

Request for Proposals

RFP- Environmental Support Services Contract – 2022 - 06

Activity Title: LAC Environmental Support Services Contract
Environmental and Energy Technical Assistance

Issuance Date: November 7, 2022

Deadline for Receipt of Questions: November 18, 2022 at 5:00pm EST

Closing Date and Time: December 2, 2022 at 5:00pm EST

Issuance of this RFP does not constitute an award commitment on the Environmental Incentives, LLC. (EI), nor does it commit EI to pay for any costs incurred in preparation or submission of comments/suggestions of a proposal. Proposals are submitted at the risk of the offerors. All preparation and submission costs are at the offeror's expense.

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INTRODUCTION

1. **Purpose.** The purpose of this RFP is to provide bilateral and regional environmental and energy programming technical assistance services in support of the Latin America and the Caribbean (LAC) Environmental Support Services Contract (ESSC) funded by USAID and implemented by Environmental Incentives, LLC. The support is described in the Scope of Work (SOW) specified in the Attachment A – Technical Specification.
2. **Issuing Office.** Environmental Incentives (EI) is the Issuing Office for this RFP. The Contact person listed below in 4. Submission of Proposals is the sole point of contact at EI for the purposes of this RFP.
3. **Type of Award Anticipated.** EI anticipates awarding an Indefinite Quantity (Sub)contract (IQS) with Time and Materials (T&M) task orders.

1. **Indefinite Quantity (Sub)contract:** An umbrella contract that includes pricing methodology and terms and conditions. This particular type of IQS will use Time and Materials pricing with fixed labor categories and corresponding rates, along with cost reimbursement for Other Direct Costs (ODCs). Fee must be built into the labor rates and cannot be charged separately on ODCs.

2. **Time and Materials task orders:** ordering mechanisms that will use fixed labor rates to undertake individual scopes of work.

1. OFFEROR'S QUALIFICATIONS

Offeror must provide the following information and references to be qualified for the procurement process:

1. Company's information, including official registered title, type of business, address, and contact person information.
2. A short description of the company and of past similar experience in providing the services described in the Attached A – Technical Specification.
3. Overall technical approach to fulfill the specifications defined in Attachment A – Technical Specifications.
4. Certification that company (nor any subcontractor engaged by the company for this project) is not owned or controlled in total or in part by any entity of any government.
5. The Offeror shall complete and sign the Representation and Certifications found in Attachments C and D to this document and include them with the Offeror's proposal. Proposals that do not include these certifications will not be considered.

2. RESERVED

3. SUBMISSION OF PROPOSALS

All proposals are due on December 2, 2022, by no later than 5:00pm EST in the United States. Proposals must be submitted via e-mail at the address LAC_ESSC_RFP@enviroincentives.com in the following formats: Adobe Acrobat and Microsoft Word for the technical proposal and Excel for the cost proposal.

All proposals must fully respond to the Technical Specifications enclosed as **Attachment A**, must include quotes in the format provided in the **Attachment B- Budget**, and complete the Rate Sheet in **Attachment**

C. Proposals received after the above-stated due date and time will not be considered for this procurement.

4. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFP must be in writing and submitted, in English to LAC_ESSC_RFP@enviroincentives.com on November 18, 2022, no later than 5:00pm EST in the United States. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients.

Only written answers from Environmental Incentives, LLC will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Environmental Incentives, LLC, or any other party, will not be considered official responses regarding this RFP.

5. PROPOSAL PREPARATION INSTRUCTIONS

All Offerors must follow the instructions set forth herein to be qualified for the procurement process. If an Offeror does not follow the instructions set forth herein, the Offeror's proposal may be eliminated from further consideration or the proposal may be downgraded and not receive full credit under the applicable evaluation criteria.

Separate Technical and Cost Proposals must be submitted. All proposals should be submitted in English.

Technical Proposal

The technical proposal (excluding CVs) shall not exceed eight (8) pages. Proposals will be scored on a 100-point scale. Available points for each evaluation factor are given below. Offerors must address each evaluation factor.

