



REQUEST FOR PROPOSALS (RFP)
Master Training Certification Program

To : Offerors
From : Creative Associates International, Inc.
Subject : *Request for Proposal (RFP) No. 306-C-12-00007-190*
Subproject # : N/A
Performance Period : 90 days from receiving award

RFP Issue Date : 08 February 2017
RFP Closing Date : 23 February 2017
RFP Closing Time : 4:00 PM – Kabul Afghanistan time

Reference: Contract No. AID-306-C-12-00007

Enclosed is a Request for Proposals (RFP). Creative invites qualified firms and organizations to submit a best-price proposal for ***Afghanistan Workforce Development Project*** funded under USAID Contract No. **AID-306-C-12-00007**. The issuance of a subcontract is subject to availability of funds, successful negotiation of the subcontract budget and terms, and receiving USAID's Contracting Officer consent, if required. The Contract resulting from this award will be a single **firm fixed price purchase order**.

The requirements for this activity are described in the "Statement of Work" in Attachment I. Creative encourages your organization to indicate its interest in this procurement by submitting a proposal according to the instructions in Attachment II "Instructions to Offerors". Proposals will be evaluated based on the "Evaluation Criteria" in Attachment III. Creative will make an award to the responsible Offeror submitting an offer which provides best value to the project: technical merit and price will be both considered.

To be considered, Offerors should submit a complete proposal no later than the closing date and time indicated above. Offerors should ensure that the proposals are well-written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted **in writing** and emailed to procurement@crea-awdp.com. Letters or e-mails with questions or requests for clarifications should clearly identify the RFP in the subject line. Questions must be submitted by February 15, 2017. Creative will respond to all questions in writing via a modification to the solicitation. This modification containing all questions and Creative's responses will be provided to all offerors who originally received the solicitation as well as those offerors who may later request a copy of the solicitation. Creative will not accept or respond to questions received after the due date for questions established in this paragraph. No questions will be entertained if they are received by means other than the specified email address.

Proposals must be comprised of **four hard-copies and one digital copy** (on CD-ROM) of the Technical Proposal and **one hard copy** of the Cost/Business proposal, sealed in envelopes labeled with the above-stated subject, subproject number and title. Proposals may be submitted electronically to procurement@crea-awdp.com. Alternatively, offerors can deliver proposals in hard copy in person, by courier or by registered mail to the project office identified below.

Afghanistan Workforce Development Program
Creative Associates International Inc.,
1498, Shashdarak, Street # 2, District 9
Kabul, Afghanistan

In addition to the identifying RFP number and title, the envelope with the Technical Proposal shall be annotated as well with the words "**Technical Proposal**" and the envelope with the Financial Proposal shall be annotated as well with the words "**Financial Proposal**". The technical proposal **MUST NOT** contain any pricing information whatsoever on the services or commodities being offered. Pricing information shall only be presented in the financial proposal.

Sincerely,

Creative AWDP Procurement Department

Attachments:

Attachment I: Statement of Work

Attachment II: Instructions to Offerors

Attachment III: Evaluation Criteria

Attachment IV: Proposal Cover Letter

Attachment V: Prime Contract Flow-Down Clauses

**ATTACHMENT I
STATEMENT OF WORK
FOR
Master Training Certification Program**

1.0 INTRODUCTION

Creative Associates International, Inc. (hereafter “Creative” or “Buyer”) invites best-offer proposals from qualified firms that are interested in providing the services described in Section 2.0 of this Request for Proposal (RFP). The services are being procured to support the Afghanistan Workforce Development Program (AWDP) funded by the U.S. Agency for International Development under contract number AID – 306 – C – 12 - 00007 Afghanistan Workforce Development Program of Creative Associates International, Inc. (hereafter “Creative/AWDP”). Creative/AWDP invites firms to submit a ‘best-offer’ proposal to assist Creative/AWDP in its efforts for its Technical Program Managers and its grantees’ master trainers to be trained as Certified Master Trainers through a Master Trainer Certification (MTC) Program. These efforts include but are not limited to 1) training, development of appropriate tools, techniques/methodologies and strategies, exchange program and potential study tour to at least three other institutions which perform/implement similar work (MTC Institutions) to strengthen the skills, knowledge and provide experiential training to Creative/AWDP’s Technical Program Managers (TPMs) and its grantees’ master trainers and 2) creating/facilitating affiliation/partnership between the MTC institutions and the select group of Creative/AWDP supported Private Institutes of Higher Education (PIHEs), Consulting Firms and Non-Governmental Organization (NGOs) which is/are qualified/willing to adapt the Creative/AWDP model and which will be introduced to the MTC institutions (Offeror and/or three other MTC Institutions which will be visited during the study tours) at the end of the MTC workshop.

