



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

REQUEST FOR PROPOSAL (RFP)

ISSUANCE DATE: September 30, 2016
DEADLINE FOR RECEIPT OF QUESTIONS: **October 11, 2016**
RFP CLOSING DATE: **November 30, 2016**

SUBJECT: Visibility Survey on USAID in Niger and Burkina Faso

REFERENCE: **RFP No. SOL-625-16-000006**

Dear Prospective Offerors,

The United States Agency for International Development (USAID/Senegal) is seeking proposal from qualified organizations to provide the services described in the attached Solicitation.

USAID/Senegal intends to award one purchase order issued on a firm-fixed-price contract basis per Federal Acquisition Regulation (FAR) 13.302 for a period of 120 days from the date of the award with an estimated cost, subject to availability, not to exceed \$58,629.10USD.

Please submit the required information electronically to: Marie Helene Ndiaye at mandiaye@usaid.gov with a copy to Yves Koré at ykore@usaid.gov by **November 30, 2016**, 18:00 Dakar local time. Clarification or interpretation of this RFP must be in writing in the form of questions and sent to the emails above no later than **October 11, 2016**, 18:00 Dakar local time.

The proposal shall include the following:

- 1) A technical proposal with the offeror's proposed approach to accomplish the work requirements; and
- 2) A cost proposal for the requested services. A detailed narrative explanation of the basis of estimate for each proposed item must be provided. This explanation must identify the factors upon which the proposed cost were derived and show the arithmetic in reaching the cost figure. The information provided must be sufficient so that the Contracting Officer can make a determination of its allocability, allowability and reasonableness.

The offeror must submit the proposals in two separate emails compatible with the format specified in the submission instructions:

- 1) Technical proposal - not to exceed 8 pages
- 2) Cost proposal - not to exceed 5 pages

There has been a problem with the receipt of *.zip files due to anti-virus software. Therefore, this format is discouraged, as we cannot guarantee their acceptance by the internet server. The Offeror is reminded that the e-mail is NOT instantaneous, in some cases delays of several hours occur from transmission to receipt. For this RFP, the point of entry to the government infrastructure is USAID/Senegal mail server. Offerors are strongly encouraged to review FAR 13.106.2.

Issuance of this solicitation does not in any way obligate the USG to award a contract nor does it commit to pay for any incurred by the Offeror in the preparation and submission of a proposal. Award will be subject to funds availability following the proper completion of required USAID internal processes and other internal USAID approvals.

Your truly,



Yves Koré
Regional Contracting Officer

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER REQ-625-16-000024		PAGE OF 1 20		
2. CONTRACT NO.		3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER SOL-625-16-000006		8. SOLICITATION ISSUE DATE 09/27/2016
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Marie Helene Ndiaye			b. TELEPHONE NUMBER (No collect calls) 221-33-879-4862		8. OFFER DUE DATE/LOCAL TIME 11/30/2016 1800 Z	
9. ISSUED BY USAID Senegal 00000		CODE SENEGAL		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR:				
				<input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS		<input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A)		NAICS: 541618 SIZE STANDARD: \$15.0
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING		
15. DELIVER TO USAID/Senegal BP 49 Dakar, SENEGAL		CODE SENEGAL		16. ADMINISTERED BY Not Applicable		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP		
17a. CONTRACTOR/OFFEROR		CODE		18a. PAYMENT WILL BE MADE BY		CODE N/A		
TELEPHONE NO.				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER								
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
0001	Public Opinion Poll - Visibility Survey on USAID in Niger and Burkina Faso.							
<i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>								
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.				
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.				
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				<input type="checkbox"/> 29. AWARD OF CONTRACT: _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 				
30b. NAME AND TITLE OF SIGNER (Type or print)			30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) Yves Kore		31c. DATE SIGNED 09/30/16		

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)
		42c. DATE REC'D (<i>YY/MM/DD</i>)

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SECTION B – DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

B.1 GENERAL INFORMATION

B.1.1 TITLE

Public Opinion Poll - Visibility Survey on USAID in Niger and Burkina Faso

B.1.2 INTRODUCTION

The United States Agency for International Development (USAID) is the lead agency for the U.S. Government which provides economic development and humanitarian assistance to people around the world. As an active partner of the governments and people of Niger and Burkina Faso, USAID listens to local concerns and priorities, responding with joint activities to help reduce poverty, promote democracy and economic growth, recover from disasters, and prevent conflicts.

