

Request for Proposals (RFP) # PSM-HAITI-1135
Transportation of Health Commodity Services

Dear Sir or Madam,

Chemonics Foundation Haiti (hereinafter referred to as “Chemonics”), under the U.S. Agency for International Development (USAID) Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project , USAID Prime IDIQ Contract No. AID-OAA-I-15-00004, is issuing a Request for Proposals (RFP) for the provision of security services in Haiti. The attached RFP, below, contains all the necessary information for interested Offerors.

The GHSC-PSM project is a USAID program implemented by Chemonics in Haiti. GHSC-PSM endeavors to supply Haitian citizens with lifesaving pharmaceutical and medical supplies and simultaneously build the capacity of government organizations and agencies, health care facilities among others. The goal of GHSC-PSM is to ensure uninterrupted supplies of health commodities in support of United States Government (USG)-funded public health initiatives around the world.

The purpose of this RFP is to solicit proposals for the security services for Chemonics’ properties. This includes at a central warehouse, Fleuriot, located in Port-au-Prince, two administrative offices, and at least one residence.

Following this RFP release, Chemonics anticipates awarding one subcontract that will last from June 15, 2019 through September 30, 2020. Chemonics may choose to extend the time period at its sole discretion. Companies or organizations are required to indicate their interest in submitting a proposal for this anticipated subcontract by sending an email indicating their intention via e-mail to the GHSC-PSM team at PSMHaitiContract@ghsc-psm.org by 17:00 (5:00 PM UTC-5 or US Eastern Standard Time) on June 12, 2019.

Chemonics realizes that Offerors may have additional questions after reading this RFP. In response, Chemonics will accept questions in writing at PSMHaitiContract@ghsc-psm.org by 15:00 (3:00 PM) on June 14, 2019. Responses will be provided no later than 17:00 (5:00 PM UTC-5 or US Eastern Standard Time) on June 18, 2019.

Complete offers must be received electronically no later 17:00 (5:00 PM UTC-5 or US Eastern Standard Time) on June 28, 2019 to the address below. No hard copy or faxed submissions will be accepted.

Attention: GHSC-PSM Haiti Security Management Unit

To: PSMHaitiContract@ghsc-psm.org

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. This RFP has been released in English only, but proposals may be submitted in English or French.

Sincerely,

Dr. Florence DUPERVAL GUILLAUME
Country Director
GHSC-PSM Haiti



Request for Proposals (RFP)

RFP Number: PSM-HAITI-1135

Issuance Date: June 7, 2019

Deadline for Offers: June 28, 2019

Description: Comprehensive Armed Guard and Security Monitoring Service

For: Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) Project

Funded By: United States Agency for International Development (USAID), Contract No. IDIQ Contract No. AID-OAA-I-15-00004

Implemented By: Chemonics International Inc.

Point of Contact: GHSC-PSM Haiti Security Management Unit

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

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

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List of Acronyms

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

Section I. Instructions to Offerors

I.1. Introduction

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

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

Chemonics will issue an award to one company or organization. The award will be in the form of a firm fixed price subcontract (hereinafter referred to as "the subcontract"). The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract.

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

Chemonics realizes that Offerors may have additional questions after reading this RFP. Interested Offerors can submit their questions to GHSC-PSM Haiti Security Management Unit according to the instructions in I.6 of the RFP. If necessary, Chemonics will provide answers to all relevant questions received in an amendment that will be emailed directly to all points of contact receiving this RFP.

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 and Submission Requirements

Offerors shall submit their offers electronically only.

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

PSMHaitiContract@ghsc-psm.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.

A. 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.3. Requirements

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

A. General Requirements

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

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

- (i) Companies or organizations must be legally registered under the laws of Haiti upon award of the subcontract.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in the Republic of Haiti at the time the subcontract is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number if selected to receive a subaward valued at USD\$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.¹

¹ If Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform> Further guidance on obtaining a DUNS number is available from Chemonics upon request.