Creative/AWDP focuses on design and delivery of technical training and employment related services in Project Management, Financial Management, Information Communication Technology, Marketing, Hotel Management, Media and Communication, and Manufacturing sectors which have been identified as having significant demand for specific skill-building, competency-based trainings to be designed and delivered to them based on their specific skills gaps/demands which is the mandate of Creative/AWDP grantees.

This RFP specifically focuses on support required to create the Creative/AWDP MTC Program. In particular, the project is seeking a) Certification of select cadre of master trainers (20 - 25) from an internationally recognized body and b) Creation an alliance of Creative/AWDP supported PIHE), Consulting Firms and NGOs and create/facilitate affiliation/partnership between them and MTC Institutions (Offeror and/or three other MTC Institutions which will be visited during the study tours).

The key objective of this workshop would be to expand the participants’ capacity and ensure long term sustainability of project efforts by 1) training the participants on the latest training methodologies, skills and knowledge to the outstanding cohort of Afghan training cadre and facilitating study tours to the at least 3 three other MTC institutions which perform/implement similar work (design and delivery of certified trainings) and 2) creating/facilitating affiliation/partnership between the MTC institutions and the select group of Creative/AWDP supported PIHEs, Consulting Firms and NGOs who is/are qualified/willing to adapt the AWDP model. Doing so would not only create a nucleus of talented trainers but also contribute to raising the standards of training in Afghanistan, leading to a sustainable training system in the country.

2.0 TECHNICAL SPECIFICATIONS

The following components must be explicitly addressed in the proposal that is to cover select Creative/AWDP’s and its grantees’ staff:

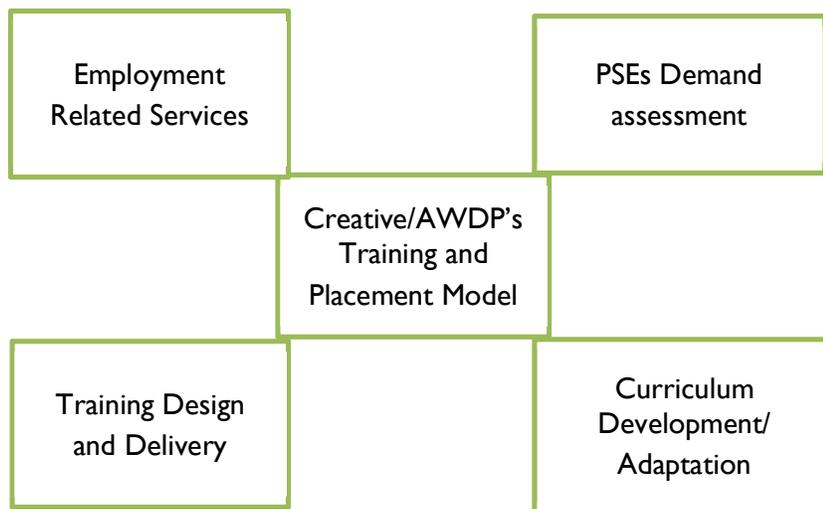
The Master Trainers Certification program is part of Creative/AWDP’s sustainability plan which aims to strengthen domestic private/semi-public owned training companies and institutions through building their master trainers’ capacity and creating/facilitating partnership/affiliation between them and MTC institutions abroad. Establishing these skills and partnerships will result in sustaining the model and ensuring its market applicability beyond the life of the AWDP program. The Creative/AWDP two-year extension is an opportunity

to deepen the program’s initial interventions, taking the capacity building efforts to the levels where Afghan domestic training companies and institutions are able to independently provide short-term, competency-based, training at least at regional levels and take it all the way to the international arena.

