

**Request for Proposals**  
**West Africa Biodiversity and Climate Change Program**  
**(WA BiCC)**

**“Providing, setting up and operationalizing of the**  
**Accounting Software for the Mano River Union**  
**Secretariat”**

**Our Ref: WABICC\_FNA\_RFP No.02**

**Date of issuance:** May 3, 2018

**Due date for questions:** May 10, 2018

**Release date for response to all questions:** May 14, 2018

**Closing date for submission of Proposals:** May 17, 2018

Proposals are due by 5:00 EST May 17, 2018 via email to [procurementFT@wabicc.org](mailto:procurementFT@wabicc.org) and copy [Eslon.Nduwayo@wabicc.org](mailto:Eslon.Nduwayo@wabicc.org). Emailed submissions must contain the subject “WABICC\_FNA\_RFP No.02-*name of organization submitting application.*”

**Estimated award date:** June 4, 2018

## I. Background

West Africa Biodiversity and Climate Change (WA BiCC) Program, funded by the U.S. Agency for International Development (USAID)/West Africa, issues this Request for Proposal (RFP).

WABICC program is implemented by Tetra Tech ARD (TT/ARD) and its consortium partners – Pact, Palladium, (formerly dTS), Columbia University’s Center for International Earth Science Information Network (CIESIN), PCI Media Impact (PCI) and Wetlands International Africa (WIA). This Program is designed to strengthen the resiliency and sustainability of West African institutions, ecosystems, and communities.

WABICC is supporting the Mano River Union Secretariat (MRU) in the development and implementation of a new Accounting and Financial Management System by supporting the migration from International Financial Reporting Standard (IFRS) to International Public-Sector Accounting Standards (IPSAS).

## 2. Purpose Statement

You are kindly invited to submit a technical and financial proposal in response to WABiCC’s **Request for Proposal “WABICC\_FNA\_RFP No.02”**.

- Tetra Tech ARD intends to issue a Firm Fixed Price contract for this work
- Costs incurred by respondents for the preparation of a proposal and the negotiation of contract are not reimbursable.
- Tetra Tech ARD is not bound to accept any of the proposals submitted.
- Tetra Tech ARD will only evaluate proposals from licensed, qualified firms to execute and implement the work under this project.
- Offerors must be able to complete all the items stated in the Scope of Work.
- Offerors are required to confirm their intention to respond to the RFP one day following the receipt of the RFP
- Tetra Tech ARD will email the Technical Requirements Specifications to all interested parties.
- Include the minimum hardware requirements for their software in their response.

The Offeror shall submit its best price offer/proposal in accordance with the Scope of Work (SOW), included in this RFP as Appendix A and shall contain the following:

1. **Proposal Cover Letter** signed by a person authorized to sign on behalf of the Offeror (not to exceed one page).
2. **Table of Contents.** List all sections of the proposal (including attachments) with corresponding page numbers.
3. **Technical Approach/Proposal.** Provide detailed statement and timeline on how the Offeror plans to undertake the assignment included in the “Terms of Reference”. (Not exceeding 2 pages).
4. **Past Performance.** Describe the Firm’s experience in similar activities or addressing similar problems in the past (not to exceed 1 page).
5. **Timeline for completion** of the deliverables in the SOW and how the Offerors will engage with MRU until the completion of the SOW (not to exceed 2 pages).
6. **Personnel.** Present the qualifications and relevant experience of the focal technical staff tasked with the implementation of the assignment.
7. **Budget.** Offerors may use the budget template in Appendix D or present their budget in a format of their choosing providing sufficient detail for Tetra Tech ARD to understand the composition of their cost proposal.

8. **Budget narrative.** Offerors must explain the rationale behind the budget.

### **3. Proposal Instructions**

Submit applications electronically to). The email subject line should read “WABICC\_FNA\_RFP No.02”–  
*name of organization submitting application.*”

Applications must be submitted by 5:00pm EST on May 17, 2018. Proposals received after the closing date specified for receipts of offer may not be evaluated.

Upon receipt, Offerors shall receive an email acknowledging receipt of their Proposal.

