

September 4, 2018

Request for Proposals # **061-1009A-002-P-2018**

Development of IT-related on-line Training Programs

Dear Sir or Madam,

The Branch of Chemonics International Inc., Chemonics Georgia (hereinafter referred to as “Chemonics”), under the USAID Zrda Activity in Georgia (hereinafter “Zrda”) Cooperative Agreement No. AID-114-A-16-00004, is issuing a Request for Proposals (**RFP**) **for the Development of IT-related on-line Training Programs**. The attached RFP contains all the necessary information for interested Offerors.

The goal of Zrda is to strengthen the skills, productivity, and networks of local actors – from vulnerable households to Micro, Small, and Medium Enterprises (MSMEs) – so that they can contribute to broad-based economic growth and strengthened resilience in target communities. Zrda will improve MSME development and growth, increase rural households’ ability to generate income, and foster enduring market linkages between producers and buyers to strengthen the market system. As a result, Zrda will create jobs and increase sales for MSMEs and incomes for households, bolstering the resilience and livelihoods of targeted communities.

Chemonics realizes that Offerors may have additional questions after reading this RFP. In response, Chemonics is planning to hold a **proposal conference at Zrda Activity Office, 9, N.ramishvili Street, 1st dead, 3rd floor, Tbilisi at 15:00, on September 14, 2018**, to provide prospective Offerors an opportunity to learn more about the Zrda Activity, to have questions about this RFP answered, and to learn more about the proposal and subcontracting process. Chemonics encourages all interested Offerors to attend the proposal conference. Pre-registration to attend the proposal conference is required. **Please email your pre-registration and any advance questions to Zrda Subawards Team at Subawards@zrda.ge by 18:00 on September 13, 2018**. Interested Offerors can submit their questions to Zrda Subawards Team according to the instructions in 1.8 of the RFP. If necessary, Chemonics will provide answers to all relevant questions by posting on Zrda facebook page **no later than September 18, 2018. No phone calls are accepted.**

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Sincerely,

Zrda Subawards Team
USAID Zrda Activity in Georgia

Request for Proposals

RFP # 061-1009A-002-P-2018

For the provision of

Development of IT-related on-line Training Programs

Contracting Entity:

Branch of Chemonics International Inc. Chemonics Georgia

1st dead-end, #9 Nino Ramishvili street, 3rd floor, Tbilisi 0179, Georgia

Funded by:

United States Agency for International Development (USAID)

Funded under:

USAID Zrda Activity in Georgia

Cooperative Agreement No. AID-114-A-16-00004

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

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

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

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

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

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

Please contact Brian King COP of Zrda Activity at: bking@zrda.ge with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

RFP Table of Contents

List of Acronyms

Section I Instructions to Offerors

- I.1 Introduction
- I.2 Offer Deadline
- I.3 Submission of Offers
- I.4 Requirements
- I.5 Source of Funding and Geographic Code
- I.6 Chronological List of Proposal Events
- I.7 Validity Period
- I.8 Evaluation and Basis for Award
- I.9 Negotiations
- I.10 Terms of Subcontract
- I.11 Privity

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

- II.1. Background
- II.2. Scope of Work
- II.3. Deliverables
- II.4. Deliverables Schedule

Section III Firm Fixed Price Subcontract (Terms and Clauses)

- Annex 1 Sample Proposal Cover Letter
- Annex 2 Guide to Creating Financial Proposal and Sample Budget
- Annex 3 Required Certifications
- Annex 4 DUNS and SAM Registration Guidance

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the Zrda Activity in Georgia (Zrda), under cooperative agreement number AID-114-A-16-00004, is soliciting offers from companies and organizations to submit proposals to participate with Zrda to carry out the Activity on Development of IT-related on-line Training Programs.

Along with other key objectives, Zrda fosters business expansion and sales increase of MSMEs, new jobs creation, and improvement of income generating capacities of the households in its target regions. Recognizing the crucial role of ICT in socio-economic development of any country, whether advanced or in transition, Zrda strategizes to achieve the afore-mentioned objectives through stimulation of digital business environment, improvement of digital literacy, creation of basic knowledge transfer systems (e.g. vocational programs, on-line training platforms), and raising awareness on opportunities provided by digital technologies.