Since the creation of Creative/AWDP, key staff of Creative/AWDP’s grantees have received sustained support to fully master the Creative/AWDP model, familiarizing themselves with skills demand assessment, curriculum development/adaptation, training design and delivery, and employment related services (ERS). Additionally, Training of Trainers (ToT), MToT, Technical Orientation Workshops and Model Adaptation Training Workshops were designed and delivered to grantees’ key staff to support their design and delivery of Creative/AWDP’s participatory, demand-driven, short-term and competency-based training to mid-career jobseekers and private/semi-public sector entities’ mid-career employees.

The MTC training is expected to be in line with Creative/AWDP’s model and in its congruency to also support the program-developed model in this continued improvement. Therefore, the Creative/AWDP will ensure that:

- MTC training materials will be up to date, concise, relevant, comprehensive and achievable. Training materials can be written, soft and even online, but participants must be able to use them without any limitation and copyright. All training materials should be distributed to participants at least by the end of each session.
- A variety of training aids and equipment should be utilized to deepen the learning opportunities for all types of learners through visual, auditory and kinesthetic aspects.
- MTC trainers and facilitators will possess verifiable credentials supported by graduation certificates and satisfactory references from previous clients. Fluency in English language is a prerequisite. Trainers and facilitators are the key and foremost important component making a training program’s success or even failure; therefore, the trainers’ and facilitators’ profiles will be checked and approved by Creative/AWDP.
- MTC evaluation and controlling system is a requirement that must ensure participants’ progress is periodically tested, with feedback generated and shared in a very constructive way. Through provision of feedback, participants’ interest and confidence will be increased. The evaluation tools, techniques and aids need to be very clearly planned and different activities should be evaluated by various appropriate methods and tools.



a. Learning Objectives

Creative/AWDP’s management explores existing opportunities to identify internationally recognized training organizations (MTC Institutions) to procure and contract for provision of qualified Master Trainers Certification (MTC) workshop for Creative/AWDP’s and its grantees’ staff to achieve the following learning objectives:

- Create a pool of certified trainers who will train and certify other trainers in-country,

- Develop tools, materials and techniques to assess market’s needs and motivation for training so as to generate a comprehensive Training Need Analysis (TNA) report,
- Use the TNA report to develop an impactful and responsive curriculum,
- Formulate and design a comprehensive short-term, competency-based training that must incorporate learning objectives, delivery methods, practical activities, time, resources, materials and evaluation,
- Make positive learning environment for each session of a training program,
- Appropriately evaluate a training program to ensure the training is beneficial, impactful and most importantly aligned with the training design including evaluation tools, indicators, methodologies and proper timing, and
- Appropriately plan and apply adult learning principles in the training program.
- Specific attention must be given to establishing affiliations and/or partnerships between a select group of Creative/AWDP supported Private Institutes of Higher Education (PIHEs), Consulting Firms and NGOs who is/are qualified/willing to adapt the AWDP model and MTC Institutions in India.
- The primary goal for Master Training of Trainers (MTOT) workshop is to provide the participants with capacity building support that will ensure the continuity and sustainability of the AWDP model beyond the life of program. This specific intervention seeks to work with select group of Creative/AWDP supported PIHEs, Consulting Firms and NGOs who is/are qualified/willing to adapt the AWDP model. These institutions will receive specific and targeted support in order to enable them to adapt the AWDP’s Four Pillar demand-driven training and placement model. As a cross-cutting innovative initiative, MTC must build Technical Program Managers/master trainers capacity at international certification level. In addition, the program will assist a select group of PIHEs, Consulting Firms and NGOs in operationalizing the key elements of the Creative/AWDP approach associated with turning the Four Pillar Model into a profitable commercial enterprise. The institutions’ capability to deliver high quality short-term competency-based skills training in response to demand from Private Sector Entities (PSEs) will ensure continuing successes beyond June 2018, the current end date for the Afghanistan Workforce Development Program.

b. Other Considerations

Offerors must take into account the following considerations:

- Travel, Hotel and Local Transportation will be handled by Creative/ AWDP directly.
- Creative/AWDP proposes the activity be restricted to 6 working days in total, including training, study tours and practical activities.
- Number of participants is expected to be between 20 – 25.
 - A detailed budget and break down of costs involved for the activities, Workshop/ Training Venue and Lunch and refreshments if the training is provided at the venue, India, by the offeror.
 - A separate detailed budget and break down of costs involved for the activities to conduct the training program and certification for the participants in Kabul, Afghanistan.

