



USAID's Trade Central Asia Activity (TCA)

Request For Proposals (RFP)

No. RFP-TCA-KYR-24-0002

CAD (Computer-Aided Design) Training for Textiles Enterprises in the Kyrgyz Republic

Issue Date: June 3, 2024

WARNING: Prospective Offerors who have received this document from a source other than the TCA Project, 506/99, Seifullin ave., non-residential premises No. 6, BC Rixos, 2nd floor, office 201, Almaty, Kazakhstan, should immediately contact TCA_procurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 18 for more details.

1. Request for Proposal – Services

DAI, implementer of the USAID’s Trade Central Asia Activity, invites qualified vendors to submit proposals to deliver CAD (Computer-Aided Design) Training for Textiles Enterprises in the Kyrgyz Republic, as outlined below.

1. RFP No.	RFP-TCA-KYR-24-0002
2. Issue Date	June 3, 2024
3. Title	CAD (Computer-Aided Design) Training for Textiles Enterprises in the Kyrgyz Republic
4. Issuing Office & Email/Physical Address for Submission of Proposals	Attn: Procurement Department, TCA Project TCA_procurementINBOX@dai.com
5. Deadline for Receipt of Questions	June 7, 2024, 5 pm local Almaty, Kazakhstan time
6. Deadline for Receipt of Proposals.	June 13, 2024, 5 pm local Almaty, Kazakhstan time
7. Contact Person	TCA_procurement@dai.com – Regional Procurement Manager
8. Anticipated Award Type	Firm Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

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<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"> • Proposals are due no later than June 13, 2024, 5 pm local Almaty, Kazakhstan time, to be submitted to the Issuing Office. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Offerors shall submit proposals via procurement email to TCA_procurementinbox@dai.com with the RFP number and RFP Title in the subject line. • Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of 60 calendar days. • Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter • Offerors shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line. • These services are eligible for VAT exemption under the DAI prime contract.
<p>11. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<p>To be considered technically acceptable, offerors must demonstrate how they will meet or exceed all of the requirements that are outlined below as Technical Acceptability Requirements. If the proposal fails to meet one or more of the requirements, it will be deemed technically unacceptable. Proposals deemed technically unacceptable contain significant weaknesses or deficiencies that are not able to be corrected without a major rewrite or revision of the original proposal.</p> <p>Offerors are required to meet or exceed the significant non-cost factors listed below:</p> <ul style="list-style-type: none"> - Expertise: Demonstrated expertise in CAD software, particularly Grafis and AccuMark, with a strong understanding of its features, functionalities, and applications in the textile industry. <i>(Please provide detailed information in the form of technical proposal)</i> - Training Experience: Proven track record in conducting training sessions for export-oriented textile enterprises and academic institutions, with a focus on delivering practical,

	<p>hands-on training. <i>(Please indicate in the Attachment D: Past Performance and provide CVs of trainers)</i></p> <ul style="list-style-type: none"> - Customization Capability: Ability to develop customized training programs tailored to the specific needs and proficiency levels of participants, ensuring effective learning outcomes. <i>(Please provide detailed information in the form of technical proposal and CVs of trainers)</i> - Technical Support: Capacity to provide technical guidance and assistance to participants, addressing software-related queries and facilitating problem-solving. <i>(Please provide detailed information in the form of technical proposal)</i> - Curriculum Development Skills: Proficiency in developing comprehensive training modules and materials, including manuals, guides, and resources, to support effective learning and skill development. <i>(Please provide detailed information in the form of technical proposal and CVs of trainers)</i> - Monitoring and Evaluation: Capability to monitor participants' progress, provide feedback, and assess the impact of training programs on skill enhancement and productivity. <i>(Please provide detailed information in the form of technical proposal and CVs of trainers)</i> - Training of Trainers: Experience in conducting 'Training of Trainers' sessions to empower academic institutions to cascade knowledge and skills within their respective organizations. <i>(Please indicate in the Attachment D: Past Performance and provide CVs of trainers)</i> - Flexibility and Adaptability: Ability to adapt training materials and content to align with evolving software capabilities, industry demands, and participant feedback. <i>(Please provide detailed information in the form of technical proposal and CVs of trainers)</i> - Quality Assurance: Dedication to upholding high standards of training delivery, ensuring that participants receive quality education and support throughout the training process. <i>(Please provide detailed information in the form of technical proposal and CVs of trainers)</i>
13. Prohibited Technology	<p>Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
14. Determination of Responsibility	<p>DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:</p>

