



**REQUEST FOR PROPOSALS (RFP)**  
***Greater Resilience through Enhanced Analysis in Tanzania (GREAT)***

**To** : Offerors  
**From** : Creative Associates International, Inc. –  
**Subject** : *Request for Proposal (RFP) No. RFP-GREAT-002*  
**Subproject #** : Systems Analysis and Appreciative Inquiry Assessments and Analysis  
**Performance Period** : 15 weeks from issuance of contract  
**RFP Issue Date** : 23 FEB 2017  
**RFP Closing Date** : 03 MAR 2017  
**RFP Closing Time** : 4:00 PM – Local Time, Washington DC (UTC -5 Hours)  
**Reference** : Department of State Award No. S-LMAQM-16-CA-1380

Enclosed is a Request for Proposals (RFP). Creative invites qualified firms and organizations to submit a best-value proposal for the Greater Resilience through Enhanced Analysis in Tanzania (GREAT) project funded under Department of State Award No. **S-LMAQM-16-CA-1380**. The issuance of a subcontract is subject to availability of funds, successful negotiation of the subcontract budget and terms, and receiving Department of State's Contracting Officer's consent, if required. The Contract resulting from this award will be a single **firm fixed price purchase order**.

The requirements for this activity are described in the "Statement of Work" in Attachment I. Creative encourages your organization to indicate its interest in this procurement by submitting a proposal according to the instructions in Attachment II "Instructions to Offerors". Proposals will be evaluated based on the "Evaluation Criteria" in Attachment III. Creative will make an award to the responsible Offeror submitting an offer which provides best value to the project: technical merit and price will be both considered.

To be considered, Offerors should submit a complete proposal no later than the closing date and time indicated above. Offerors should ensure that the proposals are well-written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted **in writing** and emailed to [ProcurementHQ@creativcdc.com](mailto:ProcurementHQ@creativcdc.com) no later than **four days after** the issue date of this RFP. **No questions will be entertained if they are received by means other than the specified email address, and any communications to alternate e-mail addresses will result in the disqualification of the bidder.** The solicitation number (listed above) should be stated in the subject line. Answers will be compiled and distributed within two days from the closing date of questions.

Proposals must be comprised of **one electronic copy** of the Technical Proposal and **one electronic copy** of the Cost/Business proposal, sent in separate e-mails, and labeled with the above-stated subject, subproject number and title. Submissions shall be delivered to:

**Creative Procurement Department**  
[ProcurementHQ@CreativeDC.com](mailto:ProcurementHQ@CreativeDC.com)

Sincerely,  
*Creative Procurement Department*

**Attachments:**

Attachment I : Statement of Work	Attachment IV: Proposal Cover Letter
Attachment II : Instructions to Offerors	Attachment V: Prime Contract Flow-Down Clauses
Attachment III : Evaluation Criteria	

## **ATTACHMENT I: STATEMENT OF WORK FOR GREAT ICAF Review, Systems Analysis and Appreciative Inquiry Assessments and Analysis**

### **Introduction**

Greater Resilience through Enhanced Analysis in Tanzania (GREAT) is a two-year program, funded by the U.S. Department of State/Conflict & Stabilization Operations (DOS/CSO), that will foster coordinated, informed, preventative responses to localized violent extremism (VE) risks in five at-risk Tanzanian regions – Arusha, Dar es Salaam, Mwanza, Tanga, and Zanzibar. Creative will develop an enhanced three-phased, analytical toolkit based on the Interagency Conflict Analysis Framework (ICAF), which will provide nuanced understanding into regionally-specific VE drivers and each context's changing dynamics. We will use this analysis to pilot prevention activities in partnership with local CSOs. The toolkit will be iteratively adapted, culminating in a validated 'Version 2.0' for roll-out in other contexts.

