

June 7, 2017

Request for Proposals # 7
Development of the Pathways to Professionalism scheme website

Dear Sir or Madam,

Chemonics International Inc. (hereinafter referred to as “Chemonics”), under the Building Economic Sustainability through Tourism (BEST) Project, USAID Contract No. AID-278-C-15-00010, is issuing a Request for Proposals (RFP) for the design, develop and host of the Pathways to Professionalism scheme website. The attached RFP contains all the necessary information for interested Offerors.

Ministry of Tourism and Antiquities, Vocational Training Corporation and USAID Building Economic Sustainability through Tourism Project aim at elevating the online presense of the Pathways to Professionalism scheme website to become the main source of information regarding hospitality trainings across Jordan. The scheme’s website also aims at achieving a high level of engagement and awareness through diverse and engaging content.

Companies or organizations should indicate their interest in submitting a proposal for the anticipated subcontract by sending an email indicating their intention to Ms. Abeer Kakish at procurements@siyaha.org by 12:00pm on Sunday June 11, 2017.

Chemonics realizes that Offerors may have additional questions after reading this RFP. In response, Chemonics is planning to hold a bidders meeting at BEST office at 12:00pm on Thursday June 15, 2017 to provide prospective Offerors an opportunity to learn more about the Pathways to Professionalism scheme website, to have questions about this RFP answered, and to learn more about the proposal and subcontracting process. Chemonics encourages all interested Offerors to attend the bidders meeting. Pre-registration to attend the bidders meeting is required. Please email your pre-registration and any advance questions to Ms. Abeer Kakish at procurements@siyaha.org by 12:00pm on Tuesday June 13, 2017.

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

Sincerely,

Ibrahim Osta
USAID Building Economic Sustainability through Tourism Project (BEST)

Request for Proposals

RFP # 7

For the provision of

Development of the Pathways to Professionalism scheme website

Contracting Entity:

Building Economic Sustainability through Tourism (BEST) Project,
implemented by Chemonics International

Funded by:

United States Agency for International Development (USAID)

Prime Contract Number No. **AID-278-C-15-00010**

******* 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 <http://www.chemonics.com/OurStory/OurMissionAndValues/Pages/default.aspx>.

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 Mr. Ibrahim Osta with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

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List of Acronyms

| | |
|---------------|---|
| BEST | Building Economic Sustainable Tourism Project |
| CFR | Code of Federal Regulations |
| CO | USAID Contracting Officer |
| COP | Chief of Party |
| COR | USAID Contracting Officer's Representative |
| CV | Curriculum Vitae |
| FAR | Federal Acquisition Regulations |
| M&E | Monitoring and Evaluation |
| MoTA | Ministry of Tourism and Antiquities |
| NICRA | Negotiated Indirect Cost Rate Agreement |
| NGO | Nongovernmental organization |
| PTP | Pathways to Professionalism |
| RFP | Request for Proposals |
| SAF | Strategic Activities Fund |
| U.S. | United States |
| USAID | U.S. Agency for International Development |
| USAID/ Jordan | USAID Mission in Jordan |
| USG | U.S. Government |
| VAT | Value Added Tax |
| SEO | Search Engine Optimization |

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 Building Economic Sustainability through Tourism project (BEST) under contract number **No. AID-278-C-15-00010** is soliciting offers from companies and organizations to submit proposals to participate with BEST to carry out the design, development and hosting of a website for Pathways to Professionalism scheme.

Ministry of Tourism and Antiquities (MoTA), Vocational Training Corporation (VTC) and USAID Building Economic Sustainability through Tourism Project aims to elevate the online presence of the Pathways to Professionalism scheme website to become the main source of information regarding hospitality trainings across Jordan. The scheme's website also aims at achieving a high level of engagement and awareness through diverse and engaging content.

By creating the website, MoTA, VTC and USAID BEST anticipate to achieve the following results: 1) increasing brand exposure about scheme provided locally, 2) providing information and material for learners and employers, 3) connecting stakeholders together, 4) promoting success stories. The website should be attractive in terms of artwork, user friendly, multi-lingual (English/ Arabic), easy to navigate, responsive in terms of design, SEO optimized and social media integrated.

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, which are incorporated in Section III herein.

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

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

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

I.2. Offer Deadline

Offerors shall submit their offers in hard copy and electronically.

Hard-copy offers must be received no later than 12:00pm on July 18, 2017 at the following address:

Ms. Abeer Kakish
Deputy Chief of Party
Building Economic Sustainability through Tourism Development (BEST)
Al Reem Center, Wadi Saqra, Arar St., Building No. 244

Emailed offers must be received by the same time and date at the following address:

Ms. Abeer Kakish
Deputy Chief of Party
procurements@siyaha.org

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.

I.3. Submission of Offers

Proposals must be submitted in hard copy and electronically.

I.3.A. Instructions for the Submission of Hard-Copies

Offerors wishing to respond to this RFP must submit proposals, in English, on A4 sized paper, in accordance with the following instructions.

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

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

Offerors must submit 4 copies of the technical proposal and 4 copies of the cost proposal.

Proposal hard-copies must be submitted in sealed envelopes with one envelope containing the technical proposals and one envelope containing the cost proposals. Envelopes must be properly marked with the name of the Offeror's company or organization. In case one or more companies or organizations are submitting a proposal in partnership, the name of the legally registered entity leading the partnership must be used. Names should be clearly printed on the envelope and addressed to the person designated in I.2. Envelopes must be properly marked with the RFP number and title and state either "Technical Proposal" or "Cost Proposal", as applicable.

An authorized representative of the company or organization submitting an offer must sign the cover page of each copy of the offer in blue ink. The Offeror's authorized representative must initial any changes hand-written on the hard-copies of the offer.

An electronic copy of the technical and cost proposals must be submitted on CD using software compatible with MS Word or MS Excel. The CD must be included in the envelope containing the hard-copies of the cost proposal.

The envelopes containing the technical and cost proposals must be submitted in person or may be sent by postal mail to the address specified in I.2. Upon delivery, applicants will be issued a stamped receipt confirming timely submission.

Offers must be received by the date and time specified in I.2.

I.3.B. Instructions for the Submission of Electronic Copies

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

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

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

I.4. Requirements

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

I.4.A. General Requirements

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

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

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Jordan 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 Jordan at the time the subcontract is signed.

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.

I.4.B. Required Proposal Documents

1. Cover Letter

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

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. Fax
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number
- ix. Official bank account information
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.
 - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 3 “Required Certifications”.
 - e) Applicable documents listed in I.4.A.

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

2. Technical Proposal

The technical proposal shall comprise the following parts:

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below table:

- **Part 1: Corporate Capabilities, Experience, and Past Performance.**

This must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must demonstrate their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, offerors must include the portfolios of the implementation technical team including the project manager. Furthermore, offerors must include examples of three similar projects previously worked on (under contracts or Subcontract) as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

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

- **Part 2: Technical proposal and creativity in addressing requirements.**

The Offeror shall submit a technical proposal as noted below marked “RFP # 7 - Development of the Pathways to Professionalism scheme website”. The technical proposal will include the following in addition to the items listed in section 6.0 Terms & Conditions. This must include:

- Description of proposed update of Content Management System
- Demonstration of an understanding of using third party APIs and creating 'mash ups' using social media and other Web 2.0 tools
- Demo of the proposed website general features
- Functionalities of the website
- Details of the support plan for website maintenance and regular site content update

- **Part 3: Proposed work plan**

This must include:

- Detailed, logical and clear
- Timeline for delivery
- Staffing plan and resumes of key proposed staff members, highlighting relevant experience for both the proposed website development team and support team

- **Part 4: Cost Reasonableness and Competitiveness**

This must include:

- Website development and training
- Dedicated hosting
- 5 years maintenance contract

3. Financial Proposal

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

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

Because BEST is a USAID funded project and is implemented under a bilateral agreement between the Jordan and the U.S. Government, offerors must not include VAT and customs duties in their cost proposal. USAID has provided an exemption letter to this effect, a copy of which is included in Annex 4.

The Cost Proposal should be submitted in a separate envelope the same day of the Technical Proposal and should include breakdown costs for the following items:

1. Website development and training
2. Five years' service contract
3. Dedicated hosting

It should be sealed in an envelope separate from the Technical Proposal.

The cost proposal should have a clear payment schedule that is closely linked to the successful completion of each deliverable and a reasonable performance guarantee amount to be retained till expiry and approval of satisfactory performance at the end of the first year from submission anniversary.

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

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

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

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

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

The cooperating country for this RFP is Jordan.

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

I.6. Chronological List of Proposal Events

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

| | |
|--|--------------------------|
| RFP announcement | June 7, 2017 |
| Expression of Interest | June 11, 2017 |
| Bidders meeting pre-registration deadline | June 13, 2017 @ 12:00 pm |
| Bidders Meeting | June 15, 2017 @ 12:00 pm |
| Deadline for written questions | June 19, 2017 @ 12:00 pm |
| Answers provided to questions/clarifications | June 25, 2017 |
| Proposal due date | July 18, 2017 @ 12:00 pm |
| Subcontract award (estimated) | July 30, 2017 |

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

Proposal Conference. A bidders meeting will be held at the Amman BEST office in Al Reem Center, Wadi Saqra, Arar St., Building No. 244 P.O. Box 941407, Amman 11194, Jordan on June 15, 2017 12:00 pm to provide interested offerors an opportunity to learn more about BEST and to ask any questions about this RFP and the solicitation process. Chemonics welcomes any organization to attend this bidders

meeting. Pre-registration to attend the bidders meeting is required. Please email your registration request and any advance questions by June 13, 2017 12:00 pm to Ms. Abeer Kakish to procurements@siyaha.org.

Written notes from the bidders meeting will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the proposal conference, but were unable to attend the proposal conference in person.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to Ms. Abeer Kakish to procurements@siyaha.org no later than 12:00 pm on June 19, 2017. 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 BEST project, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by July 18, 2017 12:00 pm. Late offers will be considered at the discretion of Chemonics.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the BEST office within 2 days of receiving notification.

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

I.7. Validity Period

Offerors' proposals must remain valid for 150 calendar days after the proposal deadline.

I.8. Evaluation and Basis for Award

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below table:

| Evaluation Criteria | Evaluation Sub-criteria | Pass/Fail |
|---|--|------------------|
| Corporate Capabilities, Experience, and Past Performance | | 10% |
| Technical proposal and creativity in addressing requirements | | 45% |
| | Description of proposed update of Content Management System | |
| | Demonstration of an understanding of using third party APIs and creating 'mash ups' using social media and other Web 2.0 tools | |
| | Demo of the proposed website general features | |
| | Functionalities of the website | |
| | Details of the support plan for website maintenance and regular site content update | |

| | | |
|--|---|------------|
| Proposed work plan | | 10% |
| | Detailed, logical and clear | |
| | Timeline for delivery | |
| | Staffing plan and resumes of key proposed staff members, highlighting relevant experience for both the proposed website development team and support team | |
| Cost Reasonableness and Competitiveness | | 35% |
| | Website development and training | |
| | Dedicated hosting | |
| | 5 years maintenance contract | |

I.9. Negotiations

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

I.10. Terms of Subcontract

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

I.11. Privity

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

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

II.1. Background

The USAID Building Economic Sustainability through Tourism Project requests proposals for the design, development and hosting of the Pathways to Professionalism website.

The current economic and tourism challenges in Jordan highlight the need for everyone, particularly those with work-based experience, those with low skills and those who have not achieved a formal qualification, to upgrade their skill levels and achieve recognition and ultimately accreditation for prior learning in the workplace. The aim of the Pathways to Professionalism scheme is to significantly improve work-based training and qualifications and to up-skill and re-skill learners in operational positions within the hotel sector. This sector benefits from enhanced standards of professionalism, which will improve

quality and standards throughout the sector and will ultimately impact positively on the tourist experience.

