



## **Pakistan Regional Economic Integration Activity (PREIA)**

Request for Proposals (RFP)

No. REQ-PRE-21-0003

**Development and Implementation of the Pakistan Single Window (PSW)**  
**Integrated Risk Management System (IRMS)**

Issue Date: February 8, 2021

**WARNING:** Prospective Offerors who have received this document from a source other than the Pakistan Regional Economic Integration Activity (PREIA), Third Floor, National Telecommunication Headquarters (NTC) Building, G-5/2, Islamabad, Capital territory 44000, Pakistan, should immediately contact [PREIAprocurement@DAI.com](mailto:PREIAprocurement@DAI.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and shared only through [PREIAprocurement@DAI.com](mailto:PREIAprocurement@DAI.com).

**Disclaimer:** Issuance of this RFP in no way obligates DAI PREIA to award a purchase order and offerors will not be reimbursed for any costs associated with the preparation and submission of their proposals. DAI PREIA reserve the right to accept or reject any or all proposals without assigning any reason thereof.

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## 1. Synopsis of the RFP

RFP No.	<b>REQ-PRE-21-0003</b>
Issue Date	February 8, 2021
Title	<b>Development and Implementation of the PSW Integrated Risk Management System</b>
Issuing Office & Point of Contact	<b>Procurement Department, Operations Manager</b>
Deadline for Receipt of Questions	<b>Questions (regarding SOW or RFP) due by (01:00 PM PST) February 15, 2021, (if any)</b>  Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted no later than the date specified. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
Email Address for Submission of Questions	<a href="mailto:PREIAProcurement@dai.com">PREIAProcurement@dai.com</a>
Deadline for Receipt of Proposals	Separately files of Technical and Financial Proposals are due by or before (5:00 PM PST) on <b>March 01, 2021</b>
Email Address for Submission of Proposals	<a href="mailto:PREIAProcurementINBOX@dai.com">PREIAProcurementINBOX@dai.com</a>
Anticipated Award Type	DAI anticipates issuing a <b>Firm Fixed Price Purchase Order</b> . This is only the anticipated type of award and may be changed as a result of negotiations.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using the criteria listed below

## 2. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to [FPI\\_hotline@dai.com](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

### **3. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities**

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – [www.DAI.ethicspoint.com](http://www.DAI.ethicspoint.com), or
- Email to [Ethics@DAI.com](mailto:Ethics@DAI.com)
- USAID's Office of the Inspector General Hotline at [hotline@usaid.gov](mailto:hotline@usaid.gov).

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

## 4. Purpose

DAI, the implementer of the USAID's Pakistan Regional Economic Integration Activity (PREIA), invites qualified offerors to submit proposals for Development and Implementation of the PSW Integrated Risk Management System.

## 5. General Information and Instructions to Offerors

### 5.1 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

### 5.2 Type of Award Anticipated

DAI anticipates awarding a **Firm Fixed Price Purchase Order**. This award type is subject to change during the course of negotiations.

### 5.3 Instructions

- “Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.
- Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.
- Proposals are due no later than **March 1, 2021**, to be submitted on [PREIAProcurementINBOX@dai.com](mailto:PREIAProcurementINBOX@dai.com). Late offers may only be accepted under extraordinary circumstances at PREIA's discretion.
- The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.
- Offers must show unit prices, extensions, and total price. Proposal must be a fixed price, expressed in US Dollars or Pak Rupee.
- Offerors are asked to specify the available resources and the total number of calendar days it will take to complete the assignment.
- Bidders must provide fixed prices, inclusive of all applicable tax. Tax at source will be deducted from all payments as per government rules, unless a valid exemption certificate is provided by the supplier.
- Small/ medium size business, minorities owned firms, women led business and those owned by other disadvantaged groups will be given preference, in any such case additional documentation must be provided along with Proposal.
- Only those bids will be considered which are prepared in legible writing and are absolutely clear and unambiguous. Any unavoidable cutting/over-writing must be signed and stamped by authorized signatory of the bidders

- Submission of Proposal against this RFP would automatically mean that supplier agrees to all the terms and conditions mentioned in this RFP.
- Arithmetical errors will be rectified on the following basis:
  - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
  - If there is a discrepancy between words and figures the amount in words shall prevail.
  - If the Offeror does not accept the correction of errors, its Proposal will be rejected.
- A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment C as a template for the format. The cover letter shall include the following items:
  - The Offeror will certify a minimum validity period of 90 days for the prices provided.
  - Acknowledge the solicitation amendments received.