	<ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in Kyrgyzstan. 2. Provide CV's of key personnel. 3. Provide relevant Reference letters. 4. Evidence of a Unique Entity ID (SAM) (explained below and instructions contained in the Annex). 5. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 6. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 7. Ability to comply with required or proposed delivery or performance schedules. 8. Have a satisfactory past performance record. 9. Be qualified and eligible to perform work under applicable laws and regulations.
15. Geographic Code	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries", excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/310maa and https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups, respectively. (An "advanced developing country" means any country categorized by the World Bank as an upper middle income country according to its gross national income per capita. Goods and services with an advanced developing country source or nationality are only eligible under 937 when the procurement is for a USAID program in that advanced developing country, i.e., it is the "cooperating" or "recipient" country). • Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

	<ul style="list-style-type: none"> • By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
16. Unique Entity ID (SAM)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM) prior to signing of the agreement.</p> <p>For those required to obtain a Unique Entity ID (SAM), you may request Attachment C: Instructions for Obtaining a Unique Entity ID (SAM).</p>
17. Compliance with Terms and Conditions	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. <p>Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.</p> <p>These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.</p>

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID’s Office of the Inspector General
<https://oigportal.ains.com/eCasePortal>

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

1.1 Attachment A: Price Schedule

A. Labor (including fringe, indirect, and fee)					
Phase I: Development of training materials and compiling comprehensive documentation					
	Labor Type/Position	Unit	Level of Effort	Rate per Hour, KGS	Total, KGS
1	Trainer	Hours			
2	Other – please, specify	Hours			
3	Other – please, specify	Hours			
4	Other – please, specify	Hours			
	*** if required, please add as many lines here as necessary.				
Total Phase I					
Phase II: Delivery of training					
<ul style="list-style-type: none"> - First phase: 4 months, not less than 80 hours, up to 10 designers for export-oriented textile enterprises - Second phase: 2 months, not less than 120 hours, up to 15 trainers from academic institutions. 					
	Labor Type/Position	Unit	Level of Effort	Rate per Hour, KGS	Total, KGS
1	Trainer	Hours			
	*** if required, please add as many lines here as necessary.				
Total Phase II					
Phase III: Final reporting (Feedback Integration and Reporting)					
	Labor Type/Position	Unit	Level of Effort	Rate per Hour, KGS	Total, KGS
1	Trainer	Hours			
	*** if required, please add as many lines here as necessary.				
Total Phase III					
Total Labor					
B. Venue and coffee-breaks					
Item No.	Activity / Description	Unit	Quantity	Cost per Unit, KGS	Total, KGS
1	Grafis/AccuMark CAD equipped classroom	months	6		

2	Coffee-breaks (coffee, tea, water, biscuits)	Per participant	120		
Total Venue and coffee-breaks					
VAT					
GRAND TOTAL (A+B+VAT)					

We, the undersigned, provide the attached proposal in accordance RFP # RFP-TCA-KYR-24-0002 dated [REDACTED]

Our attached proposal is for the total price of _____ (figure and in words)

I certify a validity period of 60 calendar days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions. We confirm that we are not providing any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25

We understand that DAI is not bound to accept any proposal it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

Address:

Telephone:

Email:

Company Seal/Stamp:

1.3 Attachment C: Detailed Scope of Work

SCOPE OF WORK

BACKGROUND

The goal of the United States Agency for International Development (USAID) Trade Central Asia (TCA) Activity is to improve region-wide trade connectivity to accelerate economic growth and increase economic opportunity in the Central Asia Region (CAR) through harmonization of customs and border procedures, increasing public-private dialogue on trade and investment, improving cross-border firm-to-firm connectivity, and addressing gender-relevant trade issues.

Under its mandate, USAID TCA aims to systematically address constraints, leverage opportunities, and create positive systemic change through value chains associated with the transit routes in Central Asia. Through this comprehensive approach, the TCA aims to stimulate regional economic development, reduce dependence on specific industries or markets, and foster sustainable trade and industrial growth in the two identified sectors: agrifood/horticulture and textiles in Kazakhstan, the Kyrgyz Republic, Tajikistan, and Uzbekistan.

