

**REQUEST FOR PROPOSALS (RFP)**

February 17, 2021

Request for Proposals #: RFP-ATA-001

Request for Proposals on establishment of a panel of experts and organizing a discussion on increasing cross-border trade among countries in/near the Fergana valley

Dear Sir/Madam:

Chemonics International Inc. (hereinafter referred to as “Chemonics”), under the Kyrgyz Agro Trade Activity, financed by the United States Agency for international Development, USAID Contract No. 7200AA18D00018/72011520F00004, is issuing a Request for Proposals (RFP) to select a qualified company, organization, or individual to perform specific tasks leading to formation of a panel of experts and organizing a discussion by those experts leading to identification of ways to increase trade cross-border trade among countries in/near the Fergana valley. We anticipate that the discussion will take place over a period of weeks or months, beginning in mid-2021.

The attached RFP contains all the necessary information for interested Offerors to submit a proposal.

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.

Thank you for your consideration.

Sincerely,

David Dyer

USAID Kyrgyz Agro Trade Activity

**Request for Proposals**

**RFP # ATA-001**

**For the provision of services on**

**Establishment of a panel of experts and organizing a discussion on** increasing cross-border trade among countries in/near the Fergana valley

**Contracting Entity:**

**Chemonics International Inc.**

**1, Griboedov street, Osh 723500**

**Kyrgyz Republic**

**Funded by:**

**United States Agency for International Development (USAID)**

**Funded under:**

**Kyrgyz Agro Trade Activity**

**Prime Contract Number: 7200AA18D00018/72011520F00004**

**\*\*\*\*\* 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 mprovenza@chemonics.com 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 Number: ATA-001**

**Establishment of a panel of experts and organizing a discussion on** increasing cross-border trade among countries in/near the Fergana valley

**TABLE OF CONTENTS**

[SECTION 1: INSTRUCTIONS TO OFFERORS 4](#_Toc10646837)

[SECTION 2: STATEMENT OF WORK 7](#_Toc10646838)

[SECTION 3: PROPOSAL CONTENT REQUIREMENTS 18](#_Toc10646844)

[SECTION 4: SELECTION PROCESS AND CRITERIA 21](#_Toc10646845)

[ANNEX I: SAMPLE OFFEROR COVER LETTTER 22](#_Toc10646847)

ANNEX II: REQUIRED CERTIFICATIONS

# SECTION 1: INSTRUCTIONS TO OFFERORS

1. **Purpose:** The purpose of this RFP is to obtain the services of a qualified company or an individual that can perform a required service on establishment of panel of experts and organization of discussion on increasing cross-border trade under contract
2. **Proposal Deadline:** Proposals must be received no later than **17:00 local time on Wednesday, March 17, 2021**. Proposals received after the specified time and date will be considered late and may be considered only at the discretion of Chemonics.
3. **Proposal Submission Instructions**: Offerors are required to submit concept notes outlining the approach to implementation of the assignment before March 17, 2021. The concept notes can be in Kyrgyz, Russian or English and should not exceed 3 pages. Concept notes and proposals must be submitted by email only to grants@kyrgyzagrotrade.com
4. **Questions**: Questions regarding the technical or administrative requirements of this RFP may be submitted no later than **10:00 local time on Wednesday, March 10, 2021 by email** to grants@kyrgyzagrotrade.com Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other Offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFP.