Competencies acquired in work-based and informal situations rather than solely through formal education or training centers are essential parts of individual learning. Learning that takes place outside the formal systems for education and training is of course much more difficult to identify, measure and value. A high percentage of these learners will need to be trained and receive national accreditation in the workplace and therefore allow the learner to learn, earn and qualify at work.

The Pathways to Professionalism scheme promotes and advocates a model of work-based professional training and development, which is enhanced by a structured program, based on professional standards, learning materials, on-the-job training in skills knowledge and behaviors, mentoring and a national system of accreditation.

This model is based on a number of underlying principles:

- Learning is a process rather than an event and is at the heart of the scheme.
- Learning (formal, non-formal and informal) can be assessed and accredited.
- The workplace can constitute a rich learning environment and work-based learning should be an integral part of the learning experience for learners.
- A sustainable partnership between training providers, the workplace and accreditation providers is necessary for the development, delivery, support and assessment of the Pathways to Professionalism scheme.

Hotels in Jordan are seeking a new approach to raising standards and improving skills which provides existing learners with various levels of competence – for those who either cannot access, or do not wish to participate in, full or part-time training programs. This is a unique opportunity for learners to pursue a recognized industry-based skills qualification. This will involve completion of a structured work-based training program to be delivered in-house by approved departmental trainers and pathways coordinators. This on-the-job training is continually monitored and assessed internally through approved Pathways Coordinators and an Employers Pathways Committee. It will also be independently verified to ensure that a learner has attained the required level to achieve recognition under the VTC National Vocational Qualifications System in Jordan, under the auspices of the Vocational Training Corporation (VTC).

The Pathways to Professionalism scheme has the potential to generate significant benefits for employers and learners. For certain learners it will provide a route to a qualification that enables them to work full-time and receive their training in the workplace. For employers, whilst it does place significant obligations on them, the reward from the scheme is that they gain learners who are likely to be more motivated and committed to the employer.

The key to making the scheme succeed is that relevant stakeholders come together to devise a model, based on the principles outlined here, which balances their needs. The Scheme will have rigor and not damage the credibility of the national and education-based qualification. At the same time, the structure and management of the system will not place unrealistic bureaucratic responsibilities on employers, which would deter participation in the scheme.

An effective Pathways to Professionalism scheme would also, over time, radically change how training at this level is managed within the hospitality sector in Jordan. Employers serve to gain most from having competent and qualified learners, would take greater ownership for developing professional skills at entry-level. This in turn would enable colleges and other institutions to target what are becoming increasingly limited resources for delivering higher level qualifications, which is where they can add the greatest value.

Creating such a framework will have many benefits for the learners and the employer, which naturally places duties and responsibilities on each. For the learners, they will be prepared to learn at work until they have attained the required level of competency for either Levels 2 or 3 in the qualifications system. For the approved hotel, it places an onus to manage the training function to the extent that the training provided is structured, professional, continuous, measured and of a high quality in every aspect of the Scheme.

These guidelines provide an overview of how the Pathways to Professionalism scheme operates in practice within an approved hotel, and in particular what obligations is placed on each participating stakeholder.

The specific objective of the requested proposal is to design, develop and host the Training-based website that will be used by hotel employers and pathways learners. Following is brief description of the basic sections, functionalities and features of the website. These elements are subject to change and further refinements as work progresses on the website design, but should serve as a starting point for development.

II.2. Scope of work

II.2.I. Sections

Home:

- **Header:** social media login buttons, search bar, language selector (Arabic and English) and login.
- **Slider banner** with browsable images and text linking to different sections or highlighted stories within.
- **News section:** Each story should have a headline, subhead, lead image and date. Links to News page. A micro list of most recent 3 news items visible on home page, with links to those articles directly. Images/thumbnails of news articles to appear next to each article.
- **Calendar section:** (same row as News section – 2 columns format) Calendar to link to events page. Highlighted dates should be visible where there is relevant content. Links and population of calendar should be automatic whenever an event is created. Cross linking events and news needed as well. (an event could appear as both in events and calendar sections if admin chooses to do so).
- **Featured Story section:** (full width) should show one highlighted event. Links to that particular event's page. Admin would choose which story to be featured on a regular basis.
- **Resources block section:** (full width) contains pointers to Courses page. Contains three sub blocks: Learners, Trainers and Examiners , each leading to relevant section of course materials offered.
- **Newsletter subscription block section.**
- **Media Library section:** contains videos, images and resouces (documents).
- **Success Stories block section:** (2-3 stories) leads to the success stories page, and each story links to its relevant success story article.
- **Testimonials section:** 2-3 testimonials (rotating or scrolling) Each story to show icon or image of person, small quote (with quotation marks at beginning and nend of statement), name, city or title.
- **Call to Action:** “Regsiter Now” for courses. Brings users to registration form with preamble on policlies.
- **Social media integration with Pathways Facebook page and other social media platforms**
- **Footer** with adequate number of columns (3-4). Columns would include:
 - First column: About Pathways program, Policies and Partners.
 - Second column: Relevant links and partners.
 - Third column: Contact numbers and address.

- Fourth column: Twitter feed frame or Google map of location.

Courses:

- Learners
 - Intro on prerequisites of being an employee, fees ...etc.
 - Levels.
 - Download National Professional Standards and Job Competence Portfolios /PDF.
 - Download knowledge textbooks/ PDF.
 - Extra curriculum courses.
 - List of certified learners.
- Trainers
 - Regular trainers.
 - Department Heads.
 - Download National Professional Standards and Job Competence Portfolios /PDF.
 - Download knowledge textbooks/ PDF.
 - Extra curriculum courses.
- Examiners
 - National Approved Examiners list.
 - Exam tasks list /PDF.
- News.
- Events.
- Success Stories.
- Partners.
- Contact us.

Site should have clear and various contact forms for registration, regular contact enquiries and submissions.

II.2.II. Functionalities

- Certified and registered Learners to be able to sign-up for courses, once approved, to have access to account protected course materials.
- Trainers/Examiners able to administer material, share and collaborate on results, with full and detailed reporting functions.
- Database for registering and communicating with all Pathways participants.
- Admin can add different admins with selectable levels of access/functionality.
- Back end to integrate with accounting system to show which users paid for what courses, with import/export functions and integration with existing accounting system at VTC.

II.2.III. Features

- Website design should be modern with clearly defined modules on home page and inner pages.
- Build a sitemap for the website and ensure that it is always updated with google programs .
- Links to on-line training systems.
- Based on an industry standard CMS system with a back end that is easy to use, navigate and add extensions to, create additional sections, pages (based on predesigned templates) add/modify sections, and menus.
- Site should be responsive across all types of devices and compatible with major browsers (Chrome, Safari, Explorer).

- Section about the Pathways Excellence Awards framework and criteria.
- SEO (Search Engine Optimization) optimized with clear strategy on optimizing agreed upon keywords, with clear title tags, meta tags, alt tags, breadcrumbs, Google Tag Manager optimized ...etc.
- Link (and create if account does not exist) social media pages/accounts/channels for pathways program using an admin account (not website development company account). Channels to include: Facebook, Linked In, Instagram, G+, Twitter, YouTube at a minimum. This includes creating proper API's and authorization codes on respective channels for linking back to website.
- Create a Google Analytics account, and integrate with website (again, using an admin google account as owner of property). Subsequently, create all other necessary Google accounts (webmaster tools, tag manager ...etc) and integrate with website.
- Create sitemap.xml files from back end and submit to major search engines for indexing.
- Should have an integrated newsletter signup and sending system. Newsletters should be able to be generated from the system using predefined and predesigned templates.
- Manage user accounts information with ability to recover passwords.
- Use enhanced search capabilities.
- Completely Bi-lingual with Arabic version of website developed in tandem with English. Final deliverable must include both fully functional and identical versions.
- CMS to facilitate creating both Arabic and English content simultaneously and posting to both versions of website.
- Users (different types) to be able to login, access their materials and manage other users, courses, exams, access and share reports, form groups of other users (like chat rooms or similar to WhatsApp groups) for trainers to share info based on common interests.
- Sending certificates of completion (printable in hi res pdf format) upon successful completion of course to participants.
- Trainers and examiners to be able to create exams, upload and edit content, and administer exams.
- System to have backup tools, cron jobs, daily, weekly and monthly backups with restore and download if backup images functions.

II.3. Deliverables

The successful offeror shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth in II.3. below:

Deliverable No. 1:

- A wire frame of entire site, in static format.
- A collection of proposed themes with different design styles and examples.
- A demo of backend system with all required modules (static - does not have to be functional yet).

Deliverable No. 2:

- 3-4 themes/design alternatives to home page.
- Revised wire frame for entire site.
- Revised back end demo (if needed).

Deliverable No. 3:

- Fully working home page based on selected theme (in both Arabic and English).
- Demo of all internal pages (dynamic) (in both Arabic and English).

Deliverable No. 4: (Fully functional Beta version of website)

- Fully working website with all internal pages based on selected theme and comments on previous deliverables (in both Arabic and English).
- Fully functional back end.
- Fully integrated social media and analytics accounts.
- Uploaded initial content of first few courses, events, news items for proper evaluation of look and feel (content will be provided by client).
- Training for the use of the CMS's new features to BEST and VTC admins.

Deliverable No. 5: Final Version

- All deliverables from previous stage (deliverable 4) listed above after integrating all feedback and comments from BEST/VTC from use of Beta version.
- Training of a selected group of trainers, students, examiners, admins on use of system, registration, testing, reporting, sharing, etc.

II.4. Deliverables Schedule

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

| Deliverable Number | Due Date |
|---------------------------|-----------------------------------|
| Deliverable No. 1 | 2 weeks from signing the contract |
| Deliverable No. 2 | 4 weeks from signing the contract |
| Deliverable No. 3 | 5 weeks from signing the contract |
| Deliverable No. 4 | 7 weeks from signing the contract |
| Deliverable No. 5 | 8 weeks from signing the contract |

*Deliverable numbers refers to those fully described in II.3 above.

Section III Firm Fixed Price Subcontract (Terms and Clauses)

FIXED PRICE SUBCONTRACT

Between

CHEMONICS INTERNATIONAL INC.

And

(INSERT SUBCONTRACTOR NAME here)

Hereinafter referred to as the Subcontractor

For

(insert Contract Name here)

USAID PRIME CONTRACT NO. *(insert contract number here, and Task Order No. if applicable)*

Subcontract number: *(insert Subcontract Number here)*

Start Date: *(insert date here)*

End Date: *(insert date here)*

Total Fixed price: *(insert amount here - local subcontracts must be in local currency. If total fixed price exceeds \$150,000 or 5% of the total prime contract value, CO consent is required per FAR 52.244-2)*

ISSUED BY:

Chemonics International Inc.
1717 H Street, N.W.
Washington, D.C. 20006

ISSUED TO:

(INSERT SUBCONTRACTOR NAME AND ADDRESS)

Subcontractor Tax ID Number: *(INSERT Subcontractor Employer Identification Number (EIN) or local tax reference number as applicable)*

Subcontractor DUNS Number: *(INSERT Subcontractor DUNS for awards valued at \$30,000USD or higher unless exempted. Delete if not applicable.)*

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The Subcontractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein.

The rights and obligations of the parties to this fixed price subcontract shall be subject to and governed by the following documents: (a) this subcontract; (b) such provisions and specifications as are attached or incorporated by reference herein. (Attachments are listed herein.).

For
Chemonics International Inc.

For
{ Subcontractor's name }

By:

By:

—

{ name }

{ name }

{ title of officer }

{ title of officer }

Date Signed: { insert date }

Date Signed: { insert date }

Place Signed: { insert place }

Place Signed: { insert place }

Chemonics is an Equal Opportunity Employer and we do not discriminate on the basis of race, color, sex, national origin, religion, age, equal pay, disability and genetic information.

Section A. BACKGROUND, SCOPE OF WORK, DELIVERABLES AND DELIVERABLES SCHEDULE

A.1. Background

A.2. Scope of Work

A.3. Deliverables

The Subcontractor shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth in Section A.4, below.