The suggested outline for the technical proposal is stated below:

A. Organization's Information

1. Organization's information, including official registered title, type of business, list of offices if applicable, address, telephone, fax and website.
2. Organization's DUNS number
3. SAM.gov Unique Entity ID
4. Authorized point of Contact with phone number(s) and email address
5. Experience of the firm of at least 5 years in the public and private sector

B. Company Technical Capability

Description of organization, including of activities/qualifications carried out similar to the scope of work requested.

C. Technical Approach

Present a narrative that describes how the Offeror would implement the tasks identified in the scope of work. This narrative must also include a management approach which describes how the Offeror will manage the delivery of the services and how the Offeror will interact with the Environmental Support Services Contract, noting that the service provider will work under the management of the Contract and a USAID Activity Manager will provide overall direction to ensure a successful process.

1. Information which the Offeror considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such.

D. Proposed Staff

Present a narrative that includes the following:

1. Team composition (names, specialties/area of expertise, position/role, etc.), with detailed bios, and task assignments to perform the activities described in the SOW.
2. Curriculum Vitae (CV) for all labor categories named in the Attachment A. (CVs shall be limited to 3 pages each) that describes their experience and lists the following:
 - a. Affiliation/Organization
 - b. Education
 - c. Years of Professional Experience
 - d. Relevant Experience to the SOW in this RFP
 - e. Fluency in English, Spanish, Portuguese

In addition to presenting the CVs, Offerors should complete and include the table below [This is illustrative table only. The table below can be customized as needed in order to match the requirements of the SOW]:

Proposed Personnel's Name, Last Name	Proposed Position under this assignment	Qualification	Years of Professional Experience

E. Company Past Performance

Offerors should provide a summary of relevant studies or other assignments including the Title, Client, Date and a brief description. The qualifications section is limited to 5 of the most relevant studies or other assignments performed in the last 5 years, presented in the following table format. If the client is confidential, simply list “confidential”.

Title of Assignment	Description of the assignment and services provided	Client Name, email, and phone	Dates of Execution

Financial Proposal

A. Detailed Budget

EI anticipates an Indefinite Quantity Subcontract (IQS), for this activity. Work will be ordered through Time and Materials (T&M) task orders that will use negotiated labor rates for all labor costs and reimbursement for actual costs for all materials (also known as Other Direct Costs or ODCs) up to the negotiated budget ceiling. We are asking for three parts to the Financial Proposals: Labor rates, Financial Proposal narrative description, and a sample task order budget. The purpose of the sample task order budget is to allow EI to evaluate non-labor prices (i.e. ODCs) across offerors.

Offerors should propose rates for each of the following labor categories:

TABLE A. Functional Labor Categories

GSA Labor Category	Min. Education	Years Experience
Senior Associate VII	BA	16
Senior Associate V	BA	13
Senior Associate III	BA	10
Senior Associate I	BA	7
Associate V	BA	8
Associate III	BA	6
Associate II	BA	5
Research Associate II	BA	3
Research Associate I	BA	2
Project Coordinator II	BA	3
Project Coordinator I	BA	2
Administrator	BA	0

The following educational equivalency table applies for the outlined labor categories:

Degree	Related Experience Substitution
Associates	2 years
Bachelor's	5 years
Master's	Bachelor's + 2 years
PhD	Master's + 3 years

These rates should be inclusive of indirect rates charged on labor and fee. Additionally, offerors should provide details on indirect rates, if any, they charge on other direct costs as part of their normal cost accounting.

The **price proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item.** Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Environmental Incentives, LLC reserves the right to

request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an Offeror's proposed price.

Offerors are instructed to use the Excel template and labor rate sheet in **Attachment B – Budget and Attachment C – Labor Rate Sheet**. Offerors are also instructed to provide a sample task order budget based on the Scope of Work in **Attachment B**.

Offeror shall provide unit pricing in local USD currency. Prices quoted in this document shall be valid for a 60-day time period, include all taxes and other costs and the VAT tax originated in the United States.

B. 1420 Forms for the proposed personnel

For each staff member proposed, the Offeror shall submit a completed and signed USAID 1420 forms. USAID form 1420 can be downloaded here: <https://www.usaid.gov/forms/aid-1420-17>

C. Proposed Billing Rates Certification

Document on company letterhead certifying the labor rates being proposed are standard rates and have been previously billed to clients for similar work, if applicable.