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

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

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

2. Technical Proposal

The technical proposal shall comprise the following parts:

Part 1: Technical Approach

Offerors should include details on the sections listed below:

- A. Guard Services:** Offerors must describe the qualifications of the guards, including but not limited to the level of training and the ability to provide equipment that will be used, and the management and staffing approach of the offeror. The offeror should also specify the advance notice period required to change guards or augment a guard force at the request of Chemonics. The description of guard services should include an organizational chart, weapons handling procedures, and demonstrate that the offeror's guards are capable of meeting the services required in the Scope of Work under Section 2.

Offerors must also describe guard alarm response strategies, including the team makeup, whether the team is armed or unarmed, how the response is activated, where the operations center is going to be located, whether movements are tracked in real time, and average response time upon activation. The offeror should also include a description of the communications protocol between the guard force and control room that provides oversight/supervision/support to guards, outlining the offeror's response capabilities in the event of an emergency, including 1) speed of response (where stationed, distance from facilities) and; 2) how offeror would respond (number of people, if response force is armed, etc.).

- B. CCTV Monitoring:** Offeror must describe the qualifications of the security personnel trained to monitor the CCTV system installed at the warehouse site. CCTV is a self-contained surveillance system comprising cameras, recorders and displays for monitoring activities within our warehouse and administrative offices. Description of capability for CCTV monitoring should include level of training, and management and staffing approach. The offeror should also specify the advance notice period required to change CCTV monitoring personnel.
- C. Unarmed Soft Skin Vehicle Escort Services:** Offerors shall describe its soft skin vehicle(s), including but not limited to the type of vehicles that will be used (make/model/year/4x4 capability), a description of the level of driver training, and control room available for journey management for trips. It should be mentioned whether the Offeror owns the vehicles, or if they are provided through a subcontractor.
- D. Armed Soft Skin Vehicle Escort Services:** Offerors shall describe its soft skin vehicle(s), including but not limited to the type of vehicles that will be used (make/model/year/4x4 capability), a description of the level of driver training, a description of the level of armed guard training, and control room available for journey management for trips. It should be mentioned whether the Offeror owns the vehicles, or if they are provided through a subcontractor.

Part 2: Corporate Capabilities, Experience, and Past Performance.

Part 2 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. As further elaborated in the Scope of Work section, the Offeror must illustrate that it has baseline Standard Operating Procedures (SOP) for security personnel and the ability to assist in the development of site-specific SOPs including, but not limited to, access control and incident response. The Offeror will provide a guard post and relief log, detailing when guards are posted and relieved, when supervisors make rounds, and any incidents or other information of note. In short, the Offeror must exhibit management capacity ability to produce and maintain adequate records of operations on site.

Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, offerors must include three (3) past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company/companies for which the work was performed, and contact details (email and phone number) of each point of contact.

Chemonics reserves the right to check additional references not provided by an Offeror. The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

Part 3: Cost Proposal

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

The price of the subcontract to be awarded will be a fixed price subcontract with fixed unit rates per service required. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose

of the proposal, offerors must provide a detailed budget showing major line items, e.g. salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in Haitian Gourdes (HTG).

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

A. Provision of Fixed Monthly Static Guard Services at Chemonics Locations

Haiti is subject to high levels of street crime, burglary, civil unrest, and random violence which necessitate the use of 24-hour armed protective services on all Chemonics premises. Offers are therefore asked to complete pricing information the provision of 24/7 guard force coverage Guard force - supported 24/7 by operations center/control room capable of providing in-extremis support. Services will be needed to cover four sites: the Fleuriot warehouse, project offices in Port au Prince and Les Cayes, and at least one (1) residence for international staff. The number of guards needed for these services is based on an internal Safety and Security Project Planning Assessment Process. For the permanent standing guard services, Offerors are requested to provide pricing information that includes the number of guards (provided below), specifications of the type of equipment included with the guards, and level of staffing (i.e., number of managerial vs staff guards) for each site.