## **Appendix A: Scope of Work**

### **I. Terms of Reference**

#### **I.1 Description of the specific tasks to be accomplished by the provider of the Accounting Software**

Tetra Tech ARD is seeking to recruit the services of an Accounting Software and Services Provider to supply, install, customize and train on the most recent and adapted Accounting Software. The Software and Services Provider will be required to work closely with an auditing firm contracted to oversee the MRU IPSAS migration process to ensure that the necessary elements of the new Accounting Software are compliant with the new IPSAS Accounting Procedures. Specifically, the Accounting Software and Services Provider will be required to:

- Supply, install and customize the most recent and adapted Accounting Software for the MRU Secretariat:
  - Configure the software to ensure that processes, functions and the financial reports generated are compliant with the recommendations of the auditing firm, to ensure compliance with International Public-Sector Accounting Standards (IPSAS) with respect to accounting and reporting on donors' grants and member states' contributions to the MRU Secretariat.
- Networking and adaptability procedures are in place to ensure that the three MRU Sub-offices can access necessary modules on the software, input financial data and generate reports at their level.
- Train 10 users of the Mano River Union Secretariat staff on how to use the software and generate the appropriate reports
- Develop a customized written procedures manual for the accounting software consistent with MRU's financial procedures and IPSAS.
- Provide on-site and on-line technical support and assistance to ensure that the accounting software solution is operationalized and adequately used by the MRU staff
- Provide online and onsite maintenance, troubleshooting, and technical support services of the accounting software for the 1st year.

#### **I.2 Past Performance**

The Accounting Software and Services provider must outline the experience it has had in performing work like that described above under Section I. Terms of Reference. For each activity, please include the name of the client and the contact information (current and most recent information required, within the last year). It is Tetra Tech ARD intention to contact some of these clients for testimonials regarding your firm's performance in these areas:

- The quality of the work performed by the Offeror,
- The timeliness of the effort performed by the Offeror, and
- Whether the Client would use Offeror's services should they have similar needs in the future.

#### **I.3 Technical Approach**

Please submit a technical write-up of the proposed implementation strategy and management for this work including:

- A detailed timeline
- An activity plan

- A methodological description of how the accounting software and services provider will deliver the required services including setting up of the software, training the software users, providing technical support, and servicing of the software
- Roles and responsibilities of the implementation team in case the provider will use more than one person to provide the services
- Strategies to address challenges that may arise during the work

#### **I.4 Expected outcomes**

- An integrated accounting software system with defined access and security levels, linking the MRU Sub-Offices and Headquarters
- A chart of accounts reflective of the operations of the MRU Secretariat
- Financial transactions that can be entered and modified at the relevant access levels while providing an audit trail of activities
- Financial analysis and relevant IPSAS compliant financial reports are generated with advanced reporting tools in English and French
- All relevant MRU Executives and staff are fully trained on the use of the software system
- Accounting software properly managed and maintained during the first year of operation.

#### **I.5 Deliverables**

- Accounting Software installed
- Train MRU staff on the use of the accounting software
- Guide manual showing how to use the software
- Financial Reports generated in compliance with IPSAS
- Integrated system with the MRU Sub-Offices
- Customized chart of accounts reflective of the operations of the MRU Secretariat
- Accounting software properly managed and maintained for 1 year

#### **I.6 Capacity Development**

The selected offeror will ensure that capacity building regarding the use of the Accounting Software is provided to the MRU staff. To ensure this skills transfer, the vendor will organize one training for the MRU staff including hands-on sessions and surveys to ensure skills have been transferred. In addition, the vendor will develop a Manual detailing the use of the software and the different features as well as providing technical support to follow-up on the practical and effective use of the solution by MRU staff.

#### **I.7 Period of Performance**

The agreement's period of performance will not exceed six months from the signing of the agreement. Tetra Tech ARD anticipates that offeror's proposed full-time equivalent level of effort should not exceed 30 days over the total period of performance of 6 months. Offerors should propose a period of performance and level of effort sufficient and necessary to complete the scope of work. The anticipated start date of the Subcontract is June 4, 2018.

#### **I.8 Sustainability/Leveraging**

The Accounting Software will enhance the ability of the MRU staff in using and applying them. The successful setting and customization of the software in compliance with IPSAS will play a tremendous role in helping MRU Finance department to generate quality relevant IPSAS compliant financial reports. The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on

the environment be considered and that USAID and its implementing partners include environmental sustainability as a central consideration in designing and carrying out its development programs.

### **1.9 Environmental Assessment**

This acquisition is not expected to have any environmental impact and that an environmental assessment is not required.