Period of Performance:

We anticipate a period of performance of 90 Days after award of the purchase order agreement.

Milestone NO	Milestones’ Description	Responsible Party(ies)		Timeline
1	Design/customization/localization of the MTC design with the select MTC Institution.	Creative/AWDP and Select MTC Institution	20%	March 04 – 09, 2017
2	MTC Delivery.	Select MTC Institution	20%	March 12 – 25, 2017
3	Participants Certification (A certificate which is internationally recognized) – Examination and Certification Ceremony/Event.	Select MTC Institution	20%	March 26 – 31, 2017

4	Focus Group Discussions and decisions on partnership/affiliation between select group of Creative/AWDP supported Private Institutes of Higher Education (PIHEs), Consulting Firms and NGOs and the MTC Institutions in India (Offeror and/or three other MTC Institutions which will be visited during the study tours).	Creative/AWDP Select group of Creative/AWDP supported Private Institutes of Higher Education (PIHEs), Consulting Firms and NGOs MTC Institutions	20%	April 01– 02, 2017
5	Follow-up on partnership/affiliation discussion and signing contact between the concerned parties. Integration of MTC design into Creative/AWDP MTOT design which will be delivered by Creative/AWDP to other trainers in Afghanistan.	Creative/AWDP Select group of Creative/AWDP supported Private Institutes of Higher Education (PIHEs), Consulting Firms and NGOs MTC Institutions	20%	April 03 – May 25, 2017

Attachment II
INSTRUCTIONS TO OFFERORS

A. General Instructions

These Instructions to Offerors will not form part of the offer or of the Contract. They are intended solely to aid Offerors in the preparation of their proposals. **Read and follow these instructions carefully.**

1. The proposal and all corresponding documents related to the proposal must be written in the English language, unless otherwise explicitly allowed. Additionally all proposals should be single-spaced with clear section headings, and be presented in the order specified in Attachment III – Evaluation Criteria.
2. Proposals must include only the Offeror's own work. No text should be copied from sources outside of your organization, unless those sources are adequately cited and credited. **If Creative determines that any part of the proposal is plagiarized from outside sources, the Offeror will be automatically disqualified.**
3. Proposals and all cost and price figures must be presented in **local currency**. All prices should be gross of tax, but net of any customs duties. See number 9 below. A firm fixed price purchase order will be issued to the successful offeror in local currency as per requirement of local Law.
4. The Offeror must state in their Proposal the validity period of their offer. The minimum offer acceptance period for this RFP is **120 days** after closing date of the RFP. If an Offeror has provided a validity period of less than 90 days, they will be asked to revise this. If the Offeror does not extend the validity period, their proposal will be rejected. Creative reserves the right not to make an award.
5. The Technical Proposal and Cost/Business Proposal **must** be kept separate from each other. Technical Proposals must not make reference to cost or pricing information **at any point**. This will enable in order the technical evaluation to be made strictly on the basis of technical merit.
6. Offerors must be licensed and authorized to conduct business in Afghanistan, as evidenced by submission of a copy of a valid Business License (if registered as a for-profit company), a valid Ministry of the Economy license (if registered as a non-profit organization) or a municipal license (if registered as a local vendor of goods or import-export dealer). The copy of the license must clearly show a license number, official government stamp and a date of issue and date of expiry.
7. No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by Creative. All such costs will be at the Offeror's expense.
8. **Responsibility Determination:** Award shall only be made to "responsive" subcontractors. To enable Creative to make this determination, the Offeror must provide a cover letter, as provided in Attachment IV.
9. **Late Offers:** Offerors are wholly responsible for ensuring that their Offers are received in accordance with the instructions stated herein. A late Offer will be recommended for rejection, even if it was late as a result of circumstances beyond the Offeror's control. Late offers will only be considered at the procurement department's discretion.
10. **Modification/Withdrawal of Offers:** Offerors have the right to withdraw, modify or correct their offer after it has been delivered to Creative at the address stated above, and provided that the request is made before the RFP closing date.
11. **Disposition of Proposals:** Proposals submitted in response to this RFP will not be returned. Reasonable effort will be made to ensure confidentiality of proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature, but if such information is included in the Offeror's proposal, the Offeror must alert Creative and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
12. **Clarifications and Amendments to the RFP:** Any questions regarding this solicitation must be **emailed** to procurement@crea-awdp.com. No questions/clarifications will be entertained if they are received by another means. The solicitation number should be stated in the subject. Responses will be complied and

emailed to the requesting potential Offeror, and will be sent to all organizations that requested this RFP, or re-posted publicly if offered as a full and open competition.