Location	Building Name	Building Type	No. of Guards Required Per Location
Port-au-Prince	Fleuriot Warehouse	Commercial	11
Port-au-Prince	Administrative Offices	Commercial	6
Les Cayes	Satellite Office	Commercial	2
Port-au-Prince	Employee Residence	Residential	2
TOTAL			21

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

B. Provision of Fixed Monthly Daytime CCTV Monitoring Services

An extensive closed-circuit television (CCTV) system has been installed at the Fleuriot warehouse. To supplement the guard force mentioned above, the Offeror shall provide pricing information for the number of trained security personnel it anticipates needing to fulfill the following labor parameter to ensure 12-hour daytime monitoring of the CCTV system:

- Two (2) CCTV operators during the day;
- Each CCTV operator shall provide no more than two (2) hours of uninterrupted monitoring before receiving a break.
- CCTV operators should receive no less than one-hour long breaks between the operators to prevent surveillance fatigue;
- CCTV operators should work no more than 12 hours per day. Security staff shall also not work more than 5 days in a row (sequentially) before having a full 24-hour period of rest, and must have no less than 8 hours between shifts.

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

C. Ad-Hoc Soft Skin Vehicle and Unarmed Driver

Offerors shall provide pricing information for one (1) soft skin vehicle and unarmed driver for airport pickups or airport drops offs, with journeys originating (or terminating in the case of airport pick ups) in Port-au-Prince, Petionville, Delmas, or Kenscoff. Pricing for this vehicle and driver service shall also include:

- A 24/7 operations room responsible for journey management for the duration of the trip. Control room support should include trip planning, route reconnaissance, travel tracking, and communications. The control room will be responsible for submitting regular movement status reports at pre-established times to the Chemonics point of contact designated in the purchase order.
- Access to a quick reaction force capable of providing additional mobile assistance in case of an incident. The quick reaction force must be trained in incident management and emergency response. They should further comply with all local laws and be able to liaise, as needed, with local law enforcement.

D. Ad-Hoc Armed Soft Skin Vehicle Escort

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

Because GHSC-PSM is a USAID funded project and is implemented under a bilateral agreement between the Haiti and the U.S. Government, offerors must not include within their cost proposal any taxes, TCA, tariffs, duties or other levies imposed by any laws in effect in Haiti. Therefore, in the event that any exempt charges are paid by the Subcontractor, they will not be reimbursed to the Subcontractor by Chemonics unless approved in advance in writing by Chemonics. The Subcontractor shall immediately notify Chemonics if any such exempt taxes are assessed against the Subcontractor or its subcontractors/Subcontractors at any tier.

Under any resultant subcontract, the Subcontractor shall be responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Subcontractor and who are directed to work as required under this Subcontract. The Subcontractor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which the Subcontractor is normally responsible as a result of operating its business.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in to allow for a complete analysis of each cost element or line item. 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.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

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.4. Requirements

- a) Copy of required licenses and official registration to operate a security firm within the Republic of Haiti.
- 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) Proof of insurance necessary to provide and cover the services requested in this RFP Haiti.
- f) Proof of training and/or certifications associated with providing security services
- g) Company policies governing duty of care and/or that restrict services being offered to include policies on usage of fire arms, licensing, and liability.
- h) Signed certification stating the offeror's detailed current level of insurance coverage which should include but is not limited to Defense Based Act (DBA), Comprehensive General Liability, Automobile Liability, and Umbrella insurances
- i) Copy of guard's valid license to carry and use a weapon
- j) Three (3) past performance references for the delivery of services similar to the type contemplated in this solicitation, including a description of the services provided and contact information with telephone and email address. The past performance references must include contact information with telephone and email
- k) Description of the communication's protocol between the guard force and operations room that provides oversight/supervision/support to guards, outlining the offeror's response capabilities in the event of an emergency, including 1) speed of response (where stationed, distance from facilities) and; 2) how offeror would respond (number of people, if response force is armed, etc.).**

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

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

All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 935 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating country for this RFP is Haiti.

