

**REQUEST FOR PROPOSALS**

Request for Proposals (RFP)

RFP # ATA-019

For the provision of

**Technical support for local dairy producers in partnership with the Dairy Union of Kyrgyzstan to implement an advertisement campaign**

Contracting Entity:

The Branch of Chemonics International Inc. in the Kyrgyz Republic

191, Abdrakhmanov street, office 122, Bishkek

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/](https://chemonics.sharepoint.com/sites/app3a/_layouts/15/DocIdRedir.aspx).

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 [akaissi@chemonics.com](mailto:akaissi@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](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

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**List of Acronyms**

AIDAR Agency for International Development (USAID) Acquisition RegulationCFR Code of Federal Regulations

CO USAID Contracting Officer

COP Chief of Party

COR USAID Contracting Officer’s Representative

CV Curriculum Vitae

DBA Defense Base Act

FAR Federal Acquisition Regulations

MEDEVAC Medical Evacuation

POC Point of Contact

RFP Request for Proposals

SAM System for Award Management

SOW Scope of work

UEI Unique Entity Identifier

U.S. United States

USAID U.S. Agency for International Development

USAID/Central Asia USAID Mission in Kyrgyzstan

USG U.S. Government

VAT Value Added Tax

DUK Dairy Union of Kyrgyzstan

**Section I. Instructions to Offerors**

* 1. **Introduction**

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the Kyrgyz Republic Agro Trade Activity (ATA), under contract number USAID 7200AA18D00018/72011520F00004 is soliciting offers from companies and organizations to submit proposals to participate with ATA to carry out a technical support for local dairy producers in partnership with the Dairy Union of Kyrgyzstan (DUK) to implement an ad campaign.

The Kyrgyz Republic's dairy sector faces significant challenges due to fluctuating export markets, trade barriers, and competition from heavily subsidized foreign imports. In recent years, exports of dairy products have declined sharply, particularly in 2023, when total exports fell to $32.7 million, largely due to a Russian import ban. At the same time, imports of dairy products from countries like Russia and Belarus have grown, saturating the local market with foreign products.

To address these challenges, ATA, in partnership with the Dairy Union of Kyrgyzstan, is initiating a media advertisement campaign titled **“Buy Local”** to promote the consumption of domestically produced dairy products. This campaign seeks to strengthen the local dairy industry by fostering consumer preference for high-quality Kyrgyz dairy products, reducing dependency on imports, and supporting local processors and producers.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, whichwill 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.

* 1. **Chronological List of Proposal Events**

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

RFP announcement 26/12/2024

RFP published 26/12/2024

Deadline for written questions 02/01/2025

Answers provided to questions/clarifications 05/01/2025

Proposal due date 09/01/2025

Subcontract award (estimated) 15/01/2025

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

**Written Questions and Clarifications.** All questions or clarifications regarding this RFP must be in writing and submitted to Gulnara Pazylova, Grants and Procurement Manager at [grants@kyrgyzagrotrade.com](mailto:grants@kyrgyzagrotrade.com) no later than January 02, 2025. 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 ATA project, or any other party, will not be considered official responses regarding this RFP.

**Proposal Submission Date.** All proposals must be received by the date and time and complying with the instructions as provided in Section I.3.

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

* 1. **Offer Submission Requirements**

Offerors shall submit their offers electronically only.

Emailed offers must be received **no later than 6pm, January 09, 2025,** at the following address:

Gulnara Pazylova

Grants and Procurement Manager

[grants@kyrgyzagrotrade.com](mailto:grants@kyrgyzagrotrade.com)

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.

Proposals must be submitted electronically only. Late offers will be considered at the discretion of Chemonics.

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.

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.

* 1. **Eligibility Requirements**

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

Chemonics anticipates issuing a local Kyrgyz subcontract to one company or organization, or an individual consultant provided it is legally registered and recognized under the laws of the Kyrgyz Republic 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.

The award will be in the form of a firm fixed price subcontract (hereinafter referred to as “the subcontract”. The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

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

1. Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of the Kyrgyz Republic upon award of the subcontract.
2. 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.
3. Companies or organizations must have a local presence in the Kyrgyz Republic at the time the subcontract is signed.
4. Companies or organizations, whether for-profit or non-profit, shall be requested to provide a UEI 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.

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.

* 1. **Source of Funding, Authorized Geographic Code,**

1. 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](https://chemonics.sharepoint.com/sites/app3a/_layouts/15/DocIdRedir.aspx).

The cooperating country for this RFP is the Kyrgyz Republic.

1. 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).
2. Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.
   1. **Validity Period**

Offerors’ proposals must remain valid for 60 calendar days after the proposal deadline.