The light industry in the Kyrgyz Republic encompasses textile production, clothing manufacturing, leather production, leather goods, and footwear production, constituting a pivotal sector in the country's economy. In 2022, the manufacturing industry contributed 10% to the Kyrgyz Republic's GDP, with the textile and clothing industry representing 3% of the total manufacturing production. Since the implementation of the patent taxation system in 2008, the Kyrgyz textile and clothing sector has played a crucial role in job creation and income generation. Adapting swiftly to seasonal and fashion trends, Kyrgyz workshops, sourcing materials globally, notably from China, Turkey, South Korea, and Uzbekistan, excel in producing and delivering affordable garments to CIS markets. Despite a peak in 2012 with textile and clothing exports reaching USD156 million, subsequent years saw a decline, with USD475 million worth of clothing products exported in 2022, constituting 22% of total exports. Notably, the Kyrgyz Republic maintains stable clothing exports to the Russian Federation (80%) and Kazakhstan (17%), averaging around USD100 million annually.

The challenges faced by factories seeking to expand their operations are compounded by difficulties in securing qualified personnel, with a diminishing pool of trained specialists and a high turnover rate. The demand for skilled workers, especially in roles such as seamstresses, is exacerbated by the prevalence of self-taught individuals, hindering production quality. Moreover, there is a notable scarcity of management professionals, including sewing technologists, designers, and fashion experts. Some self-reliant factories resort to hiring foreign specialists at considerable costs to address this shortfall.

The proposed initiative aims to enhance the skills of 10 full-time designers in selected companies and up to 15 teachers/instructors from respective educational institutions specialized in the textile industry based on the ToT mechanism. The training program will focus on fundamental Computer-Aided Design (CAD,

Grafis/AccuMark software) programs, addressing the automation and optimization of production costs, and fostering familiarity with advanced technologies in this domain.

OBJECTIVE

The objective is to conduct targeted training sessions for export-oriented textile enterprises and associated academic institutions in the Kyrgyz Republic. The aim is to empower these entities with comprehensive knowledge and practical skills in utilizing these software programs to enhance their production capabilities, ultimately fostering increased exports, and contributing to the growth of the textile industry in the region.

TASKS

The selected vendor will be accountable for conducting comprehensive training sessions per the following phases:

- **First phase:** 4 months, not less than 80 hours, up to 10 designers from export-oriented textile enterprises
- **Second phase:** 2 months, not less than 120 hours, up to 15 teachers/instructors from academic institutions specialized in the textile industry.

Tasks include:

1. **Provision of venue and coffee-breaks:** provide Grafis/AccuMark CAD equipped classroom and daily coffee-breaks for trainees.
2. **Developing Customized Training Programs:** Design tailored training modules on CAD programs (Grafis/AccuMark) aligned with the needs and proficiency levels of the participants.
3. **Identification of Training Participants:** conduct market research and identify potential training participants focusing on criteria such as their export potential, current production capacity, and readiness to implement new standards, and submit for TCA approval.
4. **Conducting Training Sessions:** Deliver hands-on, practical training sessions on Grafis/AccuMark CAD, ensuring effective comprehension and application.
5. **Providing Technical Guidance:** Offer technical support and guidance to participants, addressing queries and assisting in problem-solving related to software utilization.
6. **Adapting Curriculum:** Continuously update and refine training materials to align with evolving software capabilities and industry demands.
7. **Monitoring Progress:** once a month evaluate participants' progress, provide individual in-person feedback, and offer additional guidance where necessary to enhance skill development in the table format based on indicators such as module, training hours, production dynamics in percentage (for enterprises), curriculum amendments/academic hours (for educational institutions).
8. **Reporting and Documentation:** Maintain accurate records of training sessions, including attendance, progress reports, and any additional documentation, such as interim assessments, feedback forms, resource lists (recommended literature), etc.
9. **Collaboration and Coordination:** Work collaboratively with the USAID TCA and relevant stakeholders to ensure seamless execution of training activities.

10. **Empowering Trainers:** Conduct 'Training of Trainers' sessions to enable academic institutions to cascade knowledge within their respective institutions, fostering a multiplier effect.
11. **Evaluating Impact:** Assess the impact of training programs on participants' skill enhancement and the overall productivity of the textile enterprises and academic institutions post-training.