## 6. Questions regarding the RFP

**Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or PREIA employee or other entity shall not be considered as an official response to any question regarding this RFP.**

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

## 7. Qualification Criteria

- The selected firm will be expected to submit a proposal highlighting their experience of development and implementation of IRMS in other countries.
- The firm should have prior national/international experience and capacity of designing and implementing integrated risk management systems, and other cross border trade related solutions either directly or in partnership with other firms.
- The firm should have demonstrable track record of successfully managing and delivering complex ICT projects on time;
- The proposed team leaders must have a minimum of 15 years' relevant prior experience in design and implementation of ICT projects in the public sector and shall have strong knowledge of business practices and operations of cross border trade and regulating agencies;
- The proposed team members should have demonstrable experience of developing and implementing integrated risk management frameworks in a Customs/Single Window environment;
- Proposed individuals of the firm must have a relevant bachelor's or higher degree from a recognized university in Computer Science, Information Technology, Trade, IT Management, or other related disciplines. Having equivalent relevant certifications will also be considered;
- Team members assigned by the organization for this task must have strong written and verbal skills in English.

## **8. Instructions for the Preparation of Technical Proposals**

Technical proposals shall be submitted as a separate file from cost/price proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach — Description of the proposed services which meets or exceeds the stated technical specifications or scope of work in Attachment A. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

### 8.1 Proposal Evaluation Criteria

**Technical Proposal shall have 70% of overall weightage.** Each Technical proposal will be evaluated and scored against the evaluation criteria stated in the following table.

Evaluation Criteria	Maximum Points
<b>Technical Approach</b>	
1. Technical know-how – Does the proposal clearly explain, understand and respond to the requirements of the project as stated in the Scope of Work?	15 points
2. Does proposal include description of proposed approach and development tools?	10 points
3. Did the bidder provide a compliance sheet explaining how each SOW requirement will be met?	05 points
4. Did the bidder demonstrate dedication to quality control?	05 points
5. Does the proposal demonstrate the offeror's knowledge and capacity related to institutional transfer of knowledge?	15 points
<b>Subtotal Points- Technical Approach</b>	<b>50 Points</b>
<b>Management Approach</b>	
1. Does the offeror have sufficient staff who are qualified and available to complete the work as proposed? Do the proposed team members have necessary experience and capabilities to fulfill the Scope of Work?	15 points
2. Does the offeror have staff with knowledge of the aspects listed in the Scope of work (SOW)?	15 points
3. Project plan – Does the proposed approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	10 points
<b>Subtotal Points-Management Approach</b>	<b>40 points</b>
<b>Past Performance</b>	
1. Does the organization have a good track record in conducting similar work as the scope of work?	10 points
<b>Subtotal Points-Past Performance</b>	<b>10 points</b>
<b>Total Points</b>	<b>100 points</b>

### 9. Instructions for the Preparation of Cost/Price Proposals

**Cost/Price Proposal shall have 30% of overall weightage.** Cost/Price proposals shall be submitted as a separate file from technical proposals and shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”. Provided in Attachment B is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

Where applicable, offerors should include Sales Tax (G/S ST) as separate lines on the invoice (if applicable). PREIA will provide GST and customs exemption slip instead of money for GST and customs amount to the supplier as based on the Strategic Objective Grant Agreement (SOGA) between Islamic Republic of Pakistan and United States of America USAID is exempted of paying GST and customs on all purchases. Basis of Award



## 10. Basis of Award and Selection Process

### 10.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

DAI 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.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best terms (price and technical)**.

### 10.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

- I. Provide evidence of the required business licenses to operate in the host country.
- II. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
- III. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
- IV. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
- V. Ability to comply with required or proposed delivery or performance schedules.
- VI. Have a satisfactory past performance record.
- VII. Have a satisfactory record of integrity and business ethics.
- VIII. Have the necessary organization, experience, accounting and operational controls and technical skills.
- IX. Have the necessary production, construction and technical equipment and facilities if applicable.
- X. Be qualified and eligible to perform work under applicable laws and regulations.