In view of the above-described, Zrda partners with GITA, to facilitate upgrade and implementation of vocational training programs serving highly-demanded IT skills development and digital knowledge improvement in Zrda target regions. In specific, Zrda will help GITA to modify syllabi for different IT-related programs (IT Help desk, cyber security, VOIP, Python, Front-End, Java, Javascript, PHP, C#, SQL, Android and iOS programming), intended for beginners as well as relatively experienced individuals. The syllabi for the listed IT-related programs shall be modified with engagement of the service provider, selected through an open competition. Once the programs/syllabi are revised and customized to the current job market (local and international) needs, GITA, with Zrda support shall ensure delivery of the in-class trainings for at least 4 groups (25 participants in each class, 100 in total) comprised of representatives of MSMEs or individuals, registered in Zrda regions and interested to learn and work in digital society. Beyond the Zrda regions, GITA plans to deliver the listed IT-related programs to six more groups (150 individuals) countrywide during 2018.

As part of the IT-related vocational training program, Zrda will support GITA to develop an on-line training platform for recording and uploading the video tutorials and delivering on-line training courses / webinars. The platform will allow GITA/Zrda to better tackle challenges related to a low level of digital skills throughout Georgia and increase employability opportunities of larger number of interested learners living in regions.

Chemonics will issue an award to one or more companies or organizations. The award(s) will be in the form of a firm fixed price subcontract (hereinafter referred to as “the subcontract”). The successful Offeror(s) shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

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

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2. Offer Deadline

Offerors shall submit their offers electronically or in hard-copy.

Hard-copy offers must be received no later than 18:00 on October 4, 2018, at the following address:

Zrda Subawards Team
USAID Zrda Activity in Georgia
1st dead-end, #9 Nino Ramishvili street, 3rd floor, Tbilisi 0179, Georgia

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

Zrda Subawards Team at Email: subawards@zrda.ge

Faxed offers will not be considered.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

I.3. Submission of Offers

Proposals must be submitted in hard-copy or electronically.

A. Instructions for the Submission of Hard-Copies

Offerors wishing to respond to this RFP must submit proposals, in English or Georgian, in accordance with the following instructions.

All proposals must be submitted in two volumes, consisting of:

- Volume 1: Technical proposal
- Volume 2: Cost proposal

Proposal hard-copies must be submitted in sealed envelopes with one envelope containing the technical proposal and one envelope containing the cost proposal. Envelopes must be properly marked with the name of the Offeror's company or organization. In case one or more companies or organizations are submitting a proposal in partnership, the name of the legally registered entity leading the partnership must be used. Names should be clearly printed on the envelope and addressed to the person designated in I.2. Envelopes must be properly marked with the RFP number and title and state either "Technical Proposal" or "Cost Proposal", as applicable.

An authorized representative of the company or organization submitting an offer must sign the cover page of each copy of the offer in blue ink. The Offeror's authorized representative must initial any changes handwritten on the hard-copies of the offer.

The envelopes containing the technical and cost proposals must be submitted in person or may be sent by postal mail to the address specified in I.2. Upon delivery, applicants will be issued a stamped receipt confirming timely submission.

Offers must be received by the date and time specified in I.2.

B. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

I.4. Requirements

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

A. General Requirements

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

B. General Requirements

Chemonics anticipates issuing a subcontract to company or organization, provided it is legally registered and recognized under the laws of Georgia and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

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

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Georgia upon award of the subcontract. Minimum 51% of the ownership must be Georgian.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in Georgia at the time the subcontract is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number if selected to receive a subaward valued at USD\$30,000 or more, unless exempted in

accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.¹

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

C. Required Proposal Documents

1. Cover Letter

The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. E-mail
- vi. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- vii. Taxpayer Identification Number
- viii. DUNS Number
- ix. Official bank account information
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.
 - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 3 "Required Certifications".
 - e) Applicable documents listed in I.4.A.

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

The technical proposal shall comprise the following parts:

- Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 5 and 15 pages long, but may not exceed 15 pages.

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

Detailed description of the methodology for achieving present RFP requirements, how the objectives, and anticipated deliverables required under this RFP will be achieved, number of working days required for the fulfillment of each.

- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long, but may not exceed 5 pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

Offerors shall propose staff for the following key personnel positions necessary for the implementation of the scope of work:

- Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 2 and 7 pages long, but may not exceed 7 pages.

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

Chemonics reserves the right to check additional references not provided by an offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

2. Cost Proposal

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

The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items, e.g. salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in Georgian Lari (GEL). See Annex 2 for a sample cost structure.

Because Zrda is a USAID funded project and is implemented under a bilateral agreement between the Georgia and the U.S. Government, offerors must not include VAT and customs duties in their cost proposal. USAID has provided the exemption to the effect and the relevant information is uploaded on the official Georgian website – www.rs.ge.

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

analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

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

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

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

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

All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating country for this RFP is Georgia.