### **Creative's Approach:**

The implementation of this program is composed of four stages: 1) Design the Countering Violent Extremism (CVE) assessment tool; 2) Conduct the CVE assessment; 3) Design resiliency-based pilot activities; and 4) Evaluate and disseminate findings. This implementation process will enable the capturing of lessons learned and integration of best practices into future iterations of the assessment toolkit and pilot programming. The assessment tool, which will be utilized during stages one and two of the program, is composed of the following three phases:

*Phase 1:* Creative will integrate quantitative and predictive data from the African Union's Continental Early Warning System (which DOS/CSO helped design) to supplement the qualitative CVE analytical framework. This will provide a comprehensive picture of VE dynamics to help catalyze a whole-of-society approach, and embed predictive power to enable earlier responses.

*Phase 2:* While the Phase 1 assessment focuses solely on the individual community, the Phase 2 assessment 'zooms out' to situate local findings within national and regional ecosystems that may influence VE dynamics, such as economic and political conditions. We will apply participatory systems mapping techniques to understand if and how community VE dynamics and actors are interconnected, and identify potential positive and negative feedback loops that may influence pilot activities. The results of this exercise will deepen insight into the underlying roots of VE dynamics, provide direction for potential points of leverage, enable us to anticipate and understand if and how certain activities may affect current dynamics, and take steps to avoid negative unintended consequences.

*Phase 3:* Creative will adapt an appreciative inquiry model for the Phase 3 assessment, to examine each community's native resiliencies. The results of the Phase II exercise will help us develop customized questionnaires that researchers will use in a second round of field work. These tools will illuminate the strengths and leverage points that can be built-upon, thereby leading us towards clear, evidence-based hypotheses about how a community is best suited to positively influence VE dynamics.

This activity seeks to uncover the drivers of violent extremism and resiliencies against it in Tanzania for the GREAT project.

The offeror will be responsible for developing phases 2 and 3 of the toolkit and integrating them into the revised ICAF. The offeror's primary responsibilities are as follows:

- a) Design ICAF report template for Analysis workshop
- b) Design the systems analysis and appreciative inquiry workshops
- c) Conduct the systems analysis workshops with data collectors in the five target regions in Tanzania
- d) Develop questionnaires for appreciative inquiry based upon outcomes of systems analysis workshops for the five target regions
- e) Conduct data analysis of appreciative inquiry
- f) Lead planning of community (participatory planning) workshops
- g) Lead development of Theories of Change for the five target regions
- h) Refine community reports (incorporating ICAF, systems analysis and appreciative inquiry), develop comparison/contrast chapters
- i) Finalize systems analysis and appreciative inquiry sections of the assessment reports for the five target communities and incorporate relevant information from community validation sessions

The awardee will also provide support to the Lead Assessment Advisor and program team in the following capacities:

- a) Prep for Systems Analysis Workshops, including review of draft ICAF reports
- b) Advise data collectors during data collection and data analysis phases of Appreciative Inquiry

There will be two systems analysis workshops, each of which will be three days long. The workshops will identify and examine local findings within national and regional ecosystems that may influence VE dynamics, such as economic and political conditions. The results of these workshops will inform the development of the appreciative inquiry questionnaires. These questionnaires will be utilized to determine each community's native resiliencies.

Following the completion of the assessments, the awardee will conduct an analysis of the results. These results will then be verified at a community validation and participatory planning workshop in each of the five target regions. Each participatory planning workshop will be one day long, and will seek to engage community members in assessing the drivers of VE in their communities, and leveraging their native resiliencies against them in the form of informed programming.

Participatory planning workshops will provide the validation of data needed to develop community-specific theories of change. The awardee will lead the development of theories of change for the five target communities, will refine the community reports to include the results of the systems analysis and appreciative inquiry assessments and compare and contrast drivers and resiliencies in the five communities.

**Activity Objectives:**

1. To identify the local drivers of and resiliencies against violent extremism in five target communities.
2. To engage and empower communities to counter violent extremism.
3. To use community-specific data to inform community programming.