Deliverable No. 1: [Insert Deliverable Name]

Deliverable No. 2: [Insert Deliverable Name]

A.4. Deliverables Schedule

The Subcontractor shall submit the deliverables described above in accordance with the following Deliverables Schedule:

| <u>Deliverable No.*</u> | <u>Deliverable Name*</u> | <u>Due Date</u> |
|-------------------------|-------------------------------------|-----------------|
| 1 | [Deliverable Name from Section A.3] | [Date] |
| 2 | [Deliverable Name from Section A.3] | [Date] |

*Deliverable numbers and names refer to those fully described in Section A.3, above.

Chemonics reserves the unilateral right to terminate this fixed price subcontract at any time, paying for all deliverables completed at the time of termination and a pro-rata share of any deliverable in progress, in accordance with FAR Clause 52.249-1, Termination for Convenience of the Government (Fixed Price) (Short Form) (April 1984), which is incorporated by reference herein.

Chemonics may order changes in the scope of work above pursuant to the Federal Acquisition Regulation (FAR) Clause 52.243-1 (Alt.III), Changes—Fixed Price, which is incorporated by reference herein.

Any change in the Subcontractor's scope of work and/or deliverable(s) requires prior written authorization of Chemonics through a modification to this subcontract.

Section B. REPORTING AND TECHNICAL DIRECTION

(a) Only Chemonics' INSERT 'Senior Vice President or the Chief of Party' if the subcontract is within the COP DOA, if not, insert 'Senior Vice President') has authority on behalf of Chemonics to make changes to this Subcontract. All modifications must be identified as such in writing and executed by the parties.

(b) (specify name and title -- usually COP or Program Manager) will be responsible for monitoring the Subcontractor's performance under this fixed price subcontract and may from time to time render assistance or give technical advice or discuss or effect an exchange of information with Subcontractor's personnel concerning the Work hereunder. No such action shall be deemed to be a change under the "Changes" clause of this Subcontract and shall not be the basis for equitable adjustment. The (specify name and title -- usually COP or Program Manager), or his/her designee, has authority to request, inspect, and accept all services, reports, and required deliverables or outputs.

(c) Except as otherwise provided herein, all notices to be furnished by Subcontractor shall be in writing and sent to (specify name and title -- usually COP or Program Manager) or other authorized project staff member.

Section C. PERIOD OF PERFORMANCE

The effective date of this fixed price subcontract is (fill in date when work must begin, not earlier than signature date) , and the completion date is (fill in date). The Subcontractor shall deliver the deliverables set forth in Section A., Background, Scope of Work, Deliverables and Deliverables Schedule to the (designate receiving person) in accordance with the schedule stipulated therein.

In the event that the Subcontractor fails to make progress so as to endanger performance of this fixed price subcontract, or is unable to fulfill the terms of this fixed price subcontract by the completion date, the Subcontractor shall notify Chemonics forthwith and Chemonics shall have the right to summary termination of this fixed price subcontract upon written notice to the Subcontractor in accordance with the incorporated FAR Clause 52.249-8, Default (Fixed-Price Supply and Service).

Section D. SUBCONTRACT FIXED PRICE, INVOICING AND PAYMENT

D.1. Subcontract Fixed Price

As consideration for the delivery of all of the products and/or services stipulated in Section A., Chemonics will pay the Subcontractor a total of US\$ XX,XXX (Amount must be denominated in local currency if a local subcontract) . This figure represents the total price of this subcontract and is fixed for the period of performance outlined in Section C., Period of Performance. Chemonics will pay the total price through a series of installment payments. Chemonics will make each payment subject to Section D.3, below, after Subcontractor's completion of the corresponding deliverable indicated in the following table:

| Installment Number and Amount | Corresponding Deliverable Number(s) and Name(s)* |
|-------------------------------|--|
| 1. \$XX,XXX | 1. (Deliverable No. 1 Name) , AND 2. (Deliverable No. 2 Name) |
| 2. \$YY,YYY | 3. (Deliverable No. 3 Name) |

*Deliverable numbers and names refer to those fully described in Section A.3, above.

D.2. Invoicing

Upon technical acceptance of the contract deliverables described in Section A., Background, Scope of Work, Deliverables and Deliverables Schedule, by the Chemonics representative identified herein, the Subcontractor shall submit an original invoice to (insert project name) for payment. The invoice shall be sent to the attention of (insert name and designation of person who will receive invoices) and shall

include the following information: a) subcontract number, b) deliverables delivered and accepted, c) total amount due in (choose either US dollars or specify a local currency if this is a local subcontract) , per Section D.1., above; and d) payment information corresponding to the authorized account listed in D.3, below.

D.3. Payment Account Information

Chemonics shall remit payment corresponding to approved, complete invoices submitted in accordance with the terms herein payable to the Subcontractor via check sent to the Subcontractor's official address or to the following authorized account:

Account name: (INSERT Account name provided by the Subcontractor)

Bank name: (INSERT Subcontractor's bank name)

Bank address or branch location: (INSERT Subcontractor's bank address or branch location)

Account number: (INSERT Subcontractor's bank account SWIFT and IBAN reference as applicable)

D.4. Payment

Chemonics will pay the Subcontractor's invoice within thirty (30) business days after both a) Chemonics' approval of the Subcontractor's deliverables, and b) Chemonics' receipt of the Subcontractor's invoice. Payment will be made in (choose either US dollars or specify a local currency if this is a local subcontract) , paid to the account specified in Section D.3.

Section E. BRANDING POLICY

The Subcontractor shall comply with the requirements of the USAID "Graphic Standard Manual" available at www.usaid.gov/branding, or any successor branding policy, and the Project specific branding implementation and marking plan, which shall be conveyed to the Subcontractor by Chemonics in writing.

Section F. AUTHORIZED GEOGRAPHIC CODE; SOURCE AND NATIONALITY REQUIREMENT [AIDAR 752.225-70 (FEB 2012) AS ALTERED]

(a) The authorized geographic code for procurement of goods and services under this subcontract is {insert applicable geographic code}.

(b) Except as may be specifically approved by Chemonics, the Subcontractor must procure all commodities (e.g., equipment, materials, vehicles, supplies) and services (including commodity transportation services) in accordance with the requirements at 22 CFR Part 228 —Rules on Procurement of Commodities and Services Financed by USAID Federal Program Funds. Guidance on eligibility of specific goods or services may be obtained from Chemonics.

(c) Ineligible goods and services. The Subcontractor shall not procure any of the following goods or services under this subcontract:

- (1) Military equipment
- (2) Surveillance equipment
- (3) Commodities and services for support of police and other law enforcement activities
- (4) Abortion equipment and services
- (5) Luxury goods and gambling equipment, or
- (6) Weather modification equipment.

(d) Restricted goods. The Subcontractor shall not procure any of the following goods or services without the prior written approval of USAID obtained through Chemonics:

- (1) Agricultural commodities,
- (2) Motor vehicles,
- (3) Pharmaceuticals and contraceptive items
- (4) Pesticides,
- (5) Fertilizer,
- (6) Used equipment, or
- (7) U.S. government-owned excess property.

If Chemonics determines that the Subcontractor has procured any of these specific restricted this subcontract without the prior written authorization of USAID through Chemonics and has received payment for such purposes, Chemonics may require the Subcontractor to refund the entire amount of the purchase.

Section G. INTELLECTUAL PROPERTY RIGHTS

(a) Subcontractor warrants that the Work performed or delivered under this Subcontract will not infringe or otherwise violate the intellectual property rights of any third party in the United States or any foreign country. Except to the extent that the U.S. Government assumes liability therefor, Subcontractor shall defend, indemnify, and hold harmless Chemonics and its clients from and against any claims, damages, losses, costs, and expenses, including reasonable attorneys' fees, arising out of any action by a third party that is based upon a claim that the Work performed or delivered under this Subcontract infringes or otherwise violates the intellectual property rights of any person or entity. This indemnity and hold harmless shall not be considered an allowable cost under any provisions of this Subcontract except with regard to allowable insurance costs.

(b) Subcontractor's obligation to defend, indemnify, and hold harmless Chemonics and its customers under Paragraph (a) above shall not apply to the extent FAR 52.227-1 "Authorization and Consent" applies to Chemonics' Prime Contract for infringement of a U.S. patent and Chemonics and its clients are not subject to any actions for claims, damages, losses, costs, and expenses, including reasonable attorneys' fees by a third party.

(c) In addition to any other allocation of rights in data and inventions set forth in this agreement, Subcontractor agrees that Chemonics, in the performance of its prime or higher tier contract obligations (including obligations of follow-on contracts or contracts for subsequent phases of the same program), shall have under this agreement an unlimited, irrevocable, paid-up, royalty-free right to make, have made, sell, offer for sale, use, execute, reproduce, display, perform, distribute (internally or externally) copies of, and prepare derivative works, and authorize others to do any, some or all of the foregoing, any and all, inventions, discoveries, improvements, mask works and patents as well as any and all data, copyrights, reports, and works of authorship, conceived, developed, generated or delivered in performance of this Contract.

(d) The tangible medium storing all reports, memoranda or other materials in written form including machine readable form, prepared by Subcontractor and furnished to Chemonics pursuant to this Subcontract shall become the sole property of Chemonics.

Section H. INDEMNITY AND SUBCONTRACTOR WAIVER OF BENEFITS

Subcontractor shall fully indemnify, hold harmless and defend Chemonics and its directors, officers, employees, agents, stockholders and Affiliates (collectively, Indemnified Parties) from and against all

claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorney's fees and costs), whether or not involving a third party claim, which arise out of, relate to or result from acts, errors or omissions of the Subcontractor in performance of this Agreement, in each case whether or not caused by the negligence of Chemonics or any other Indemnified Party and whether or not the relevant Claim has merit.

Section I. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

(a) The Subcontractor shall perform all work, and comply in all respects, with applicable laws, ordinances, codes, regulations, and other authoritative rules of the United States and its political subdivisions and with the standards of relevant licensing boards and professional associations. The Subcontractor shall also comply with the applicable USAID regulations governing this subcontract, which are incorporated by reference into this subcontract, and appear in Section Y, Clauses Incorporated by Reference.

(b) This contract shall be governed and construed under the laws of the District of Columbia, except that subcontract provisions and requirements that are based on government contract laws, regulations, or Federal Acquisition Regulation clauses shall be construed in accordance with the federal common law of Government Contracts as represented by decisions of the Federal Courts, and the Armed Services and Civilian Boards of Contract Appeals.

Section J. PRIVACY OF CONTRACT AND COMMUNICATIONS

The Subcontractor shall not communicate with Chemonics' client in connection with this Subcontract, except as expressly permitted, in writing, by Chemonics. All approvals required from USAID shall be obtained through Chemonics.

This provision does not prohibit the Subcontractor from communicating with the client with respect to:

- (a) matters the Subcontractor is required by law to communicate to the U.S. Government;
- (b) an ethics or anti-corruption matter;
- (c) any matter for which this Subcontract, including a FAR or AIDAR clause is included in this Subcontract, provides for direct communication by the Subcontractor to the U.S. Government; or
- (d) if Subcontractor is a U.S. small business concern, any material matter pertaining to payment or utilization.

Section K. PROTECTING CHEMONICS' INTERESTS WHEN SUBCONTRACTOR IS NAMED ON SUSPECTED TERRORISTS OR BLOCKED INDIVIDUALS LISTS, INELIGIBLE TO RECEIVE USAID FUNDING, OR SUSPENDED, DEBARRED OR EXCLUDED FROM RECEIVING FEDERAL FUNDS

In addition to any other rights provided under this subcontract, it is further understood and agreed that Chemonics shall be at liberty to terminate this subcontract immediately at any time following any of the following conditions:

- (a) the Subcontractor is named on any list of suspected terrorists or blocked individuals maintained by the U.S. Government, including but not limited to (a) the Annex to Executive Order No. 13224 (2001) (Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), or (b) the List of Specially Designated Nationals and Blocked persons maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury;

- (b) USAID determines that the Subcontractor is ineligible to receive USAID funding pursuant to U.S. laws and regulations; or
- (c) the Subcontractor is identified on the U.S. Government's Excluded Party List System, or successor listing, as being suspended, debarred, or excluded from receiving federal awards or assistance.

