**REQUEST FOR PROPOSALS (RFP)**

|  |  |
| --- | --- |
| **RFP Number:** | SI\_RFP\_2024\_02 |
| **Issuance Date:** | July 31, 2024 |
| **Deadline for Questions:** | August 7, 2024 |
| **Deadline for Proposals:** | August 19, 2024 |
| **Description:** | Provision of Data Collection Services |
| **For:**  |  USAID Monitoring, Evaluation and Learning Platform |
| **Funded By (Client):**  | United States Agency for International Development (USAID) |
| **Implemented By:** | Social Impact, Inc.  |
| **Contact:** | 1. Joe Amick jamick@socialimpact.com
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3. Abigail Price aprice@socialimpact.com
 |
| **Geographic Code:** | 935 |

Contents

[1. Background 2](#_Toc157006621)

[2. Scope of Work 2](#_Toc157006622)

[3. Submission Instructions 2](#_Toc157006623)

[4. Evaluation and Award 3](#_Toc157006624)

[5. Terms and Conditions 4](#_Toc157006625)

[Annex A: Scope of Work 6](#_Toc157006626)

[Annex B: Past Performance 7](#_Toc157006627)

[Annex C: Certifications 8](#_Toc157006628)

[Annex D: Financial Proposal Template 10](#_Toc157006629)

# Background

Social Impact (SI) is a Washington, DC-area international development management consulting firm. SI’s mission is to improve the effectiveness of international development programs to improve people’s lives. SI provides a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. SI provides services globally in the areas of monitoring and evaluation, strategic planning, project, and program design, organizational capacity building, and gender and social analysis. SI services crosscut all development sectors including democracy and governance, health and education, the environment, and economic growth. SI’s clients include US government agencies such as USAID, the Millennium Challenge Corporation, and the US Department of State; bilateral donors; multilateral development banks; foundations; and non-profits.

SI’s official home page is: <http://www.socialimpact.com/>

The United States Agency for International Development (USAID) /Mali Monitoring, Evaluation, and Learning (MEL) Platform is a five-year activity awarded to SI to provide technical and advisory services to design and carry out various monitoring, evaluation, and learning activities for USAID/Mali. The contract has 3 major components.

1. Third-Party Monitoring (TPM);
2. Evaluation Services and Surveys; and
3. Collaborating, Learning, and Adaptive Management and Communication Services.

Under Component 2, SI will conduct a baseline study for the United States Agency for Development (USAID) Doniya Taabolo Activity (the “Project”). The goal of the Project is to measure whether the Doniya Taabolo Activity intervention resulted in students in target schools demonstrating greater skills in math than their peers of the same grades in non-targeted homologous schools. The purpose of this RFP is to solicit proposals for the Project for the purchase the services of a Malian data collection firm to administer Early Grade Math Assessments (EGMA) to students in Mali.

# Scope of Work

The detailed Scope of Work is attached in Annex A of this RFP.

# Submission Instructions

Offerors are responsible for ensuring that their offers are received by SI in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFP may lead to disqualification of an offer from consideration.

## **Questions**

Questions regarding the technical or administrative requirements of this RFP may be submitted by the deadline and to the contact specified on page 1. Questions must be submitted in writing; **phone calls will not be accepted**. Questions and requests for clarification—and the responses thereto—that SI believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by SI will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of SI or any other entity should not be considered as an official response to any questions regarding this RFP.

## **Proposal Deadline and Protocol**

Proposals must be received no later than the deadline and to the contact specified on page 1. Please reference the RFP number in any response to this RFP. Proposals received after the specified time and date will be considered late and may be considered only at the discretion of SI.

## **Eligibility**

By submitting a proposal in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. SI will not award a contract to any Malian firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

## **Technical Proposals**

Offerors must submit the following as part of their technical proposal:

* Detailed Technical Proposal
* Resumes of Key Personnel
* Proposed Staffing Plan
* Past Performance – description of at least three (3) experiences offering similar services (In the format provided as Annex B)
* References – at least three (3) names of references and offeror’s consent authorizing SI to contact those references (In the format provided as Annex B).
* Offeror Profile and Capabilities, including a copy of official registration or business license, as applicable.

## **Financial Proposals and Notes**

Offeror must submit a complete price proposal **in Excel**, using the template provided as Annex D, clearly identifying any taxes or fees. Offeror must submit budget notes accompanying the financial proposal.