* 1. **Instructions for the Preparation of the Proposal**

Cover Letter

The offeror shall use the cover letter provided in Annex 1 of this RFP, which confirms organizational information and consent to the validity of this proposal.

Technical Proposal

The technical proposal shall comprise the parts below. Please note that the proposal must be responsive 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.

* Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall not exceed 5 pages.

The offeror must propose an approach in line with the detailed scope of work, demonstrating a clear understanding of developing advertisements and media campaigns. The offers must include a realistic and actionable timeline for scenario development, production, and delivery.

* Part 2: Management, Key Personnel, and Staffing Plan. This part shall This part shall 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.
* Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall 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, the 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.

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. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items as well as a budget narrative. Please refer to Annex 2 for detailed instructions and a sample cost structure.

**I.8 Evaluation and Basis for Award**

This RFP will use the tradeoff process to determine best value as set forth in FAR 15.101-1. 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. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the ATA 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.

Evaluation points will not be awarded for cost, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be 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** |
| Technical Approach, Methodology, and Detailed Work Plan | Technical know-how – Chemonics will assess whether the proposal explains, understands, and responds to the objectives of the project as stated in the Scope of Work, including the effective promotion of local dairy products and the "Mountain Milk from Kyrgyzstan" brand. | 20 points |
| Approach and Methodology – Chemonics will assess the creativity, feasibility, and alignment of the proposed approach and work plan with the requirements of the Scope of Work (SOW). This includes the ability to deliver high-quality, engaging video content tailored to multiple platforms. | 15 points |
| Sector Knowledge – Chemonics will assess the offeror’s understanding of the dairy sector, local consumer behavior, and expertise in crafting impactful media messages in the Kyrgyz context. | 15 points |
| **Total Points – Technical Approach** | | **50 points** |
| Management, Key Personnel, and Staffing Plan | Personnel Qualifications – Chemonics will evaluate the CVs of the proposed team members and evaluate if the offer has the experience and capabilities carry out the Scope of Work? | 15 points |
| **Total Points – Management** | | **15 points** |
| Corporate Capabilities, Experience, and Past Performance | Company Background and Experience – Chemonics will assess the relevance of the company's past experience to the project objectives. Preference will be given to companies with a proven track record in media production and successful campaigns promoting local or agricultural products. | 25 points |
| Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope | 10 points |
| Total Points – Corporate Capabilities | | **35 points** |
| **Total Points** | | **100 points** |

**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** **Insurance and Services**

Within two weeks of signature of this subcontract, the Offeror shall procure and maintain in force, on all its operations, insurance in accordance with the charts listed below. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to Chemonics. Upon request from Chemonics, the Supplier shall furnish Chemonics with certificates of insurance from the insuring companies which shall specify the effective dates of the policies, the limits of liabilities there under, and contain a provision that the said insurance will not be canceled except upon thirty (30) days' notice in writing to Chemonics. The Supplier shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics. Note DBA is reimbursable to the Offeror.

DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER’S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers’ compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS’ COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID’s DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor’s employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker’s compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee’s native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen’s compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: [https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act](mailto:contractsandcompliance-usg@chemonics.com)

2. **Email.** An application form can be emailed to: [USAID@marshmma.com](mailto:USAID@marshmma.com)

3. **Additional Contacts**. Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) [tyler.hlawati@Starrcompanies.com](https://www.chemonics.com/our-approach/standards-business-conduct/) Telephone: 646-227-6556   
- Bryan Cessna (Starr) [bryan.cessna@starrcompanies.com](https://chemonics.sharepoint.com/sites/app3a/_layouts/15/DocIdRedir.aspx) Telephone: 302-249-6780   
- Mike Dower (Marsh MMA) [mike.dower@marshmma.com](mailto:bryan.cessna@starrcompanies.com) Telephone: 703-813-6513   
- Diane Proctor (Marsh MMA) [diane.proctor@marshmma.com](https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act) Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.usaid.gov%2Fwork-usaid%2Faapds-cibs%2Faapd-22-01&data=05%7C01%7Cmevans%40chemonics.com%7C82de2e3e459d473d0d8808da4fdc5a0c%7C7c1f24a67d39452c82370726e3b19a73%7C0%7C0%7C637910105065625706%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=CLgeGEF1%2FLaBSsj238bWxvW6fNha8CKmQtprS8tqpMU%3D&reserved=0). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract. Effective May 16, 2024, USAID DBA rates are: Service: $0.69, Construction: $2.54, and Security: $5.37.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

(c) AIDAR 752.228-7 INSURANCE ON PRIVATE AUTOMOBILES Pursuant to the clause of this Subcontract entitled “Insurance Liability to Third Persons” (AIDAR 752.228-07), if the Subcontractor or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at Subcontract expense) privately owned automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Subcontractor shall, during the period of this Subcontract, ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of US$10,000/US$20,000 for injury to persons and US$5,000 for property damage, or such other minimum coverages as may be set by the cognizant Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this Subcontract.