D. Representations and Certifications and Evidence of Responsibility

These documents can be found in Attachments D and E of this RFP and must be submitted as part of the Cost Proposal.

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

6. EVALUATION CRITERIA

Award will be made to the Offeror representing the best value in consideration of past performance, qualifications and price factors. Technical criteria are more important than cost, although prices must be reasonable and will be considered in the evaluation. Offerors are encouraged to provide a discount to their standard commercial rates.

Environmental Incentives, LLC reserves the right to conduct discussions with selected Offeror(s) in order to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Environmental Incentives, LLC on a best value basis. Environmental Incentives, LLC reserves the right to request a test assessment from Offerors to assess their qualifications.

The submitted technical information will be scored by an evaluation committee using the following technical evaluation criteria 1) Technical Capability; 2) Technical Approach; 3) Proposed Staff; and 4) Company Past Performance. Given the specific expertise required to perform the services in question, only bids with a technical score of 50 points or more will be considered for evaluation of their cost proposals. Proposals will be scored on a 100-point scale. Available points for each evaluation factor are given below.

Technical Proposal (100 points)

Evaluation Criteria for Technical Proposal	Points
I.Technical Capability	10
II.Technical Approach	50
III.Proposed Staff	30
IV.Company Past Performance	10
TOTAL	100

Cost Proposal

The cost proposal will not be given a numerical score but will be evaluated for realism and reasonableness of prices as part of the best value determination. A “best value” offer is one that provides the most advantageous solution considering both technical and cost factors. If EI determines that technical proposals are essentially equal, cost factors may become the deciding factor in the selection process. However, please note that the budget for the activity is limited, so the best value analysis will take into account budget limitations and reasonability of budgets proposed.

Environmental Incentives, LLC reserves the right to conduct discussions with selected Offeror(s) in order to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Environmental Incentives, LLC on a best value basis, with evaluation of proposed price as well as proposed services and implementation schedule.

7. TERMS OF PAYMENT

Payment terms for the awarded Subcontract Agreement shall be after satisfactory completion and acceptance and of services and deliverables. Payment shall be made when Environmental Incentives is paid by the client, as per the EI Pay When Paid Policy. Payment shall be made by Environmental Incentives, LLC via bank wire transfer. No advance payments will be provided.

8. DUNS NUMBER AND SAM.GOV REGISTRATION

If the proposed subcontract is above \$30,000, the successful Offeror will be required to furnish a DUNS number and proof of SAM.gov registration within 24-48 hours of notice of award. Information regarding obtaining a DUNS number may be found here: <https://fedgov.dnb.com/webform>

9. NEGOTIATIONS

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Environmental Incentives, LLC reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Environmental Incentives, LLC reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range.

10. MULTIPLE AWARD/NO AWARD

Environmental Incentives, LLC reserves the right to issue multiple awards. Environmental Incentives, LLC also reserves the right to issue no awards.

11. COMPLIANCE WITH TERMS AND CONDITIONS

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. EI is also including select contract requirements below that flow down from the prime contract. Please note that all references to “contract” or “contractor” below shall have the same meaning as “subcontract” and “subcontractor.”

12.1 Prohibited Technology. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment

a. *Definitions.* As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (*e.g.*, connecting cell phones/towers to the core telephone network). Backhaul can be wireless (*e.g.*, microwave) or wired (*e.g.*, fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People’s Republic of China.

Covered telecommunications equipment or services means—

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

Critical technology means—

- (1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;
- (2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-
 - (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or
 - (ii) For reasons relating to regional stability or surreptitious listening;

- (3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);
- (4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);
- (5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or
- (6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

b. *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

c. *Exceptions.* This clause does not prohibit contractors from providing—

- (1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
- (2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

d. *Reporting requirement.*

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the

indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

- (i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
 - (ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.
- e. *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

12.2 Fly America Act. The Subcontract must comply with Fly America Act requirements for all international travel under this award.

**12.3 ADS 302.3.5.10 ORGANIZATIONAL CONFLICTS OF INTEREST:
PRECLUSION FROM IMPLEMENTATION CONTRACT (SEP 2018)**

This contract requires the Contractor to furnish important services in support of the design of various LAC region programs and activities (the "Activity"). In accordance with the principles of FAR Subpart 9.5 and USAID policy, the Contractor will be ineligible to furnish, as a Prime or Subcontractor or otherwise, the implementation services for the activity, unless the Head of the Contracting Activity authorizes a waiver (in accordance FAR 9.503 and AIDAR 709.503) determining that preclusion of the Contractor from the implementation contract would not be in the Government's interest.