Project Location: Tanzania (Arusha, Dar es Salaam, Mwanza, Tanga, and Zanzibar)

Milestone No.	Milestone's Description and Required Documentation	Payment Amount (%)	Completion Dates
Milestone No. 1	-- Review the CVE ICAF questionnaires and data collection tools, and provide inputs for integrating systems analysis and appreciative inquiry into the revised CVE ICAF -- Design ICAF report template for Analysis workshop -- Systems Analysis and AI Workshop Designs	20%	End of Contract Week 3
Milestone No. 2	-- Conduct Systems Analysis Workshops -- Questionnaires for Appreciative Inquiry (AI) -- Advise data collectors during data collection and data analysis phases of Appreciative Inquiry -- Provide status report on data collection and analysis -- Workshop reports including copies of trainee attendance and allowance sheets, photographs of training sessions, minutes from meetings, and a summary of participant feedback.	30%	End of Contract Week 8
Milestone No. 3	-- Lead development of participatory planning workshops -- Submit participatory planning workshop agenda and any training materials/handouts/presentations that will be used -- Workshop reports including copies of trainee attendance and allowance sheets, photographs of training sessions, minutes from meetings, and a summary of participant feedback	15%	End of Contract Week 9
Milestone No. 4	-- Lead development of and submit final copies of the theory of change for each of the five target regions -- Refine community reports, including the integration of ICAF, systems analysis/ appreciative inquiry data, and developing a compare/ contrast chapter that can be used to analyze differences between regions	20%	End of Contract Week 12
Milestone No. 5	-- Finalize the assessment reports for the five target communities and incorporate relevant information from community validation sessions	15%	End of Contract Week 15

**Period of Performance:**

We anticipate a period of performance of 15 weeks.

**Attachment II**  
**INSTRUCTIONS TO OFFERORS**

**A. General Instructions**

These Instructions to Offerors will not form part of the offer or of the Contract. They are intended solely to aid Offerors in the preparation of their proposals. **Read and follow these instructions carefully.**

1. The proposal and all corresponding documents related to the proposal must be written in the English language, unless otherwise explicitly allowed. Additionally, all proposals should be single-spaced with clear section headings, and be presented in the order specified in Attachment III – Evaluation Criteria.
2. Proposals must include only the Offeror's own work. No text should be copied from sources outside of your organization, unless those sources are adequately cited and credited. **If Creative determines that any part of the proposal is plagiarized from outside sources, the Offeror will be automatically disqualified.**
3. Proposals and all cost and price figures must be presented in **USD**. All prices should be gross of tax, but net of any customs duties. A firm fixed price purchase order will be issued to the successful offeror in USD.
4. The Offeror must state in their Proposal the validity period of their offer. The minimum offer acceptance period for this RFP is **90 days** after closing date of the RFP. If an Offeror has provided a validity period of less than 90 days, they will be asked to revise this. If the Offeror does not extend the validity period, their proposal will be rejected. Creative reserves the right not to make an award.
5. The Technical Proposal and Cost/Business Proposal **must** be kept separate from each other. Technical Proposals must not make reference to cost or pricing information **at any point**. This will enable in order the technical evaluation to be made strictly on the basis of technical merit.
6. Offerors must be licensed and authorized to conduct business in the United States, as evidenced by submission of a copy of a valid Business registration license or incorporation documents. Licensing must clearly show a license number, official government stamp and a date of issue and date of expiry.
7. No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by Creative. All such costs will be at the Offeror's expense.
8. Responsibility Determination: Award shall only be made to "responsive" subcontractors. To enable Creative to make this determination, the Offeror must provide a cover letter, as provided in Attachment IV.
9. Late Offers: Offerors are wholly responsible for ensuring that their Offers are received in accordance with the instructions stated herein. Late offers will be rejected, even if it was late as a result of circumstances beyond the Offeror's control.
10. Modification/Withdrawal of Offers: Offerors have the right to withdraw, modify or correct their offer after it has been delivered to Creative at the address stated above, and provided that the request is made before the RFP closing date.
11. Disposition of Proposals: Proposals submitted in response to this RFP will not be returned. Reasonable effort will be made to ensure confidentiality of proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature, but if such information is included in the Offeror's proposal, the Offeror must alert Creative and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
12. Clarifications and Amendments to the RFP: Any questions regarding this solicitation must be **emailed** to [ProcurementHQ@CreativeDC.com](mailto:ProcurementHQ@CreativeDC.com). No questions/clarifications will be entertained if they are received by another means. The solicitation number should be stated in the subject. Responses will be compiled and emailed to the requesting potential Offeror, and will be sent to all organizations that requested this RFP, or re-posted publicly if offered as a full and open competition.
13. Creative anticipates that discussions with Offerors will be conducted; however, Creative reserves the right to make an award without discussions. It is strongly recommended that Offerors present their best offer.
14. Eligibility of Firms – Source/Origin/Nationality: The authorized geographic code for the source and origin of the goods and services and for the nationality of our suppliers under this contract is 935. A full