(d) AIDAR 752.228-70 Medical Evacuation Services (MEDEVAC) Services (July 2007) [Updated by AAPD 06-01].

(1) The Subcontractor shall provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter “individual”) while overseas under a USAID-financed direct contract. Chemonics will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under this Subcontract. The USAID Contracting Officer through Chemonics will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(2) Exceptions: (i) The Subcontractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by Chemonics. (ii) The USAID Mission Director through Chemonics, may make a written determination to waive the requirement for such coverage. The determination must be based on findings that the quality of local medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(3) If authorized to issue lower-tier subcontracts, the Subcontractor shall insert a clause similar to this clause in all lower-tier subcontracts that require performance by Subcontractor employees

e) In addition to the foregoing insurance requirements, the Supplier shall, as a minimum, obtain the following insurance in form and substance satisfactory to Chemonics that are covered by the standard fixed rates in Section 3.

|  |  |
| --- | --- |
| **TYPE** | **MINIMUM LIMIT** |
| (a) Defense Base Act or equivalent for waived nationals per FAR 52.228-3 and 52.228-4. The coverage shall extend to Employers Liability for bodily injury, death, and for occupational disease. | As required by DBA |
| (b) Comprehensive General Liability Each Occurrence Combined Single Limit for Personal Injury and/or Property Damage. | $1,000,000  $2,000,000 |
| (c) Automobile Liability Combined Single Limit each occurrence | As per AIDAR 752.228-7 and  $1,000,000 |
| (d) Other Required Insurance- Umbrella Insurance additive to (b) and (c) above | $1,000,000/ $2,000,000 |

**I. 12** **Privity**

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement

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

1. **Background**

The USAID Kyrgyz Republic Agro Trade Activity (ATA) is a five-year project dedicated to increasing jobs and incomes in the Kyrgyz Republic by enhancing the efficiency and competitiveness of Kyrgyz agricultural businesses. ATA works to promote the growth of output and expand trade with Fergana valley countries. Project activities are concentrated on building stronger businesses Osh, Jalal-Abad, and Batken oblasts and specifically target opportunities to increase market integration between Kyrgyz Republic and Uzbekistan.

The Kyrgyz Republic's dairy sector faces significant challenges due to fluctuating export markets, trade barriers, and competition from heavily subsidized foreign imports. In recent years, exports of dairy products have declined sharply, particularly in 2023, when total exports fell to $32.7 million, largely due to a Russian import ban. At the same time, imports of dairy products from countries like Russia and Belarus have grown, saturating the local market with foreign products.

To address these challenges, the USAID Kyrgyz Republic Agro Trade Activity (ATA), in partnership with the Dairy Union of Kyrgyzstan, is initiating a media campaign titled **“Buy Local”** to promote the consumption of domestically produced dairy products. This campaign seeks to strengthen the local dairy industry by fostering consumer preference for high-quality Kyrgyz dairy products, reducing dependency on foreign imports, and supporting local processors and producers.

To support local dairy producers and promote the consumption of domestically produced goods, the USAID Kyrgyz Republic Agro Trade Activity (ATA) seeks to collaborate with experienced companies to design and implement an impactful media campaign. This initiative seeks to enhance awareness, cultivate national pride, and bolster the local dairy industry by encouraging consumers to choose high-quality Kyrgyz dairy products. Through the campaign’s compelling message, *"Buy Local Dairy Products,"* and the promotion of the domestic brand *"Mountain Milk from Kyrgyzstan,"* it aims to inspire greater appreciation for and increased demand for locally produced dairy products among the Kyrgyz population.

1. **Scope of Work**

The media company will develop a series of 10 short, high-quality videos to be disseminated across various platforms. These videos will aim to:

1. Develop and deliver engaging, creative messaging to promote the consumption of local dairy products under the domestic brand *"Mountain Milk from Kyrgyzstan."*.
2. Showcase the perspectives of dairy producers, processors, and business owners, highlighting their processes and dedication to quality.