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

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	06/7/2019
RFP published	06/7/2019
Deadline for written questions	06/14/2019
Answers provided to questions/clarifications	06/18/2019
Proposal due date	06/28/2019
Subcontract award (estimated)	07/5/2019

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

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to GHSC-PSM Haiti Security Management Unit at PSMHaitiContract@ghsc-psm.org no later than June 14, 2019. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the GHSC-PSM Haiti project, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by 5 pm EST on June 28, 2019 . Late offers will be considered at the discretion of Chemonics.

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

I.7. Validity Period

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

I.8. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the trade off approach.

Using the trade off approach, each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for

overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered significantly more important than cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

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

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and		
	Technical know-how – Does the proposal clearly explain and demonstrate an appropriate degree of staffing and operational management strategy through a detailed description of their training regime and sourcing of talent, oversight structure (with supervisors, and support to supervisors), training for guards and CCTV operators, operations center description, communication protocol, incident reporting structures, etc. ?	20 points
	Approach and Methodology – Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	15 points
	Sector Knowledge – Does the proposal demonstrate the offeror’s knowledge related to technical sectors required by the SOW?	15 points
Total Points – Technical Approach		50 points
Corporate Capabilities		
	Policies and Procedures – Has the offeror demonstrated policies and procedures governing the provision of services (such as standard operating procedures, training plans, communications protocol between the guard force and control room, response capabilities in the event of an emergency, and rules for the use of force)	20 points
	Management and Staffing – Does the company have the ability to actively manage its seconded workforce?	10 points
Total Points – Management		30 points
Past Performance		
	Experience – Does the company have experience relevant to the project Scope of Work?	20 points
Total Points – Corporate Capabilities		20 points
Total Points		100 points

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

This RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the GHSC-PSM Haiti. Chemonics may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

I.9. Negotiations

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

I.10. Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses to be shared upon selection of offeror. By submitting a proposal, offerors certify that they agree to follow the terms and clauses of the anticipated subcontract.

I.11. Protests

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

I.12 Insurance and Services

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

The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to Chemonics. Upon request from Chemonics, the Supplier shall furnish Chemonics with certificates of insurance from the insuring companies which shall specify the effective dates of the policies, the limits of liabilities there under, and contain a provision that the said insurance will not be canceled except upon thirty (30) days' notice in writing to Chemonics. The

Supplier shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics.

DEFENSE BASE ACT (DBA) INSURANCE

(a) FAR 52.228-3 Worker's Compensation Insurance (Defense Base Act Insurance (Apr 1984) [Updated by AAPD 05-05 - 02/12/04]

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

(b) AIDAR 752.228-3 Workers' Compensation (Defense Base Act) [Updated by AAPD 05-05 -02/12/04]

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

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

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

(b)(3) The Supplier further agrees to insert in all lower tier subcontracts hereunder to which the DBA is applicable, a clause similar to this clause, including the sentence, imposing on all lower tier Subcontractors authorized by G4S a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

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

Pursuant to AIDAR 752.228-3 Worker's Compensation Insurance (Defense Base Act); USAID's DBA insurance carrier is:

Aon Risk Insurance Services West, Inc.

Primary Contact AON

199 Fremont St. Suite 1400 San Francisco, CA 94105 Point of Contact:

Regina Carter (415) 486-7554

Secondary Contact AON

1120 20th St., N.W., Suite 600
Washington, D.C. 20036 Point of Contact:
Ellen Rowan (202) 862-5306

(c) AIDAR 752.228-7 Insurance on Private Automobiles

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

(a) AIDAR 752.228-70 Medical Evacuation Services (MEDEVAC) Services (April 2006) [Updated by AAPD 06-01]

The Supplier must provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereafter "individual") while overseas under a USAID financed contract.

Coverage Requirements

All policies, except Worker's Compensation, will name Chemonics, as additional named insured.