13. Creative anticipates that discussions with Offerors will be conducted; however, Creative reserves the right to make an award without discussions. It is strongly recommended that Offerors present their best offer.
14. Eligibility of Firms – Source/Origin/Nationality: The authorized geographic code for the source and origin of the goods and services and for the nationality of our suppliers under this contract is 935. A full discussion of the source/origin/nationality requirements maybe found at 22 CFR 228 (see http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr228_02.html). Offerors whose proposals fail to meet the nationality requirements will be considered non-responsive.

Failure to agree and comply with any of the above specifications will result in the Offeror being considered unresponsive and the proposal may be rejected.

B. Submission of Proposal:

Proposals must be submitted in **two separate, sealed envelopes as follows:**

1. Envelope 1 – Technical Proposal (4 hard copies)
2. Envelope 2 – Cost/Business proposal (1 hard copy).

Each envelope should be clearly labeled with the RFP number and **“RFP: AWDP-KBL- MASTER TRAINER CERTIFICATION TRAINING PROGRAM PROPOSAL DOCUMENTS”**

. The CD-ROM version of each submission does not need to include signed and stamped versions

Proposals must be delivered no later than the specified date/time to the address below.

Afghanistan Workforce Development Program
Creative Associates International Inc.,
1498, Shashdarak, Street # 2, District 9
Kabul, Afghanistan

Offerors who do not submit their technical and cost proposals separately, and/or who do not submit the required number of hardcopies will be automatically disqualified.

C. Content of Proposal:

The proposal shall be comprised of four sections:

- i. The Cover Letter (Attachment IV)
 - ii. Copy of the Offeror's Valid Business License
 - iii. The Technical Proposal
 - iv. The Cost/Business Proposal
- 1) The Cover Letter: should be on the Offeror's letterhead and **MUST** contain the information requested in Attachment IV.
 - 2) Business License
 - 3) Technical Proposal:
 - a. Should **clearly & precisely** address theoretical and practical aspects that the Offeror has considered and will employ to carry out the statement of work.
 - b. The Technical Proposal is the opportunity for the Offeror to demonstrate that the firm is “technically capable” of implementing the activity, and should demonstrate the Offeror's understanding of and capabilities to carry out the work, and address the key issues described in the Evaluation Criteria in Attachment III.
 - c. The Technical Proposal should be divided into clearly separate sections **following the same order** of the Evaluation Criteria in Attachment III. A mis-ordered proposal that makes information hard to find will result in lower scores.
 - d. **If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Offeror's proposal will be automatically disqualified.**

4) The Cost/Business Proposal: must be submitted separately from the technical proposal and will primarily indicate the cost for performing the work specified in this RFP. At a minimum, the Cost/Business proposal should include the following information:

- a. A detailed budget that provides a break-down of costs by line item. Note that any indirect/overhead costs should be listed as a separate line item in the budget and should not be built into the direct costs. **Use the budget template presented in the Evaluation Criteria, in Attachment III.**
- b. Detailed and comprehensive cost notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the activity.
- c. If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure / revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).
- d. USAID Biographical Data sheet (AID 1420) for each individual proposed in the proposal. The form must be signed by the individual and the offeror and should include daily rates in AFN only. Additionally, biographical data sheets should include base rates only. Forms with loaded rates (i.e. inclusive of staff bonuses or any other type of financial benefit) will be rejected.

Failure to comply with any of the above points will result in the Offeror being considered “unresponsive” and the proposal may be rejected.

If an Offeror provides insufficient information in their technical and/or cost proposal, Creative reserves the right to request additional information, or to request a revised proposal from the Offeror, if necessary.

Creative reserves the right to make no award, or multiple awards, under this RFP.