The selected company will be responsible for:

1. Video Production
   * Produce 10 short videos, each not exceeding one minute in duration, between February 1 and March 30. 5 videos should deliver the key campaign messages (given below) in a creative and engaging manner. 4 videos should feature interviews with dairy producers, processors, and business owners, and other stakeholders showcasing their work processes and emphasizing the benefits of choosing local dairy products and 1 video focusing on the differentiation between dairy products with and without milk fat substitutes. All video materials should promote the domestic "Mountain Milk from Kyrgyzstan" brand.
   * Develop scripts and scenarios for all 10 videos and submit them for ATA approval by January 30.
   * Ensure all video materials are produced in formats suitable for posting on Instagram, Facebook, YouTube and Television platforms.
2. **Key Messages**  
   Each video should effectively incorporate the following key messages, tailored to align with the specific content and theme of the video. These messages can be conveyed directly through dialogue or narration, or indirectly through actions, imagery, and storytelling. Additionally, every video should prominently feature the domestic brand *"Mountain Milk from Kyrgyzstan"* to reinforce brand recognition and association with high-quality, locally produced dairy products.

|  |  |
| --- | --- |
| **Short messages** | **Long message** |
| Support local dairy farmers (by buying local) | By purchasing Kyrgyz dairy products, you as a consumer directly support local farmers, processors, and communities, driving economic growth and creating jobs within the country. |
| Reduce dependency on imports (by buying local) | By buying local, we reduce our reliance on foreign imports, strengthening our national economy and ensuring greater food security for future generations. |
| Healthy and natural | Locally produced dairy products are rich in essential nutrients and free from the additives and preservatives often found in imports. Choose fresh, wholesome options that are better for your health and your family. |
| Pride in local dairy produce / Take pride in supporting local | By buying Kyrgyz dairy, you contribute to strengthening traditional farming practices and cultural heritage. |
| Strengthening local economy | Every purchase of local dairy products directly supports the livelihoods of local farmers and small business owners, helping to build a stronger economy in the regions. |
| Taste the difference | Locally produced dairy offers unique flavors that reflect Kyrgyzstan’s natural beauty and purity. Enjoy the distinctive taste in every bite or sip. |
| Affordable and accessible | Kyrgyz dairy products offer exceptional quality at competitive prices, making them an affordable and accessible option for every household. High quality doesn’t have to mean high prices. |
| Boost national identity by buying local | Supporting Kyrgyz-made products is a way to express national pride and solidarity. Let’s invest in local dairy industry by choosing to buy local. |
| Environmental sustainability | Support a sustainable and eco-friendly future for Kyrgyzstan by choosing locally produced dairy over imported alternatives. |

1. **Dissemination**
   * Identify the most effective media channels to reach the target audience, such as TV, social media, and print.
   * Develop a media plan detailing campaign timeline, platforms, and expected reach.
   * Execute the campaign across selected channels, ensuring consistency and visibility.
   * Collaborate with ATA on posts where appropriate to maximize outreach.
   * Achieve an expected viewership of no less than 10,000 views per video.
2. **Coordination and Approval**

* Collaborate closely with ATA to align content with the campaign’s objectives and ensure key messages are effectively communicated.
* Incorporate ATA feedback and revisions throughout the production and dissemination process.

1. **Monitoring and Evaluation**
   * Close cooperation with ATA’s communications and monitoring and evaluation departments.
   * Provide narrative report, including metrics such as audience reach, engagement levels.
   * Submit a final report detailing the campaign’s outcomes, challenges, and recommendations for future initiatives.
2. **Deliverables**

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

**Pre-Production**

* + Draft scripts/scenarios for 10 videos submitted to ATA by January 30 for approval.

1. **Production**
   * 10 high-quality videos produced and published by March 30.
2. **Post-Production**
   * Delivery of videos in required formats suitable for online and broadcast platforms.
   * Dissemination of videos on selected media channels with collaboration posts with ATA where appropriate.
3. **Deliverables Schedule**

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable Number** | **Deliverable Name** | **Due Date** | **Payment** |
| 1 | Pre-production | By January 30, 2025 | 40% |
| 2 | Production | February 1 - March 30, 2025 | 30% |
| 3 | Post-production | By April 30, 2025 | 30% |

\*Deliverable numbers and names refer to those fully described in II.3 above.

**Required Qualifications**

The media company should demonstrate:

* Proven experience in producing creative, high-quality video content and implementing successful media campaigns.
* Expertise in creative content development across various media platforms.
* Knowledge of the Kyrgyz market and cultural context.
* Strong storytelling skills and the ability to communicate complex messages in a concise, engaging manner.
* A collaborative approach to incorporate client feedback and align with the campaign’s goals.
* Strong capacity for monitoring and evaluating campaign effectiveness.