discussion of the source/origin/nationality requirements maybe found at 22 CFR 228 (see [http://www.access.gpo.gov/nara/cfr/waisidx\\_02/22cfr228\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr228_02.html)). Offerors whose proposals fail to meet the nationality requirements will be considered non-responsive.

**Failure to agree and comply with any of the above specifications will result in the Offeror being considered unresponsive and the proposal rejected.**

**B. Submission of Proposal:**

Proposals must be submitted in **two separate e-mails**:

1. E-mail 1 – Technical Proposal
2. E-mail 2 – Cost/Business proposal

Each e-mail should be clearly labeled with the RFP number and project title.

Proposals must be delivered no later than the specified date/time to the address below.

Creative Procurement Department  
[ProcurementHQ@CreativeDC.com](mailto:ProcurementHQ@CreativeDC.com)

**Offerors who do not submit their technical and cost proposals separately will be automatically disqualified.**

**C. Content of Proposal:**

The proposal shall be comprised of four sections:

- i. The Cover Letter (Attachment IV)
- ii. Copy of the Offeror's Valid Business license
- iii. The Technical Proposal
- iv. The Cost/Business Proposal

- 1) The Cover Letter: should be on the Offeror's letterhead and MUST contain the information requested in Attachment IV.
- 2) Business License
- 3) Technical Proposal:
  - a. Should **clearly & precisely** address theoretical and practical aspects that the Offeror has considered and will employ to carry out the statement of work.
  - b. The Technical Proposal is the opportunity for the Offeror to demonstrate that the firm is "technically capable" of implementing the activity, and should demonstrate the Offeror's understanding of and capabilities to carry out the work, and address the key issues described in the Evaluation Criteria in Attachment III.
  - c. The Technical Proposal should be divided into clearly separate sections **following the same order** of the Evaluation Criteria in Attachment III. A mis-ordered proposal that makes information hard to find will result in lower scores.
  - d. **If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Offeror's proposal will be automatically disqualified.**

Technical proposals must not exceed five single-spaced typed pages, utilizing Times New Roman 12 pt font, typed on standard 8 1/2" x 11" sized paper with one-inch margins.

4) The Cost/Business Proposal: must be submitted separately from the technical proposal and will primarily indicate the cost for performing the work specified in this RFP. At a minimum, the Cost/Business proposal should include the following information:

- a. A detailed budget that provides a break-down of costs by line item. Note that any indirect/overhead costs should be listed as a separate line item in the budget and should not be built into the direct costs. **Use the budget template presented in the Evaluation Criteria, in Attachment III.**
- b. Detailed and comprehensive cost notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the activity.
- c. If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure / revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).

- d. USAID Biographical Data sheet (AID 1420) for each individual proposed in the proposal. The form must be signed by the individual and the offeror and should include daily rates in USD only. Additionally, biographical data sheets should include base rates only. Forms with loaded rates (i.e. inclusive of staff bonuses or any other type of financial benefit) will be rejected.

**Failure to comply with any of the above points will result in the Offeror being considered “unresponsive” and the proposal may be rejected.**

If an Offeror provides insufficient information in their technical and/or cost proposal, Creative reserves the right to request additional information, or to request a revised proposal from the Offeror, if necessary.