The USG, represented by USAID/Senegal, seek quotations/proposals from qualified organizations interested to conduct a comprehensive opinion poll at the national level in Niger and Burkina Faso that provided baseline data on USAID visibility in terms of geographic coverage and population groups' (e.g. age, sex, location, etc.) opinions. The poll will provide a baseline of information regarding the visibility of USAID in select regions of both countries.

USAID/Senegal intends to award one purchase order issued on a firm-fixed-price contract basis per FAR 13.302 and conducts this procurement to promote competition to the maximum extent practicable to obtain services from the source whose offer is the most advantageous to the Government, considering the administrative cost of the purchase per FAR §§ 13.104 and 13.106, respectively. The estimated cost of this activity in both countries will be approximately **\$58,629**.

B.1.3 BACKGROUND

In Niger, USAID is investing over \$137 million to tackle constraints to the country's development in fiscal year 2015. In Burkina Faso, USAID is investing over \$46 million in development projects in fiscal year 2015.

Since 2004, the Agency has required all its overseas Missions to employ Development Outreach and Communications (DOC) professionals and develop communications strategies to garner greater visibility for USAID peace and development activities in host countries. In 2006, the Agency urged Missions to intensify efforts to measure USAID visibility through public opinion polling and focus group surveys.

B.1.4 STATEMENT OF WORK (SOW)

For a period of no more than 120 days, the Contractor will conduct activities related to the design, execution, and analysis and reporting of the visibility survey.

After award, the Contractor is responsible for proposing an implementation plan and budget that will include a work plan, and indicate how and by whom the poll will be designed and executed, as well as the needs in personnel, logistical support and supplies.

The work plan must include the following tasks:

- Select the sample;
- Update and pre-test the questionnaire;

- Update and pre-test the questionnaire;
- Conduct the poll;
- Verify, review, and analyze the poll results;
- Prepare and complete the final report in English and French
- Share results with USAID via a presentation to USAID staff.

B.2 WORK REQUIREMENTS

The Contractor must perform the following functions:

B.2.1 KEY RESPONSIBILITIES

A. Required Tasks

1. Design of the Public Opinion Poll on USAID Visibility
 - a) The contractor shall recruit and hire all necessary personnel, including but not limited to the project manager, statistician, and controller.
 - b) The contractor shall design a national opinion poll based on census and other relevant sources of data that will provide accurate information concerning the visibility of USAID and its projects at the regional, urban and rural levels. The sample size shall be determined by the contractor based on population size of each country.
 - c) The representative sampling used in each design shall reflect an accurate cross-section of Nigerien or Burkinabe society and include data concerning age, gender, educational status, profession, and urban/rural distribution. The contractor shall also submit detailed analysis of the results in terms of level of awareness of USAID's intervention and non-intervention regions and the significance of the findings in identifying major geographic areas and population groups where USAID visibility should be improved. The final report shall also list the problems encountered in carrying out the poll and suggestions for improvement.
 - d) The Contractor shall finalize the questionnaires in French and translate them into all major national languages. In Niger, this includes Hausa, Zarma, Tamashek, and Fulfulde. In Burkina, this includes Mooré, Dioula, Fulfulde, Gourmanché, and Bisa.
 - e) The Contractor shall design the poll to generate data which will shed light on public knowledge and understanding of USAID and its project activities and the medium through which this information is acquired (including radio, newspaper, poster, banners, events, speeches, etc.)
2. Execution of the Public Opinion Poll on USAID Visibility

The contractor shall be responsible for planning, organizing, and conducting the execution of the national polls. This will entail the following:

- a) Pre-testing the questionnaires in the field to ensure that they are comprehensible to individuals being polled in the different languages and making any necessary adjustments before launching the poll.
- b) Recruiting, training and supervising personnel fluent in languages appropriate for their regions who are responsible for administering the questionnaires.
- c) Providing logistical support to the surveyors.
- d) Collecting the questionnaires and periodically controlling the quality of the data collected.
- e) Analyzing the data collected.
- f) Presenting initial findings of analysis to the Sahel Regional Office at USAID/Senegal for feedback.