**Attachment III
EVALUATION CRITERIA**

Basis of Award: The award will be made to the offeror whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score of **70 points** in the technical evaluation will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

3.1 Technical Proposal

Submitted proposals should include the description of the following deliverables that are to be provided under this award. Creative requests the offerors to prepare two separate proposals and financial budgets in responding to this scope of work: 1) For all the requirements/activities noted below to be carried out in India and 2) For all requirements/activities noted below to be carried out in Kabul, Afghanistan. This is required so that USAID can review both options and select/approve the one that is more cost-effective and sustainable.

Technical Competence – presented in the Technical Proposal (100 points)

A. Technical Approach

70 points

Provide a clear, specific and succinct technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of this project. Specifically, please address the following, **in the order specified below:**

Item	Requirement	Points Available
1) Technical approach and Implementation	<ul style="list-style-type: none"> a. Detailed description and supporting documentation describing the offeror’s approach, model and implementation specifics of their existing MTC program, if any. b. The organizational structure, key personnel and the most recent resumes of the offeror’s staff members that will be involved in providing the required service. c. Proposed in-classroom training schedule with detailed training outline, training methodology, objectives to be achieved and activities. d. Proposed study tours’ schedule to at least three other institutions who perform/implement similar work and detailed outline of study tour activities. e. Description of offeror’s MTC program/activities and how they align with the requirements of Creative/AWDP. f. Detailed description of creating partnership(s) with the select group of Creative/AWDP supported PIHEs, Consulting Firms and NGOs which Creative/AWDP will introduce to the MTC institutions at the end of the MTC program. The offeror must detail its approach, model and sustainability of partnership and how it sees it will function once established. g. Proposed Master Trainer Certification design must be specifically anchored to an international comprehensive certification process that must focus on professional as well as personal competencies of the participants. 	35 points
2) Methodology	<ul style="list-style-type: none"> a. Provide high quality hands-on Certified Master Training of Trainers for Creative/AWDP TPMs and Master Trainers of its grantee organizations. This training is expected to provide an acceptable international certification of Master Trainer to the participants. Creative/AWDP aims to have certified master trainers in country who can train and certify other Afghan trainers and teachers, therefore, Creative/AWDP will require all the materials to be handed over to the participants at the end of the workshop. These materials will be utilized in design and delivery of Creative/AWDP’s in-country Master Training of Trainers (MTOT). All training materials such as handouts, resource materials, reference books, audio and visual aids, etc. must be geared towards to the expected result. b. A detailed budget and break down of costs involved for the activities. Workshop/ Training Venue and Lunch and refreshments will be provided at the venue by the offeror and a detailed budget and break down of costs involved for the activities to conduct the training program and certification for the participants in Kabul, Afghanistan must be included. c. All training materials, written/soft and even online - but participants must be able to use them without any limitation and copyright - distributed to participants during or at the end of each session. A detailed list of reading materials and aids distributed to the participants at the end of the workshop shall also be included in the proposal. 	25 points

3) Staffing and Resources	a. An Offeror must be determined to be "responsible." A responsible Offeror is one who has the technical expertise, management capability, workload capacity, and financial resources to perform the work and past performance references are favorable. Insufficient documentation describing these criteria will result in the automatic deduction of points.	5 points
4) Implementation Support	a. Preference will be given to offerors that are able to clearly demonstrate ability for implementation support, inclusive of logistics and travel arrangements. Offerors are encouraged to submit best offer proposals.	5 points
Total		70 points

If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Offeror's proposal will be automatically disqualified.

B. Past Performance and Experience

30 points

Document and summarize your proven track record of successfully implementing similar activities. Using the **exact table format provided below**, please list only the projects you have implemented within the past 3 years, a brief description of how each is relevant to this RFP and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments. The references should be for work conducted recently (within the last 3 years) for work in India/ other parts of the world. The references must include a brief description of the work, dollar value, point of contact at the client organization and individual contact information for that organization.

Offerors with past performance with similar projects, in the same geographic area and/or of similar scale to the activity described in this RFP will be scored more favorably than offerors that do not meet these criteria. Please note that Offerors cannot be evaluated on information that they do not provide. For example, if an Offeror has current/past performance working with Creative, they cannot be positively evaluated on this experience unless it is provided in the Offeror's proposal.