Notwithstanding any other provision of the Subcontract, upon such termination the Subcontractor shall have no right to receive any further payments.

Section L. GOVERNING LAW AND RESOLUTION OF DISPUTES

(a) *Governing law.* This Subcontract shall be governed and construed under the laws of the District of Columbia, except that subcontract provisions and requirements that are based on government contract laws, regulations, or Federal Acquisition Regulation clauses shall be construed in accordance with the federal common law of Government Contracts as represented by decisions of the Federal Courts, and the Armed Services and Civilian Boards of Contract Appeals.

(b) *Disputes based on Client Actions.*

(1) Any decision of the Government under the Prime Contract, if binding on Chemonics, shall also bind the Subcontractor to the extent that it relates to this Subcontract, provided that Chemonics shall have promptly notified the Subcontractor of such decision and, if requested by Subcontractor, shall have brought suit or filed claim, as appropriate against the Government, or, in alternative, agreed to sponsor Subcontractor's suit or claim. A final judgment in any such suit or final disposition of such claim shall be conclusive upon the Subcontractor.

(2) For any action brought, or sponsored, by Chemonics on behalf of the Subcontractor pursuant to this clause, the Subcontractor agrees to indemnify and hold Chemonics harmless from all costs and expenses incurred by Chemonics in prosecuting or sponsoring any such appeal.

(c) *Other Disputes.* All disputes not covered under subparagraph (b) above shall be resolved by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. Arbitration shall be conducted in Washington, DC. Arbitrators shall be empowered to award only direct damages consistent with the terms of this Agreement. Each party shall bear its own costs of arbitration, including attorneys' and experts' fees. An arbitration decision shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

(d) *Duty to Continue to Perform.* Notwithstanding any such dispute, the Subcontractor shall proceed diligently with performance under this Subcontract in accordance with the Contractor's directions.

(e) *Limitations.* Neither party shall be liable to the other for any indirect, consequential, special, incidental, or punitive damages including, without limitation, loss of revenue or profits, loss of production, loss or denial of opportunity or use, loss of market, loss of goodwill, loss of reputation, or damage to credit rating.

The Subcontractor acknowledges and agrees that it has no direct action against the U.S. Government or USAID for any claims arising under this Subcontract.

Section M. SET-OFF CLAUSE

Chemonics reserves the right of set-off against amounts payable to Subcontractor under this Subcontract or any other agreement the amount of any claim or refunds Chemonics may have against Subcontractor.

Section N. ASSIGNMENT AND DELEGATION

This Subcontract agreement may not be assigned or delegated, in whole or in part, by the Subcontractor without the written consent of Chemonics. Absent such consent, any assignment is void.

Section O. ORGANIZATIONAL CONFLICTS OF INTEREST

It is understood and agreed that some of the work performed under this subcontract may place the Subcontractor or its personnel in the position of having an organizational conflict of interest. Such an organizational conflict of interest may impair the objectivity of the Subcontractor or its personnel in performing the work. To preclude or mitigate any potential conflicts of interest, Subcontractor agrees not to undertake any activity which may result in an organizational conflict of interest without first notifying Chemonics of such potential conflict of interest and receiving Chemonics written approval to undertake such activities.

Section P. GRATUITIES AND ANTI-KICKBACK

(a) Subcontractor shall not offer or give a kickback or gratuity (in the form of entertainment, gifts, or otherwise) for the purpose of obtaining or rewarding favorable treatment as a Chemonics supplier.

(b) By accepting this Subcontract, Subcontractor certifies and represents that it has not made or solicited and will not make or solicit kickbacks in violation of FAR 52.203-7 or the Anti-Kickback Act of 1986 (41 USC 51-58), both of which are incorporated herein by this specific reference, except that paragraph (c)(1) of FAR 52.203-7 shall not apply.

Section Q. TERRORIST FINANCING PROHIBITION/ EXECUTIVE ORDER 13224

The Subcontractor (including its employees, consultants and agents) by entering into this subcontract certifies that it does not engage, support or finance individuals and/or organizations associated with terrorism. The Subcontractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. A list of entities and individuals subject to restrictions, prohibitions and sanctions can be found at the web site of the Department of Treasury's Office of Foreign Assets Control (OFAC), at <http://treasury.gov/ofac>. It is the legal responsibility of the Subcontractor to ensure compliance with the Executive Order 13224 and other U.S. laws prohibiting terrorist financing. This provision must be included in all subcontracts or subawards issued under this subcontract.

Section R. RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (FAR 52.225-13)

Except as authorized by the Department of Treasury's Office of Foreign Assets Control (OFAC), the Subcontractor shall not acquire for its use in the performance of this subcontract, any supplies or services if any proclamation, U.S. Executive Order, U.S. statute, or OFAC's implementing regulations (31 CFR Chapter V), would prohibit such a transaction by a U.S. person, as defined by law.

Except as authorized by OFAC, most transactions involving Cuba, Iran, the Sudan, Burma and North Korea are prohibited, including importing/exporting to/from the United States, engaging in financial transactions, or facilitating any prohibited transactions by third parties. Lists of entities and individuals subject to economic sanctions – which are updated routinely - are included in OFAC's List of Specially Designated Nationals and Blocked Persons at <http://www.treas.gov/offices/enforcement/ofac/sdn>. It is the Subcontractor's responsibility to remain informed as to sanctioned parties and to ensure compliance with

all relevant U.S. sanctions and trade restrictions. More information about these restrictions, as well as updates, is available in the OFAC's regulations at 31 CFR Chapter V and/or on OFAC's website at <http://www.treas.gov/offices/enforcement/ofac>.

The Subcontractor shall insert this clause, including this paragraph, in all subcontracts and subawards issued under this subcontract.

Section S. COMPLIANCE WITH U.S. EXPORT LAWS

Subcontractor warrants and agrees to comply with all U.S. export laws and regulations and other applicable U.S. law 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, Subcontractor 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. Subcontractor agrees to cooperate in providing any reports, authorizations, or other documentation related to export compliance requested by Chemonics. Subcontractor 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 Subcontractor's non-compliance with this provision.

Section T. COMPLIANCE WITH U.S. ANTI-CORRUPTION REGULATIONS

Subcontractor represents and warrants that it shall comply fully with the anti-bribery provisions of the U.S. Foreign Corrupt Practices Act, as amended ("FCPA"), as well as the a) UN Convention against Corruption (UNCAC), b) OECD Convention on the Bribery of Foreign Public Officials (OECD Convention); and c) any other applicable local anti-corruption laws, rules, and regulations if any part of this subcontract will be performed outside of the United States of America. Specifically, Subcontractor understands and agrees that it shall be unlawful for the Subcontractor and/or any officer, director, employee or agent of the Subcontractor to make any kind of offer, payment, promise to pay, or authorization of the payment of any money, or offer, gift, promise to give, or authorization of the giving of anything of value to:

- (a) *any foreign official* (or foreign political party) for purposes of either influencing any act or decision of such foreign official in his official capacity, or inducing such foreign official to do or omit to do any act in violation of the lawful duty of such official, or securing any improper advantage, or inducing such foreign official to use his influence with a foreign government, or instrumentality thereof, to affect or influence any act or decision of such government or instrumentality in order to assist such person in obtaining or retaining business for or with, or directing business to any person; or
- (b) *any person*, while knowing that all or a portion of such money or thing of value will be offered, given, or promised, directly or indirectly, to any foreign official (or foreign political party), or to any candidate for foreign political office, for any of the prohibited purposes described above.

For purposes of this Subcontract "foreign official" means any appointed, elected, or honorary official or employee of a) a foreign government (or if this Subcontract is to be performed outside the United States than of the Host Country) or political party, or b) of a public international organization, or any person acting in an official capacity for or on behalf of any such government or department, agency, or instrumentality, or for or on behalf of any such public international organization (e.g., the UN, DFID, or WHO, or the World Bank).

For purposes of this Article, the "government" includes any agency, department, embassy, or other governmental entity, and any company or other entity owned or controlled by the government.

Section U. SUBCONTRACTOR PERFORMANCE STANDARDS

(a) Subcontractor agrees to provide the services required hereunder in accordance with the requirements set forth in this Subcontract. Subcontractor undertakes to perform the services hereunder in accordance with the highest standards of professional and ethical competence and integrity in Subcontractor's industry and to ensure that employees assigned to perform any services under this subcontract will conduct themselves in a manner consistent therewith. The services will be rendered by Subcontractor: (1) in an efficient, safe, courteous, and businesslike manner; (2) in accordance with any specific instructions issued from time to time by Chemonics; and (3) to the extent consistent with items (1) and (2), as economically as sound business judgment warrants. Subcontractor shall provide the services of qualified personnel through all stages of this subcontract. Subcontractor represents and warrants that it is in compliance with all the applicable laws of the United States and any other Jurisdiction in which the services shall be performed. Subcontractor shall perform the services as an independent Subcontractor with the general guidance of Chemonics. The Subcontractor's employees shall not act as agents or employees of Chemonics.

(b) Chemonics reserves the right to request the replacement of Subcontractor personnel and may terminate the subcontract due to nonperformance by the Subcontractor.

(c) Chemonics will use a variety of mechanisms to stay abreast of the Subcontractor's performance under the subcontract, and of general progress toward attainment of the subcontract objectives. These may include:

- 1) Business meetings between the subcontract team, Chemonics and/or USAID
- 2) Feedback from key partners
- 3) Site visits by Chemonics personnel
- 4) Meetings to review and assess periodic work plans and progress reports
- 5) Reports

(d) Evaluation of the Subcontractor's overall performance under this subcontract shall be conducted by Chemonics. In addition to review of Subcontractor reports and deliverables, Chemonics shall review the quality of Subcontractor performance under this subcontract on an annual basis. These reviews will be used to help determine the Subcontractor's suitability for future subcontracts. The Subcontractor will be evaluated for:

Quality and timeliness of work. Provides personnel who are technically qualified, who foster a positive working environment, who are effective on the assignment and contribute to a team effort to accomplish tasks. Delegated tasks are completed in a timely manner. Reports are clear, concise, accurate, well-structured, easily comprehended, submitted on-time and contain actionable recommendations.

Responsiveness to Chemonics' requests. Maintains open, direct, and responsive communications channels with Chemonics. Responses are rapid, helpful, accurate, and without undue delays.

Quality of financial management. Demonstrates cost control in meeting subcontract requirements. Complies with federal acquisition cost principles in terms of allowability, allocability and reasonableness of costs.

Quality of subcontract administration. Conducts contractually required tasks, such as personnel management, submittal of approval requests, and invoice submission, in a timely, compliant, and accurate manner. Recruitment efforts go beyond a simple review of CVs before submission to Chemonics to include first-hand contacts with candidates and performing reference checks.

Section V. SUBCONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS

This Subcontract and Subcontractor employees working on this subcontract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L.112-239) and FAR 3.908.

The Subcontractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

If lower tier subcontracting is authorized in this subcontract, the Subcontractor shall insert the substance of this clause in all subcontracts over the simplified acquisition threshold.

Section W. REPORTING ON SUBCONTRACTOR DATA PURSUANT TO THE REQUIREMENTS OF THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

a) Public Availability of Information.

Pursuant to the requirements of FAR 52.204-10, Chemonics is required to report information regarding its award of subcontracts and sub-task orders under indefinite delivery/indefinite quantity subcontracts to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). This information will be made publicly available at <http://www.USASpending.gov>.

(b) Subcontractor's Responsibility to Report Identifying Data.

