. Certifications. Vendor certifies by acceptance of this agreement that (i) neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency; (ii) neither it nor its principals have been convicted of a narcotics offense or have been engaged in drug trafficking as defined in 22 CFR Part 140; (iii) neither it nor its principals are designated affiliates as "specially designated nationals" by the Office of Foreign Asset Control of the U.S. Department of Treasury or UN Security Council Committee 1267 sanctions list; (iv) neither it nor its principals have been indicted or convicted on charges of terrorism or of providing support to terrorists; (v) Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13244 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: www.sam.gov; <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>; and http://www.un.org/sc/committees/1267/faq_sanctions_list.shtml; (vi) neither it nor its principals have been indicted or convicted for violating the Trafficking in Persons Policy; (vii) Vendor may not charge under this Purchase Order any item which has a source/origin from any restricted countries or prohibited sources, as designated by the U.S. State Department. Further, ACDI/VOCA shall not issue purchase orders to entities with a source or nationality of: Cuba, Iran, Libya, North Korea and Syria; and (viii) Vendor warrants that no offer, payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, has been made or shall be made, either directly or indirectly, as an inducement or reward for the award of this Purchase Order. Any such practice will be grounds for terminating or rescinding the award of this Purchase Order, in addition to any other remedies that may be available to ACDI/VOCA in such event. Violation of any of these certifications is considered a material defect and will lead to the termination of this Purchase Order.

18. Severability. If any provision of this Purchase Order is held to be invalid or unenforceable for any reason, the remaining provisions may continue in full force at the discretion of ACDI/VOCA without being impaired or invalidated in any way. The invalid provision will be replaced with a valid provision which most closely approximates the intent and economic effect of the invalid provision.

19. Order of Precedence. The rights and obligations of both Parties shall be subject to and governed by the following documents in order listed: (a) the cover page of this Purchase Order; (b) the Business Terms and Conditions of this Purchase Order; (c) any Attachments to this Purchase Order; (d) the Client award noted at Block 9; (e) the Federal Terms and Conditions of this Purchase Order. Any conflict occurring among these documents will be resolved in the stated order of precedence.

20. Compliance with Foreign Corrupt Practices Act. By accepting and implementing the terms of this agreement with ACDI/VOCA the awardee and/or contractor certifies that neither it, nor any of its affiliates, partners, owners, officers, directors, employees, and agents have paid, offered, promised to pay or authorized payment of, and will not pay, offer, promise to pay, or authorize payment of, directly or indirectly, any monies or anything of value to any government official, government employee, political party, or candidate for political office for the purpose of influencing any act or decision of such person or of the government for the benefit of ACDI/VOCA or the programs it implements. Further, the awardee and/or contractor agrees to report any suspected improper payment or activity to the ACDI/VOCA Chief of Party or through the ACDI/VOCA Ethics Hotline <https://secure.ethicspoint.com/domain/media/en/gui/26304/index.html>

THE FOLLOWING CLAUSE APPLIES ONLY TO PURCHASE ORDERS IN WHICH WORK WILL BE PERFORMED IN WHOLE OR PART IN THE U.S.

21. Anti-discrimination. Veterans Rule: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans."

Disability Rule: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities."

THIS CLAUSE APPLIES TO PURCHASE ORDERS THAT EXCEED \$150,000

22. Access to Records. If this Purchase Order is a negotiated Purchase Order, ACDI/VOCA, US government donor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any records of the contractor which are directly pertinent to this Purchase Order for the purpose of an audit or examination.

The following tables of Terms & Conditions Apply to Purchase Orders under U.S. Government Prime Contracts Only

FEDERAL TERMS AND CONDITIONS

This agreement is issued under a U.S. Government Prime Contract. Applicable clauses set forth below are incorporated by reference into this agreement with the same force and effect as if they were set forth in full. A full copy of each clause may be obtained from the ACDI/VOCA Compliance Department. The term FAR means Federal Acquisition Regulation, effective as of January 1, 2014. The terms, "Contractor," "Government" and "Contracting Officer" as used in these clauses shall refer to the Vendor, ACDI/VOCA, and the ACDI/VOCA Compliance Administrator, respectively. This agreement is between Vendor and ACDI/VOCA only and shall not be construed in any way to create a contractual relationship between Vendor and the U.S. Government. The Vendor shall not appeal directly to the U.S. Government without the written consent/concurrence of the ACDI/VOCA Contract Administrator.