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

TYPE	MINIMUM LIMIT
(a) Defense Base Act or equivalent for waived nationals per FAR 52.228-3 and 52.228-4. The coverage shall extend to Employers Liability for bodily injury, death, and for occupational disease.	As required by DBA
(b) Comprehensive General Liability Each Occurrence Combined Single Limit for Personal Injury and/or Property Damage.	\$1,000,000 \$2,000,000
(c) Automobile Liability Combined Single Limit each occurrence	As per AIDAR 752.228-7 and \$1,000,000

(c) Other Required Insurance <ul style="list-style-type: none"> • Umbrella Insurance additive to (b) and (c) above	(b) \$1,000,000/ (c) \$2,000,000
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Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

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

II.2. Scope of Work

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

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

Guards

- Previous experience as a security guard in Haiti protecting staff, materials, and structures against common risks (as evidenced by resume/work history)
- Certified, trained, and licensed in accordance with local laws to carry and use a weapon (Subcontractor shall certify that the guards meets local requirements and provide training records and licenses upon request; Subcontractor shall also provide a sample training curriculum for Chemonics to review)
- Trained in static guard operations including security tactics, access control, and personnel and vehicle searches (Subcontractor shall be able to provide details of completed guard training as requested by Chemonics Fully vetted to ensure a clean criminal record, no dependence on drugs or alcohol, and positive reference checks (Subcontractor shall be able to provide evidence of vetting process as requested by Chemonics)
- Physically fit to perform all job functions to include lift, move, and carry objects weighing 25kg unimpeded and without assistance; standing for long periods of time, walk, run, jump, and climb

unimpeded and without assistance; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Subcontractor shall ensure that personnel are medically fit to perform the functions of the job.

In possession of National Identity Cards issued by the Government of Haiti (Subcontractor shall be able to provide personnel identification as requested by Chemonics)

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

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

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

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

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

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

The Offeror shall provide a static guard force to provide armed guard services at the GHSC-PSM Haiti warehouse 24 hours per day, 7 days per week, including holidays and weekends. This will comprise one 12-hour shift of five (5) armed guards and one (1) guard supervisor – during the day, and one 12-hour shift of four (4) armed guards and one (1) guard supervisor – during the night. The supervisory guard at the warehouse location will provide oversight to the guards at the warehouse and at the adjacent GHSC-PSM Haiti Administrative Office.

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

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

Subtask 1.3: Provision of Fixed Monthly Static Guard Services at GHSC-PSM Office in Les Cayes

The Offeror shall provide a static guard force to provide armed guard services at the GHSC-PSM Haiti Satellite Office in Les Cayes 24 hours per day, 7 days per week, including holidays and weekends. This will comprise one 12-hour shift of one (1) armed guard – during the day, and one 12-hour shift of one (1) armed guard – during the night.

Subtask 1.4: Provision of Fixed Monthly Static Guard Services at Expatriate Residences in Port-au-Prince

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

Subtask 1.5: Provision of Management and Oversight of Guards and Security Monitoring Personnel

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

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

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

Task 2: Provision of Fixed Monthly Daytime CCTV Monitoring Services

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

The CCTV operators shall meet the following minimum service standards:

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

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

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

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

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

- The vehicle will be:
 - Soft-skinned and suitably low-profile, and in good condition with functioning seatbelts, door locks, windows, air conditioning, and heating
 - Regularly maintained and fully serviceable on the day of use
 - Fully insured, licensed, and registered to operate in the areas to be specified for each purchase order
 - Equipped with a basic repair kit, hydraulic jack, spare tire, safety triangle, and fire extinguisher
 - Equipped with a first aid kit designed to treat basic field trauma
 - According to the travel plan detailed in the Purchase Order, equipped with spare fuel and water
 - Equipped with at least two methods of redundant communication such as VHF radio, satellite phones, GPS trackers, and/or mobile phones