**Submission Requirements**

Interested media companies are requested to submit:

1. Portfolio showcasing relevant experience.
2. Proposed approach to this scope of work.
3. Timeline for scenario development, production, and delivery.

**Section III Firm Fixed Price Subcontract (Terms and Clauses)**

Please see attached document “**Firm Fixed Price Subcontract (Terms and Clauses)**”

**Annex 1 Cover Letter**

[Offeror: Insert date]

The Kyrgyz Republic Agro Trade Activity

The Branch of Chemonics International Inc.in the Kyrgyz Republic

191, Abdrakhmanov street, office 122, Bishkek, Kyrgyz Republic

Reference: Request for Proposals RFP-ATA-019

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

Dear Mr./Mrs. Gulnara Pazylova:

[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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UEI 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 60 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]

1. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
2. Copy of company tax registration, or equivalent document.
3. Copy of trade license, or equivalent document.
4. Evidence of Responsibility Statement.

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Offeror: Insert name of your organization's representative]

[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 strongly recommended that offerors follow the steps described below.

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 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. Offerors should consider 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.

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. All items and services must be clearly labeled and include the total offered price. The detailed budget must show major line items, including, for example:

1. Salaries
2. Indirect costs
3. Any other costs applicable to the work
4. DBA – see clause I. 11

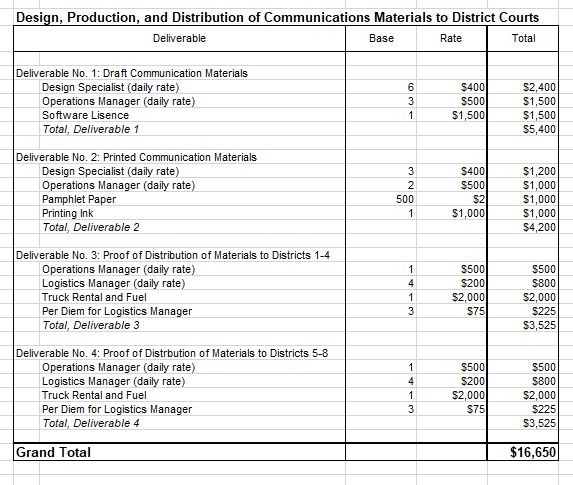
All cost information must be expressed in Kyrgyz SOMS.

Step 4: Write Budget Narrative. 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. 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.

**Sample Budget**

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



**Annex 3 Required Certifications**

Evidence of Responsibility

1. Offeror Business Information

**Company Name**: Full Legal Name

**Address**: Address

2. Authorized Negotiators

Company Name proposal for USAID/Kyrgyz Republic Agro Trade Activity 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/UEInumber 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/UEI 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subcontractor Size Self-Certification Form

**Reference Number**: 7200AA18D00018/72011520F00004

**Project Name**: USAID Kyrgyz Republic Agro Trade Activity

**Primary NAICS Code**: 541611

**Company Name**: Full legal name

**Address**: Street address

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

**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](http://www.sam.gov/content/home) or [Dynamic Small Business Database Search](http://dsbs.sba.gov/dsbs/dsp_searchhubzone.cfm)  as of / / conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**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.

**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) SUBAWARD REPORTING QUESTIONNAIRE AND CERTIFICATION**

**Prime Contract**

**Kyrgyz Republic Agro Trade Activity**

**7200AA18D00018/72011520F00004**

**Subcontractor Data**

**Insert Subcontractor Name**

**Insert Subcontractor AddressLine1**

**Insert Subcontractor AddressLine2**

**Insert Subcontractor City, Insert Subcontractor State in USA, or Province/Other**

**Insert Subcontractor Zipcode or PostalCode Insert Subcontractor Country**

**Subcontract Number: Insert subcontract number**

**Start Date: INSERT SUBCONTRACT START DATE**

**Subcontract Value:** **INSERT SUBCONTRACT VALUE**

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

Yes  No

1. If **“No”,** please provide the below information and answer the remaining questions.
2. **Subcontractor DUNS/UEI Number:** **Insert DUNS/UEI on record**
3. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS/UEI 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/UEI 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?:

Yes  No

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

Yes  No

1. If you have indicated “Yes” for paragraph (ii) **and** “No” for paragraph (iii) and (iv) above, provide the names and total compensation\* of your five most highly compensated executives\*\* for the preceding completed fiscal year.
2. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (v) above.

Signature and Title (required) Date

\*“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) *Salary and bonus*.

(2) *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

(4) *Change in pension value*. This is the change in present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified*.

(6) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

\*\*”Executive” means officers, managing partners, or any other employees in management positions**.**