THESE CLAUSES AND STANDARD BUSINESS TERMS AND CONDITIONS APPLY TO ALL CONTRACTS

| CLAUSE TITLE | FAR CITE | CLAUSE TITLE | FAR CITE |
|---|------------------------|---|-----------------|
| Definitions | 52.202-1 | Combating Trafficking in Persons | 52.222-50 |
| Restriction on Subcontractor Sales to the Government | 52.203-6 | Privacy Act Notification | 52.224-1 |
| Anti-Kickback Procedures 52.203-7 | 52.203- 52.204-3 | Restrictions on Certain Foreign Purchases | 52.225-13 |
| Taxpayer Identification | 52.204-6 | | |
| Data Universal Numbering System (DUNS) | 52.204-8 | Patent Rights – Acquisition by the Government | 52.227-13 |
| Annual Representations & Certifications | 52.209-6 | Rights in Data – Special Works | 52.227-17 |
| Protecting Government’s Interest When Subcontracting with Contracts Debarred, Suspended or Proposed for Debarment | | Payments Under Time & Materials/Labor Hour Contracts | 52.232-7 |
| | | Disputes, Alternate I | 52.233-1 |
| | | Restrictions on Severance Payments to Foreign Nationals | 52.237-8 |
| Material Requirements | 52.211-5 | Stop Work Order, Alternate I | 52.242-15 |
| Liquidated Damages (1% of Contract Value/Day) | 52.211-11 | Government Delay of Work | 52.242-17 |
| Terms and Conditions – Simplified Acquisition (Other Than Commercial Items) | 52.213-4 | Changes-Fixed Price | 52.243-1 |
| Order of Precedence | 52.215-8 | Subcontracts | 52.244-2 |
| Convict Labor (U.S. POs only) | 52.222-3 | Inspection of Supplies – Fixed Price | 52.246-2 |
| Child Labor- Cooperation With Authorities and Remedies | 52.222-19 | Contractor Liability for Personal Injury and/or Property Damage (applies only to POs for transportation services) | 52.247-21 |
| Walsh-Healy Act | 52.222-20 | Contract Not Affected By Oral Agreement | 52.247-27 |
| Prohibition of Segregated Facilities | 52.222-21 | Preference for U.S.-Flag Air Carriers | 52.247-63 |
| Affirmative Action Compliance Equal Opportunity | 52.222-25 52.222-26 | Preference for Privately Owned U.S.-Flag Commercial Vessels | 52.247-64 |
| Equal Opportunity for Special Disabled Veterans and Veterans of the Vietnam Era and Other Eligible Veterans (for POs over \$100,000 only) | 52.222-35 | Termination For Convenience of the Government (Fixed Price) | 52.249-2 |
| Affirmative Action for Workers With Disabilities | 52.222-36 | Termination (Cost Reimbursement) (for any cost reimbursable elements) | 52.249-6 |
| Employment Reports on Disabled Veterans and Veterans of the Vietnam Era | 52.222-37 | | |

THESE CLAUSES APPLY TO CONTRACTS FOR SERVICES

| CLAUSE TITLE | FAR CITE | CLAUSE TITLE | FAR CITE |
|--|-----------------|---|-----------------|
| Service Contract Act | 52.222-41 | Inspection of Services – Fixed Price | 52.246-4 |
| Changes – Fixed Price Services, Alternate II | 52.243-1 | Inspection – Time & Materials/Labor Hours | 52.246-6 |
| Changes – Time & Materials/Labor Hours | 52.243-3 | HBCU and Minority Institution Representations | 52.226-2 |