## 11. Compliance with Terms and Conditions

### 11.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

### 11.2 Prohibited Technology

Bidders **MUST NOT** provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

### 11.3 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

**Geographic Code 937:** Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign

Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

#### **11.4 Data Universal Numbering System (DUNS) (if applicable)**

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

#### **11.5 Vetting Requirements (if applicable)**

Pursuant to AIDAR 752.204-71, all recipients of DAI Pakistan awards above \$25,000 must comply with vetting requirements of all key individuals under the given award. No cash or in-kind disbursements will be provided until the recipient organization and all key individual(s) under the organization have passed vetting. The purpose of vetting is to mitigate the risk that USAID funds and other resources do not, even inadvertently provide support or benefit individual or entities that are terrorists, supporters of terrorists or affiliated with terrorists.

## 12. Attachments

### 12.1 Attachment A: Scope of Work (SOW)

#### Development and Implementation of the Integrated Risk Management System (IRMS)

##### 12.1.1 Background

The Pakistan Regional Economic Integration Activity (PREIA) is intended to further the development of the country's trade sector by improving Pakistan's competitiveness in international markets. The Activity is a key component of USAID Pakistan's overall economic development program and supports achievement of Development Objective #2 from USAID/Pakistan's Mission Strategy: "Improving Economic Status of Focus Populations." The PREIA project includes provision of targeted assistance to Pakistan Customs / FBR, Government of Pakistan, in the form of interventions geared towards improving the conditions for international and cross-border trade and transit by simplifying and harmonizing border clearance and other related customs procedures. This includes provision of support to meet 'Category C' obligations under the WTO's Trade Facilitation Agreement (TFA).

As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan has notified the establishment of a 'National Single Window' as a 'Category C' commitment with an implementation timeline of five years with effect from 22nd February 2017 and has initiated the development of the SW at an accelerated pace with Pakistan Customs as the designated 'Lead Agency'. On behalf of Customs, a Program Management Office (PMO) has been established in the Federal Board of Revenue's Customs Wing to coordinate and supervise this initiative.

The Pakistan Single Window (PSW) is an electronic facility that will allow parties involved in trade and transport to lodge standardized information and documents with a single-entry point to fulfil all import, export, and transit-related regulatory requirements. The PSW will primarily serve as a platform for integrating Customs and regulatory clearance of import, export and transit goods and is predicated on a harmonized and coordinated approach towards cargo reporting, management and clearance procedures. It is an established principle of Customs clearance that goods will be controlled selectively based on risk to better target consignments posing a potential risk, and to judiciously utilize resources for the effective application of the regulations. In the SW environment, the principles of risk-based selectivity apply to all participating government agencies, including Customs. An efficient, reliable, responsive, and integrated risk management system (IRMS), therefore, forms the core of the Single Window for cross border trade. When fully implemented the IRMS will enable Customs and OGAs to apply the principles of risk-based selectivity for cargo clearance and regulatory controls that will lead to fewer inspections and testing at the borders, eliminate redundant documentary controls, help conduct multi-agency joint inspections at the border, reduce cargo processing and dwell time at the ports and allow for more judicious and optimal use of resources.

As per the 'Scope of Work', agreed to between USAID|PREIA and the FBR, dated 9th March 2016, USAID|PREIA is supporting FBR in the implementation of the PSW. With USAID|PREIA's support, Customs has made significant progress on PSW allowing the project to transition quickly from the inception to the design & execution phase and beyond. In 2017 as part of the foundational work for the PSW, Customs developed the 'PSW Strategy Document' comprising of the 'PSW roadmap and implementation framework'

with technical assistance from USAID|PREIA through Crimson Logic Singapore, and a more detailed 'PSW Project Design Document with assistance from the International Finance Corporation (IFC) through Sovereign Border Solutions (SBS), South Africa. Crimson Logic noted that whereas in accordance with WCO and WTO recommended best practices, Pakistan Customs uses an automated risk management system (RMS) to apply risk-based selectivity criteria for control of goods across the international borders, OGAs generally do not use any risk management techniques and rely on an intrusive sampling and inspection system covering all import/export cargo requiring multi-layer verifications and approvals that considerably slow down cargo clearance times. In some cases, where Customs has allowed expedited clearances under the automated Green Channel, the consignments remain stranded in the port area for sampling and inspection requirements by the OGAs. The 'Time Release Study' conducted on Karachi port in 2019 with assistance from IFC further highlighted the disconnect between Customs and OGAs due to the absence of an apex level framework that provides an integrated and regulated model of information exchange, design, workflow control, monitoring and tracking reflecting a 'whole of government' approach towards cargo clearance.