**Creative reserves the right to make no award, or multiple awards, under this RFP.**

**Attachment III  
EVALUATION CRITERIA**

Basis of Award: The award will be made to the offeror whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score of **70 points** in the technical evaluation will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

**SAMPLE EVALUATION CRITERIA**

**1. Technical Competence – presented in the Technical Proposal (100 points)**

**A. Technical Approach 80 points**

Provide a clear, specific and succinct technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of this project. Specifically, please address the following, **in the order specified below:**

Item	Requirement	Points Available
1) Technical Methodology	The technical methodology will be evaluated on the overall merit – creativity, clarity, responsiveness and completeness – and feasibility of the approach and strategies proposed to achieve the objectives and expected results of GREAT.	40 points
2) CVs for Key personnel	The offeror will be evaluated on the effectiveness and appropriateness of personnel for the SOW, including successful past experience on similar efforts.	20 points
3) Implementation Plan	The offeror’s capability will be assessed based on the extent to which it presents a clear implementation plan to meet all deliverables within the 15-week period. The implementation plan will include a timeline and methodology.	20 points
Total		80 points

**If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Offeror’s proposal will be automatically disqualified.**

**B. Past Performance and Experience 20 points**

Document and summarize your proven track record of successfully implementing similar activities. Using the **exact table format provided below**, please list only the projects you have implemented within the past 3 years, a brief description of how each is relevant to this RFP and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments.

Offerors with past performance with similar projects, in the same geographic area and/or of similar scale to the activity described in this RFP will be scored more favorably than offerors that do not meet these criteria. Please note that Offerors cannot be evaluated on information that they do not provide. For example, if an Offeror has current/past performance working with Creative, they cannot be positively evaluated on this experience unless it is provided in the Offeror’s proposal.

#	(a) Activity Title	(b) Location(s) of activity	(c) Synopsis of the activity and its relevance to this RFP	(d) Performance period (date, duration and if completed on schedule)	(e) Prime or Subcontractor?	(f) Amount for the activity	(g) Name & Contact Info (E-mail <u>and</u> phone) of client
1							
2							
3							

**C. Attachments**

**Not Scored**

You may include recommendation/appreciation letters and certificates as attachments, or any other documentation you wish to further support your proposal, **stapled/bound separately from the rest of the technical proposal**. Content presented here will not be scored.

**2. Cost Reasonableness and Financial Capability** – presented in the Cost/Business Proposal.

**Not Scored**

- a) Submit a detailed budget to carry out this work. Creative’s review of the Cost Proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror’s Technical Proposal. Creative will also review individual line items and determine if they are allowable, allocable and reasonable.

The following is a sample format for the detailed budget. The Offeror may list any reasonable, allowable and allocable cost line items, but must follow the major categories listed below, breaking down all “lump sum” items as much as reasonably possible. Any indirect/overhead costs should be listed as a separate line item in the budget and should not be built into the direct costs.

Description	Unit (day/month)	Quantity	Unit Cost USD	Total Price USD
<b>A) Program Staffing</b>				
<b>B) Program Material and Equipment</b>				
<b>C) Program Administration and Services</b>				
<b>Total</b>				

Cost proposals providing more direct funding towards programming outputs and local labor, instead of staff salaries and administrative or overhead costs, will be reviewed more favorably.

- b. Submit reasonably comprehensive budget narrative/ budget notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the activity.
- c. If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure / revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).
- d. USAID Biographical Data sheet (AID 1420) for each individual proposed in the proposal. The form must be signed by the individual and the offeror and should include daily rates in USD only. Additionally, biographical data sheets should include base rates only. Forms with loaded rates (i.e. inclusive of staff bonuses or any other type of financial benefit) will be rejected.

Offerors that do not provide the above-required items as part of their Cost/Business proposal, that provides a proposal that represents a poor understanding of the work to be performed, or that presents unrealistic, unallowable, unallocable or unreasonable items and costs, in the reviewer’s evaluation, will be considered unresponsive and may be disqualified from further consideration.