THESE FAR CLAUSES APPLY TO CONTRACTS \$150,000 AND ABOVE

| CLAUSE TITLE | FAR CITE | CLAUSE TITLE | FAR CITE |
|--|-----------------|-------------------------------|-----------------|
| Certificate of Independent Price Determination | 52.203-2 | Payment for Overtime Premiums | 52.222-2 |
| Gratuities | 52.203-3 | Drug-Free Workplace | 52.223-6 |

| | | | |
|---|-----------|---|-----------|
| Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activities | 52.203-8 | Authorization and Consent | 52.227-1 |
| Price or Fee Adjustment for Illegal or Improper Activity | 52.203-10 | Notice and Assistance Regarding Patent & Copyright Infringement | 52.227-2 |
| Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions | 52.203-11 | Federal, State, and Local Taxes | 52.229-3 |
| Limitation on Payments to Influence Certain Federal Transactions | 52.203-12 | Federal, State, and Local Taxes | 52.229-6 |
| Printed or Copied Double-Sided on Recycled Paper | 52.204-4 | Interest | 52.232-17 |
| Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters | 52.209-5 | Stop-Work Order | 52.242-15 |
| Responsibility Matters | 52.209-7 | Competition in Subcontracting | 52.244-5 |
| Updates of Information Regarding Responsibility Matters | 52.209-9 | Contractor Inspection Requirements | 52.246-1 |
| Audit and Records – Negotiation | 52.215-2 | Limitation of Liability | 52.246-23 |
| Integrity of Unit Prices | 52.215-14 | Limitation of Liability – Services | 52.246-25 |
| Price Re-determination – Retroactive | 52.216-6 | Termination of Convenience for the Government (Fixed Price-SF) | 52.249-1 |
| | | Default (Fixed-Price Supply and Service) | 52.249-8 |

THESE CLAUSES APPLY TO USAID CONTRACTS

| CLAUSE TITLE | AIDAR CITE | CLAUSE TITLE | AIDAR CITE |
|--|-------------------|--|-------------------|
| Organizational Conflicts of Interest After Award | 752.209-71 | Marking | 752.7009 |
| Language and Measurement | 752.211-70 | Family Planning and Population Assistance Activities | 752.7016 |
| Source, Origin and Nationality (See AAPD 12-03) | 752.225-70 | Health and Accident Insurance for AID Participant Trainees | 752.7018 |
| Local Procurement | 752.225-71 | Conflicts Between Contract and Catalog | 752.7022 |
| Insurance – Liability to Third Persons | 752.228-07 | Required Visa Form for AID Participants | 752.7023 |
| Salary Supplements for Host Government Employees | 752.231-71 | Approvals | 752.7025 |
| Government Property – USAID Reporting Requirements | 752.245-70 | Personnel | 752.7027 |
| Title To and Care of Property | 752.245-71 | Acknowledgement and Disclaimer | 752.7034 |
| | | Public Notices | 752.7035 |

REFER TO SEPARATE EXCEL SHEET TITLED *SAMPLE BUDGET FORMAT*.

APPENDIX C. TECHNICAL PROPOSAL SUBMISSION SHEET

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

| | |
|-----------------------------|--|
| Date of Technical Proposal: | |
| RFP Number: | |
| RFP Title: | |

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is XX days/weeks/months from the time and date of the submission deadline.

TYPE OF BUSINESS/INSTITUTION (CHECK ALL THAT APPLY)

Offeror certifies that it is: Non U.S. Owned/Operated Government Owned/Operated
 (If Non U.S. Owned/Operated is selected, continue to Anti-Terrorism Certification)

OR FOR US ORGANIZATIONS ONLY:

- Nonprofit For-Profit Government Owned/Operated
 Large Business Small Business College or University
 Women Owned Small and Disadvantaged Business

ANTI-TERRORISM CERTIFICATION

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: www.epls.gov or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from ACDI/VOCA.

Proposal Authorized By:

Signature: _____ Name: _____
 Position: _____ Date: _____

Authorized for and on behalf of: _____ (DD/MM/YY)

Company: _____

Address: _____

DUNS No.: _____ Business Registration No. _____