B. Other Requirements

1. The contractor shall ensure that translations into local languages used in the questionnaire are accurate.
2. The contractor shall work closely with the SRO Development Outreach and Communications Advisor (DOC,) Monitoring and Evaluation (M&E) Specialist, and Program Officer in the Sahel Regional Office, as well as the USAID Representatives in both Niger and Burkina Faso in finalizing the questionnaire. The questionnaire will be approved by USAID.
3. The contractor is required to use qualified local personnel in executing the poll.
4. The contractor is expected to be in country when administering the questionnaires.

B.2.2 DELIVERABLES

The contractor shall submit to USAID/Senegal the following deliverables:

- a. An implementation plan which provides a timeframe and deadlines regarding poll design and execution, the hiring of personnel, logistical support, supply needs, and a work plan.
- b. A poll questionnaire that reflects perceptions of USAID. The questionnaire will be translated into French, four national languages in Niger and five in Burkina Faso.
- c. A final report in French and English with detailed analysis and breakdown of the results in terms of levels of awareness of USAID and its activities.
- d. All raw opinion poll data and other survey related materials (questionnaires, etc.) in a relevant electronic format compatible with USAID/Senegal's information systems.
- e. A presentation of the poll findings to USAID staff.

The Sahel Regional Office DOC Advisor, Monitoring and Evaluation Specialist and/or Program Officer will verify the quality of the questionnaire and the preparation of the poll-takers for conducting the opinion poll by attending training workshops, confirming the quality of the translations into national languages with specialists in Niger and Burkina Faso's national languages, and field trips to test logistical capability and preparedness.

B.3 PLACE OF PERFORMANCE

The place of performance will be in Niamey and in other regions of the Republic of Niger and in Ouagadougou and in other regions of the Republic of Burkina Faso.

B.4 PERIOD OF PERFORMANCE

The selected contractor will be required to initiate implementation of the visibility surveys immediately after the contract award is signed. The questionnaires shall be completed within one month of the contract award date. The polls shall be completed no more than 14 days after its approval by USAID and all post-survey deliverables including the final report shall be submitted to USAID within 30 calendar days of the poll completion. **The period of work performance shall not exceed 120 days in total.**

B.5 QUALIFICATION OF KEY PERSONNEL

The Consultant must provide Project Manager, Statistician, and Controller. It is anticipated that the Contractor will need the following staff possessing the following minimum qualifications:

Project Manager

- Master’s degree in project management
- At least 10 years’ experience designing, monitoring and evaluating projects and programs
- At least five years’ experience managing statistics and survey projects
- At least five years’ experience managing a team
- Experience with data analysis and survey design

Statistician

- Master’s degree in statistics
- At least five years’ experience collecting and analyzing data
- At least five years’ experience coordinating with and managing a team
- Expertise in data analysis software

Controller/Economist

- Master’s degree in economics
- At least five years’ experience designing and implementing surveys
- At least five years’ experience conducting market research

Personnel should also possess excellent written and oral communication skills (i.e., fluency in French, working knowledge of English).

B.6 PAYMENT SCHEDULE

The Contractor will be paid upon completion of duties and acceptance by the Contracting Officer Representative (COR) of each payment milestone and in accordance with the Prompt Payment Act.