Within 7 days of an award of a subcontract or sub-task order with a value of \$30,000 or greater unless exempted, the Subcontractor shall report its identifying data required by FAR 52.204-10 (including executive compensation, if applicable) in the required questionnaire and certification found in Section I.6. If the Subcontractor maintains a record in the System for Award Management (www.SAM.gov), the Subcontractor shall keep current such registration, including reporting of executive compensation data, as applicable. If reporting of executive compensation is applicable and the Subcontractor does not maintain a record in the System for Award Management, Subcontractor shall complete the "FSRS Reporting Questionnaire and Certification" found in Section I.6 within 7 days of each anniversary of the subcontract award date.

(c) Impracticality of Registration.

If obtaining a DUNS number and reporting data is impractical for the Subcontractor, the Subcontractor must notify Chemonics and shall submit to Chemonics within 7 days of subcontract award a memorandum detailing the attempts made by the Subcontractor to obtain registration and a justification of why registration and/or data reporting was impractical. Contractual remedies may apply unless Chemonics concurs with the documented impracticality of registration.

(d) Remedy.

Failure to comply with the reporting requirements in a timely manner as required under this section may constitute a material breach of the Subcontract and cause for withholding payment to the Subcontractor until the required information has been supplied to Chemonics or the Subcontractor demonstrates to Chemonics that its System for Award Management record has been updated. In addition to contractual remedies, Chemonics may make the Subcontractor's failure to comply with the reporting requirements a part of the Subcontractor's performance information record.

Section X. MISCELLANEOUS

- (a) This Subcontract embodies the entire agreement and understanding among the parties hereto with respect to the subject matter hereof and supersedes all prior oral or written agreements and understandings between or among the parties relating to the subject matter hereof. No statement, representation, warranty, covenant, or agreement of any kind not expressly set forth in this Subcontract shall affect, or be used to interpret, change, or restrict the express terms and provisions of this Subcontract. Each of the parties hereto agrees to cooperate with the other parties hereto in effectuating this Subcontract and to execute and deliver such further documents or instruments and to take such further actions as shall be reasonably requested in connection therewith.
- (b) All statements, representations, warranties, covenants, and agreements in this Subcontract shall be binding on the parties hereto and shall inure to the benefit of the respective successors and permitted assigns of each Party hereto. Nothing in this Subcontract shall be construed to create any rights or obligations except among the parties hereto, and no person or entity shall be regarded as a third-party beneficiary of this Subcontract.
- (c) In the event that any court of competent jurisdiction shall determine that any provision, or any portion thereof, contained in this Subcontract shall be unenforceable or invalid in any respect, then such provision shall be deemed limited to the extent that such court deems it valid or enforceable, and as so limited shall remain in full force and effect. In the event that such court shall deem any such provision partially or wholly unenforceable, the remaining provisions of this Subcontract shall nevertheless remain in full force and effect.
- (d) The headings and captions contained in this Subcontract are for convenience only and shall not affect the meaning or interpretation of this Subcontract or of any of its terms or provisions.
- (e) Unless otherwise specifically agreed in writing to the contrary: (i) the failure of any party at any time to require performance by the other of any provision of this Subcontract shall not affect such party's right thereafter to enforce the same; (ii) no waiver by any party of any default by any other shall be valid unless in writing and acknowledged by an authorized representative of the non-defaulting party, and no such waiver shall be taken or held to be a waiver by such party of any other preceding or subsequent default; and (iii) no extension of time granted by any party for the performance of any obligation or act by any other party shall be deemed to be an extension of time for the performance of any other obligation or act hereunder.
- (f) Each party has been represented by its own counsel in connection with the negotiation and preparation of this Subcontract and, consequently, each party hereby waives the application of any rule of law that would otherwise be applicable in connection with the interpretation of this Subcontract, including but not limited to any rule of law to the effect that any provision of this Subcontract shall be interpreted or construed against the party whose counsel drafted that provision.

- (g) This Agreement may be executed in any number of counterparts, and by different parties hereto on separate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Section Y. FEDERAL ACQUISITION REGULATION (FAR) AND AGENCY FOR INTERNATIONAL DEVELOPMENT ACQUISITION REGULATION (AIDAR) FLOWDOWN PROVISIONS FOR SUBCONTRACTS AND TASK ORDERS UNDER USAID PRIME CONTRACTS

Y.1 INCORPORATION OF FAR AND AIDAR CLAUSES

The FAR and AIDAR clauses referenced below are incorporated herein by reference, with the same force and effect as if they were given in full text, and are applicable, including any notes following the clause citation, to this Subcontract. If the date or substance of any of the clauses listed below is different from the date or substance of the clause actually incorporated in the Prime Contract referenced by number herein, the date or substance of the clause incorporated by said Prime Contract shall apply instead. The Contracts Disputes Act shall have no application to this Subcontract. Any reference to a "Disputes" clause shall mean the "Disputes" clause of this Subcontract.

Y.2 GOVERNMENT SUBCONTRACT

- (a) This Subcontract is entered into by the parties in support of a U.S. Government contract.
- (b) As used in the AIDAR clauses referenced below and otherwise in this Subcontract:
1. "Commercial Item" means a commercial item as defined in FAR 2.101.
 2. "Contract" means this Subcontract.
 3. "Contracting Officer" shall mean the U.S. Government Contracting Officer for Chemonics' government prime contract under which this Subcontract is entered.
 4. "Contractor" and "Offeror" means the Subcontractor, which is the party identified on the face of the Subcontract with whom Chemonics is contracting, acting as the immediate subcontractor to Chemonics.
 5. "Prime Contract" means the contract between Chemonics and the U.S. Government.
 6. "Subcontract" means any contract placed by subcontractor or lower-tier subcontractors under this Contract.

Y.3 NOTES

The following notes apply to the clauses incorporated by reference below only when specified in the parenthetical phrase following the clause title and date.

1. Substitute "Chemonics" for "Government" or "United States" throughout this clause.
2. Substitute "Chemonics Procurement Representative" for "Contracting Officer", "Administrative Contracting Officer", and "ACO" throughout this clause.
3. Insert "and Chemonics" after "Government" throughout this clause.
4. Insert "or Chemonics" after "Government" throughout this clause.

5. Communication/notification required under this clause from/to Subcontractor to/from the USAID Contracting Officer shall be through Chemonics.
6. Insert "and Chemonics" after "Contracting Officer", throughout the clause.
7. Insert "or Chemonics Procurement Representative" after "Contracting Officer", throughout the clause.
8. If the Subcontractor is a non-U.S. firm or organization, this clause applies to this Subcontract only if Work under the Subcontract will be performed in the United States or Subcontractor is recruiting employees in the United States to Work on the Contract.

Y.4 MODIFICATIONS REQUIRED BY PRIME CONTRACT

The Subcontractor agrees that upon the request of Chemonics it will negotiate in good faith with Chemonics relative to modifications to this Subcontract to incorporate additional provisions herein or to change provisions hereof, as Chemonics may reasonably deem necessary in order to comply with the provisions of the applicable Prime Contract or with the provisions of modifications to such Prime Contract. If any such modifications to this Subcontract causes an increase or decrease in the cost of, or the time required for, performance of any part of the Work under this Contract, an equitable adjustment may be made pursuant to the "Changes" clause of this Subcontract.

Y.5 PROVISIONS INCORPORATED BY REFERENCE

This Subcontract includes the appropriate flow-down clauses as required by the Federal Acquisition Regulation and the USAID Acquisition Regulation.

The following Federal Acquisition Regulation (FAR) clauses apply to this Subcontract as indicated:

| Clause Number | Title | Date | Notes and Applicability |
|----------------------|---|-------------|---|
| <u>52.202-1</u> | DEFINITIONS | NOV 2013 | All subcontracts regardless of value |
| <u>52.203-3</u> | GRATUITIES | APR 1984 | All subcontracts regardless of value (Note 4 applies) |
| <u>52.203-5</u> | COVENANT AGAINST CONTINGENT FEES | MAY 2014 | All subcontracts regardless of value (Note 1 applies) |
| <u>52.203-6</u> | RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT | SEP 2006 | Cost reimbursement subcontracts and cost reimbursement task orders (Note 4 applies) |
| <u>52.203-7</u> | ANTI-KICKBACK PROCEDURES | MAY 2014 | All subcontracts regardless of value (Note 1 applies) |
| <u>52.203-8</u> | CANCELLATION, RECISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY | MAY 2014 | All subcontracts equal to or greater than \$150,000 (Note 1 applies) |
| <u>52.203-10</u> | PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY | MAY 2014 | All subcontracts equal to or greater than \$150,000 (Note 1 applies) |
| <u>52.203-11</u> | CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS | SEP 2007 | All subcontracts equal to or greater than \$150,000 (Note 2 applies) |

| Clause Number | Title | Date | Notes and Applicability |
|----------------------------------|---|-------------|--|
| <u>52.203-12</u> | LIMITATIONS ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS | OCT 2010 | All subcontracts equal to or greater than \$150,000 (Note 2 applies) |
| <u>52.203-13</u> | CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT | APR 2010 | All subcontracts > \$5,000,000 with a period of performance of 120 days or more. Disclosures made under this clause shall be made directly to the Government entities identified in the clause. |
| <u>52.203-14</u> | DISPLAY OF HOTLINE POSTER(S) | DEC 2007 | All Subcontracts > \$5,000,000 except those performed entirely outside of the U.S. (Note 8 applies) |
| <u>52.203-17</u> | CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENTS TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS | SEP 2013 | All Subcontracts equal to or greater than \$150,00 |
| <u>52.204-06</u> | DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER | JUL 2013 | All Subcontracts equal to or greater than \$25,000 |
| <u>52.204-10</u> | REPORTING EXECUTIVE COMPENSATION AND FIRST TIER SUBCONTRACT AWARDS (Subparagraph (d)(2) does not apply.) | JUL 2013 | If the Subcontractor meets the thresholds specified in paragraphs (d)(3) and (g)(2) of the clause, the Subcontractor shall report required executive compensation by posting to the Government's Central Contractor Registration (CCR) database. All information posted will be available to the general public. |
| <u>52.209-2</u> | PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS -REPRESENTATION | DEC 2014 | All subcontracts regardless of value (Note 1 applies) |
| <u>52.209-6</u> | PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT | AUG 2013 | All Subcontracts > \$30,000. (Note 2 applies) |
| <u>52.209-10</u> | PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS | DEC 2014 | All subcontracts regardless of value (Note 1 applies) |
| <u>52.215-2</u> | AUDITS AND RECORDS - NEGOTIATION | OCT 2010 | All Subcontracts > \$150,000. (Note 3 applies. Alternate II applies if the Subcontractor is an educational or non-profit organization.) |
| <u>52.215-10</u> | PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA Rights and obligations under this clause shall survive completion of the Work and final payment under this Subcontract. | AUG 2011 | Applies if submission of certified cost or pricing data was required with Subcontractor's proposal. (Notes 2 and 4 apply except the first time "Contracting Officer" appears in paragraph (c)(1). "Government" means |