In November 2019, the PMO supported by external consultants contracted by the Asian Development Bank conducted a gap assessment of the selected OGAs and developed a comprehensive IRMS framework that also includes a proposed implementation strategy and roadmap. The roadmap was subsequently approved by the PSW Steering Committee chaired by the Minister for Finance and Revenues and comprising of representatives from the key trade regulators and the private sector that will be part of the PSW. Taking the 5x5x5 approach, the IRMS roadmap identifies 5 key projects with (no more than) 5 main deliverables/milestones delivered over the 5 critical areas of People, Process, Technology, Policy and Infrastructure. Each of the identified projects need to be individually managed and driven to completion based on a structured project management approach. The PSW PMO now intends to implement the road map with assistance from USAID|PREIA through procurement of a consulting firm specializing in implementation of RM strategies in Customs and international trade to help execute the recommendations of the IRMS roadmap focusing primarily on the process, policy, and technology aspects of the framework.

The PSW software is currently being developed by Pakistan Custom's in-house IT experts in the supervision of the PSW PMO with a tentative launch date of June 2021 for Phase 1 of the PSW. The Government of Pakistan has established a public sector company namely 'Pakistan Single Window' under Section 42 of the Companies Act, 2017 to develop, implement, operate, and maintain the PSW system and its allied components. This company is currently in the process of being operationalized with recruitment on the first cohort of key management positions such as the Chief Technology Officer, Chief Financial Officer, HR Manager, and Company Secretary already completed. As this new company is being established IT experts have also been hired through a subsidiary company of FBR to continue development of some components of PSW system.

The consulting firm for IRMS will work along-side the PSW Chief Technology Officer and a dedicated PSW team comprising of business/system analysts, software developers and domain resources to manage the administrative design, business analysis and testing portions of IRMS and provide guidance on the sequencing and iterations of IRMS related components in the PSW software. The consulting firm will support Customs and OGAs in developing/updating a consolidated list of risk rules for the PSW IRMS and provide strategic advice and support to the PSW PMO in augmenting the PSW governance and operating structure to cater for IRMS requirements and to establish RM structures in the participating OGAs as per the IRMS roadmap recommendations.

### 12.1.2 Objectives and Duties

The purpose of the assignment is to support the PSW in developing and implementing the IRMS framework using the IRMS roadmap and implementation strategy as foundational documents. The activity shall result in a consolidated list of defined risk rules for the PSW IRMS covering Customs and OGAs that will be incorporated into the PSW. The eventual outcome of the activity is the development and implementation of a vibrant, dynamic, fully configurable IRMS in the PSW to support a variety of different cross border trade procedures, both in real time (transaction-based) and batch. These include, inter alia, trader accreditation, clearance, pre-clearance, anti-smuggling, audit case selection, passenger screening and the generation of intelligence information. Based on this single version of data and integrated approach, a consolidated assessment can be conducted on the transaction, leading to risk-based direction of operational resources and processing.

### 12.1.3 Outcomes

The ultimate objective for the IRMS is the facilitation of legitimate trade in an environment with better controls whilst reducing costs and creating efficiencies for all stakeholders. The desired outcomes include:

1. Improved customs and regulatory control over import, export, and transit goods;
2. Improved detection rates by Customs and OGAs;
3. Better analysis, planning, and resource allocation by Customs and OGAs leading to more efficiency, better oversights, and enhanced productivity;
4. Improved compliance by traders and other economic operators connected to the international supply chain;
5. Consolidated, proactive, whole-of-government approach to managing cross border trade risks;
6. Enhanced stakeholder trust on the PSW system due to data driven decisions and limited official discretion.