A progress payment will be processed as follows:

Payment Milestone	Percentage
Work Plan Submission	25%
Questionnaire Submission	25%
Data Submission	10%
Submission of Final Report in French	10%
Submission of Final Report in English and Presentation	30%
Total	100%

B.7 SPECIAL CONTRACT REQUIREMENTS

B.7.1 EXECUTIVE ORDER 13224 – EXECUTIVE ORDER ON TERRORIST FINANCING

The Contractor/Recipient 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. This provision must be included in all subcontracts/subawards issued under this contract/agreement.

B.7.2 AUTOMATED DIRECTIVES SYSTEM (ADS) 302 SPECIAL PROVISIONS FOR ACQUISITION

1. ADS 302.3.5.9 Nondiscrimination (June 2012)

FAR Part 27 and the clauses prescribed in that part prohibit contractors performing in or recruiting from the U.S. from engaging in certain discriminatory practices.

USAID is committed to achieving and maintaining a diverse and representative workforce and a workplace free of discrimination. Based on law, Executive Order, and Agency policy, USAID prohibits discrimination in its own workplace on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, age, veteran's status, sexual orientation, genetic information, marital status, parental status, political affiliation, and any other conduct that does not adversely affect the performance of the employee. USAID does not tolerate any type of harassment, either sexual or nonsexual, of any employee or applicant for employment. Contractors are required to comply with the nondiscrimination requirements of the FAR.

In addition, the Agency strongly encourages all its contractors (at all tiers) to develop and enforce comprehensive nondiscrimination policies for their workplaces that include protection on these expanded bases, subject to applicable law.

2. ADS 302.3.5.17 Limitation on Subcontracting to Non-Local Entities (July 2014)

(a) Applicability. This provision applies to:

(i) Contracts that have been awarded to those local entities under the authority of and as defined in Section 7077 of Public Law 112-74, the Consolidated Appropriations Act, 2012 (P.L. 112-74), as amended by Section 7028 of Public Law 113-76, the Consolidated Appropriations Act, 2014, also known as "Local Competition Authority";
and

(ii) Contracts awarded to local entities (as defined in Section 7077 of Public Law 112-74) under the authority at AIDAR 706.302-70 Impairment of foreign aid programs.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract for –

(1) Services (except construction), at least fifty (50) percent of the cost of contract performance incurred for personnel must be expended for employees of the prime/local entity.

- (2) Supplies (other than procurement from a non-manufacturer of such supplies), the prime/ local entity concern must perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.
 - (3) General construction, the prime/ local entity concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.
 - (4) Construction by special trade contractors, the concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.
- (c) By submission of an offer and execution of a contract, the Offeror/Contractor represents that it is an individual, a corporation, a nonprofit organization, or another body of persons that:
- (1) Is legally organized under the laws of;
 - (2) Has as its principal place of business or operations in;
 - (3) Is majority owned by individuals who are citizens or lawful permanent residents of; *and*
 - (4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country in which this contract will be primarily performed.
- (d) For purposes of this clause, “majority owned” and “managed by” include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means.

**3. ADS 302.3.5.22 Submission of Datasets to the Development Data Library (DDL)
(October 2014)**

- (a) Definitions. For the purpose of submissions to the DDL:
- (1) “Dataset” is an organized collection of structured data, including data contained in spreadsheets, whether presented in tabular or non-tabular form. For example, a Dataset may represent a single spreadsheet, an extensible mark-up language (XML) file, a geospatial data file, or an organized collection of these. This requirement does not apply to aggregated performance reporting data that the contractor submits directly to a USAID portfolio management system or to unstructured data, such as email messages, PDF files, PowerPoint presentations, word processing documents, photos and graphic images, audio files, collaboration software, and instant messages. Neither does the requirement apply to the contractor’s information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information. Datasets submitted to the DDL will generally be those generated with USAID resources and created in support of Intellectual Work that is uploaded to the Development Experience Clearinghouse (DEC) (see AIDAR 752.7005 “Submission Requirements for Development Experience Documents”).