| Clause Number | Title | Date | Notes and Applicability |
|------------------|---|----------|---|
| | | | "Chemonics" in paragraph (d)(1).) |
| <u>52.215-11</u> | PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA -- MODIFICATIONS Rights and obligations under this clause shall survive completion of the Work and final payment under this Subcontract. | AUG 2011 | Applies if submission of certified cost or pricing data is required for modifications. (Notes 1, 2 and 4 apply.) |
| <u>52.215-12</u> | SUBCONTRACTOR CERTIFIED COST OR PRICING DATA | OCT 2010 | Applies if Subcontract > \$700,000 and is not otherwise exempt under FAR 15.403. |
| <u>52.215-13</u> | SUBCONTRACTOR CERTIFIED COST OR PRICING DATA—MODIFICATIONS | OCT 2010 | Applies if Subcontract > \$700,000 and is not otherwise exempt under FAR 15.403. |
| <u>52.215-14</u> | INTEGRITY OF UNIT PRICES | OCT 2010 | Applies if Subcontract > \$150,000. Delete paragraph (b) of the clause. |
| <u>52.215-15</u> | PENSION ADJUSTMENTS AND ASSET REVERSIONS | OCT 2010 | Applies if Subcontract meets the applicability requirements of FAR 15.408(g). (Note 5 applies.) |
| <u>52.215-16</u> | FACILITIES CAPITAL COST OF MONEY | JUN 2003 | Applies if Subcontract is subject to the Cost Principles at FAR Subpart 31.2 <i>and</i> Subcontractor proposed facilities capital cost of money in its proposal. |
| <u>52.215-17</u> | WAIVER OF FACILITIES CAPITAL COST OF MONEY | OCT 1997 | Applies if Subcontract is subject to the Cost Principles at FAR Subpart 31.2 <i>and</i> Subcontractor did not propose facilities capital cost of money in its proposal. |
| <u>52.215-18</u> | REVERSION OR ADJUSTMENT OF PLANS FOR POST-RETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS | JUL 2005 | Applicable if this Subcontract meets the applicability requirements of FAR 15.408(j). (Note 5 applies.) |
| <u>52.215-19</u> | NOTIFICATION OF OWNERSHIP CHANGES | OCT 1997 | Applies if this Subcontract meets the applicability requirements of FAR 15.408(k). (Note 5 applies.) |
| <u>52.215-20</u> | REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA OR INFORMATION OTHER THAN CERTIFIED COST OR PRICING DATA. | OCT 2010 | (Note 2 applies.) |
| <u>52.215-21</u> | REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA OR INFORMATION OTHER THAN CERTIFIED COST OR PRICING DATA -MODIFICATIONS | OCT 2010 | (Note 2 applies) |
| <u>52.215-23</u> | LIMITATION ON PASS-THROUGH CHARGES | OCT 2009 | Applies for cost-reimbursement subcontracts > \$150,000. (Notes 1, 2 and 4 apply.) |
| <u>52.216-7</u> | ALLOWABLE COST AND PAYMENT | JUN 2013 | Applies to Cost Reimbursement Subcontracts, and to the materials portion of Time & Materials (T&M) |

| Clause Number | Title | Date | Notes and Applicability |
|------------------|--|----------|--|
| | Alt II applies to educational institutions. Alt IV applies to non-profit organizations. | | Subcontracts, and Sub-task Orders. (Note 1 applies except in paragraphs (a)(3) and (b)(1)(ii)(F) where note 3 applies. Note 2 applies except in paragraph (g) where note 7 applies. The blank in paragraph (a)(3) is completed with "the 30th" unless otherwise specified in this Subcontract. Paragraphs (a)(2), (b)(4), and (d)(4) are deleted. In paragraph (h) "six years" is changed to "5 years." The references to government entities in paragraph (d) are unchanged.) |
| <u>52.216-8</u> | FIXED FEE | JUN 2011 | Applies only if this Subcontract includes a fixed fee. Delete the last two sentences of the clause. Does not apply if this is a T&M Subcontract or Task Order. (Notes 1 and 2 apply.) |
| <u>52.216-10</u> | INCENTIVE FEE | JUN 2011 | Applies only if this Subcontract includes an incentive fee. Does not apply if this is a T&M Subcontract or Task Order. (Notes 1 and 2 apply, except in paragraphs (e)(4)(v) and (e)(4)(vi) where "Government" is unchanged. Subparagraph (e)(4)(iv) and the last two sentences of paragraph (c)(2) are deleted. The amounts in paragraph (e) are set forth in the Subcontract.) |
| <u>52.216-11</u> | COST CONTRACT - NO FEE | APR 1984 | Applies only to Cost Reimbursement-No Fee Subcontracts. Does not apply if this is a T&M Subcontract or Task Order. (Notes 1 and 2 apply.) |
| <u>52.216-18</u> | ORDERING | OCT 1995 | Applies to Indefinite Quantity Subcontracts (IQS) Or Indefinite Delivery Indefinite Quantity (IDIQ) Subcontracts only. |
| <u>52.216-19</u> | ORDER LIMITATIONS | OCT 1995 | Applies to Indefinite Quantity Subcontracts (IQS) Or Indefinite Delivery Indefinite Quantity (IDIQ) Subcontracts only. |
| <u>52.216-22</u> | INDEFINITE QUANTITY | OCT 1995 | Applies to Indefinite Quantity Subcontracts (IQS) Or Indefinite Delivery Indefinite Quantity (IDIQ) Subcontracts only. |
| <u>52.217-8</u> | OPTION TO EXTEND SERVICES | NOV 1999 | Insert "30 days" as <i>the period of time within which Chemonics may exercise the option.</i> (Notes 1 and 2 apply.) |
| <u>52.217-9</u> | OPTION TO EXTEND THE TERM OF THE | MAR | Insert "30 days" and "60 days" as the |

| Clause Number | Title | Date | Notes and Applicability |
|------------------|---|----------|---|
| | CONTRACT | 2000 | periods of time set forth in the clause. Delete paragraph (c) of the clause. (Notes 1 and 2 apply.) |
| <u>52.219-8</u> | UTILIZATION OF SMALL BUSINESS CONCERNS | JUL 2013 | Applies to all Subcontracts >\$150,000 except when the Subcontract will be performed entirely outside of the U.S. (Note 8 applies.) |
| <u>52.219-9</u> | SMALL BUSINESS SUBCONTRACTING PLAN (If a subcontracting plan was required by the RFP, the plan is incorporated herein by reference.) | JUL 2013 | Applies if this Subcontract > \$650,000 and if the Subcontract offers lower-tier subcontracting opportunities. The clause <i>does not</i> apply at any value if the Subcontractor is U.S. small business concern. Note 2 is applicable to paragraph (c) only. (Note 8 applies.) |
| <u>52.222-2</u> | PAYMENT FOR OVERTIME PREMIUMS | JUL 1990 | Applicable to Cost Reimbursement Subcontracts > \$150,000 only. Refers to overtime premiums for work performed in the U.S. subject to U.S. Department of Labor laws and regulations. Insert Zero in the blank. (Notes 2 and 3 apply.) |
| <u>52.222-3</u> | CONVICT LABOR | JUN 2003 | Applies to all Subcontracts >\$3,000 involving some or all performance in the U.S. |
| <u>52.222-21</u> | PROHIBITION OF SEGREGATED FACILITIES | FEB 1999 | (Note 8 applies.) Does not apply to work performed outside the United States by Subcontractor employees who were not recruited within the United States. |
| <u>52.222-22</u> | PREVIOUS CONTRACTS AND COMPLIANCE REPORT | FEB 1999 | Applies if clause 52.222-26 applies. |
| <u>52.222-26</u> | EQUAL OPPORTUNITY | MAR 2007 | (Note 8 applies.) Does not apply to work performed outside the United States by Subcontractor employees who were not recruited within the United States. |
| <u>52.222-29</u> | NOTIFICATION OF VISA DENIAL | JUN 2003 | Applies to all Subcontracts regardless of type or value. |
| <u>52.222-35</u> | EQUAL OPPORTUNITY FOR VETERANS | SEP 2010 | Applies if this Subcontract is for \$100,000 or more. Does not apply to Subcontracts issued to non-U.S. firms where the work is performed entirely outside the U.S. (Note 8 applies.) |
| <u>52.222-36</u> | AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES | OCT 2010 | Applies if this Subcontract exceeds \$15,000. Does not apply to Subcontracts issued to non-U.S. firms where the work is performed entirely outside the U.S. (Note 8 applies.) |
| <u>52.222-</u> | EMPLOYMENT REPORTS ON | SEP | Applies if this Subcontract is for |

| Clause Number | Title | Date | Notes and Applicability |
|------------------|---|----------|---|
| <u>37</u> | VETERANS | 2010 | \$100,000 or more. Does not apply to Subcontracts issued to non-U.S. firms where the work is performed entirely outside the U.S. (Note 8 applies.) |
| <u>52.222-40</u> | NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT | DEC 2010 | Applies to Subcontracts > \$10,000. <i>Does not</i> apply to Subcontracts performed <i>entirely</i> outside the U.S. <i>Does not</i> apply to Subcontracts issued to <i>non-U.S. firms</i> where the work is performed entirely outside the U.S. (Note 8 applies.) |
| <u>52.222-50</u> | COMBATING TRAFFICKING IN PERSONS (Alternate I applies when work is performed outside the U.S. and it is included in the Prime Contract) | MAR 2015 | Applies to all Subcontracts, regardless of type, value. (Note 2 applies starting in paragraph c. In paragraph (h) Note 1 applies.) |
| <u>52.222-54</u> | EMPLOYMENT ELIGIBILITY VERIFICATION | AUG 2013 | Applies to Subcontracts > \$3,000 <i>except for</i> a) commercial services that are part of the purchase of a Commercial Off-the-Shelf (COTS) item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item; b) Subcontracts for work that will be performed outside the United States; or Subcontracts with a period of performance < 120 days. (Note 8 applies.) |
| <u>52.223-6</u> | DRUG-FREE WORKPLACE | MAY 2001 | Applies to all Subcontracts regardless of value or type. (Notes 2 and 4 apply) |
| <u>52.223-18</u> | ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING | AUG 2011 | Applies if this Subcontract > \$3,000. (Note 8 applies.) |
| <u>52.225-1</u> | BUY AMERICAN ACT -- SUPPLIES | FEB 2009 | Applies if the Statement of Work contains other than domestic components. (Note 2 applies.) |
| <u>52.225-13</u> | RESTRICTIONS ON CERTAIN FOREIGN PURCHASES | JUN 2008 | Applies to all Subcontracts regardless of value or type |
| <u>52.225-14</u> | INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT | FEB 2000 | Applies to all Subcontracts regardless of value or type |
| <u>52.227-1</u> | AUTHORIZATION AND CONSENT | DEC 2007 | Applies if the Subcontract >\$150,000. (Notes 4 and 7 apply.) |
| <u>52.227-2</u> | NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT | DEC 2007 | Applies if this Subcontract >\$150,000. (Notes 2 and 4 apply.) |
| <u>52.227-9</u> | REFUND OF ROYALTIES | APR 1984 | Applies if this Subcontract includes royalties |
| <u>52.227-</u> | RIGHTS IN DATA - GENERAL | DEC | Applies to all subcontracts regardless of |

| Clause Number | Title | Date | Notes and Applicability |
|-----------------|---|----------|---|
| <u>14</u> | | 2007 | type or value. Delete paragraph (d) which is replaced by AIDAR 752.227-14. |
| <u>52.228-3</u> | WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT) | JUL 2014 | Applies to all Subcontracts, regardless of type or value. See also AIDAR 752.228-3. |
| <u>52.228-4</u> | WORKER'S COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS | APR 1984 | Applies to all Subcontracts, regardless of type or value, only if the Prime Contracts includes this clause. |
| <u>52.228-7</u> | INSURANCE—LIABILITY TO THIRD PERSONS | MAR 1996 | Applicable to Cost Reimbursement Subcontracts and Task Orders of any value. (Notes 4 and 7 apply) |
| <u>52.228-9</u> | CARGO INSURANCE | MAY 1999 | Applicable to Subcontracts of any value if the Subcontractor is authorized to provide transportation-related services. Chemonics will provide values to complete blanks in this clause upon authorizing transportation services. (see also AIDAR 752.228-9) |
| <u>52.229-6</u> | TAXES – FOREIGN FIXED PRICE CONTRACTS | JUN 2003 | Applies to Fixed Price Subcontracts of any value. |
| <u>52.229-8</u> | TAXES—FOREIGN COST-REIMBURSEMENT CONTRACTS | MAR 1990 | Applicable to Cost Reimbursement and T&M Subcontracts and Task Orders, regardless of value. Insert name of host country government in first blank in the clause. Insert name of host country in second blank in the clause. |
| <u>52.230-2</u> | COST ACCOUNTING STANDARDS | MAY 2012 | Applies only when referenced in this Subcontract that full CAS coverage applies. "United States" means "United States or Chemonics." Delete paragraph (b) of the clause. |
| <u>52.230-3</u> | DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES | MAY 2012 | Applies only when referenced in this Subcontract that modified CAS coverage applies. "United States" means "United States or Chemonics." Delete paragraph (b) of the clause. |
| <u>52.230-4</u> | DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES FOR CONTRACTS AWARDED TO FOREIGN CONCERNS | MAY 2012 | Applies only when referenced in this Subcontract, modified CAS coverage applies. Note 3 applies in the second and third sentences. |
| <u>52.230-5</u> | COST ACCOUNTING STANDARDS -- EDUCATIONAL INSTITUTIONS | MAY 2012 | "United States" means "United States or Chemonics." Delete paragraph (b) of the Clause. Applies only when referenced in this Subcontract that this CAS clause applies. |
| <u>52.230-6</u> | ADMINISTRATION OF COST ACCOUNTING STANDARDS | JUN 2010 | Applies if FAR 52.230-2, FAR 52.230-3, FAR 52.230-4 or FAR 52.230-5 |