**Best value determination for award**

Creative will evaluate proposals on a best value basis, in accordance with the Federal Acquisition Regulations (FAR) Subpart 15.1 – Source Selection Processes and Techniques. In all solicitations, Creative will consider and conduct an evaluation on the basis of both technical capacity and cost. The relative importance of these two factors will vary depending on the nature of the activity. In rare cases, Creative may also award to a firm



other than the highest technically rated Offeror or the lowest price Offeror, in accordance with FAR 15.101-1.

**Creative reserves the right to request additional supporting documentation or a revised proposal from an Offeror if insufficient information has been provided in the Offeror's technical and/or cost proposal. If the requested information is not provided, Creative has the right to disqualify the firm from further consideration.**

**ATTACHMENT IV**  
**FORMAT FOR PROPOSAL COVER LETTER – TO BE PRINTED ON ORGANIZATIONAL LETTERHEAD**

City, Country  
<Date>

To: Creative Procurement Team

Dear Sir / Madam:

We, the undersigned, offer to undertake the **[Insert RFP No], [Insert project title]**, in accordance with your Request for Proposal dated **[Insert MM/DD/YYYY]** and our Technical and Cost/Business Proposal submitted herein.

Our organization's details are as follows:

- i. Company's Name
- ii. Company's Address
- iii. Name of Company's authorized representative:
- iv. Telephone #/Cellular Phone #, Email address:
- v. Validity Period of Proposal
- vi. A valid Business License

Our proposal shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organization:

- (a) has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
- (b) is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
- (c) has a satisfactory performance record;
- (d) has a satisfactory record of integrity and business ethics;
- (e) has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
- (f) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorized Signature:

Name and Title of Signatory:

Date:

## Attachment V

### PRIME CONTRACT FLOW-DOWN CLAUSES

Work performed or supplies delivered under the Agreement resulting from this RFP is pursuant to a contract from USAID. All relevant flow-down clauses from the contract will be incorporated in the Agreement: (a) in such a manner as to make the Contractor subject to those clauses, as applicable, and (b) to the extent necessary to enable Creative to perform its obligations under the contract to enable USAID to enforce its rights hereunder. This agreement incorporates the following Federal Acquisition Regulations (FAR) and agency regulations as applicable. To the fullest extent that these clauses flow-down or apply to the Contractor, they are incorporated herein by reference with the same force and effect as if they were given in full text. Where appropriate and applicable under these clauses, references to the "Government" shall be interpreted to mean the Creative Associates and "Contractor" to mean the Contract recipient of the Agreement resulting from this award.

#### Federal Acquisition Regulations (FAR) (48 CFR 1) Clauses

The following FAR Clauses are applicable to this specific subcontract, incorporated here by reference.

52.202-1	DEFINIITIONS	Jul-04
52.203-3	GRATUITIES	Apr-84
52.203-5	COVENAT AGAINST CONTINGENT FEES	Apr-84
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	Sep-06
52.203-7	ANTI-KICKBACK PROCEDURES	Jul-95
52.203-8	CANCELLATION, RECISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	Jan-97
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLIGAL OR IMPROPER ACTIVITY	Jan-97
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	Sep-05
52.204-2	SECURITY REQUIREMENTS	Aug-96
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	Aug-00
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHWN SUBCONTRACTING SEP 2006 WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARRMENT	Sep-06
52.215-2	AUDIT AND RECORDS –NEGOTIATION	Jun-97
52.215-8	ORDER OF RECEDENCE—UNIFORM CONTRACT FORMAT	Oct-97
52.215-11	PRICE REDCUTION FORDEFECTIVE COST OR PRICING DATA—MODIFICATION	Oct-97
52.215-13	SUBCONTRATOR COST OR PRICING DATA—MODIFICATION	Oct-97
52.215-14	INTEGRITY OF UNIT PRICES	Oct-97
52.215-15	PENSION ADJUSTMENT AND ASSET REVISIONS	Oct-04
52.215-18	REVISION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB)	Jun-05
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES	Oct-97
52.216-7	ALLOWABLE COST AND PAYMENT	Dec-02
52.216-8	FIXED-FEE	Mar-97
52.217-8	OPTION TO EXTEND SERVICES	Nov-99
52.219-14	LIMITATIONS ON SUBCONTRACTING	Dec-96
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	Feb-99
52.222-26	EQUAL OPPORTUNITY	Apr-02
52.222-29	NOTIFICATION OF VISA DENIAL	Jun-03
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	Sep-06
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	Jun-98