- (2) “Intellectual Work” includes all works that document the implementation, monitoring, evaluation, and results of international development assistance activities developed or acquired under this award, which may include program and communications materials, evaluations and assessments, information products, research and technical reports, progress and performance reports required under this award (excluding administrative financial information), and other reports, articles and papers prepared by the contractor under the award, whether published or not. The term does not include the contractor’s information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information.

(b) Submissions to the Development Data Library (DDL)

- (1) The Contractor must submit to the Development Data Library (DDL), at www.usaid.gov/data, in a machine-readable, non-proprietary format, a copy of any Dataset created or obtained in performance of this award, including Datasets produced by a subcontractor at any tier. The submission must include supporting documentation describing the Dataset, such as code books, data dictionaries, data gathering tools, notes on data quality, and explanations of redactions.
- (2) Unless otherwise directed by the Contracting Officer (CO) or the Contracting Officer Representative (COR), the contractor must submit the Dataset and supporting documentation within thirty (30) calendar days after the Dataset is first used to produce an Intellectual Work or is of sufficient quality to produce an Intellectual Work. Within thirty (30) calendar days after award completion, the contractor must submit to the DDL any Datasets and supporting documentation that have not previously been submitted to the DDL, along with an index of all Datasets and Intellectual Work created or obtained under the award. The contractor must also provide to the COR an itemized list of any and all DDL submissions.

The contractor is not required to submit the data to the DDL, when, in accordance with the terms and conditions of this award, Datasets containing results of federally funded scientific research are submitted to a publicly accessible research database. However, the contractor must submit a notice to the DDL by following the instructions at www.usaid.gov/data, with a copy to the COR, providing details on where and how to access the data. The direct results of federally funded scientific research must be reported no later than when the data are ready to be submitted to a peer-reviewed journal for publication, or no later than five calendar days prior to the conclusion of the award, whichever occurs earlier.

- (3) The contractor must submit the Datasets following the submission instructions and acceptable formats found at www.usaid.gov/data.
- (4) The contractor must ensure that any Dataset submitted to the DDL does not contain any proprietary or personally identifiable information, such as social security numbers, home addresses, and dates of birth. Such information must be removed prior to submission.
- (5) The contractor must not submit classified data to the DDL.

[END OF PROVISION]

[END SECTION B]

SECTION C – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

C.1 SUBMISSION REQUIREMENTS

The technical proposal should be specific, complete and concise. It should demonstrate the Offerors's capabilities and expertise with respect to achieving the goals of this requirement and should take into account the selection criteria under **Section D.3**.

Prospective offerors should submit the following information no later than Wednesday, November 30, 2016, 18:00 GMT

- a. Expression of interest, explaining offeror's understanding of the key responsibilities and offeror's approach to the task. In this letter the offeror should also highlight their understanding of U.S. Government presence in Niger and/or Burkina Faso. **The letter should not exceed 1 page.**
- b. Technical Approach, highlighting the offeror's proposed methodology to accomplish the work and deliver final products. **This proposal should not exceed 8 pages.**
- c. Curriculum Vitae of Key Personnel outlining key personnel experience. **Each CV should not exceed 2 pages.**
- d. Detailed price quote for the services. Any cost assumptions should be explained in a brief narrative. **The price quote and narrative should not exceed 5 pages.**
- e. Key Personnel Contractor Employee Biographical Data Sheet (Bio-Data Sheet) (USAID Form 1720) completely filled out and signed for each key personnel.
- f. Past Performance information including relevant work performed previously and contact information of references familiar with this work.

All pages of the technical and cost proposals shall be sequentially numbered. Failure to include all information or to organize the proposal in the manner prescribed may result in rejection of the proposal as unresponsive.

Technical proposals must not make reference to cost data so that technical evaluation of the proposal may occur strictly on the basis of technical merit.

The cover page should reflect **RFP No. SOL-625-16-000006**. Further, the cover page should provide the typed name and signature of the contact person, title or position with the organization/institution, address, telephone and fax numbers. Additionally, please indicate whether the contact person has the authority to bind the organization and if not, please provide the contact information of an individual who has such authority.