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

I.6. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP announcement	09/04/2018
RFP published	09/04/2018
Deadline for written questions	09/13/2018
Proposal conference pre-registration deadline	09/13/2018
Answers provided to questions/clarifications	09/18/2018
Proposal conference	09/14/2018
Proposal due date	10/04/2018
Subcontract award (estimated)	10/31/2018

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

A proposal conference will be held at the Zrda office on 1st Dead End, #9, Nino Ramishvili street, Tbilisi 0179, Georgia at 15:00 on September 14, 2018 to provide interested offerors an opportunity to learn more about Zrda and to ask any questions about this RFP and the solicitation process. Chemonics welcomes any

organization to attend this proposal conference. Pre-registration to attend the proposal conference is required. Please email your registration request and any advance questions by 18:00 September 13, 2018 to Zrda Subawards team at subawards@zrda.ge.

Written notes from the proposal conference will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the proposal conference, but were unable to attend the proposal conference in person.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to Zrda Subawards team no later than 18:00, September 13, 2018. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

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

Proposal Submission Date. All proposals must be received by 18:00, October 4, 2018. Late offers will be considered at the discretion of Chemonics.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the Zrda office within 2 days of receiving notification.

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

I.7. Validity Period

Offerors' proposals must remain valid for 90 calendar days after the proposal deadline.

I.8. Evaluation and Basis for Award

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

This RFP will use the tradeoff process to determine best value. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

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

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
(1) Technical Approach, Methodology, and Detailed Work Plan		
1.1.	Technical know-how – Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	20 points
1.2.	Approach and Methodology – Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	20 points
Total Points – Technical Approach		40 points
(2) Staff Expertise: Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?		
	At least 3 years' experience in developing IT-related training curricula and relevant materials	20 points
	At least 2 years of working experience in creating and developing online training programs with animated/graphic training materials;	20 points
Total Points – Management		40 points
Corporate Capabilities, Experience, and Past Performance		
	Company Background and Experience – Does the company have experience relevant to the project Scope of Work?	20 points
Total Points – Corporate Capabilities		20 points
Total Points		100 points

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

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

I.9. Negotiations

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Chemonics reserves the right to

conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

I.10. Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

I.11. Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation.

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

Zrda, closely cooperates with Georgia's Innovation and Technology Agency (GITA), under Ministry of Economy, to facilitate promotion of e-literacy, innovative entrepreneurship, start-up launching and MSME expansion in Zrda priority regions. This way, Zrda helps GITA to fulfill its mission to build an ecosystem essential for the development of innovation and technology, foster commercialization of knowledge and innovation, stimulate use of innovation and technology across all economic spheres, and establish the necessary environment for innovation and increase of high-tech product exports.

To facilitate creation of basic knowledge transfer systems (such as vocational programs, on-line training platforms, etc.) for promotion of e-literacy and innovative entrepreneurship in Georgia, Zrda seeks to contract a training institution / service provider, qualified to develop market-demanded on-line training programs and training material to be uploaded on the GITA's training web portal, which can be used to teach Digital Literacy (internet, computer, MS programs), E-Literacy (e-commerce, e-business, e-governance), ICT (Front-end programming languages, Back-end programming languages, Database development), Non-ICT skills (Project Management, Employability and Freelancing, Entrepreneurship) and Cybersecurity to GITA/Zrda's beneficiaries and training web-portal users.

The training programs should include comprehensive description of the course objectives, course topics, assignments for the course participants, knowledge assessment tools and methodologies, and course outcomes. The programs shall be intended for beginners as well as relatively experienced individuals.

On-line training courses and self-training materials should be created in Georgian language.

Within the framework of the present assignment, a contracted on-line training program developer shall be expected to work closely and coordinate its activities with GITA's training portal's developer company to design the training program suitable for digital use with flexible and easy-to-use on-line tests and evaluation mechanisms.

II.2. Scope of Work

Under the supervision and in close partnership with the GITA and Zrda relevant team member (s), the contracted service provider shall perform the following tasks:

1. Develop on-line training courses on the following topics: Digital Literacy (internet, computer, MS programs), E-Literacy (e-commerce, e-business, e-governance), ICT (Front-end programming languages, Back-end programming languages, Database development), Non-ICT skills (Project Management, Employability and Freelancing, Entrepreneurship) and Cybersecurity.
- **Digital Literacy** course should include 3 different modules:
 1. Module of Basic Computer skills: create/rename folder/document; keys on keyboard (Caps Lock, Shift, Tab, Enter, Escape, Space Bar, Control, Alt, Arrow, Backspace, Delete, Number); mouse technics; windows basics; desktop environment; start menu (paint, calculator, notepad); working with windows; taskbar; working with text; print and other main tools.
 2. Module of Introduction to Internet – basic of computer networks; concept of internet; connecting to internet; applications of internet; web browsing softwares, search engines; understanding URL; domain name; Communications and collaboration (create, send, get emails, log in/out) and other main tools.