Proposals must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD.

# Evaluation and Award

An award may be made to one or more responsible offeror(s) who follow the RFP instructions, meet the eligibility requirements, and is selected via a trade-off analysis judged to offer best value based on application of the following evaluation criteria:

|  |  |
| --- | --- |
| **Points** | **Evaluation Criteria** |
| 30 points | * Technical Approach & Methodology
 |
| Qualifications of Key Personnel & Proposed Staffing Plan |
| 10 points | * Proposed Staffing Plan
 |
| 20 points  | * Qualification of key personal
 |
| Corporate Capabilities, Experience, and Past Performance |
| 10 points | * Past Performance and References
 |
| 20 points | * Corporate Capabilities
 |
| 10 Points | * Proposed price
 |
| * **Maximum Points: 100**
 |

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, a proposal may be deemed “non-responsive” and thereby disqualified from consideration. SI reserves the right to waive immaterial deficiencies at its discretion.

# Terms and Conditions

## **Offer Validity**

Offers must remain valid for not less than ninety (90) calendar days after the offer deadline.

## **Best Offer Proposals**

Best-offer proposals are requested. It is anticipated that award will be made solely based on these original proposals. However, SI reserves the right to conduct negotiations with and/or request clarifications from any offeror prior to award.

1. **Taxes and VAT**

The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFP.

## **Source and Nationality**

All goods and services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](https://www.gpo.gov/fdsys/pkg/CFR-2015-title22-vol1/pdf/CFR-2015-title22-vol1-part228.pdf). The cooperating country for this RFP is specified on the cover page of this RFP.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any countries which are deemed ineligible by the US Government.

## **Prohibition of Terrorism**

In addition, Offerors understand 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. It is the legal responsibility of the offerors to ensure compliance with these Executive Orders and laws.

## **Payment Terms**

SI’s standard payment terms are net 30 days after receipt and acceptance of an approved invoice, and submission of deliverables if applicable. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.

## **Additional Terms and Conditions**

This is an RFP only. Issuance of this RFP does not in any way obligate SI or its client to make an award, nor does it commit SI or its client to pay for costs incurred in the preparation and submission of a proposal.

By submitting a response to this RFP, the offeror understands that SI’s client is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to SI for consideration, as SI’s client will not consider protests regarding procurements carried out by implementing partners. SI, at its sole discretion, will make a final decision on the protest for this procurement.

This solicitation is subject to SI’s standard terms and conditions.  Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request.

SI may cancel this RFP at any time.

# Annex A: Scope of Work

## **Activity Background**

The goal of the five-year USAID Doniya Taabolo Activity (2023-2028) is to build on the achievements of USAID Selective Integrated Reading Activity (SIRA) implemented from 2016 to 2022, to develop the teaching of the Balanced Approach (BA) to literacy, to improve the teaching of mathematics, and to support teachers and students in their transition to greater pedagogical independence.

The USAID Doniya Taabolo Activity aims to improve the reading and math skills of children, including those with auditory and visual disabilities, in Grades One, Two, Three, and Four. The Activity will pilot innovative, strategic technology with a demonstrated history of supporting learners as they transition from local language to French and strengthen learning resources in Braille and sign language. Building on the strong foundations laid by United States Government funded programs, USAID Doniya Taabolo will expand local-language literacy programming to Grades Three and Four and introduce a primary mathematics program to provide balanced foundational skills and improve overall learning outcomes for primary learners in Grades One, Two, Three, and Four. School management committees, community volunteers, and parents will be involved to improve learning outcomes in reading and mathematics.

An impact evaluation (IE) is intended to measure whether the Doniya Taabolo Activity intervention resulted in students in the target schools demonstrating greater skills in math than their peers of the same grades in non-targeted homologous schools. This baseline study aims to document and measure the status of the learning outcomes prior to the intervention’s implementation. Thereafter, future studies (midline and/or endline) will be conducted to measure changes in mathematics learning outcomes attributable to USAID Doniya Taabolo in Grades One, Two, Three, and Four at baseline.