C.2 TECHNICAL/MANAGEMENT INFORMATION

All proposals received by the RFP closing date will be reviewed for responsiveness to the specifications outlined under Section C – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS. Late or incomplete submissions may be deemed as ineligible for further evaluation unless the Contracting Officer determines further consideration is in the best interest of the Government.

Offerors must submit proposals electronically via email attachments formatted in MS Word or Excel. Because of USAID's system restrictions (i.e., it routinely deletes and removes zip files), Offerors are

requested to avoid sending zipped files and not use a “zip” extension as part of the file name. Proposals must be submitted in two separate emails:

- (a) Technical; *and*
- (b) Cost/Price

Proposals should be prepared according to the format and in the order set forth under **Section C.2 and C.3**, respectively. Offerors should retain one copy of the proposals and all enclosures which accompany their proposal for their records. To facilitate the competitive review of the proposals, USAID will consider only proposals conforming to the format prescribed below.

Questions:

Offerors must submit RFP clarification or interpretation requests in writing as questions no later than Tuesday, October 11, 2016 18:00 GMT (Dakar local time) to the email address provided in the RFP cover letter.

Answers to all questions will be shared with all prospective offerors

Below please find the procedures for email proposal submission:

1. Offeror must send documents to USAID as either MS Word 2003 (for narrative text) or MS Excel (for spreadsheets);
2. If a proposal is sent by multiple emails, the subject line of the email must indicate whether the email relates to the technical or cost and the desired sequence of multiple emails (if more than one is sent) and sequence of attachments (e.g. Organization X, cost, Part X of X, etc.).

Offerors are expected to review, understand and comply with all aspects of this RFP. Failure to do so will be at the offeror’s risk.

Elaborate proposals that include brochures or other presentations beyond those sufficient to present a complete and effective proposal in response to this RFP are not desired and maybe construed as an indication of the Offeror’s lack of consciousness. It is the Offeror’s responsibility to confirm that USAID/Senegal has received the proposal – both technical and price/cost.

C.3 COST/PRICE INFORMATION

The cost format is to be submitted under separate cover from the technical format with the budget presented in MS Excel format so that calculations are clear and evident in the cells. Certain documents are required to be submitted by an offeror in order for a Contracting Officer to make a determination of responsibility. However, it is USAID policy not to burden Offerors with undue reporting requirements if that information is readily available through other sources.

Offerors are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

- A budget with an accompanying budget narrative which provides in detail the total costs for the evaluation your organization is proposing;
- The breakdown of all costs associated to the work to be done; *and*

- The breakdown of all costs associated with international and in-country travels.

Offerors must provide the cost element details for salary and wages, travel and transportation, other direct costs and Indirect costs.

C.4 PAST PERFORMANCE INFORMATION

1. As per FAR 13.106-2(b)(3)(ii), past performance may be based on one or more of the following:
 - (a) The contracting officer's knowledge of and previous experience with the supply or service being acquired;
 - (b) Customer surveys, and past performance questionnaire replies;
 - (c) The Government wide Past Performance Information Retrieval System (PPIRS) at www.ppirs.gov; or
 - (d) Any other reasonable basis.
2. The Offeror must provide past performance information:
 - (a) At least three of the most recent and relevant contracts for efforts similar to work outlined in the subject proposal in an annex to the technical proposal. The most relevant indicators of performance are contracts of similar magnitude and complexity to this requirement. The Offeror must also have record of past performance and demonstrated experience in undertaking and successfully managing performance-based contracts.
 - (b) For each of the contracts listed above, provide contact names, job titles, phone numbers, email addresses and a description of the performance including:
 - scope of work or complexity/diversity of tasks;
 - primary location(s) of work;
 - term of performance;
 - skills/expertise required;
 - dollar value; *and*
 - contract type (i.e., fixed price, cost reimbursement, etc).

(USAID recommends that the Offeror alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed contracts if and when USAID requests it.)

3. Describe any quality awards or certifications that indicate exceptional capacity to provide the technical assistance described in the SOW.