3. Module of MS Programs – Word (create document; type text; change: font, size, color; insert: table, photo; save document) Excel (create document; type text; type numbers; simple formulas: plus, subtract, multiply, divide, sum; insert photo; save); Power Point (create presentation; type text; change/move: font, size, color; insert/move/zoom photo; change background; slideshow; animation; save document)
- **E-literacy course** should include 3 different modules which shall help MSMEs to tap in to new markets (both local and global, based on their products/services/business plans), acquire new customers, and develop their business activities and capabilities.
 1. Electronic Business - Digital Marketing (e-mail, forms, file hosting services, business tools; content management), Customer Relationship Management, Social Network (how to create and manage social media pages, boost and advertisement), Product Development (branding, packaging, presenting);
 2. Electronic Commerce – at least 2 local and 3 global top web selling platforms for each sector: tourism, hospitality, agriculture, manufacturing, wholesale and retail, E-financial Platforms (e-payments, online banking, etc.);
 3. Electronic Governance - State Services for firms and individuals to get the most demanded service on-line (at least 5 platforms)
 - **ICT course** should include 3 different topics and each topic should include the modules below:
 1. Front-end programming languages (Modules: Java, Javascript, HTML/HTML5, CSS);
 2. Back-end programming languages (Modules: C #, C/C ++, PHP, Python);
 3. Database development (Modules: My SQL & SQL Server, Oracle).
 - **Non-ICT course** should include 3 different topics:
 1. Project Management (The main principles of PM (management processes, planning and control, risk management, quality management, organization structure, etc.) and the main methodologies: Waterfall, Agile, Scrum, Canban);
 2. Employability and Freelancing (course shall help trainees to develop their employability quotient through creating a professional resume, acing the interview process or in their actual on-the-job performance. The users/beneficiaries also shall explore freelancing opportunities for ICT professionals);
 3. Entrepreneurship (How to set up startups, Basics in: finance, law, marketing and planning, operations, strategy, presentation skills, leadership, negotiations and decision making).
 - **Cybersecurity course** should include the following topics: Threats & Vulnerability Landscape, Operating System Security & Privacy (Windows vs Mac OS X vs Linux), Security Bugs and Vulnerabilities, Social Engineering and Social Media Offence and Defense, Security Domains, Firewalls, Network Attacks, Architecture and Isolation, Wireless and Wi-Fi Security, Network Monitoring for Threats, How We Are Tracked Online, Search Engines and Privacy, Browser Security and Tracking Prevention, Passwords and Authentication Methods, Virtual Private Networks (VPNs), Anti-Virus and End-Point-Protection, Secure Deleting, Email Security, Privacy and Anonymity, Messengers - Security, Privacy and Anonymity Services);

2. The syllabi for each program shall provide detailed outline of the knowledge, skills and competencies that the training participants need to master in order to become a job-ready professional. The syllabus for each program should contain the following key components (but not limited to at the discretion and based of the consultant's expertise):
 - Course content and topics
 - Learning objectives
 - Duration for each topic and the training sessions' structure
 - Assignments for participants (e.g. home readings, projects to be designed, etc.,)
 - Clearly defined participants' assessment methods and criteria
 - Knowledge assessment tests (at least 50 questions for each training module) and possible answers (4 different answers for each question).
3. To develop Training Material including but not limited to: animated text, photo, video and video graphic in Georgian language
4. Define and provide participants' eligibility requirements for enrollment in the specific training program
5. Set the millstones to trainees to achieve their goals individually

II.3. Deliverables

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

The contracted service provider will be engaged for 6-month period and will be primarily required to report to Zrda relevant staff and GITA formally nominated person.

All training materials, syllabus, assignment structure and other relative activities should be formally approved by GITA staff.

Training provider will submit progress reports on a monthly basis, the deliverables for payment described below for the services rendered.