1. **Cost of Proposal Preparation:** All costs incurred in the preparation of a proposal in response to this RFP will be the sole responsibility of the Offeror and will not be reimbursed. Unless otherwise stated, all materials submitted by Offerors in response to this RFP shall become the property of Chemonics International and are not returnable.
2. **Right to Reject:** Issuance of this RFP does not constitute an agreement commitment on the part of Chemonics. Chemonics international reserves the right to reject any or all proposals received in response to this RFP. A contract for services will be based on the factors described in this RFP.
3. **Selection:** The evaluation and selection process will be followed by contract negotiations. If negotiations are unsuccessful with the selected firm or individual, Chemonics will proceed with negotiations with the next qualifying firm/individual. The selected firm/individual will be required to collect all pertinent information necessary to complete the required services in advance of all required deadlines. Therefore, all responding Offerors should keep this in mind when preparing their response to the RFP and their approach to the requested service.
4. **Contract Type**: One (1) firm fixed price contract in Kyrgyz Som will be issued to the selected Offeror. Proposals in response to this RFP must be priced on an all-inclusive fixed-price basis, including travel to the recipient’s location, the delivery of an interim and final report.
5. **Payment**: Payment will be made in Kyrgyz Som, wired to the selected firm’s Kyrgyz bank account. Standard payment terms are net 30 days after receipt and acceptance of deliverables.
6. **Anticipated Timeline**: The following calendar summarizes important dates in the solicitation process. Offerors must follow these deadlines.

|  |  |  |
| --- | --- | --- |
|  | **Date(s)** | **Event** |
| 1 | February 17, 2021 | Issue of RFP |
| 2 | March 10, 2021  10:00 local time | Due date for Offeror Questions |
| 3 | By March 13, 2021 | Responses to Questions emailed to Offerors |
| 4 | March 17, 2021  17:00 local time | Proposal Due Date and Time |
| 5 | By March 20, 2021 | Evaluation Committee Review of Proposals and Selection |
| 6 | By March 22, 2021 | Notification to Selected Offeror |
| 7 | By March 25, 2021 | Anticipated (but not guaranteed), finalization of contract negotiations and fully execute the fixed price contract with final selected Offeror |
| 8 | Upon signing of the contract, on or about March 26, 2021 | Offeror begins work |

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

1. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 937 and 110 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](https://www.ecfr.gov/cgi-bin/text-idx?SID=08ebdb764a062414feccba5748b6de5d&mc=true&node=pt22.1.228&rgn=div5). USAID Geographic Code 937 consists of any area or country including the cooperating country (which is the Kyrgyz Republic for this RFP), but excluding the “prohibited sources” which are Cuba, Iran, North Korea, Syria.
2. **Taxes and VAT**

The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country, the Kyrgyz Republic.  Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Kyrgyz Republic.

1. **Eligibility**: By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm or individual that is debarred, suspended, or considered to be ineligible by the U.S. Government.

# SECTION 2: STATEMENT OF WORK

1. **Background**

The USAID Kyrgyz Agro Trade Activity Project (ATA) is a USAID program implemented by Chemonics International in the Kyrgyz Republic. The goal of ATA is to support job creation, strengthen value chains and improve the business enabling environment through interventions that boost productivity, upgrade processing, build international business-to-business linkages, facilitate access to finance, and support private sector–informed policy reform.

ATA project seeks to expand cross-border trade between Kyrgyzstan and Fergana valley countries by supporting farmers, SMEs, and other VC actors through identifying and conducting activities to address impediments to cross-border trade.

ATA aims to gain a rich understanding of obstacles Kyrgyz exporters face when exporting agricultural and food products to Uzbekistan through discussions involving representatives of businesses and business associations who have real experience of exporting to Uzbekistan. These representatives will form a Panel of Experts from which ATA may request advice on ad hoc basis through the life of the project. The purpose of the Panel is to provide inputs to the analysis, and recommend actions to address existing issues, provide feedback on the activities carried out by ATA team, approach, and methodology its employs to boost the cross-border trade.

The assignment implies managing the working of the Panel, including but not limited to planning, recruiting, logistics, and communications with ATA.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFP may lead to disqualification of an offer from consideration.