- The driver will meet the following qualifications:
 - Local national driver with five (5) years' experience driving professionally, to include at least three (3) years of experience driving for a reputable security organization
 - Capable of operating a soft-skin vehicle in urban, open road, off road, limited visibility, and, when necessary, inclement weather conditions in order to ensure safe personnel movement through the application of sensible driving practices
 - Fully qualified on the applicable vehicle and on all required equipment, to include communications equipment, basic first aid kit, and navigational aids
 - Proven proficiency in defensive driving tactics and techniques required, with attendance of refresher defensive driver and basic road safety training at least annually
 - Shall be qualified in first-line repairs and maintenance, as well as operating manual and automatic vehicles
 - Shall be experienced within the region and area of operations, and will be able to use local relationships and knowledge to support the mission
 - Must be legally licensed to operate a vehicle in Haiti and must have held a driving license for more than ten (10) years
 - Professional demeanor with good communication and interpersonal skills; good judgment and self-discipline are required.
 - Must have a clean driving license for serious (drinking or accident) related offences.

Transportation teams must be supervised by a 24/7 control room responsible for journey management for the duration of the trip. Control room support should include trip planning, route reconnaissance, travel tracking, and communications. The control room will be responsible for submitting regular movement status reports at pre-established times to the Chemonics point of contact designated in the purchase order. Additionally, the control room shall be capable of deploying a quick reaction force to respond in the event of an incident or emergency involving the transportation team (including in case of security incidents, road

traffic accidents, and vehicle breakdowns). The quick reaction force must be trained in incident management and emergency response. They should further comply with all local laws and be able to liaise as needed with local law enforcement.

Task 5: Ad-Hoc Armed Soft Skin Vehicle Escort

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

II.3. Deliverables

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

Deliverable No. 1: Security Operating Procedures The Subcontractor will provide a Standard Operating Procedures (SOP) for security personnel and assist in the development of site-specific SOPs including, but not limited to, access control and incident response for guards within one (1) month of the beginning of the Subcontract being fully executed.

Deliverable No. 2: Personnel Certifications

The Subcontractor will provide proof of training and/or certifications associated with providing security services guards within one (1) month of the beginning of the Subcontract being fully executed.

Deliverable No. 3: Activity Reports

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

II.4. Deliverables Schedule

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

Deliverable Number	Deliverable Name	Due Date
1	Security Operating Procedures Provision	1 month after subcontract signing
2	Personnel Certifications	1 week after subcontract signing
3	Activity Reports	End of each month for life of contract, unless there’s an issue,

		after which a report must be issued immediately
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*Deliverable numbers and names refer to those fully described in II.3 above.

Annex 1 Cover Letter

[Offeror: Insert date]

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

To: GHSC-PSM in Haiti project
 Airport Industrial Park Fleuriot Warehouse # 119

Reference: RFP No. PSM-HAITI-1135

To Whom It May Concern:

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

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

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

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

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

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

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

[Insert name of point of contact for RFP]

[Insert designation of point of contact for RFP]

[Insert project name]

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

[Insert project office address]

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

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

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

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

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

As required by section I.6, we confirm that our proposal, including the cost proposal will remain valid for [insert number of days, usually 60 or 90] calendar days after the proposal deadline.

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

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

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

Sincerely yours,

Signature

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

[Offeror: Insert name of your organization]

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

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

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

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

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

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

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

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

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

Proposed Prices : Sample Price Sheet (REQUIRED)

Offeror's name:

RFP title:

RFP #:

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

Location	Deliverable	Number of Guards Per Month	Total Monthly Fixed Rate per Guard Rate	Total Monthly Cost	Total Cost
Fleuriot Warehouse	Four (4) armed guards and one (1) supervisory guard during the day, and three (3) armed guards and one (1) supervisory guard during the night.	9			
Fleuriot Warehouse	Two (2) CCTV Monitoring personnel during the day.	2			
Port-Au-Prince Administrative Office	Three (3) armed guards during the day, and two (2) armed guards during the night.	5			
Les Cayes Satelite Office	One (1) armed guard during the day and one (1) armed guard during the night.	2			
Expatriate Residence #1 in Port-au-Prince	One (1) armed guard during the day and one (1) armed guard during the night.	2			
Ad-Hoc Soft Skin Vehicle and Unarmed Driver	One (1) movement originating in Port-au-Prince and terminating at the PAP International Airport, or vice versa	Ad-hoc		Ac-hoc	