II.4. Deliverables Schedule

#	Deliverables	Submission Date	Payment	Language
1	Inception Report and Syllabus of the Training Program for Digital Literacy and E-literacy	2 weeks from the contract signing	5% of the contract	Georgian
2	Training Materials for the on-line Training Program for Digital Literacy and E-literacy	6 weeks from the contract signing	10% of the contract	Georgian
3	Fully functional on-line Training Program suitable for on-line use (via BfD portal)	12 weeks from the contract signing	20% of the contract	Georgian
4	Inception Report and Syllabus	14 weeks from the	5% of the	Georgian

	of the Training Program in Digital Literacy and E-literacy for ICT, Non-ICT and Cybersecurity	contract signing	contract	
5	Training Materials for the on-line Training Program for ICT, Non-ICT and Cybersecurity	18 weeks from the contract signing	10% of the contract	Georgian
6	Fully functional on-line Training Program in ICT, Non-ICT and Cybersecurity suitable for on-line use (via BfD portal)	24 weeks from the contract signing	10% of the contract	Georgian

II.5. Eligibility criteria for the applicant:

Service provider company:

The applicant company should be specialized in soft skills and technical courses, training programs development and delivery and consulting services:

- At least 3 years of experience in developing on-line training curricula, training programs and materials, including the knowledge assessment tests, in digital skills, e-commerce, programming and software;
- At least 2 years of working experience in creating and developing online training programs with animated/graphic training materials;
- At least 1 active project placed on the web-platform (required links and portfolio);
- At least 2 years of experience in delivering comprehensive progress and final reports.

Service provider company staff:

The company should offer a team of qualified training experts (the contracted service provider shall define the number of training experts at its discretion and in compliance with the proposed methodology for developing syllabi for the above-listed IT training programs) who should meet **the following qualification requirements**:

- Bachelor's degree in computer science, MIS or a similar computer-oriented major
- At least 3 years' experience in developing IT-related training curricula and relevant materials
- At least 2 years of working experience in creating and developing online training programs with animated/graphic training materials;
- Demonstrated presentation and writing skills;
- Fluency in Georgian;
- Good interpersonal and communication skills.

Annex 1 Cover Letter

[Offeror: Insert date]

Sub Awards Team
USAID Zrda Activity in Georgia
The Branch of Chemonics International Inc., Chemonics Georgia
1st Dead End, #9 Nino Ramishvili Street, 3rd floor, Tbilisi 0179, Georgia

Reference: **Request for Proposals # 061-1009A-002-P-2018**

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

Dear Sub Awards Team:

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

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

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for [insert number of days, usually 60 or 90] calendar days after the proposal deadline.

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

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

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

Sincerely yours,
[Offeror: Insert name of your organization]

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

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

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

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

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

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

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

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

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

Sample Budget

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

Design, Production and Distribution of Communication Materials for District Courts and Supreme Court BUDGET

Offeror's Names
RFP TITLE
RFP #

No.	Description	Quantity	Unit	Frequency	Unit	Cost per unit	Total
1	Design						
	Annual Report	1	pack	4	court	Rp 100	Rp 400
	Leaflet	1	ver	4	court	Rp 100	Rp 400
							Rp -
Sub Total							Rp 800
2	Production Cost						
2.1	Annual Report	500	exp	4	court	Rp 100	Rp200,000
2.2.	Leaflet	500	exp	8	court	Rp 100	Rp400,000
Sub Total							Rp 400,000
3	Distribution Management						
	PIC	1	pack	4	court	Rp 100	Rp 400
							Rp -
Sub Total							Rp 400
GRAND TOTAL							Rp 877,100

Annex 3 Required Certifications for Signing

Special Provision: Include the special provision below in all Requests for Applications for activities using USAID funds appropriated under the Consolidated Appropriations Act, 2014 (Public Law 113-76):

REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION (August 2014)

(a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2)Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

For the purposes of section 7073, it is USAID’s policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Applicant Representation:

(1)The Applicant represents that it is [] is not [] an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2)The Applicant represents that it is [] is not [] an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Signature

Type or Print Name

Position Title

Date of Execution

Special Provision: Include the special provision below in all solicitations (Requests for Applications and Annual Program Statements):

Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (April 2015)

PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS – REPRESENTATION (APRIL 2015)

(a) In accordance with section 743 of Division E, Title VII, of the Consolidated and further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for providing federal assistance to an entity that requires employees, subawardees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) By submission of its application, the prospective recipient represents that it does not require employees, subawardees, or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

Signature

Type or Print Name

Position Title

Date of Execution

Annex 4**DUNS and SAM Registration Guidance****What is DUNS?**

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

Why am I being requested to obtain a DUNS number?

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

Is there a charge for obtaining a DUNS number?

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

How do I obtain a DUNS number?

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

What information will I need to obtain a DUNS number?

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

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

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

How long does it take to obtain a DUNS number?

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

Are there exemptions to the DUNS number requirement?

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

What is CCR/SAM?

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

When should I register in SAM?

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

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

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

Why should I register in SAM?

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

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

What benefits do I receive from registering in SAM?

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

How do I register in SAM?

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

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

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

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

What data is needed to register in SAM?

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

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

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

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

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

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