| Clause Number | Title | Date | Notes and Applicability |
|------------------|--|----------|---|
| | | | applies. |
| <u>52.232-20</u> | LIMITATION OF COST | APR 1984 | Applies if this Subcontract is a fully funded Cost Reimbursement or T&M Subcontract or Task Order. (Notes 1 and 2 apply.) |
| <u>52.232-22</u> | LIMITATION OF FUNDS | APR 1984 | Applies if this Subcontract is an incrementally funded Cost Reimbursement or T&M Subcontract or Task Order. (Notes 1 and 2 apply.) |
| <u>52.232-40</u> | PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS | DEC 2013 | Applies if the Subcontractor is a U.S. small business and Chemonics receives accelerated payments under the prime contract. (Note 1 applies.) |
| <u>52.233-3</u> | PROTEST AFTER AWARD Alternate I (JUN 1985) applies if this is a cost-reimbursement contract). In the event that Chemonics' client has directed Chemonics to stop performance of the Work under the Prime Contract under which this Subcontract is issued pursuant to FAR 33.1, Chemonics may, by written order to the Subcontractor, direct the Subcontractor to stop performance of the Work called for by this Subcontract. | AUG 1996 | "30 days" means "20 days" in paragraph (b)(2). Note 1 applies except the first time "Government" appears in paragraph (f). In paragraph (f) add after "33.104(h) (1)" the following: "and recovers those costs from Chemonics". |
| <u>52.237-8</u> | RESTRICTION ON SEVERANCE PAYMENTS TO FOREIGN NATIONALS | AUG 2003 | Applies to Subcontracts--regardless of type and value--that include provision of host country national personnel. |
| <u>52.237-9</u> | INSTRUCTIONS: INCLUDE THIS ONLY IF IT APPEARS IN THE PRIME CONTRACT. WAIVER OF LIMITATION ON SEVERANCE PAYMENTS TO FOREIGN NATIONALS | MAY 2014 | Applies to Subcontracts—regardless of type and value--that include provision of host country national personnel ONLY if the Prime Contracts includes this clause. |
| <u>52.242-1</u> | NOTICE OF INTENT TO DISALLOW COSTS | APR 1984 | Applies to Cost Reimbursement and T&M Subcontracts and Task Orders of any value. |
| <u>52.242-3</u> | PENALTIES FOR UNALLOWABLE COSTS | MAY 2014 | Applies to all subcontracts > \$700,000, regardless of subcontract type. |
| <u>52.242-4</u> | CERTIFICATION OF FINAL INDIRECT COSTS | | Applies to Cost Reimbursement and T&M Subcontracts and Task Orders that provide for reimbursement of Subcontractor indirect cost rates, regardless of subcontract value. |
| <u>52.242-13</u> | BANKRUPTCY | JUL 1995 | Notes 1 and 2 apply. |

| Clause Number | Title | Date | Notes and Applicability |
|----------------------|--|-------------|--|
| <u>52.242-15</u> | STOP-WORK ORDER Alternate I (APR 1984) applies if this is a cost-reimbursement Subcontract. | AUG 1989 | Notes 1 and 2 apply. |
| <u>52.243-1</u> | CHANGES-FIXED PRICE (Alt III) | AUG 1987 | Applies to Fixed Price Subcontracts of any value. |
| <u>52.243-2</u> | CHANGES - COST REIMBURSEMENT | AUG 1987 | Notes 1 and 2 apply. Applies if this is a Cost Reimbursement Subcontract or Task Order. |
| <u>52.243-3</u> | CHANGES - TIME-AND-MATERIALS OR LABOR-HOUR | SEP 2000 | Notes 1 and 2 apply. Applies if this is a T&M Subcontract or Task Order. |
| <u>52.244-6</u> | SUBCONTRACTS FOR COMMERCIAL ITEMS | DEC 2013 | Applies to Subcontracts for commercial items only. |
| <u>52.245-1</u> | GOVERNMENT PROPERTY (APR 2012) (ALT I) | APR 2012 | "Contracting Officer" means "Chemonics" except in the definition of Property Administrator and in paragraphs (h)(1)(iii) where it is unchanged, and in paragraphs (c) and (h)(4) where it includes Chemonics. "Government" is unchanged in the phrases "Government property" and "Government furnished property" and where elsewhere used except in paragraph (d)(1) where it means "Chemonics" and except in paragraphs (d)(2) and (g) where the term includes Chemonics. |
| <u>52.246-3</u> | INSPECTION OF SUPPLIES - COST REIMBURSEMENT Applies to Cost Reimbursement Subcontracts and Task Orders. | MAY 2001 | Note 1 applies, except in paragraphs (b), (c), and (d) where Note 3 applies, and in paragraph (k) where the term is unchanged. In paragraph (e), change "60 days" to "120 days", and in paragraph (f) change "6 months" to "12 months" |
| <u>52.246-4</u> | INSPECTION OF SERVICES – FIXED PRICE | AUG 1996 | Applies to Fixed Priced Subcontracts of any value. |
| <u>52.246-5</u> | INSPECTION OF SERVICES—COST REIMBURSEMENT | MAY 2001 | Applies to Cost Reimbursement Subcontracts of any value. (Note 3 applies in paragraphs (b) and (c). Note 1 applies in paragraphs (d) and (e).) |
| <u>52.246-6</u> | INSPECTION—TIME-AND-MATERIAL AND LABOR-HOUR | MAY 2001 | Applies to T&M Subcontracts and Task Orders of any value. In paragraphs (b),(c),(d), Note 3 applies; in paragraphs (e),(f),(g),(h), Note 1 applies.) |
| <u>52.246-25</u> | LIMITATION OF LIABILITY - SERVICES | FEB 1997 | Applies to Subcontracts for \$150,000 or more. |
| <u>52.247-63</u> | PREFERENCE FOR U.S.-FLAG AIR CARRIERS | JUN 2003 | Applies to all Subcontracts that include international air travel. |

| Clause Number | Title | Date | Notes and Applicability |
|------------------|---|----------|---|
| <u>52.247-64</u> | PREFERENCE FOR PRIVATELY OWNED U.S. FLAG COMMERCIAL VESSELS | FEB 2006 | Applies for Subcontracts that include provision of freight services. |
| <u>52.247-67</u> | SUBMISSION OF TRANSPORTATION DOCUMENTS FOR AUDIT | FEB 2006 | Applies to Subcontracts that include provision of freight services. |
| <u>52.249-1</u> | TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE) (SHORT FORM) | APR 1984 | Applies to all Fixed Price Subcontracts. |
| <u>52.249-6</u> | TERMINATION (COST-REIMBURSEMENT) Alternate IV (SEP 1996) applies if this is a time and materials Subcontract.) | MAY 2004 | Notes 1 and 2 apply. Substitute "90 days" for "120 days" and "90-day" for "120-day" in paragraph (d). Substitute "180 days" for "1 year" in paragraph (f). In paragraph (j) "right of appeal", "timely appeal" and "on an appeal" shall mean the right to proceed under the "Disputes" clause of this Contract. Settlements and payments under this clause may be subject to the approval of the Contracting Officer. |
| <u>52.249-8</u> | DEFAULT FIXED PRICE SUPPLY & SERVICE | APR 1984 | Applies to all Fixed Price Subcontracts. |
| <u>52.249-14</u> | EXCUSABLE DELAYS | APR 1984 | (Note 2 applies; Note 1 applies to (c). In (a)(2) delete "or contractual".) |

The following Agency For International Development Acquisition Regulations (AIDAR) clauses apply to this Contract:

| Clause Number | Title | Date | Notes and Applicability |
|---------------|-------------------------------------|----------|---|
| 752.202-1 | DEFINITIONS (ALT 70 AND ALT 72) | JAN 1990 | Applies to all Subcontracts, regardless of value or type. "Contractor" and "Contractor Employee" refer to "Subcontractor" and "Subcontractor Employee". |
| 752.211-70 | LANGUAGE AND MEASUREMENT | JUN 1992 | Applies to all Subcontracts, regardless of type or value |
| 752.225-70 | SOURCE AND NATIONALITY REQUIREMENTS | FEB 2012 | Applies to all Subcontracts, regardless of type or value. (Notes 4, 5 and 7 apply) |
| 752.227-14 | RIGHTS IN DATA – GENERAL | OCT 2007 | Applies to all Subcontracts regardless of type or value. This clause replaces paragraph (d) of FAR 52.227-14 Rights in Data—General. |

| Clause Number | Title | Date | Notes and Applicability |
|---------------|---|----------|--|
| 752.228-3 | WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT) | | The supplemental coverage described in this clause is required in addition to the coverage specified in FAR 52.228-3. |
| 752.228-7 | INSURANCE – LIABILITY TO THIRD PERSONS | | The coverage described in this clause is added to the clause specified in FAR 52.228-7 as either paragraph (h) (if FAR 52.228-7 Alternate I is not used) or (i) (if FAR 52.228-7 Alternate I is used): (See FAR 52.228) |
| 752.228-9 | CARGO INSURANCE | | The following preface is to be used preceding the text of the clause at FAR 52.228-9: Preface: To the extent that marine insurance is necessary or appropriate under this contract, the Subcontractor shall ensure that U.S. marine insurance companies are offered a fair opportunity to bid for such insurance. This requirement shall be included in all lower-tier subcontracts. |
| 752.228-70 | MEDICAL EVACUATION (MEDEVAC) SERVICES | JUL 2007 | Applies to all Subcontracts requiring performance outside the U.S. |
| 752.231-71 | SALARY SUPPLEMENTS FOR HG EMPLOYEES (THE SUBCONTRACTOR SHALL FLOW DOWN THIS CLAUSE TO LOWER-TIER SUBCONTRACTS, IF LOWER-TIER SUBCONTRACTING IS AUTHORIZED.) | OCT 1998 | Applies to all Subcontracts, regardless of value or type, with a possible need for services of a Host Government employee. (Note 5 applies) |
| 752.245-71 | TITLE TO AND CARE OF PROPERTY | APR 1984 | Applies to Subcontracts where the Subcontractor is authorized by Chemonics to purchase property under the Subcontract for use outside the U.S. (Note 5 applies) |
| 752.247-70 | PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG COMMERCIAL VESSELS | OCT 1996 | (Note 5 applies) |