[END SECTION C]

SECTION D – EVALUATION FACTORS FOR AWARD

D.1 GENERAL INFORMATION

As per FAR 13.106-2(b)(3), quotations or offers will be evaluated using price and other factors in an efficient and minimally burdensome fashion. The award will be made on the following basis:

1. Price;
2. Offeror's ability to address the evaluation criteria; *and*
3. System for Award Management (SAM) database registration.

The Government intends to evaluate Offerors' proposals per **Section D.2** below and award to the responsible Offeror whose proposal represents the best value to the USG. "Best value" is defined as the offer that results in the most advantageous solution for the Government, in consideration of technical, cost, and other factors.

D.2 PRICE

Offeror's must submit a price quote at or below the stated price provided under **Section B.1.2 Introduction** of the Solicitation.

D.3 EVALUATION CRITERIA

The award will be made on the basis of price and the factors listed below:

- Technical Merits of Proposal (**40 points**)
- Past Performance and/or Relevant Experience (**30 points**)
- Key Personnel (**20 points**)
- Understanding of U.S. Government Presence in Senegal (**10 points**)

The above factors will be weighted significantly more important than cost or price.

D.4 SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE REGISTRATION

As per FAR 52.204-7(b)(1) incorporated by reference, "*By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database [<https://www.sam.gov/portal/SAM/>] prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.*"

The Offeror must have a current SAM registration for consideration of this purchase order. USAID will reject submissions from organizations without current SAM registration as unresponsive.

In accordance with the U.S Federal rules, all firms or individuals doing business with the U.S. Government must have a DUNS (Data Universal Numbering System) and must be registered in the System for Award Management (SAM). USAID/Senegal will only contract with individuals or firms with a valid DUNS number. USAID/Senegal is providing you with guidance in section D.4.1 below.

D.4.1 SAM REGISTRATION GUIDANCE

In accordance with the U.S Federal rules, all firms or individuals doing business with the U.S. Government must have a DUNS number (Data Universal Numbering System).

A Data Universal Numbering System (DUNS) number, is the nine-digit number assigned by Dun and Bradstreet Information Services to an establishment, and is the Identification Number for U.S. Federal Awardees.

Vendors must obtain their own DUNS numbers. **Go to the SAM (System for Award Management) website <http://www.sam.gov>.**

After you have obtained your DUNS number, you must register in <http://www.sam.gov> for your NCAGE and CCR. Vendors' registrations in [sam.gov](http://www.sam.gov) are necessary for USAID to fulfill the validation of mandatory procurement reports.

Should you encounter any problems, please do not hesitate to contact Marie Helene Ndiaye via e-mail at mandiaye@usaid.gov.

[END SECTION D]

SECTION E – SOLICITATION PROVISIONS

E.1 SOLICITATION PROVISIONS

This solicitation incorporates one or more provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/>

http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

E.2 FEDERAL ACQUISITION REGULATION (FAR; TITLE 48 OF THE CODE OF FEDERAL REGULATIONS CHAPTER 1) SOLICITATION PROVISIONS

E.2.1 NOTICE LISTING FAR SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

The following solicitation provisions are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR “52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE” contained in this document. FAR 52.252-1 contains the internet address for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	(NOV 2013)
52.202-1	SECURITY REQUIREMENTS	(AUG 1996)
52.204-7	SYSTEM FOR AWARD MANAGEMENT	(JUL 2013)
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE.	(JUL 2013)
52.222-26	EQUAL OPPORTUNITY	(APR 2015)
52.223-18	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING	(AUG 2011)
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	(JUN 2008)
52.230-1	COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION	(MAY 2012)
52.232-1	PAYMENTS	(APR 1984)
52.232-25	PROMPT PAYMENT	(JUL 2013)
52.232-39	UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS	(JUN 2013)
52.232-40	PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS	(DEC 2013)
52.233-1	DISPUTES	(MAY 2014)
52.233-3	PROTEST AFTER AWARD	(AUG 1996)
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM	(OCT 2004)
52.243-1	CHANGES-FIXED PRICE	(AUG 1987)
52.246-1	CONTRACTOR INSPECTION REQUIREMENTS	(APR 1984)
52.246-4	INSPECTION OF SERVICES – FIXED PRICE	(AUG 1996)
52.249-1	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE) (SHORT FORM)	(APR 1984)