The findings from the baseline study will allow USAID Doniya Taabolo to establish that students in non-targeted schools are equivalent along relevant dimensions to students in targeted schools. Moreover, baseline findings will allow USAID to modify or adjust interventions, if necessary, before or during their roll-out to all targeted schools and advise the Ministry of National Education (MNE) on the national norms and benchmarks for math attainment. The primary stakeholders for this evaluation include the MNE, USAID/Mali, implementing partner (IP) Education Development Center (EDC); and other donors and entities active in Mali’s education sector, such as Œuvre Malienne d'Aide à l'Enfance du Sahel (OMAES), Cabinet de Recherche Actions pour le Développement Endogène (CRADE), Conseils et Appui pour l’Éducation à la Base (CAEB), and the Fédération Malienne des Associations des Personnes Handicapées (FEMAPH). The Doniya Taabolo Activity covers the regions of Dioïla, Bougouni, Koutiala, and Sikasso.

## Evaluation Questions

For this Baseline of the IE, the following baseline evaluation questions are proposed. The baseline EQs were designed considering that they can a) be addressed at the baseline stage, and which b) will set up the design and data needed for subsequent midline and final (endline) IEs. The final (endline) IE will then answer the above questions about Activity impact.

*Table 2: Baseline Evaluation Questions*

|  |
| --- |
| **Baseline Evaluation Questions**  |
| 1. Have comparable treatment and comparison groups been established across math outcomes and other factors at baseline?
 |
| 1. How is the current level of parental involvement tied to students’ baseline math results in comparison and treatment schools?
 |
| 1. How are teachers currently teaching math in Grades One through Four in comparison and treatment schools?
 |

## **Data Collection Firm Request**

To assist the SI baseline team (BT) in collecting data to respond to the study questions, SI seeks the service of a Malian data collection firm to collect the following data described below. All work will be performed under the supervision of the BT and SI. Data collection will take place at 200 schools (100 treatment and 100 control) in a total of four regions (Bamako, Koulikoro, Segou, and Sikasso), in 20 Cercles and 174 Communes. The following table provides an approximation of the geographic distribution of schools, however, the exact distribution will be finalized at award.



|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Population | Length | Sample size |
| **Bamako** | **Koulikoro** | **Segou** | **Sikasso** |
| EGMA | 15 students in grade 2 and 15 students in grade 4 from each school | 30 minutes | 20 | 60 | 45 | 75 |

## Early Grade Math Assessments (EGMA):

An assessment will be administered to students to assess the baseline math results in September-October 2024. The BT will select 100 treatment and 100 comparison schools, from which 15 students each in grades 2 and 4 will be randomly selected to participate in the EGMA. The assessment will be approximately 30 minutes in length and will be offered in Bamanankan. The subcontractor should advise on whether any other translations are recommended. The BT will program the questionnaire in SurveyCTO for use on Android tablets, and the Malian data collection firm will use SI’s account server to upload data from the field using Android tablets. SI will provide access to the server and the programmed instrument. The Malian data collection firm does not need to purchase a subscription nor program any instruments.

## **Planning Tasks:**

The Malian data collection firm will be responsible for the following planning tasks prior to fieldwork:

*1.* *Workplan:* The Malian data collection firm shall develop a detailed work plan and schedule within 1 week of subcontract award. The document will detail key aspects of technical and managerial approaches, including the expected duration and sequencing of tasks, logistics, staffing/team composition, team roles/responsibilities, respondent sampling, data collection, data quality assurance protocols, data analysis, reporting, and security protocols. Finally, the document shall outline any areas for which the Malian data collection firm requires support from the BT, the MEL Platform or SI.

*2.* *Clearances:* The Malian data collection firm is responsible for identifying and liaising with the necessary local authorities to gain permission/clearances to legally perform all tasks specified in this SOW within the identified schools, with the support of the BT. The Malian data collection firm will be required to keep documentation of all requests, approvals, and correspondence between relevant parties and provide copies to the BT, the MEL Platform or SI upon request. The Malian data collection firm is expected to maintain positive, professional relationships with all local stakeholders and report any challenges therein immediately to the BT. The BT will obtain institutional review board clearance for this activity but requires one Malian data collection firm staff to complete the Protecting Human Research Participants (PHRP) ethics training or equivalent and provide the corresponding certificate of completion.

*3.* *Planning*: The Malian data collection firm is responsible for all aspects of data collection planning. Note that data collection activities must be compliant with policies regarding local security concerns. Any changes to the fieldwork due to security concerns need to be communicated with BT as soon as possible.