1. **Title**

Establishment of panel of experts and organization of discussion on increasing cross-border trade

1. **Objectives**

The objective of this engagement is to recruit members of Panel of experts, and to organize and facilitate a discussion among those experts, together with staff members of USAID ATA, on increasing cross-border trade

1. **Scope of work**

Activities will include:

* Developing an agenda. An initial draft list of questions will be developed jointly with ATA.
* Planning and organizing the discussions. The proposals should cover all aspects of managing the working of the Panel, including but not limited to planning, recruiting, logistics, and communications with ATA.
* Recruiting experts. The offerors are expected to propose members of the Panel considering the quality of inputs experts can provide, representativeness of businesses, and productivity of discussions. Panel participants should meet the below minimum criteria:
  + agree to serve for a period of not less than 1 year
  + represent businesses with strong international trade connections
  + preferably represent businesses that have experience of exporting agricultural and food products to Uzbekistan
  + be able to supply products marketable in Uzbekistan
* Conducting the discussions. The successful offeror will agree to organize a series of up to 6 discussions or workshops with the panel members to solicit information about potential activities to increase cross-border trade. The discussions should be organized with the observance of necessary safety measures with regard to the spread of COVID-19.
* Analyzing the outcome of the Panel discussions. All the points raised during discussion notes should be carefully recorded. The analysis will address all questions covered by the Panel. The analysis report will be written in English and include an executive summary followed by a detailed discussion of questions.

ATA expects to conduct the initial discussion by the Panel no later than 26 March 2021.

1. **Report**

Deliverables will include:

* Implementation plan
* Agenda for Panel meetings
* List of experts
* Interim progress reports, including a report on the initial Panel discussion
* Notes on discussions
* Analysis report, including a list of issues on cross-border trade and recommendations for ATA
* Financial reports according to ATA requirements

1. **Relationships and Responsibilities**

The client for this contract is Chemonics International Inc. The selected offeror will work in coordination with Chemonics and its point of contact will be indicated in the contract for services.

Chemonics will meet with the selected offeror at the beginning to explain any technical, financial/compliance areas of concern that they want emphasized and provide any advice concerning the performance of the service.

Chemonics may also provide written comments on the draft deliverable report concerning the facts and conclusions contained in the report in order to obtain the best possible end product.

1. **Terms of Performance**

The Panel must begin operating as soon as practicable after the signing of the contract for services, and from the contract start date, the selected company/individual must submit to Chemonics: a draft implementation plan in Russian/Kyrgyz within 3 calendar days, and a revised implementation report within 5 calendar days after the initial Panel discussion.

Note: The timeframe for the delivery of the reports may be revised per the final, approved Schedule of the selected Offeror.

The selected company/individual must submit the reports electronically to the Chemonics point of contact.

# SECTION 3: PROPOSAL CONTENT REQUIREMENTS

1. **TECHNICAL PROPOSAL**

The technical proposal should not exceed four pages and must be organized in the following sequence:

1. Offeror Cover Letter: The Proposal must contain an Offeror Cover Letter. A sample letter is provided in **Annex I** of this RFP.
2. Prior Related Experience Describe firm’s relevant experience. Please provide sufficient detail about the similar works previously conducted to allow for proper evaluation of the firm’s relevant experience and knowledge of the relevant regulations and standards.
3. Concept paper/proposal describing Offerors approach to implementation of the assignment, including a timeline for activities, not to exceed three pages.
4. Team Qualifications: The company/individual should describe the team configuration as well as the qualifications of staff to be assigned to the working group commitment, including prior experience of the individual team members.
5. Conflict of Interest: Provide a statement of any potential conflicts your firm and/or key staff may have regarding providing these services to Chemonics. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.
6. **COST PROPOSAL**

A fixed price cost proposal must be a separate document and contain the following:

* 1. Detailed Budget: Spreadsheet detailing out every type of cost in Kyrgyz Som: labor, fringe, travel, other direct costs, overhead, fee.