52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS OF THE VIETNAM ERA AND OTHER ELIGIBLE VETERANS	Sep-06
52.223-6	DRUG-FREE WORKPLACE	May-01
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	Aug-03
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN	Feb-06
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION	Feb-06
52.225-19	CONTRACTOR PERSONNEL IN A DESIGNATED OPERATIONAL AREA OR SUPPORTING A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES	Mar-08
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT	Aug-96
52.227-14	RIGHTS IN DATA-GENERAL	Jun-87
52.228-3	WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT)	Apr-84
52.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	Mar-96
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	Apr-03
52.229-8	TAXES-FOREIGN COST-REIMBURSEMENT CONTRACTS	Mar-90
52.230-2	COST ACCOUNTING STANDARDS	Apr-98
52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS	Apr-05
52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS INTEREST	Apr-84
52.232-17	INTEREST	Jun-96
52.232-22	LIMITATION OF FUNDS	Apr-84
52.232-23	ASSIGNMENT OF CLAIMS	Jan-86
52.232-25	PROMPT PAYMENT ALTERNATE I	Oct-03 Feb-02
52.232-33	PAYMENT BY ELECTRONIC FUNDS—CENTRAL CONTRACTOR REGISTRATION	Oct-03
52.232-37	MULTIPLE PAYMENT ARRANGEMENTS	May-99
52.233-1	DISPUTES	Jul-02
52.233-3	PROTEST AFTER AWARD ALTERNATE I	Aug-96 Jun-85
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACTO CLAIM	Oct-04
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	Apr-84
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	May-01
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	Jan-97
52.242-14	SUSPENSION OF WORK	Apr-84
52.242-15	STOP-WORK ORDER ALTERNATE I	Apr-89 Apr-84
52.242-17	GOVERNMENT DELAY OF WORK	Apr-84
52.243-2	CHANGES--COST REIMBURSEMENT Alternate II (Apr 1984)	Aug-87
52.244-2	SUBCONTRACTS ALTERNATE I (JUN 2007)	Jun-07
52.244-6	SUBCONTRACTS FOR COMMERCIAL TEMS	Sep-06
52.245-5	GOVERNMENT PROPERTY (COST-REIMBURSEMENT TIME AND MATERIALS, OR LABOR HOUR CONTRACTS)	May-04
52.246-23	LIMITATION OF LIABILITY	Feb-97
52.246-25	LIMITATION OF LIABILITY—SERVICES	Feb-97
52.247-63	PREFERENCE FOR 0.5.-FLAG AIR CARRIERS	Jun-03
52.247-64	PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG	Feb-06

	COMMERCIAL VESSELS	
52.247-67	SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT	Feb-06
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	May-04
52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM)	Apr-84
52.249-6	TERMINATION (COST-REIMBURSEMENT)	May-04
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	Apr-84
52.249-14	EXCUSABLE DELAYS	Apr-91
52.253-1	COMPUTER GENERATED FORMS	Jan-91