*4.* *Pretest and comment on instruments:* The Subcontractor will be required to conduct pretesting for all data collection instruments. Pretesting is focused on the flow, translation, and logic of the instrument. The Malian data collection firm will pretest and provide feedback on the questionnaire, suggesting revisions for context, flow, or other aspects. Reviewers should include senior staff with experience administering education assessments. The review should ensure that the questionnaire is worded such that the target students can easily understand questions and responses.

*5.* *Training Manual:* The Malian data collection firm will develop comprehensive manuals for supervisors and enumerators and submit them to BT for review and approval.

*6.* *Staff Training*: The Malian data collection firm must train all supervisors and enumerators prior to data collection. The training shall be comprised of classroom as well as practice sessions administering surveys, and should provide space for practice in small groups or pairs. The Malian data collection firm is required to specify the recommended sequencing, duration, and content of field staff training as part of the technical proposal. It is recommended that training last a week, followed by a 2-day pilot and 1-day debriefing (described below). The training should take place either in Bamako or other data collection geographies (bidders should include the proposed location in their proposal). It is further required that more supervisors and enumerators be trained than will be required for any data collection activity so top performers can be selected and a pool of backup supervisors and enumerators be ready in case of need. The BT will assist with the training, may test supervisors and enumerators as needed and may require, at their discretion, replacement of supervisors and enumerators deemed to be performing inadequately in training or in the field. The Malian data collection firm must submit a report describing the activities undertaken during training, and piloting, and identifying problems, solutions, and the way forward within 2 days of the debriefing sessions following the pilot.

*7.* *Piloting and Debriefing Sessions:* Piloting will be done as part of staff training and will focus on the entire data collection process. This is meant to be a “real-life” practice of data collection, and all supervisors and enumerators should conduct at least one assessment with a student from outside the selected sample. The Malian data collection firm will organize all aspects of the pilot and should be scheduled during the first week of classroom instruction. Each day after the pilot, the Malian data collection firm will hold debriefing sessions and refresher training. After completing the pilot, the Malian data collection firm will hold a full one-day debriefing session in which any difficulties or problems with the survey will be identified to the BT, and the final enumerator teams will be selected.

*8.* *Final Instrument Revisions:* Immediately following the debriefing sessions, the Malian data collection firm shall submit any final proposed changes to the instrument to the BT and assist the BT as needed to implement any approved changes. Final adjustment must take place before the deployment of field personnel. Once the instrument is finalized, it cannot be changed.

## **Quality Assurance, Respondent Protection and Data Security**

Overall Quality Assurance:

Subcontractors will be required to conduct quality control, at minimum following the requirements listed below. SI will be conducting independent quality assurance for the duration of this activity. Subcontractors will be required to respond in a timely manner to SI questions regarding data quality control and other measures of data quality assurance.

**Quantitative Data Collection:**

Led by Subcontractor:

- Daily team debriefs: Check-ins with the enumerators and field staff to review any challenges faced, allow for questions and clarifications, and provide feedback to the wider group. These are especially important early in the data collection activity to ensure that proper interviewing habits are formed.

- Supervisor checks: Supervisors will check their teams’ forms before they are submitted to the server, to ensure completeness and spot-check for errors.

- Accompaniment: Subcontractor will ensure that at least 10% of EGMAs are directly observed by a supervisor or other senior member of the team. All enumerators should be directly observed at least once during the first week of data collection. Observations will be summarized in an accompaniment form developed by Social Impact.

- Back-checks: Subcontractor will conduct back-checks on 10% of the total sample for quantitative instruments administered, using a back-check tool developed by Social Impact. Back-check surveys should not be made available to enumerators. Back-checks should be conducted by separate teams form the enumerators, and the Subcontractor is expected to work collaboratively with SI to determine the allocation of back-checks throughout data collection.

Led by Social Impact:

- Instrument programming quality control: SI will program various quality control measures into the electronic instrument. These may include: speed limits, logic checks, or audio audits. The final set of quality control measures will be agreed upon by SI and the Subcontractor during preparations for data collection and finalization of the instrument.

- Social Impact will conduct independent weekly quality checks of the data downloaded directly from the server, summarizing any questions or feedback for the Subcontractor from each check. Subcontractors will be required to respond to these questions within 2-3 business days of receiving them.