**12.4 ADS 302.3.5.10 ORGANIZATIONAL CONFLICTS OF INTEREST:
PRECLUSION FROM FURNISHING CERTAIN SERVICES AND
RESTRICTION ON USE OF INFORMATION (SEP 2018)**

(a) This contract requires the Contractor to furnish services in support of the evaluation of various LAC region acquisition and assistance awards. In accordance with the principles of FAR Subpart 9.5 and USAID policy, the Contractor will be ineligible to furnish, as a Prime or Subcontractor or otherwise, the implementation services under any contract or task order that results in response to findings, proposals, or recommendations in the evaluation report within 18 months of USAID accepting the report, unless the Head of the Contracting Activity authorizes a waiver (in accordance FAR 9.503) determining that preclusion of the Contractor from the implementation work would not be in the Government's interest.

(b) In addition, by accepting this contract, the Contractor agrees that it will not use or make available any information obtained about another organization under the contract in the preparation of proposals or other documents in response to any solicitation for a contract or task order.

(c) If the Contractor gains access to proprietary information of other company(ies) in performing this evaluation, the Contractor must agree with the other company(ies) to protect their information from unauthorized use or disclosure for as long as it remains proprietary, and must refrain from using the information for any purpose other than that for which it was furnished. The Contractor must provide a properly executed copy of all such agreements to the CO.

**12.5 ADS 302.3.5.10 ORGANIZATIONAL CONFLICTS OF INTEREST:
PRECLUSION FROM FURNISHING CERTAIN SERVICES AND
RESTRICTION ON USE OF INFORMATION (SEP 2018)**

This contract requires the Contractor to provide certain audit services for USAID. To guard against the possibility that the Contractor might receive an unfair competitive advantage in competing for future USAID consulting contracts through its exposure to sensitive cost and other proprietary information of USAID contracts which it will audit under this contract, by accepting this contract, the Contractor agrees that it will not use, or make available to anyone, for the purpose of preparing proposals or any other documents in response to a solicitation for a contract or task order, any proprietary, cost, or otherwise sensitive business information obtained as a result of an audit. The Contractor must agree with the companies that it audits to protect their proprietary information from unauthorized use or disclosure for as long as it remains proprietary, and must refrain from using the information for any purpose other than that for which it was furnished. The Contractor must provide a properly executed copy of all such agreements to the CO.

12.6 BRANDING STRATEGY AND MARKING PLAN

The Subcontractor must comply with the requirements of the USAID “Graphic Standards Manual” available at www.usaid.gov/branding, or any successor branding policy and approved LAC ESSC Branding and Marking Plan.

ATTACHMENT A – TECHNICAL SPECIFICATION

TECHNICAL SPECIFICATION

SCOPE OF WORK: Environmental and Energy Technical Assistance

PERIOD OF PERFORMANCE: on/around January 1, 2023 – September 15, 2024

PLACE OF PERFORMANCE: Latin America and the Caribbean

Environmental and Energy Technical Assistance

DESCRIPTION

Environmental Incentives' mission is to enhance the natural systems that sustain resilient and healthy communities. We design performance-driven approaches to conservation that empower public and private sector leaders to multiply their impact. We are environmental thought leaders pioneering a new wave of conservation, helping people get the most from their investments in the environment. Since our establishment in 2004, we have become a leading advisor on natural resource programs and policies across the country and internationally. Environmental Incentives is a certified B Corporation with three offices across the United States (South Lake Tahoe, CA, Washington, DC, and Denver, CO).

Latin America and the Caribbean Environment Services Support Contract (ESSC) provides demand-driven technical and logistical support services in program and activity design, implementation, management, evaluation, communications, and environmental compliance for LAC regional and bilateral environment, natural resource management, resilience, and energy programs. Under this contract, EI and its partners provide a suite of services to support local engagement and evidence-based solutions to regional challenges in the energy and environment sectors, including biodiversity conservation, water, combating conservation crime, compliance, natural resource management, and resilience (sustainable landscapes, climate risk management).