1. Labor must be detailed out by individual name, title, rate, number of days/hours, total. Travel costs must be detailed by type of travel cost.
2. All estimated costs must be included in the detailed budget.
   1. Budget Notes: Budget notes explaining non-obvious costs is requested.
   2. Timeframe: The detailed budget must indicate the exact timeframe for the contract effective dates and costs budgeted. For example: February 19, 2021 – February 28, 2021.
   3. Validity: The cost proposal must remain valid for not less than ninety (90) calendar days after the offer deadline. The validity period must be indicated in the cost proposal.
   4. Required Certifications: The company must include the signed and dated certifications per **Annex II, Certifications.** Please read carefully as your signature on the Certification forms certifies understanding and acceptance of the requirements.

# SECTION 4: SELECTION PROCESS AND CRITERIA

One (1) fixed price contract for services will be awarded to the firm whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the evaluation criteria outlined below.

## **Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

* The concept note is not received by the due date and time.
* The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the requirements of the audit

1. **Proposal Evaluation**

Evaluation of each proposal will be scored on the factors identified below. The selection process is designed to ensure that the firm’s services are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for Chemonics, in compliance with its competition policy and procedures.

The relative importance of each individual criterion is indicated by the number of points below:

|  |  |
| --- | --- |
| Prior relevant experience and past performance | 35 points |
| Team Qualifications and Composition | 20 points |
| Work Approach, Schedule and Delivery Timeframe | 45 points |
|  |  |
| **TOTAL** | **100 points** |

Chemonics reserves the right to issue a contract without further discussion of proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints.

Chemonics contemplates award of a contract to the responsible Offeror with the highest total points awarded by the proposal evaluation team.

Upon final selection, one (1) Contract for Services may be issued by Chemonics to the selected company/individual.

# ANNEX I

**SAMPLE OFFEROR COVER LETTER**

*The following cover letter must be placed on letterhead, contain address and contact information and be completed/signed by a representative authorized to sign on behalf of the Offeror.*

*Date*

Chemonics International Inc.

1, Griboedov street, Osh 723500

Kyrgyz Republic

grants@KyrgyzAgroTrade.com

Reference: RFP-ATA-001 Establishment of panel of experts

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any Chemonics or project staff members
* We have no close, familial, or financial relationships with any other Offerors submitting proposals in response to the above-referenced RFP; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Sincerely,

# ANNEX II

Evidence of Responsibility

1. Offeror Business Information

**Company Name**: Full Legal Name

**Address**: Address

DUNS Number: Enter the Data Universal Numbering System reference (DUNS) assigned to the company, if any. *(Instructions to Offerors: Offerors will provide their registered DUNS number for subawards valued at USD$30,000 and above with CHEMONICS unless exempted. Exemption may be granted by CHEMONICS or based on a negative response to Section 3(a) below (ie, the offeror, in the previous tax year, had gross incomre from all sources under USD$300,000). Dun & Bradstreet regulates the system and registration may be obtained online at http://fedgov.dnb.com/webform. 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 applicable or not possible. Additional guidance on obtaining a DUNS number is available upon request.)*

2. Authorized Negotiators

Company Name proposal for Proposal Name may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to RFP No.

List Names of Authorized signatories

These individuals can be reached at Company Name office:

Address

Telephone/Fax

Email address

3. Adequate Financial Resources

Company Name has adequate financial resources to manage this contract, as established by our audited financial statements (OR list what else may have been submitted) submitted as part of our response to this proposal.

If the offeror is selected for an award valued at $30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparancy Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization’s five most highly compensated executives. By submitting this proposal, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, Company Name certifies as follows:

1. In the previous tax year, was your company’s gross income from all sources above $300,000?

Yes  No

1. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (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?:

Yes  No

1. Does the public 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? (FFATA § 2(b)(1)):

Yes  No

1. Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

4. Ability to Comply

Company Name is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

5. Record of Performance, Integrity, and Business Ethics

Company Name record of integrity is (Instructions: Offeror should describe their record. Text could include example such as the following to describe their record: "outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal."

6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Instructions: Offeror should explain their organizational system for managing the subcontract, as well as the type of accounting and control procedure they have to accommodate the type of subcontract being considered.)