- Communication: Throughout the fieldwork period the Malian data collection firm will meet at least once per week with the BT to discuss progress and issues. It is the Subcontractor’s responsibility to identify and communicate problems in a timely manner. Minor issues should be corrected on the spot, to the extent that they do not change the scope of services or cause an increase in costs. Larger problems should be raised to the BT and collaboratively discussed before taking any remediation measures, which may require a subcontract modification.

1. **Respondent Protection and Data Security:**

Subcontracts are required to abide by Social Impact’s respondent protection and data security protocols (to be provided upon award). Subcontractors will be given an opportunity to comment on the protocol and provide feedback that allows SI to better contextualize the protocol (without modifying SI’s “required minimums”).

All field staff will be asked to sign a non-disclosure agreement (to be provided upon award) signifying their understanding of ethical behavior in the field and proper handling of respondents’ confidential and private information, including personally identifiable information (PII), as well as a child protection promise outlining the protocol for working with minors.

Subcontractors will ensure proper measures are taken in the field to monitor enumerators’ behavior with respect to respondent protection and data security (including interviewing, handling of devices, etc.).

1. **Timeline and Deliverables**

The overall period of performance will be from award through November 2024. The data collection is expected to take four weeks starting around September 23, with training and piloting conducted the week or so prior (the Malian data collection firm should propose the precise schedule).

The selected Malian data collection firm will submit the following deliverables for each period of data collection:

1. **Workplan**: Detailed work plan and schedule to be submitted within 3 days of subcontract award.

2. **Fieldwork Schedule:** Document detailing locations that will be visited by each field team along with timeline information. To be submitted within 2 weeks of subcontract award and to be updated as needed during fieldwork.

3. **Pre-testing and** **Comment on instruments:** To be submitted within 2 weeks of subcontract award.

4. **Training Manual:** Manuals for supervisors and enumerators to be submitted prior to the start of enumerator training.

5. **Training and Pilot Report:** To be submitted 2 days after the debriefing sessions following the pilot.

6. **Field Work Tracker:** The Field Work Tracker shall be accessible online to both the Malian data collection firm and to SI and shall include daily updates regarding assessment and interview attempts, back checks conducted, and assessments/interviews completed. The Tracker shall also include quality assurance checks conducted as well as the outcome and any resulting remedial steps taken to improve data quality. The final version of the Field Work Tracker shall be submitted 1 day after the end of data collection and include all data collection events, locations, required demographics, etc.

7. **Weekly Status Reports:** This report will cover activities undertaken during the period, progress made, challenges faced, strategies adopted to overcome such challenges, programming of upcoming activities for the next reporting period, and any identified risks related to upcoming activities.

8. **Submission of all data and reconciliation of all data quality checks:** Data must be submitted to SI’s servers, within 1 week of the end of data collection. The clean dataset will include all revisions to the raw data including those required by the BT and stemming from quality assurance checks outlined above. The clean dataset will also include English translations of all text responses, especially “other, specify” fields, which will be recoded into existing or new responses categories or left in the “other” category as appropriate and under the guidance of the BT. If the Malian data collection firm performs their own cleaning or transformation of the datasets, final copies of the clean datasets must be submitted in excel and must be accompanied by any code files that transform the raw dataset into the clean dataset.

10. **Final Report:** This report will describe the overall activities, data collection activities attempted and completed, the outcome of all back check and data quality processes, any challenges encountered during data collection (and associated mitigation measures), any modifications to the data collection protocols, and any resulting limitations, data quality issues or resulting implications for data analysis. The report should also discuss lessons learned. To be submitted within 2 weeks of the end of data collection.

1. **Personnel**

To conduct the data collection activities, the Malian data collection firm must provide the personnel listed below. The CVs of key personnel must be include in the technical proposal. The proposal should also specify the recruitment strategy for other field staff and specify the number of supervisors and enumerators that will be trained and deployed for fieldwork. Firms can offer an alternative staffing approach with appropriate technical justification.