Ad-Hoc Armed Soft Skin Vehicle Escort	One (1) movement originating in Port-au-Prince and terminating at the PAP International Airport, or vice versa	Ad-hoc		Ad-hoc	
Total		20			

Annex 3 Required Certifications

- **Certification of Independent Price Determination** – (FAR 52.203-2). Certifies that prices in this offer have been arrived at independently, without, for the purposes of restricting competition, any consultation, communication, or agreement with other offeror or competitor relating to – prices, intention to submit an offer, or factors used to calculate prices offered. This is applicable to any solicitation for fixed price subcontracts over \$250,000 only.
- **Subcontractor Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions** – (FAR 52.203-11). Certifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, grant, loan, cooperative agreement, etc. This completed certification from FAR 52.203-11 must be included in the subcontract file for any subcontract expected to exceed \$150,000; in addition, note that Chemonics’ subcontracting templates include additional language to document compliance at the “time of award” for all subcontracts (regardless of value). In addition, a disclosure may be required in accordance with FAR 52.203-11(d), which notes: “*If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the Offeror with respect to this contract, the Offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants...*” when applicable, this disclosure must be saved in the subcontract/procurement file with the certification. This certification/disclosure requirement of FAR 52.203-11 is applicable to any solicitations expected to exceed \$150,000.
- **Subcontractor Certification Regarding Responsibility Matters** – (FAR 52.209-5). Certifies that offeror/or any of its Principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency. This completed certification from FAR 52.209-5 must be included in the subcontract file for any subcontract expected to exceed \$250,000; in addition, note that Chemonics’ subcontracting templates include additional language to document compliance at the “time of award” per FAR 52.209-6 for all subcontracts (regardless of value). This “Subcontractor Certification Regarding Responsibility Matters” certification from FAR 52.209-5 is applicable to any solicitations expected to exceed \$250,000.
- **Evidence of Responsibility Statement** – Certification describing internal policies and procedures, listing authorized signatories, and stating that the company is able to comply with the terms and conditions of the subcontract. This is applicable to all solicitations regardless of value.
- **Prohibition on Assistance to Drug Trafficking Participant Certification** – (Section 487 of the Foreign Assistance Act/ADS 206). Certifies that key individuals of subcontractor are not or have not been involved in drug trafficking. Requirement for certification applies to subcontractors in covered countries (identified annually by the President of the United States as major, illicit, drug-producing or drug-transit countries) and in principle is not required from most subcontractors except for: (1) intermediate credit institutions (entity receiving USAID funds for the purpose lending to third parties) and; (2) subcontractors specifically designated by USAID to receive or provide more than \$100,000 in covered assistance. Designation means that subcontractor has been unilaterally selected by USAID as the subcontractor. USAID approval of a subcontractor,

selected by another party, or joint selection by USAID and another party is not designation. To assess if this certification is required, check prime contract terms and conditions.

Annex 4

DUNS and SAM Registration Guidance

What is DUNS?

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) - a company that provides information on corporations for use in credit decisions - that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. The DUNS database contains over 100 million entries for businesses throughout the world, and is used by the United States Government, the United Nations, and the European Commission to identify companies. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Why am I being requested to obtain a DUNS number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses DUNS numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding DUNS number.

Is there a charge for obtaining a DUNS number?

No. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a DUNS number?

DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by phone at 1-800-234-3867 (for US, Puerto Rico and Virgin Island requests only).

What information will I need to obtain a DUNS number?

To request a DUNS number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location

- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a DUNS number?

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

Are there exemptions to the DUNS number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration using the D&B web form process is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf

Follow the step-by-step guidance for contracts registrations at:
https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf

You must have a Data Universal Numbering System (DUNS) number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

* General Information - Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)