#	(a) Activity Title	(b) Location(s) of activity	(c) Synopsis of the activity and its relevance to this RFP	(d) Performance period (date, duration and if completed on schedule)	(e) Prime or Subcontractor?	(f) Amount for the activity	(g) Name & Contact Info (E-mail <u>and</u> phone) of client
1							
2							
3							

C. Attachments

Not Scored

You may include recommendation/appreciation letters and certificates as attachments, or any other documentation you wish to further support your proposal, **stapled/bound separately from the rest of the technical proposal**. Content presented here will not be scored.

1. Cost Reasonableness and Financial Capability – presented in the Cost/Business Proposal.

Not Scored

- a) Submit a detailed budget to carry out this work. Creative's review of the Cost Proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's Technical Proposal. Creative will also review individual line items and determine if they are allowable, allocable and reasonable.

The following is a format for the detailed budget. The Offeror may list any reasonable, allowable and allocable cost line items, but must follow the major categories listed below, breaking down all "lump sum" items as much as reasonably possible. Any indirect/overhead costs should be listed as a separate line item in the budget and should not be built into the direct costs.

Description	Unit (day/month)	Quantity	Unit Cost AFN	Total Price AFN
A) Program Staffing				
B) Program Material and Equipment				
C) Program Administration and Services				
Total				

Cost proposals providing more direct funding towards programming outputs and local labor, instead of staff salaries and administrative or overhead costs, will be reviewed more favorably.

- b. Submit reasonably comprehensive budget narrative/ budget notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the activity.
- c. If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure / revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).
- d. USAID Biographical Data sheet (AID 1420) for each individual proposed in the proposal. The form must be signed by the individual and the offeror and should include daily rates in AFN only. Additionally, biographical data sheets should include base rates only. Forms with loaded rates (i.e. inclusive of staff bonuses or any other type of financial benefit) will be rejected.

Offerors that do not provide the above-required items as part of their Cost/Business proposal, that provides a proposal that represents a poor understanding of the work to be performed, or that presents unrealistic, unallowable, unallocable or unreasonable items and costs, in the reviewer's evaluation, will be considered unresponsive and may be disqualified from further consideration.

Best value determination for award

Creative will evaluate proposals on a best value basis, in accordance with the Federal Acquisition Regulations (FAR) Subpart 15.1 – Source Selection Processes and Techniques. In all solicitations, Creative will consider and conduct an evaluation on the basis of both technical capacity and cost. The relative importance of these two factors will vary depending on the nature of the activity. In rare cases, Creative may also award to a firm other than the highest technically rated Offeror or the lowest price Offeror, in accordance with FAR 15.101-1.

Creative reserves the right to request additional supporting documentation or a revised proposal from an Offeror if insufficient information has been provided in the Offeror's technical and/or cost proposal. If the requested information is not provided, Creative has the right to disqualify the firm from further consideration.

ATTACHMENT IV
FORMAT FOR PROPOSAL COVER LETTER – TO BE PRINTED ON ORGANIZATIONAL LETTERHEAD

City, Country
<Date>

To: Creative Procurement Team

Dear Sir / Madam:

We, the undersigned, offer to undertake the RFP No. **190, Afghanistan Workforce Development Project**, in accordance with your Request for Proposal dated **[Insert MM/DD/YYYY]** and our Technical and Cost/Business Proposal submitted herein.

Our organization's details are as follows:

- i. Company's Name
- ii. Company's Address
- iii. Name of Company's authorized representative:
- iv. Telephone #/Cellular Phone #, Email address:
- v. Validity Period of Proposal
- vi. A valid Business License

Our proposal shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organization:

- (a) has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
- (b) is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
- (c) has a satisfactory performance record;
- (d) has a satisfactory record of integrity and business ethics;
- (e) has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
- (f) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorized Signature:

Name and Title of Signatory:

Date:

Attachment V

PRIME CONTRACT FLOW-DOWN CLAUSES

Work performed or supplies delivered under the Agreement resulting from this RFP is pursuant to a contract from USAID. All relevant flow-down clauses from the contract will be incorporated in the Agreement: (a) in such a manner as to make the Contractor subject to those clauses, as applicable, and (b) to the extent necessary to enable Creative to perform its obligations under the contract to enable USAID to enforce its rights hereunder. This agreement incorporates the following Federal Acquisition Regulations (FAR) and agency regulations as applicable. To the fullest extent that these clauses flow-down or apply to the Contractor, they are incorporated herein by reference with the same force and effect as if they were given in full text. Where appropriate and applicable under these clauses, references to the "Government" shall be interpreted to mean the Creative Associates and "Contractor" to mean the Contract recipient of the Agreement resulting from this award.