| Clause Number | Title | Date | Notes and Applicability |
|----------------------|--|-------------|--|
| 752.7001 | BIOGRAPHICAL DATA | JUL 1997 | Applies to all Cost Reimbursement Subcontracts and Task Orders, and T&M Subcontracts and Task Orders utilizing a multiplier, regardless of value. (Note 3 applies) |
| 752.7002 | TRAVEL AND TRANSPORTATION | JAN 1990 | Applies to all Cost Reimbursement and T&M Subcontracts and Task Orders performed in whole or in part outside the U.S., regardless of value. (Note 5 applies) |
| 752.7004 | EMERGENCY LOCATOR INFORMATION | JUL 1997 | Applies to all Subcontracts performed in whole or in part outside the U.S., regardless of value. (Note 5 applies) |
| 752.7005 | SUBMISSION REQUIREMENTS FOR DEVELOPMENT EXPERIENCE DOCUMENTS | SEP 2013 | Applies to all Subcontracts. (Note 5 applies) |
| 752.7007 | PERSONNEL COMPENSATION | JUL 2007 | Applies to all Cost Reimbursement Subcontracts and Task Orders and T&M Subcontracts and Task Orders with a multiplier, regardless of value. |
| 752.7008 | USE OF GOVERNMENT FACILITIES OR PERSONNEL | APR 1984 | Applies to all Subcontracts regardless of value or type. (Note 5 applies) |
| 752.7009 | MARKING | JAN 1993 | Applies to all Subcontracts. (Note 5 applies) |
| 752.7010 | CONVERSION OF U.S. DOLLARS TO LOCAL CURRENCY | APR 1984 | Applies to all Subcontracts, regardless of value or type, involving performance outside the U.S. (Note 5 applies) |
| 752.7011 | ORIENTATION AND LANGUAGE TRAINING | APR 1984 | Applies to Cost Reimbursement Subcontracts and Task Orders, regardless of value, involving performance outside the U.S. (Note 5 applies) |
| 752.7012 | PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT | AUG 1995 | Applies to any Subcontract, regardless of value or type, which involves research using human subjects. (Note 5 applies) |
| 752.7014 | NOTICE OF CHANGES IN TRAVEL REGULATIONS | JAN 1990 | Applies to Cost Reimbursement and T&M Subcontracts of any value involving work outside the U.S. (Note 2 applies) |

| Clause Number | Title | Date | Notes and Applicability |
|----------------------|--|-------------|---|
| 752.7025 | APPROVALS | APR 1984 | Applies to all Subcontracts. (Note 5 applies) |
| 752.7027 | PERSONNEL | DEC 1990 | Applies to all Cost Reimbursement and T&M Subcontracts of any value involving work performed in whole or in part overseas. Paragraphs (f) and (g) of this clause are for use only in cost reimbursement and T&M contracts. (Note 5 applies) |
| 752.7028 | DIFFERENTIALS AND ALLOWANCES APPLIES TO ALL COST REIMBURSEMENT AND T&M SUBCONTRACTS OF ANY VALUE INVOLVING WORK PERFORMED IN WHOLE OR IN PART OVERSEAS. | JUL 1996 | This clause does not apply to TCN and CCN employees. TCN and CCN employees are not eligible for differentials and allowances, unless specifically authorized by the cognizant Assistant Administrator or Mission Director. A copy of such authorization shall be retained and made available as part of the contractor's records which are required to be preserved and made available by the "Examination of Records by the Comptroller General" and "Audit" clauses of this contract.) (Note 5 applies) |
| 752.7029 | POST PRIVILEGES | JUL 1993 | For use in all non-commercial subcontracts involving performance overseas. |
| 752.7031 | LEAVE AND HOLIDAYS | OCT 1989 | For use in all cost-reimbursement and T&M subcontracts for technical or professional services. (Note 5 applies) |
| 752.7032 | INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION REQUIREMENTS | APR 2014 | Applies to all subcontracts requiring international travel. (Note 5 applies) |

| Clause Number | Title | Date | Notes and Applicability |
|---------------|--|---|--|
| 752.7033 | PHYSICAL FITNESS (JULY 1997) | JUL 1997, PARTIALLY REVISED AUG 2014 | Applies to all Subcontracts of any type or value involving performance outside the U.S. The requirements of this provision do not apply to employees hired in the Cooperating Country or to authorized dependents who were already in the Cooperating Country when their sponsoring employee was hired. (Note 5 applies) |
| 752.7034 | ACKNOWLEDGMENT AND DISCLAIMER | DEC 1991 | Applies to Subcontracts of any type or value that include in the Scope of Work publications, videos, or other information/media products. (Note 5 applies) |
| 752.7101 | VOLUNTARY POPULATION PLANNING ACTIVITIES | JUN 2008 | If a subcontract with family planning activities is contemplated, add "Alternate 1 (6/2008)" to the clause name. |

Y.6 Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire And Certification For Subcontracts And Sub-Task Orders Under Indefinite Delivery/Indefinite Quantity Subcontracts

Subcontractor Name:

Subcontract or Sub-Task Order Number:

Subcontract or Sub-Task Order Start Date:

Subcontract or Sub-Task Order Value:

The information in this section is required under FAR 52.204-10 "Reporting Executive Compensation and First-Tier Subcontract Awards" to be reported by prime contractors receiving federal contracts through the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS). **As required by the referenced FAR, complete this questionnaire and certification as part of the Subcontract or Sub-Task Order with a value of \$30,000 or more, unless exempted from reporting by a positive response to Section A.**

A. In the previous tax year, was your company's gross income from all sources under \$300,000?

Yes No

B. If "No", please provide the below information and answer the remaining questions.

(i) **Subcontractor DUNS Number:**

(ii) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (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?:

Yes No

- (iii) Does the public 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?:

Yes No

- (iv) Does your business or organization maintain a record in the System for Award Management (www.SAM.gov)?

Yes No

- (v) If you have indicated "Yes" for paragraph (ii) **and** "No" for paragraph (iii) and (iv) above, provide the names and total compensation* of your five most highly compensated executives** for the preceding completed fiscal year.

1. Name: _____
Amount: _____
2. Name: _____
Amount: _____
3. Name: _____
Amount: _____
4. Name: _____
Amount: _____
5. Name: _____
Amount: _____

The information provided above is true and accurate as of the date of execution of the referenced Subcontract or Sub-Task Order. Annual certification is required for information provided in paragraph v) above.

*"Total compensation" means the cash and noncash dollar value earned by the executive during the Subcontractor's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- (1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board's Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(4) *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified.*

(6) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**"Executive" means officers, managing partners, or any other employees in management positions

Y.7. REPRESENTATIONS AND CERTIFICATIONS

Any representations and certifications submitted resulting in award of this Subcontract are hereby incorporated either in full text or by reference, and any updated representations and certifications submitted thereafter are incorporated by reference and made a part of this Subcontract with the same force and effect as if they were incorporated by full text. By signing this Subcontract, the Subcontractor hereby certifies that as of the time of award of this Subcontract: (1) the Subcontractor, or its principals, is not debarred, suspended or proposed for debarment or declared ineligible for award by any Federal agency; (2) 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 of a Member of Congress on its behalf in connection with awarding the contract or this Subcontract; and (3) no changes have occurred to any other representations and certifications made by the Subcontractor resulting in award of this subcontract. The Subcontractor agrees to promptly notify Chemonics in writing of any changes occurring at any time during performance of this Subcontract to any representations and certifications submitted by the Subcontractor.

[End of Subcontract]

Annex 1 Cover Letter

[Offeror: Insert date]

[Insert name of point of contact for RFP]

[Insert designation of point of contact for RFP]

[Insert project name]

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

[Insert project office address]

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

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

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

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

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

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

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

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

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

Sincerely yours,

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

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

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

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

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

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

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

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

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

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

Sample Budget

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

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

**Offeror's Names
 RFP TITLE
 RFP #**

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

[Instructions: Remember to insert any specific cost guidance or requirements. Reference any applicable sections in the RFP that include cost instructions. For example, "customs duties or VAT may not be included in the cost proposal"]

Annex 3 Required Certifications

EVIDENCE OF RESPONSIBILITY

1. Subcontractor Business Information

Company Name: Full Legal Name

Address: Address

DUNS Number: Enter the Data Universal Numbering System reference (DUNS) assigned to the company *Instructions: Partners must provide their DUNS as a pre-condition to receiving a subcontract with Chemonics. Dun & Bradstreet regulates the system and may be obtained online at <http://fedgov.dnb.com/webform>. If the organization does not yet have a DUNS, please note your intention to obtain a DUNS prior to negotiation of a subcontract.)*

2. Authorized Negotiators

Company Name proposal for Proposal Name may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to RFP No.

List Names of Authorized signatories

These individuals can be reached at Company Name office:

Address

Telephone/Fax

Email address

3. Adequate Financial Resources

Company Name has adequate financial resources to manage this contract, as established by our audited financial statements (OR list what else may have been submitted) submitted as part of our response to this proposal.

In accordance with The Transparency Acts of 2006 and 2008, First Tier Subcontract Awards will be reported and made public through FSRS.gov. If the offeror is selected for an award valued at \$30,000 or above, and in accordance with FAR 52.240-10, positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the subcontractor's five most highly compensated executives. By submitting this proposal, the offeror agrees to comply with this requirement as applicable if awarded a subcontract.

In accordance with those Acts and to determine applicable reporting requirements, Company Name certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources under \$300,000?
 Yes No
- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (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?:

 Yes No
- c) Does the public 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? (FFATA § 2(b)(1)):

 Yes No
- d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

 Yes No

4. Ability to Comply

Company Name is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

5. Record of Performance, Integrity, and Business Ethics

Company Name's record of integrity is outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal.

6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

Subcontractor has established policies, procedures, and an organizational system appropriate for managing the subcontract. Subcontractor has accounting and control procedures to accommodate a fixed priced subcontract.

7. Equipment and Facilities

Subcontractor has the necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW. If not applicable, state “N/A”.

8. Eligibility to Receive Award

Subcontractor is qualified and eligible to receive an award under applicable laws and regulations in Jordan. Subcontractor affirms we are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. Subcontractor has performed work of similar nature under similar mechanisms for USAID.

9. Commodity Procurement

N/A

10. Cognizant Auditor

N/A

11. Acceptability of Contract Terms

Subcontractor accepts the proposed contract terms.

12. Recovery of Vacation, Holiday and Sick Pay

(Instructions: Subcontractor should explain whether it recovers vacation, holiday, and sick leave through a corporate indirect rate (e.g. Overhead or Fringe rate) or through a direct cost. If the subcontractor recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number of working days in a calendar year it normally bills to contracts to account for the vacation, holiday, and sick leave days that will not be billed directly to the contract since this cost is being recovered through the corporate indirect rate.)

13. Organization of Firm

(Instructions: Subcontractor should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

Signature: _____

Name: _____

Title: _____

Date: _____

Subcontractor Size Self-Certification Form

Reference Number: [enter the funding agency's solicitation or contract number]

Project Name: [enter full name of project]

Primary NAICS Code: 541990

Company Name: Full legal name

Address: Street address

City, State, Zip: City, State Zip

DUNS Number: [enter the [Data Universal Numbering System \(DUNS\)](#) here. As of June, 2014, all subcontractors must have a DUNS as a pre-condition to receiving a subcontract with Chemonics]

Contact Person: Name, Title

Contact Phone Number: (555) 555-5555

Type of Entity

If you have difficulty ascertaining the business size status, please refer to SBA's website (www.sba.gov/size) or contact your local SBA office.

Small Business Large Business Nonprofit/Educational Government Non-US

If "Small Business" is checked above, and if applicable, please identify any additional small business designations under which the company qualifies. You may wish to review the definitions for the below categories in the Federal Acquisition Regulation 19.7 or 52.219-8 (www.acquisition.gov/far/) to determine applicability.

Small Disadvantaged Business 8(a)
 HUBZone Woman Owned Small Business
 Veteran Owned Service Disabled Veteran Owned
 Alaskan Native Corporation Indian Tribe

By signature below, I hereby certify that the business type and designation indicated above is true and accurate as of the date of execution of this document, and I further understand that under 15 U.S.C. 645(d), any person who misrepresents a business' size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Signature and Title (required)

Date

*****CHEMONICS INTERNAL USE ONLY*****

HUBZone Status has been verified in the [System for Award Management database](#) or [Dynamic Small Business Database Search](#) as of ___/___/___ conducted by: _____.

Annex 4 [Delete this annex if the anticipated value of the subcontract is less than \$30,000USD]
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.)