Field Coordinator (key personnel)

This person will have direct oversight and management responsibilities for the entire baseline data collection effort (both qualitative and quantitative). This person will be responsible for overseeing day-to-day operations and overall quality control. Key qualifications include:

* Should have a university degree in relevant field; master's degree is preferred.
* Should have at least 10 years of experience managing quantitative survey data collection in Mali, including at least 1 large (N>1,000 face-to-face, tablet-assisted education assessments).
* Should have experience in both qualitative and quantitative methods and sampling.
* Should be proficient in English and French.
* Preferred qualifications in Education sector

Data Manager (Key personnel)

This person will be responsible for managing the implementation of the instrument on tablets/digital devices, as well as managing and checking the quality of the data as it is received from the field. This person will be responsible for creating the final, cleaned data set at the end of data collection. Key qualifications include:

* Should have a university degree in relevant field.
* Should have at least 5 years of experience designing and conducting surveys using SurveyCTO, ODK, Qualtics, or other survey platforms, and at least 2 years of experience using Stata.

Enumerators

These individuals will be responsible for the direct collection of quantitative data. Key qualifications include:

* Should have a high school diploma

Should have at least 1 year of experience collecting survey or other quantitative data.

Supervisors

These people will provide direct oversight and supervision of individual quantitative data collection teams. They will directly observe data collectors and provide them guidance for improvement and will be responsible for correcting any errors in protocol or best practices. Key qualifications include:

* Should have a high school diploma
* Should have at least 2 years of experience collecting survey or other quantitative data.

# Annex B: Past Performance

1. Describe your experience relevant to this RFP or similar activities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description of Activities** | **Period of Performance** | **Location** | **Client Name** | **Total Contract Value [USD]** |
| 1 |   |  |   |   |   |
| 2 |   |  |   |   |   |
| 3 |   |  |   |   |   |
|  |  Add additional rows as needed |  |   |   |   |

1. Provide names of references and specify your consent authorizing SI to reach out to references:

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Reference Name** | **Reference Contact Information**  | **Relevance of the Reference to this RFP (how the reference is known to offeror)** |
| 1 |   |  |   |
| 2 |   |  |   |
| 3 |   |  |   |
|  |  Add additional rows as needed |  |   |

# Annex C: Certifications

**Section 889 Certification and Disclosure Statement: Prohibition on Contracting for**

**Certain Telecommunications and Video Surveillance Services or Equipment**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Company”)

As used in this document, “**Prohibited telecommunications and Video Surveillance Services or Equipment**” means:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
2. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
3. Telecommunications or video surveillance services provided by such entities or using such equipment;
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the U.S. Secretary of Defense, in consultation with the U.S. Director of National Intelligence or the U.S. Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

**Section 1**

Please select “will” or “will not” regarding providing prohibited telecommunications and video surveillance services or equipment:

Company [ ]  **will** [ ]  **will not** incorporate any prohibited telecommunications and video surveillance services or equipment in any equipment or services that the Company provides to Social Impact Inc.

If you answered “will” to the question above, you must complete Section 2. If you answered “will not” to the question above, skip to Section 3.

**Section 2**

If you answered “will” to the question in Section 1, you must provide the following information:

* For Prohibited telecommunications and Video Surveillance **Equipment** —

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code (can be found [here](https://cage.dla.mil/Home/UsageAgree)), and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under FAR 52.204-24 and FAR 52.204-25.

* For Prohibited telecommunications and Video Surveillance **Services** —

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

**or**

(B) If not associated with maintenance, the Product and Service Code (PSC), which can be found [here](https://www.acquisition.gov/psc-manual), of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under FAR 52.204-24 and FAR 52.204-25.

**Section 3**

By the signature of Company’s authorized representative below, Company certifies that the foregoing information is true and accurate as of the date of execution of this statement. In the event the Company identifies covered telecommunications equipment or services used in any equipment or services that the Company provides to Social Impact Inc., the Company must notify Social Impact Inc. within one business day from the date of such identification.

Signature:

Name:

Title:

Date:

*Company Letterhead*

**Evidence of Responsibility**

*Company Name*

*Company Name* (hereinafter “Company”)makes the following statements with respect to Contractor Responsibility:

1. Company has adequate financial resources to perform the contract, or the ability to obtain them;
2. Company is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
3. Company has a satisfactory performance record;
4. Company has a satisfactory record of integrity and business ethics;
5. Company has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors);
6. Company has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
7. Company is qualified and eligible to receive an award under applicable laws and regulations.

I declare under penalty of perjury that the foregoing is true and correct.

*Signature*

*Name*

*Title*

*Company Name*

# Annex D: Financial Proposal Template

Offerors must submit their financial proposal **in Excel** utilizing the following or similar format:

[Insert link to excel template]