### 12.1.4 Tasks (Performance Requirements)

The consulting firm would be required to perform the following tasks :

- 1. Development of the Risk Management Framework**
  - a. Support the PSW PMO in drafting and defining the RM strategic policy document containing IRMS strategic principles, policy and objectives for approval by the relevant authority.
  - b. Help develop the standard operating procedures for the IRMS based on the reengineered processes for the RM teams.
- 2. Support in IRMS capacity building**
  - a. Define risk management processes by reviewing/conducting business process reengineering with each OGA specific to RM processes that will enable risk driven operations.
  - b. Help develop the RM operating manual.
  - c. Design and organize tactical and operational RM training for PSW, Customs and OGA RM teams.
- 3. Customs and OGAs Risk Assessment**
  - a. Conduct data analysis to prepare retrospective risk profiles/violation list.
  - b. Conduct Customs and OGA risk assessment workshops.
  - c. Define/update risk rules and present to the relevant authority for approval.

- d. Define risk thresholds for risk rule set.

#### **4. IRMS Development**

- a. Provide support in the recruitment of business analysts, developers and other technical staff by defining job descriptions, core competencies, objectives and KPO/I for technical staff.
- b. Document and evaluate WeBOC viability.
- c. Review and update the technical specifications for IRMS and develop the Software Requirement Specifications (SRS).
- d. Develop IRMS modules that will involve coding IRMS front end and back end workflow, database tables and integration, conducting IRMS testing and deployment.
- e. Capture GA risk rules, thresholds and treatments, conduct risk rule testing and deploy approved risk rules into the PSW environment.

#### **5. Provide support in designing, developing and implementing joint inspection capability**

##### **12.1.5 Deliverables**

1. Approved and accepted IRMS Policy document.
2. Set of agreed upon SOPs that will guide the functions and operations of the PSW for IRMS.
3. RM operating manual.
4. WeBOC coding viability report and IRMS technical documents.
5. At least three capacity building workshops per Phase 1 OGA and minimum of 5 training and capacity building workshops with PSW and Customs.
6. Development and deployment of the IRMS module in PSW.

##### **12.1.6 Base of Operations**

- Karachi, Pakistan with occasional traveling to Islamabad. The team lead is required to be stationed in Karachi full time for the duration of the activity.

##### **12.1.7 Period of Performance**

- 11 months plus 2 months post implementation support.

##### **12.1.8 Reporting**

- The selected firm will report to the Customs and Trade Facilitation Advisor, USAID|PREIA and to Pakistan Customs/FBR.
- Customs and Trade Facilitation Advisor, USAID|PREIA will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner and are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the Customs and Trade Facilitation Advisor, USAID|PREIA as a result of such inspection.

## 12.2 Attachment B: Price Schedule

The contract is a fixed fee contract. USAID | PREIA will pay the selected firm as per deliverables based on the following suggested schedule.

DELIVERABLES	DUE DATE	PAYABLE % of AMOUNT
<b>1<sup>st</sup> payment:</b> Inception Report (include scope document, team structure, roles and responsibilities, work plan, project execution/ implementation methodology, risks and mitigation actions.	Fifteen days after award of contract	5%
<b>2<sup>nd</sup> payment:</b> Development of the Risk Management Framework	Two months after award of contract	10%
<b>3<sup>rd</sup> Payment:</b> Support in IRMS capacity building	Four months after award of contract	10%
<b>4<sup>th</sup> Payment:</b> Customs and OGAs Risk Assessment	Five months after award of contract	25%
<b>5<sup>th</sup> Payment:</b> Development of the IRMS	Eight months after award of contract	30%
<b>6<sup>th</sup> Payment:</b> Development of joint inspection capability enhancement framework	Eleven months after award of contract	15%
<b>7<sup>th</sup> Payment:</b> Post-implementation Support for two months	Two months after the completion of all the deliverables above.	5%
<b>TOTAL PRICE</b>		100%

### 12.3 Attachment C: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.  
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

*Offeror shall verify here the items specified in this RFP document.*

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:



## 12.4 Attachment D: Instructions for Obtaining a DUNS Number

### For DAI'S Vendors, Subcontractors

**Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI**

**I. SUBCONTRACTS/PURCHASE ORDERS:** All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

**II. MONETARY GRANTS:** All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

**NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.**

*Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.*

---

#### **Background:**

#### **Summary of Current U.S. Government Requirements- DUNS**

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

**Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.**

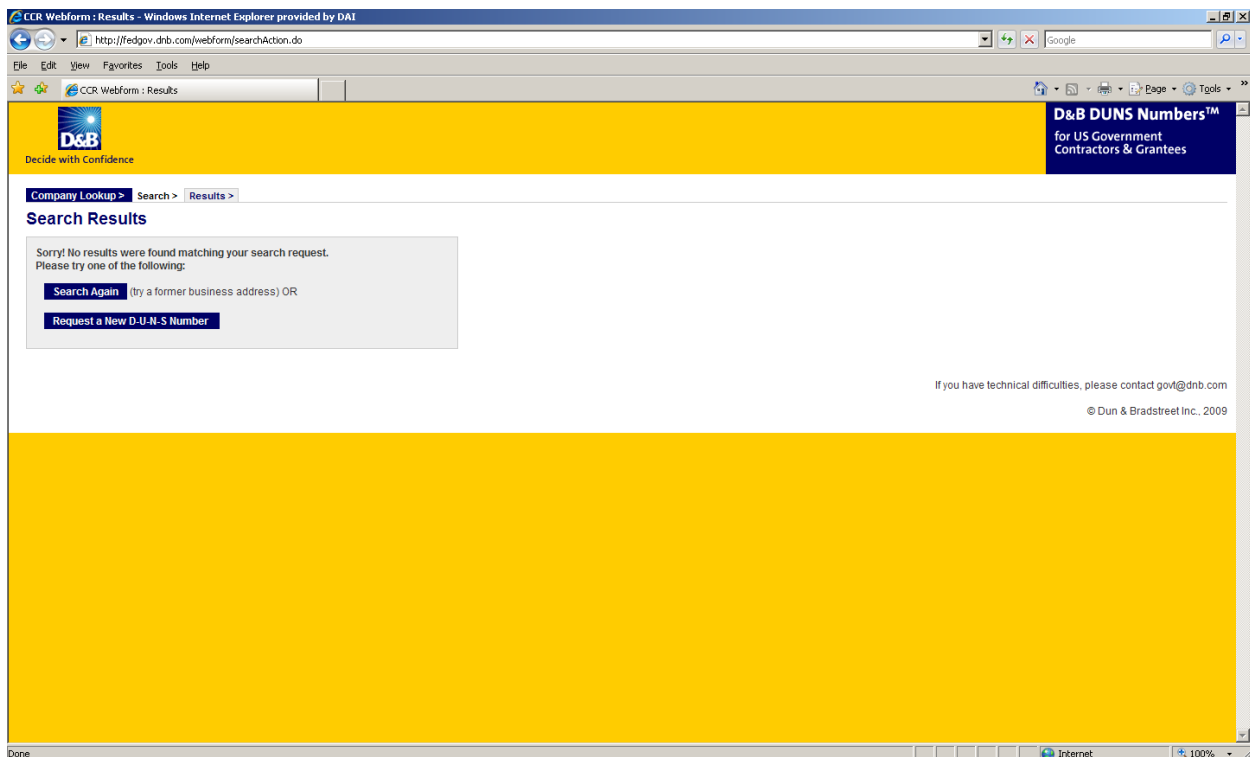
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.
  - Legal Business Name (commas are allowed, periods are not allowed)
  - Address
  - Phone
  - Name of Owner/Executive
  - Total Number of Employees
  - Annual Sales or Revenue (US Dollar equivalent)
  - Description of Operations
6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

CCR Webform: New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=18&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp...

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

D&B DUNS Numbers™  
for US Government  
Contractors & Grantees

D-U-N-S Number Request> Search> Enter Your Company Information>

### Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

**Company Name**

? Legal Name

? Legal Structure

? Tradestyle Name 1 (optional)

Tradestyle Name 2

Tradestyle Name 3

? Phone Number of Business

**Physical Address**

? Street

? City

? State

? Zip Code + 4/Postal Code

Country

**Mailing Address (optional)** ☐ Same as Physical Address

? Street/ P.O. Box

City

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:
  - **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law

to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.

- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

**Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.**

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
  - **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

CCR Webform: New Duns Number Request - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyName=8&hdnAddress=8&hdnCity=8&hdnState=8&hdnZip=8&hdnCountry=8&hdnTradeStyleName=8newComp

Street/ P.O. Box  
City  
State  
Zip Code + 4/Postal Code  
Country: Select one

**Organization Information**

Executive Name  
Title: Select one  
Primary SIC code  
Description of Operations  
Socioeconomic Data: Select one  
Number of Employees (includes owners, partners, and/or officers)  
Annual Sales or Revenue

**Parent Organization (optional)**

Name  
Street  
City  
State  
Zip Code + 4/Postal Code  
Country: Select one

**Notes (optional)**

Submit Your Request

If you have technical difficulties, please contact gov4@dnb.com

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/linis/sicsearch.html

UNITED STATES DEPARTMENT OF LABOR

OSHA QuickTakes Newsletter RSS Feeds Print This Page Text Size

Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

**STATISTICS & DATA | SIC MANUAL**

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure.

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

[Search Help and Examples](#)

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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627  
www.OSHA.gov

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/sicsearch.html?ip\_sic=slp\_search=Research

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

[STATISTICS & DATA](#) | [SIC MANUAL](#)

This page allows the user to search the 1987 version SIC manual *by keyword*, to access descriptive information for a *specified 2,3,4-digit SIC*, and to [examine the manual structure](#).

Enter a SIC CODE:

Enter the search keyword(s):

[Search Help and Examples](#)

- [3721 Aircraft](#)
- [3724 Aircraft Engines and Engine Parts](#)
- [3728 Aircraft Parts and Auxiliary Equipment, Not Elsewhere Classified](#)
- [3761 Guided Missiles and Space Vehicles](#)
- [3764 Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts](#)
- [3769 Guided Missile Space Vehicle Parts and Auxiliary Equipment, Not Elsewhere Classified](#)
- [3844 X-Ray Apparatus and Tubes and Related Irradiation Apparatus](#)
- [6282 Investment Advice](#)
- [6411 Insurance Agents, Brokers, and Service](#)
- [6732 Educational, Religious, and Charitable Trusts](#)
- [6733 Trusts, Except Educational, Religious, and Charitable](#)
- [8731 Commercial Physical and Biological Research](#)
- [8732 Commercial Economic, Sociological, and Educational Research](#)
- [8733 Noncommercial Research Organizations](#)
- [8742 Management Consulting Services](#)
- [9511 Air and Water Resource and Solid Waste Management](#)
- [9531 Administration of Housing Programs](#)
- [9532 Administration of Urban Planning and Community and Rural Development](#)
- [9641 Regulation of Agricultural Marketing and Commodities](#)
- [9661 Space and Research and Technology](#)

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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

**8742** Management Consulting Services

1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.

The screenshot shows the "CCR Webform: New Duns Number Request" form in a Windows Internet Explorer browser. The form is titled "Country" and "AFGHANISTAN". It contains several sections for data entry:

**Mailing Address (optional)** ☐ Same as Physical Address

Street/ P.O. Box  
City  
State  
Zip Code + 4/Postal Code  
Country (Select one)

**Organization Information**

Executive Name: Mohammad Ali  
Title: Owner  
Primary SIC code  
Description of Operations: Agricultural Technical Assistance  
Socioeconomic Data: No special Ownership Status  
Number of Employees (includes owners, partners, and/or officers): 10  
Annual Sales or Revenue: USD 500,000

**Parent Organization (optional)**

Name  
Street  
City  
State  
Zip Code + 4/Postal Code  
Country (Select one)

**Notes (optional)**

Submit Your Request

11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

CCR Webform : verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform : verification page

D&B DUNS Numbers™ for US Government Contractors & Grantees

Decide with Confidence

D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >

### Verification Page

**Company Name**

Legal Name: DNB TEST, INC

Phone Number of Business: 20-555-1212

**Physical Address**

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

**Organization Information**

Executive Name: Mohammad A

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%



## 12.5 Attachment E: Self Certification for Exemption from DUNS Requirement

### Self-Certification for Exemption from DUNS Requirement For Subcontractors and Vendors

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier

Full Name of Certifier

Title of Certifier:

Date of Certification (mm/dd/yyyy):

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

\*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

### 12.6 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

## 12.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## 12.8 Attachment J: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment C*)
- ☐ Separate Technical and Cost proposals individually labeled as Volume I and Volume II respectfully.
- ☐ CVs of proposed key staff who would be assigned to the project
- ☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A
- ☐ Response to each of the evaluation criteria
- ☐ Documents use to determine Responsibility
- ☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- ☐ Past Performance (*use template in Attachment F*)