## **2. Eligibility Information and Evaluation Criteria**

To be eligible for this award, offerors must:

- Demonstrated experience in working with regional institutions particularly on supplying, implementation and training on the proposed Accounting Software
- Be in good standing with all civil and fiscal authorities. The following documents should be attached to the proposal;
  - Registration certificates;
  - Last audited financial statements;
  - Tax clearance certificate;
  - NASSIT clearance
- Be willing to sign applicable assurances and certifications.

The following organizations are not eligible for WA BiCC funding under this RFP:

- Government entities
- Political parties, their subsidiaries, or affiliates;
- Organizations that appear as excluded parties on the SAM, OFAC or U.N. 1267 list;
- Organizations that promote or engage in illegal activities or anti-democratic activities;
- Faith-based organizations that are not in compliance with ADS 303.3.28, which is in accordance with Executive Order 13279, Equal Protection for the Laws of Faith-based Community Organizations; and
- Organizations that are debarred or suspended from the eligibility to receive funding from the United States Government (USG).

**Note: Local Firms/Vendors are strongly encouraged to submit their proposals.**

## **Appendix B: Required Certifications**

*(Offerors must sign and return certifications with proposal)*

### **I. CERTIFICATION REGARDING RESPONSIBILITY MATTERS.**

#### **FAR Reference 52.209-5.**

As prescribed in 9.104-7(a), insert the following provision:

#### **Certification Regarding Responsibility Matters (APR 2010)**

- (a) (1) The Offeror certifies, to the best of its knowledge and belief, that –
- (i) The Offeror and/or any of its Principals –
    - (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
    - (B) Have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and
    - (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
    - (D) Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
      - (1) Federal taxes are considered delinquent if both of the following criteria apply:
        - (i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
        - (ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
      - (2) *Examples.*
        - (i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
        - (ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

- (iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.
- (iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).
- (ii) The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

- (b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Contractor non responsible.
- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

## **2. KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING**

22 CFR Part 140, Prohibition on Assistance to Drug Traffickers.

*Note: This certification shall be filled by any key person proposed in the project.*

I hereby certify that within the last ten years:

- 1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- 2. I am not and have not been an illicit trafficker in any such drug or controlled substance.



3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

**NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.
3. A false certification from a key person involved in the project, shall result in the termination of his/her contract with the operator.

**3. CERTIFICATION REGARDING TERRORIST FINANCING**

Implementation of Executive Order 13224

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

- (a) The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph (c).
- (b) The following steps may enable the Recipient to comply with its obligations under paragraph (a)
  - (1) Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/tl1sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
  - (2) Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
  - (3) Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
  - (4) The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
- (c) For purposes of this Certification-
  - (1) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

- (2) "Terrorist act" means-
- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
  - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
  - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- (3) "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- (4) References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- (5) The Recipient's obligations under paragraph (a) are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term."

## **ANTI-KICKBACK PROCEDURES**

### **FAR Reference 52.203-7.**

As prescribed in 3.502-3, insert the following clause: Anti-Kickback Procedures (OCT 2010)

- (a) Definitions.
- "Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime Contractor, prime Contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contractor in connection with a subcontract relating to a prime contract.

"Person," as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

"Prime contract," as used in this clause, means a contract or contractual action entered into by the United States for the purpose of obtaining supplies, materials, equipment, or services of any kind.

"Prime Contractor" as used in this clause, means a person who has entered into a prime contract with the United States.

"Prime Contractor employee," as used in this clause, means any officer, partner, employee, or agent of a prime Contractor.

"Subcontract," as used in this clause, means a contract or contractual action entered into by a prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.

"Subcontractor," as used in this clause,

- (1) means any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and
- (2) includes any person who offers to furnish or furnishes general supplies to the prime Contractor or a higher tier subcontractor.

"Subcontractor employee," as used in this clause, means any officer, partner, employee, or agent of a subcontractor.

- (b)** The Anti-Kickback Act of 1986 (41 U.S.C.51-58) (the Act), prohibits any person from-
  - (1) Providing or attempting to provide or offering to provide any kickback;
  - (2) Soliciting, accepting, or attempting to accept any kickback; or
  - (3) Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime Contractor to the United States or in the contract price charged by a subcontractor to a prime Contractor or higher tier subcontractor.
- (c)**
  - (1) The Contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph (b) of this clause in its own operations and direct business relationships.
  - (2) When the Contractor has reasonable grounds to believe that a violation described in paragraph (b) of this clause may have occurred, the Contractor shall promptly report in writing the possible violation. Such reports shall be made to the inspector general of the contracting agency, the head of the contracting agency if the agency does not have an inspector general, or the Department of Justice.
  - (3) The Contractor shall cooperate fully with any Federal agency investigating a possible violation described in paragraph (b) of this clause.
  - (4) The Contracting Officer may
    - (i) offset the amount of the kickback against any monies owed by the United States under the prime contract and/or
    - (ii) direct that the Prime Contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Contracting Officer may order that monies withheld under subdivision (c)(4)(ii) of this clause be paid over to the Government unless the Government has already offset those monies under subdivision (c)(4)(i) of this clause. In either case, the Prime Contractor shall notify the Contracting Officer when the monies are withheld.
  - (5) The Contractor agrees to incorporate the substance of this clause, including subparagraph (c)(5) but excepting subparagraph (c)(1), in all subcontracts under this contract which exceed \$150,000.