As part of these services, ESSC provides technical assistance to USAID in the design, facilitation and production of strategic documents such as the FAA 118/119 and Gender Analysis and feasibility and trends analysis around energy and the environment in the LAC region.

STATEMENT OF WORK

The overall purpose of the solicitation is to support LAC ESSC in providing technical assistance and capacity building for RSD and Missions in the Latin America and Caribbean region through the **design and production of reports and/or compliance products and assessments (FAA 118/119, Gender Analysis, Trends Studies, etc.) and may involve the development of standalone and/or value add products such as online trainings, webinars or briefing material sets** around the topics of sustainable landscapes, climate resilience, environmental compliance, environmental and energy challenges, biodiversity and forestry, among others. LAC ESSC will provide overall direction of the service provider to ensure a successful production process.

Illustrative Activities and Expected Deliverables –

- Strategize with ESSC Team on purpose and approach to providing technical support that is tailored to the context and priorities of the DC-based or bilateral/regional Mission.
 - Support preparation of agenda, tools and presentations for use in engaging the client. This may include producing or refining visual aids such as PowerPoints or infographics.
- Expected Deliverables:* Presentation materials, infographics, PPTs, etc.

- Support ESSC Team in managing communications with operating units, including scheduling calls, establishing meeting agendas, reviewing meeting agendas with the client, notetaking and other coordination. *Expected Deliverables:* Agenda, notes captured, etc.
- Contribute or lead report life cycle that may include developing kickoff materials, work plans, report outlines, etc. and design of data collection methods and drafting of report iterations. *Expected Deliverables:* Kick off materials, work plan, report outline, draft report, final report, etc.

OTHER CONSIDERATIONS

In line with USAID's Local Capacity Development Policy and where possible, offerors should strive to engage local subject matter experts to support research, data collection and synthesis and report writing. Developing local actor capacity where in-country subject matter experts design and lead efforts to strengthen and improve communities is a key component to equitable and sustainable change.

ATTACHMENT B – BUDGET PROPOSAL

For the purposes of evaluation of budget proposals, offerors should submit their proposed rates based on the labor categories presented in Table A above (see A. Financial Proposal), as well as an illustrative budget using Attachment B that is based on the below sample Task Order scope and Annotated FAA 118/119 Outline. Offerors should present the budget so that it demonstrates how they might staff a body of work. Note that the below example is not an actual Task Order scope.

Using the template provided (see Attachment B), include **rates and labor categories for the sample Task Order below, as well as any Travel and Other Direct Costs**. The assignment is expected to last 20 weeks from contract date to submission of final deliverable, with a budget ceiling of \$150,000. Offerors should provide a narrative section to their financial proposals that includes the assumptions for all proposed costs, including all labor rates. These costs will be evaluated for reasonableness, realism, and allowability.

SAMPLE TASK ORDER SCOPE: **USAID/Paraguay Tropical Forest and Biodiversity Analysis (Sections 118 and 119)**

Purpose

The primary purpose of this task is to conduct an analysis of tropical forest and biodiversity in compliance with Sections 118 and 119 of the FAA of 1961, as amended, and USAID's Automated Directives System (ADS) guidelines. The analysis will inform USAID in the development of strategic planning for USAID/Paraguay.

Under the direction of Environmental Incentives, the analysis team will evaluate the status of tropical forests and biodiversity in Paraguay. The focus of all activities undertaken will be twofold:

- A. Identify actions necessary to conserve tropical forests and biodiversity and the extent to which the mission meets the actions necessary, and
- B. Develop recommendations that will guide USAID in addressing the "extent to which" in the strategic planning for Paraguay.

Deliverables include:

1. Deliverable 1. Draft work plan and schedule submitted within fifteen working days after the start of the period of performance.
2. Deliverable 2. Conduct stakeholder mapping, key informant interview guides, and interviews
3. Deliverable 3. Email progress reports to the activity manager and USAID staff as applicable
4. Deliverable 4. Initial, abbreviated analysis submitted in Spanish within 5 weeks of the start of the contract
5. Deliverable 5. Draft FAA 118/119 analysis report in Spanish
6. Deliverable 6. Final report incorporating all comments

FAA 118/119 ANALYSIS REPORT ANNOTATED OUTLINE

The annotated outline describes the types of information that will be included in each section of this analysis. It will be used in conjunction with the FAA 118/119 Best Practices Guide, which describes how to prepare for and conduct an analysis. Excluding the executive summary, annexes, tables and figures, we project that this document will around pages long.