DELIVERABLES

The selected vendor will be responsible for timely delivery of the following:

1. **Structured Training Programs:** Develop comprehensive training modules and schedules for Grafis CAD tailored to textile enterprises and academic institutions.
2. **List of participants:** Finalize list of participants and obtain TCA approval
3. **Training Sessions:** Conduct hands-on, interactive training sessions for textile enterprises and academic institutions on Grafis/AccuMarkCAD for participants within the stipulated timeframe.
4. **Training Materials:** Prepare and provide high-quality training materials, including manuals, guides, and resources for effective learning.
5. **Technical Support Documentation:** Develop and distribute documentation for technical support, FAQs, troubleshooting guides, and additional resources.
6. **Progress Reports:** Generate reports, once in two months, detailing training progress, participant performance, and any adjustments made to the training program.
7. **List of Participants:** Maintain lists of participants, including names, affiliations, contact details, and any other relevant information for all attendees at each session.
8. **Feedback Integration:** Collect bi-weekly feedback from participants and stakeholders to improve the training content and delivery.
9. **Curriculum Enhancement:** Continuously update and enhance training materials based on feedback, industry developments, and software advancements.

No.	Deliverable(s)	Expected Due Date	Anticipated Payment (%)
1	Structured Training Programs Approved by TCA list of participants.	June 2024 (TBD)	15%
2	Based on Training Sessions for Textile Enterprises (1 st Phase) provide: Training Materials Technical Support Documentation Brief report summary outlining Hours trained, challenges, issues, general observations Bi-monthly Progress Reports, total three for six months List of Participants Curriculum Enhancement	June-September 2024 (TBD)	30%

3	<p>Based on Training Sessions for Academic Institutions (2nd Phase) provide:</p> <p>Training Materials</p> <p>Technical Support Documentation</p> <p>Brief report summary outlining Hours trained, challenges, issues, general observations</p> <p>Bi-monthly Progress Reports, total three for six months</p> <p>List of Participants</p> <p>Curriculum Enhancement</p>	October-November 2024 (TBD)	30%
3	<p>Final Report outlining total hours trained, indicators such as production dynamics, curriculum expansion, academic hours.</p> <p>Feedback Integration in the offline survey format.</p>	May-December 2024 (TBD)	25%
	Total:		100%

REPORTING

The selected vendor will report to Madina Nurakisheva, TCA Regional Trade Policy Advisor, and Gulmira Myrzakmat, the Kyrgyz Republic Country Director.

1.4 Attachment D: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									

INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM) DAI'S VENDORS, SUBCONTRACTORS & GRANTEEES

Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement.

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain an Unique Entity ID (SAM) prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain an Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF AN UNIQUE ENTITY ID (SAM).

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Organizations who fail to provide an Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting an Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

Summary of Previous U.S. Government Requirements - DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

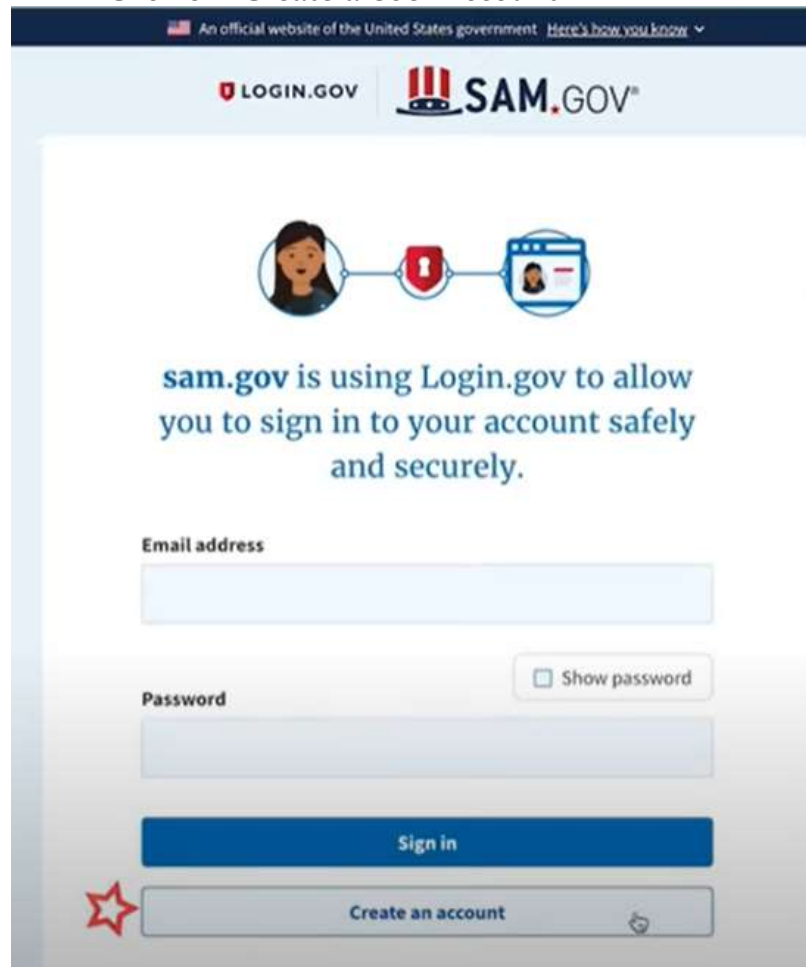
If the entity was registered in SAM.gov (active or inactive registration), an Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022

transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

Instructions detailing the process to be followed in order to obtain an Unique Entity ID (SAM) for your organization begin on the next page.

THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request an Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click “Sign In” on the upper right hand corner.
 2. Click on “Create a User Account”



3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create and

manage exclusion records or to view FOUO level data for entity records.

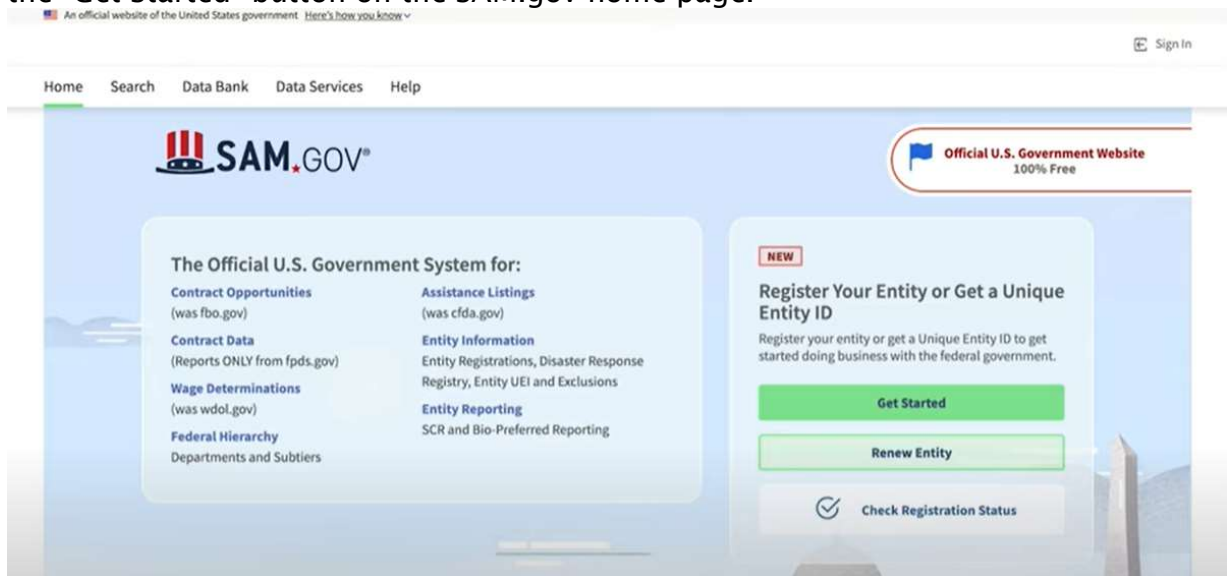
b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system.

Complete the requested information, and then click “Submit.”

4. Click “DONE” on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.

Getting Started with Registration

[Entity Information Home](#)

This the official U.S. government website for entity registration. Entity registration is FREE.

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.



1 Request a DUNS Number

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1-2 business days (under normal circumstances) when using the D&B web form.

[Go to D&B web form](#)

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)



[Check Registration Status](#)

4. Select "Get Unique Entity ID" on the Get Started page.

[Entity Management](#)

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.


You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

 [Get Unique Entity ID](#)

5. Enter Entity Information.




- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.
6. When you are ready, select “Next”
 7. Confirm your company’s information.



- a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#).

 Previous
 Cancel
 Next

8. When you are ready, select “Next”
9. Once validation is completed, select “Request UEI” to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#) [Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

Workspace

Entity Management
What do I need for registration? [Get Started](#)

Entity Registration

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED

Next Update Due: Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID

1	0
ACTIVE	DRAFT

System Accounts

1	0	0	0	0
ACTIVE	DRAFT	CHANGE REQUEST	PENDING	DEACTIVATED

Profile

Profile information area with icons for Downloads, Saved Searches, and Following.

Pending Requests

No pending requests

[See All](#)

Notifications

No available notifications

[See All](#)

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role

GSA