**4. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS.**

**FAR Reference 52.203-1 I.**

As prescribed in 3.808(a), insert the following provision:

**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions**

**(SEPT 2007)**

- (a) Definitions. As used in this provision—“Lobbying contact” has the meaning provided at 2 U.S.C. 1602(8). The terms “agency,” “influencing or attempting to influence,” “officer or employee of an agency,” “person,” “reasonable compensation,” and “regularly employed” are defined in the FAR clause entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12).
- (b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12) are hereby incorporated by reference in this provision.
- (c) Certification. The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief 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 of a Member of Congress on its behalf in connection with the awarding of this contract.
- (d) Disclosure. 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. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.
- (e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

**SIGNATURE**

By signature hereon, or on an offer incorporating these Representations, Certifications, and Other Statements of Offerors, the Contractor certifies that they are accurate, current, and complete, and that the Contractor is aware of the penalty prescribed in 18 U.S.C. 1001 for making false statements in offers.

By signing below the subcontractor provides certifications for:

- 1. Certification Regarding Responsibility Matters - APR 2010. (FAR Reference 52.209-5),
- 2. Prohibition on Assistance to Drug Traffickers. (22 CFR Part 140),
- 3. Certification Regarding Terrorist Financing. (Implementation of Executive Order 13224),
- 4. Anti-Kickback Procedures – OCT 2010. (FAR Reference 52.203-7), and,
- 5. Certification and Disclosure Regarding Payments to influence Certain Federal Transactions - SEP 2007 (FAR Reference 52.203-1 I).

RFP #: PI712-002

Subcontract #: TBD

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

Project Title: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This page must be signed by Offeror and returned with the proposal.*

## **Appendix C: Proposal Format**

### **I. Contents of Proposal**

The Offeror shall submit its best price offer/proposal in accordance with the Scope of Work (SOW) and shall contain the following:

1. **Proposal Cover Letter** signed by a person authorized to sign on behalf of the Offeror (not to exceed 1 page).
2. **Table of Contents.** List all sections of the proposal (including attachments) with corresponding page numbers.
3. **Technical Approach/Proposal.** Provide detailed statement and timeline on how the Offeror plans to undertake the assignment included in the “Terms of Reference” (not to exceed 2 pages).
4. **Past Performance.** Describe the Firm’s experience in similar activities or addressing similar problems in the past (not to exceed 1 page).
5. **Timeline for completion** of the deliverables in the SOW and how the Offerors will engage with MRU until the completion of the SOW (not to exceed 2 pages).
6. **Personnel.** Present the qualifications and relevant experience of the focal technical staff tasked with the implementation of the assignment.
7. **Budget.** Offerors may use the budget template in Appendix D or another format of their choosing that provides WA BiCC sufficient detail to understand the composition of the Offeror’s cost proposal.
8. **Budget Narrative.** Offerors must explain the rationale behind the numbers.

### **2. Technical and Financial Proposal Requirements**

It is requested that Offerors organize their Technical and Financial Proposals as noted below. This request is made to facilitate Tetra Tech ARD review of the submitted material thus enabling a rapid decision and contracting process.

#### **2.1 Technical Proposal Requirements**

The technical proposal must be written in English. There should be a maximum of 10 type-written pages, excluding appendices/supporting documents, with no more than 3 pages total covering corporate capabilities and relevant past performance. The technical proposal shall be written in 11pt Times New Roman font. Each page shall have 1-inch margins all-around.