1. EXECUTIVE SUMMARY

The executive summary will provide a 3-5 page brief overview of the purpose of the analysis, key points about the status of biodiversity, threats and drivers, actions necessary, extent to which actions are needed, and recommendations on how the Mission could improve the conservation of tropical forests and biodiversity in their upcoming country strategy

2. INTRODUCTION

(two pages)

3. PURPOSE

The purpose will:

1. Summarize or reproduce the purpose and objectives as described in the SOW;
2. Identify the type of analysis being conducted (FAA 118/119);
3. State the year the previous analysis was prepared and note that the current analysis is an update of this document; and
4. Describe the aim of the analysis in relation to the Regional/Country Development Cooperation Strategy (R/CDCS) process.

4. METHODOLOGY

In this section, the following will be described:

1. The composition of the analysis team;
2. The tasks involved in information gathering, including document review, meetings with USAID teams and other stakeholder consultations and how they will be consulted (e.g., focus groups, informant interviews, workshops, etc.), should be included in an annex that presents the stakeholders in a format that is compliant with ADS 508 privacy program, and the documents referenced/reviewed.

5. STATUS OF THE COUNTRY'S BIODIVERSITY AND TROPICAL FORESTS (UPDATE)

(5-7 pages; supporting maps and tables will be included as annexes)

This section focuses on analysis of the available biodiversity information. It will update summarized information on the biodiversity situation and, where possible, refer and/or provide links to more detailed documents.

6. LEGAL FRAMEWORK AFFECTING CONSERVATION

(Three to five pages)

This section should provide an update of changes in the legal and institutional context for biodiversity (including forest ecosystems) conservation, setting the stage for a discussion of threats, drivers, and "actions needed," discussed later in the report. Only key laws, policies and government institutions should be included in this section. An annex or links should be provided with additional information.

7. THREATS TO BIODIVERSITY (INCLUDING TROPICAL FORESTS)

(Four pages)

Sections 5.1 and 5.2 will discuss the direct threats to biodiversity and the indirect threats or drivers of the threats. Each direct threat may have several drivers. Enough information will be provided to offer a clear understanding of what is causing the degradation or loss to biodiversity in the region/country. Two specific sections will be analyzed in more detail, the impact of soy and cattle industries and the impact of climate change (see below).

The section will explain how the threats and drivers were identified (stakeholder consultations, field visits, review of documentation, etc.)

8. ACTIONS NECESSARY TO CONSERVE BIODIVERSITY (INCLUDING TROPICAL FORESTS)

(Not to exceed four pages)

“Actions necessary to conserve biodiversity” will address the drivers of the direct threats. “Actions necessary” may be derived from the National Biodiversity Strategic Action Plan or other government documents, from the team’s consultations (e.g., workshops in the departments and Asunción), document review and/or site visits. The analysis team will reach its own conclusions on “actions necessary” and describe in the report how the “actions necessary” were developed.

4. RECOMMENDATIONS

(Five to six pages)

Recommendations emerge from the analysis of the “actions necessary” and the “extent to which” the Mission’s current strategy and activities are meeting the actions necessary. The recommendations will guide the Mission process of integrating tropical forests and biodiversity conservation in their upcoming R/CDCS.

ATTACHMENT C – RATE SHEET

Table 1 – Rate Sheet

Proposed Personnel	Proposed Labor Category	Highest Educational Qualifications	Years of Professional Experience	Rate

Prices quoted must be valid for 60 days and account for ALL remuneration, per diem, travel, communications, and other out-of-pocket expenses, taxes, and other costs, but including the VAT tax that may be originated in Latin America. On this basis Environmental Incentives, LLC will issue a **Time and Material Indefinite Quantity Subcontract**, and payment shall be based upon acceptance of services and deliverables described in Attachment A.

ATTACHMENT D – REPRESENTATIONS AND CERTIFICATIONS

Offeror Representations and Certifications

1. Organizational Conflict of Interest Representation

The offeror represents, to the best of its knowledge and belief, that this award: does [] or does not [] involve an organizational conflict of interest.