## 1.) Agency for International Development Acquisitions Regulations (AIDAR) (48 CFR 7) Clauses

752.202-1	DEFINITIONS	Jan-90
752.204-2	SECURITY REQUIREMENTS	(undated)
152.209-71	ORGANIZATIONAL CONFLICTS OF INTEREST	Jun-93
	DISCOVERED AFTER AWARD	
752.211-70	LANGUAGE AND MEASUREMENT	Jun-92
752.225-71	LOCAL PROCUREMENT	Feb-97
752.228-3	WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT)	
752.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	
752.245-70	GOVERNMENT Property-USAID REPORTING REQUIREMENTS	
752.245-71	TITLE TO AND CARE OF PROPERTY	Apr-84
752.7001	BIOGRAPHICAL DATA	Jul-97
752.7002	TRAVEL AND TRANSPORTATION	Jan-90
752.7006	NOTICES	Apr-84
752.7008	USE OF GOVERNMENT FACILITIES OR PERSONNEL	Apr-84
752.701	CCNVERSION OF U.S. DOLLARS TO LOCAL CURRENCY	Apr-84
752.7011	ORIENTAT/ON AND LANGUAGE TRAINING	Apr-84
752.7013	CONTRACTOR-MISSION RELATIONSHIPS	Oct-89
752.7014	NOTICE OF CHANGES IN TRAVEL REGULATIONS	Jan-90
752.7015	USE OF POUCH FACILITIES	Jul-97
752.7018	HEALTH AND ACCIDENT COVERAGE FOR USAID PARTICIPANT TRAINEES	Jan-99
752.7019	PARTICIPANT TRAINING	Jan-99
752.7023	REQUIRED VISA FORM FOR USAID PARTICIPANTS	Apr-84
752.7025	APPROVALS	Apr-84
752.7028	DIFFERENTIALS AND ALLOWANCES	Jul-96
752.7029	POST PRIVILEGES	Jul-93
752.7031	LEAVE AND HOLIDAYS	Oct-89
752.7033	PHYSICAL FITNESS	Jul-97
752.7034	ACKNOWLEDGEMENT AND DISCLAIMER	Dec-91
752.7035	PUBLIC NOTICES	Dec-91

### Restriction on Certain Foreign Purchases (June 2008)

Except as authorized by the Office of Foreign Assets Control (OFAC) in the Department of the Treasury, the Contractor shall not acquire, for use in the performance of this contract, any supplies or services if any proclamation, Executive order, or statute administered by OFAC, or if OFAC's implementing regulations at 31 CFR Chapter V, would prohibit such a transaction by a person subject to the jurisdiction of the United States.

(a) Except as authorized by OFAC, most transactions involving Cuba, Iran, and Sudan are prohibited, as are most imports from Burma or North Korea, into the United States or its outlying areas. Lists of entities and individuals subject to economic sanctions are included

in OFAC's List of Specially Designated Nationals and Blocked Person at <http://www.treas.gov/offices/enforcement/ofac/sdn>. 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/oltices/enforcementiofac>.

(b) The Contractor shall insert this clause, including this paragraph (c), in all subcontracts.

**1.3 4-14.001**

Information for Non-US contractors, subcontractors, and key individuals.

(a) The contractor must complete and submit the "USAID Information Form" in appendix B, for:

- (i) Itself, if it is a non-U.S. entity;
- (ii) Each subcontractor or subcontractor of a subcontractor, regardless of the tier, that is a non-U.S. entity; or
- (iii) Each key individual that is a non-U.S. entity.

(b) For purposes of this clause, the following definitions apply:

"Non-U.S. entity: means (1) any non-US citizen or non-permanent legal resident of the United States; or (2) any entity that is not formed in the United States or for which 50% or more of the equity is owned or controlled by persons who are not U.S. citizens or permanent legal residents of the United States.

"Key individuals" means (i) an individual or entity owning 10% or more equity stake in the organization, whether publically- or privately-held; (ii) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer or secretary of the board of directors or board of trustees); (iii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director; president, vice president); (iv) the program manager or chief of party for the USAID-financed program; and (v) any other person with significant responsibilities for administration of USAID financed activities or resources.

(c) The requirements of paragraph (a) of this clause must be completed at prior to the Government's acceptance of the contract and following that, at the earlier of:

- (i) Once a year; or
- (ii) When there is a change or addition to any entity or person identified in paragraph (a).

(d) USAID reserves the right to rescind approval for a sub-award in the event that USAID subsequently becomes aware of information indicating that the sub-award is contrary to U.S. law or policy prohibiting support for terrorism, or facilitating criminal activity. In such cases, USAID's Contracting Officer will provide written instructions to the recipient to terminate the sub-award.

**(End of Provision)**