7. Equipment and Facilities

(Instructions: Offeror should state if they have necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW.)

8. Eligibility to Receive Award

(Instructions: Offeror should state if they are qualified and eligible to receive an award under applicable laws and regulation and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Offeror should state whether they have performed work of similar nature under similar mechanisms for USAID. )

9. Commodity Procurement

(Instructions: If the Offeror does not have the capacity for commodity procurements - delete this section. If the Offeror does have the capacity, the Offeror should state their qualifications necessary to support the proposed subcontract requirements.)

10. Cognizant Auditor

(Instructions: Offeror should provide Name, address, phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.)

11. Acceptability of Contract Terms

(Instructions: Offeror should state its acceptance of the proposed contract terms.)

12. Recovery of Vacation, Holiday and Sick Pay

(Instructions: Offeror should explain whether it recovers vacation, holiday, and sick leave through a corporate indirect rate (e.g. Overhead or Fringe rate) or through a direct cost. If the Offeror recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number of working days in a calendar year it normally bills to contracts to account for the vacation, holiday, and sick leave days that will not be billed directly to the contract since this cost is being recovered through the corporate indirect rate.)

13. Organization of Firm

(Instructions: Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

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

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

*One of the authorized negotiators listed in Section 2 above should sign*

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

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

Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

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

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

Name:

Title/Position:

Organization:

Address:

Date of Birth:

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Subcontractor Size Self-Certification Form

**Reference Number**: [enter the funding agency's solicitation or contract number]

**Project Name**: [enter full name of project]

**Primary NAICS Code**: [enter the [NAICS](https://www.sba.gov/sites/default/files/files/Size_Standards_Table_2017.pdf) code that best describes the work being performed under the subcontract. i.e: for technical assistance provision use 541990 or management consulting use 541611. For HHE use 484210 and for GIS use 541360. The NAICS codes most commonly used by Chemonics is 541611, 541618, 541620, 541990]

**Company Name**: Full legal name

**Address**: Street address

**City, State, Zip**: City, State Zip

**DUNS Number**: [enter the [Data Universal Numbering System (DUNS)](http://fedgov.dnb.com/webform) here. Subcontractors must have a DUNS, unless exempted, as a part of receiving a subcontract with Chemonics]

**Contact Person**: Name, Title

**Contact Phone Number**: (555) 555-5555

**Type of Entity**

If you have difficulty ascertaining the business size status, please refer to SBA’s website ([www.sba.gov/size](http://www.sba.gov/size)) or contact your local SBA office.

Small Business  Large Business  Nonprofit/Educational  Government  Non-US

If “Small Business” is checked above, and if applicable, please identify any additional small business designations under which the company qualifies. You may wish to review the definitions for the below categories in the Federal Acquisition Regulation 19.7 or 52.219-8 ([www.acquisition.gov/far/](http://www.acquisition.gov/far/)) to determine applicability.

Small Disadvantaged Business  8(a)

HUBZone  Woman Owned Small Business

Veteran Owned  Service Disabled Veteran Owned

Alaskan Native Corporation  Indian Tribe

By signature below, I hereby certify that the business type and designation indicated above is true and accurate as of the date of execution of this document, and I further understand that under 15 U.S.C. 645(d), any person who misrepresents a business’ size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Signature and Title (required) Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*CHEMONICS INTERNAL USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

HUBZone Status has been verified in the [System for Award Management database](https://www.sam.gov/portal/SAM/?portal:componentId=9615a076-c195-44d7-9bf4-ff1d3d101e6c&interactionstate=JBPNS_rO0ABXc0ABBfanNmQnJpZGdlVmlld0lkAAAAAQATL2pzZi9uYXZpZ2F0aW9uLmpzcAAHX19FT0ZfXw**&portal:type=action#1) or [Dynamic Small Business Database Search](http://dsbs.sba.gov/dsbs/dsp_searchhubzone.cfm)  as of / / conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_