The technical proposal shall address the subjects outlined below:

#### **A. Firm Information**

- Provide the name, address and license of your Firm.
- Provide the contact information (email and phone) for your primary contact for this project.
- If you are partnering with other firms or institutions, provide the above information for each partner and the percentage of the work that they will be performing.
- Please describe your firm’s management structure, list all owners.  
Identify the Key Personnel. Include a brief statement about their capabilities and experience as well as CVs. The experience of the project manager will be key

## **B. Past Performance**

Demonstrate relevant technical experience in supplying, customizing, implementing, providing training, mentorship support of staff and servicing of Accounting Software. **For each activity, please include the name of the client and his or her contact information (current and most recent information required, within the last year)**. It is Tetra Tech ARD intention to contact some of these clients for testimonials regarding your firm's performance in these areas:

- The quality of the work performed by the Offeror,
- The timeliness of the effort performed by the Offeror, and
- Whether the Client would use Offeror's services should they have similar needs in the future?

## **C. Technical Approach**

Please submit a detailed technical proposal for the proposed implementation strategy and management for this specific project including:

- A detailed timeline
- An activity plan
- How the organization will manage the project's implementation
- Roles and responsibilities of the implementation team
- Strategies to address implementation challenges

## **2.2 Financial Proposal Requirements**

The Offeror's financial proposal must represent its best effort in response to the solicitation.

It should be noted that a narrative describing the basis on which the costs were derived as well as an explanation for whom, why, where, when, etc. and supporting information must be provided in sufficient detail to allow a complete analysis of the Offeror's cost/price.

The Offeror must submit their cost proposal in the format provided in Appendix B to allow WA BiCC to determine the following cost elements at a minimum.

- a. Breakdown of Level of Effort cost by person-day or person-month.
- b. Direct Material Costs by item.
- c. Other direct costs being proposed.
- d. An example of the desired content of proposals as provided in Appendix C.

**Appendix C: Suggested Budget Format**

<b>DIRECT LABOR</b>				
<b>Position</b>	<b>Name</b>	<b>Rate</b>	<b>Days (Basis)</b>	<b>Total</b>
				-
				-
				-
				-
				-
<b>Total Direct Labor</b>				-
<b>OTHER DIRECT COSTS</b>				
<b>Description</b>	<b>Rate</b>	<b>Units (Basis)</b>	<b>Total</b>	
				-
				-
				-
				-
				-
<b>Total Other Direct Costs</b>				-
<b>Overheads/Indirect Costs</b>				-
<b>Fees</b>				-
<b>TOTAL COST</b>				-



## Appendix D: Proposal Evaluation Criteria

Proposals received by the deadline will be reviewed for responsiveness and programmatic merit in accordance with the specifications outlined in the request and the proposal format. A panel will evaluate both the technical and budget proposals as measured against the evaluation factors. Tetra Tech ARD shall follow a tradeoff process in making selecting the successful Offeror. For the purposes of this evaluation, the following evaluation criteria are considered significantly more important than cost or price.

<b>CATEGORY</b>	<b>Points</b>
<b>Key Personnel and Management (Maximum 20 Points)</b>	
a. To what extent do the skills, experience, and qualifications of the proposed key personnel indicate that the Offeror will be able to successfully manage and implement this activity?	10
b. To what extent is the composition and structure of the proposed key personnel and project implementation team sufficient to ensure a high likelihood that the Offeror will successfully perform the objectives and requirements of the scope of work	10
<b>Past Performance (Maximum 20 Points)</b>	
a. To what extent does the Offeror's past performance experience from similar assignments, activities, and geographic locations indicate they will be successful in performing this scope of work?	10
b. Has the organization demonstrated that it currently has the necessary capacity to perform the scope of work upon award?	10
<b>Software (Maximum 15 Points)</b>	
a. To what extent does the Offeror's proposed software solution and implementation meet or exceed the technical requirements specifications?	15
<b>Technical Skills Requirements (Maximum 45 Points)</b>	
a. Does the proposal sufficiently demonstrate expertise and a sound approach to the implementation of the accounting software to ensure practical operationalization of an IPSAS - compliant System?	15
b. Does the proposal detail a reasonable and feasible work plan that can be achieved within the period of performance?	10
c. Are the Offeror's proposed activities sufficient to effectively enhance the capacities of the MRU team in operationalizing the new system?	5
d. How realistic and effective are the proposed plans and activities for training and mentoring support to MRU Finance Department team to ensure use of the accounting software?	5
e. Does the proposal state how the vendor will provide support and servicing of the software?	5
f. Does the proposal define any potential obstacles/risks, and does it offer solutions to these potential challenges?	5
<b>TOTAL</b>	<b>100</b>