E.2.2 FAR FULL TEXT SOLICITATION PROVISIONS

1. FAR 52.212-2 EVALUATION – COMMERCIAL ITEMS (OCT 2014)

- (a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

[Contracting Officer shall insert the significant evaluation factors, such as
(i) technical capability of the item offered to meet the Government requirement;
(ii) price;
(iii) past performance (see FAR 15.304);

Technical and past performance, when combined, are _____ [Contracting Officer state, in accordance with FAR 15.304, the relative importance of all other evaluation factors, when combined, when compared to price.]

- (b) *Options.* The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).
- (c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

2. FAR 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (APR 2015)

- (a) Definitions. As used in this clause
"Gender identity" has the meaning given by the Department of Labor's Office of Federal Contract Compliance Programs, and is found at www.dol.gov/ofccp/LGBT/LGBT_FAQs.html.
"Segregated facilities," means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.
"Sexual orientation" has the meaning given by the Department of Labor's Office of Federal Contract Compliance Programs, and is found at www.dol.gov/ofccp/LGBT/LGBT_FAQs.html.

- (b) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.
- (c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

(End of clause)

3. FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009)

(a) Definitions. As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; *or*
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; *or*
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; *or*
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; *or*
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

- (b) Policy. The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
 - (2) Procure commercial sex acts during the period of performance of the contract; *or*
 - (3) Use forced labor in the performance of the contract.
- (c) Contractor requirements. The Contractor shall—
- (1) Notify its employees of—
 - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; *and*
 - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; *and*
 - (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.
- (d) Notification. The Contractor shall inform the Contracting Officer immediately of—
- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; *and*
 - (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.
- (e) Remedies. In addition to other remedies available to the Government, the Contractor’s failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—
- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
 - (2) Requiring the Contractor to terminate a subcontract;
 - (3) Suspension of contract payments;
 - (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
 - (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; *or*
 - (6) Suspension or debarment.
- (f) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.
- (g) Mitigating Factor. The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State’s Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.

(End of clause)

4. FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/>

(End of provision)

5. FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/>
<http://www.usaid.gov>

(End of clause)

**E.3 USAID ACQUISITION REGULATION (AIDAR; 48 CFR CHAPTER 7)
SOLICITATION PROVISIONS**

E.3.1 AIDAR SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

NUMBER	TITLE	DATE
752.202-1	DEFINITIONS	(JAN 1990)
752.204-2	SECURITY REQUIREMENTS	(FEB 1999)
752.211-70	LANGUAGE AND MEASUREMENT.	(JUN 1992)
752.225-70	SOURCE AND NATIONALITY REQUIREMENTS	(FEB 2012)
752.7006	NOTICES.	(APR 1984)
752.7008	USE OF GOVERNMENT FACILITIES OR PERSONNEL	(APR 1984)
752.7013	CONTRACTOR-MISSION RELATIONSHIPS	(OCT 1989)
752.7025	APPROVALS	(APR 1984)
752.7027	PERSONNEL	(DEC 1990)

E.3.2 AIDAR FULL TEXT SOLICITATION PROVISIONS

1. AIDAR 752.252-1 AIDAR SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (MAR 2015)

This solicitation incorporates one or more provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of all AIDAR solicitation provisions is contained in the Code of Federal Regulations (CFR) located at 48 CFR Chapter 7.

2. AIDAR 752.252-1 AIDAR CLAUSES INCORPORATED BY REFERENCE (MAR 2015)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of all AIDAR solicitation provisions and contract clause is contained in the Code of Federal Regulations (CFR) located at 48 CFR Chapter 7.

[END SECTION E]
[END OF SOLICITATION]