Please see FAR 52.209-8 for further explanation.

2. Data Universal Numbering System (DUNS) Number (required if cost proposal is more than USD \$30,000):

Table with 10 empty cells for DUNS number input.

CAGE Number: _____

SAM.gov Unique Entity ID Number (UEI): _____

3. Source and Nationality of Goods and Commodities

i. This is to certify that the Offeror is:

- a. an individual who is a citizen or legal resident of
b. a corporation of partnership organized under the laws of
c. a controlled foreign corporation of which more than 50% of the total combined voting power of all classes of stock is owned by United States shareholders; or
d. a joint venture or incorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe separately the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the percentage (%) of voting power of the corporations.

ii. This is to certify that the Source (the country from which a commodity is to be shipped from) of the Equipment to be supplied under this Order is:

name of country or countries

By signing below, the Offeror certifies that the representations and certifications made, and information provided herein, are accurate, current and complete.

Signature: _____

Date: _____

Name of and title of authorized: _____

Signature: _____

Certification Regarding Combating Trafficking in Persons

Table with 2 columns: Prime Contract/Award Number and empty space.

Award Name:	
Subcontractor Name:	
Subcontract Number:	

CERTIFICATION REGARDING COMBATING TRAFFICKING IN PERSONS

Per FAR clause 52.222-50, [Offeror] hereby asserts that this subcontract

Is for supplies, other than commercially available off-the-shelf items, to be acquired outside the United States, or services to be performed outside the United States; and

Has an estimated value that exceeds \$500,000

Accordingly, [Offeror] hereby certifies that:

It has implemented a compliance plan to prevent any prohibited activities identified in paragraph (b) of the clause at 52.222-50, Combating Trafficking in Persons, and to monitor, detect, and terminate the contract with a subcontractor engaging in prohibited activities identified at paragraph (b) of the clause at 52.222-50, Combating Trafficking in Persons; and

After having conducted due diligence, either—

i. To the best of the Subcontractor’s knowledge and belief, neither it nor any of its proposed agents, subcontractors, or their agents is engaged in any such activities; or

ii. If abuses relating to any of the prohibited activities identified in 52.222-50(b) have been found, the Subcontractor and any proposed lower tier recipients have taken the appropriate remedial and referral actions.

Name and Title of Signatory: _____

Signature: _____

Date: _____

ATTACHMENT E – Evidence of Responsibility

Put Offeror's letterhead
Evidence of Responsibility

Prime Contract Name:	
Prime Contract No.:	
Offeror' Name:	
Solicitation Name:	
Solicitation Number:	

Evidence of Responsibility
<ul style="list-style-type: none">• (1) Have adequate resources, including financial, facilities, equipment and personnel, to perform the contract, or the ability to obtain them (see FAR 9.104-3(a));<ul style="list-style-type: none">• <i>Provide details responding to the question.</i>•• (2) Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;<ul style="list-style-type: none">• <i>Provide details responding to the question.</i>•• (3) Have a satisfactory performance record (See FAR 9.104-3(b) and Subpart 42.15). An Offeror will not be determined responsible or non-responsible solely on the basis of a lack of relevant performance history, except as provided in FAR 9.104-2;<ul style="list-style-type: none">• <i>Provide details responding to the question.</i>•• (4) Have a satisfactory record of integrity and business ethics;<ul style="list-style-type: none">• <i>Provide details responding to the question.</i>•• (5) Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective Contractor and subcontractors). (See FAR 9.104-3(a));<ul style="list-style-type: none">• <i>Provide details responding to the question.</i>•• (6) Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them (See FAR 9.104- 3(a)); and

- *Provide details responding to the question.*
-
- (7) Be otherwise qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business subcontracting, etc.).
- *Provide details responding to the question.*
- (8) Please explain how your business recovers vacation, holiday and sick leave.
- *Provide details responding to the question.*
-

2. **I certify that the information contained in this questionnaire is current, accurate and complete to the best of my knowledge and belief.**

3. **CERTIFICATION:**

Typed Authorized Official's Name: _____

Typed Authorized Official's Title: _____

Signature: _____

Date: _____