Federal Acquisition Regulations (FAR) (48 CFR 1) Clauses

The following FAR Clauses are applicable to this specific subcontract, incorporated here by reference.

52.202-1	DEFINIITIONS	Jul-04
52.203-3	GRATUITIES	Apr-84
52.203-5	COVENAT AGAINST CONTINGENT FEES	Apr-84
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	Sep-06
52.203-7	ANTI-KICKBACK PROCEDURES	Jul-95
52.203-8	CANCELLATION, RECISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	Jan-97
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLIGAL OR IMPROPER ACTIVITY	Jan-97
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	Sep-05
52.204-2	SECURITY REQUIREMENTS	Aug-96
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	Aug-00
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHWN SUBCONTRACTING SEP 2006 WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARRMENT	Sep-06
52.215-2	AUDIT AND RECORDS –NEGOTIATION	Jun-97
52.215-8	ORDER OF RECEDENCE—UNIFORM CONTRACT FORMAT	Oct-97
52.215-11	PRICE REDCUTION FORDEFECTIVE COST OR PRICING DATA—MODIFICATION	Oct-97
52.215-13	SUBCONTRATOR COST OR PRICING DATA—MODIFICATION	Oct-97
52.215-14	INTEGRITY OF UNIT PRICES	Oct-97
52.215-15	PENSION ADJUSTMENT AND ASSET REVISIONS	Oct-04
52.215-18	REVISION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB)	Jun-05
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES	Oct-97
52.216-7	ALLOWABLE COST AND PAYMENT	Dec-02
52.216-8	FIXED-FEE	Mar-97
52.217-8	OPTION TO EXTEND SERVICES	Nov-99
52.219-14	LIMITATIONS ON SUBCONTRACTING	Dec-96
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	Feb-99
52.222-26	EQUAL OPPORTUNITY	Apr-02
52.222-29	NOTIFICATION OF VISA DENIAL	Jun-03
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	Sep-06

52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	Jun-98
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS OF THE VIETNAM ERA AND OTHER ELIGIBLE VETERANS	Sep-06
52.223-6	DRUG-FREE WORKPLACE	May-01
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	Aug-03
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN	Feb-06
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION	Feb-06
52.225-19	CONTRACTOR PERSONNEL IN A DESIGNATED OPERATIONAL AREA OR SUPPORTING A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES	Mar-08
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT	Aug-96
52.227-14	RIGHTS IN DATA-GENERAL	Jun-87
52.228-3	WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT)	Apr-84
52.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	Mar-96
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	Apr-03
52.229-8	TAXES-FOREIGN COST-REIMBURSEMENT CONTRACTS	Mar-90
52.230-2	COST ACCOUNTING STANDARDS	Apr-98
52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS	Apr-05
52.232-9	LIMITATION ON WITHHOLDING Or PAYMENTS INTEREST	Apr-84
52.232-17	INTEREST	Jun-96
52.232-22	LIMITATION OF FUNDS	Apr-84
52.232-23	ASSIGNMENT OF CLAIMS	Jan-86
52.232-25	PROMPT PAYMENT ALTERNATE I	Oct-03 Feb-02
52.232-33	PAYMENT BY ELECTRONIC FUNDS—CENTRAL CONTRACTOR REGISTRATION	Oct-03
52.232-37	MULTIPLE PAYMENT ARRANGEMENTS	May-99
52.233-1	DISPUTES	Jul-02
52.233-3	PROTEST AFTER AWARD ALTERNATE I	Aug-96 Jun-85
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACTO CLAIM	Oct-04
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	Apr-84
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	May-01
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	Jan-97
52.242-14	SUSPENSION OF WORK	Apr-84
52.242-15	STOP-WORK ORDER ALTERNATE I	Apr-89 Apr-84
52.242-17	GOVERNMENT DELAY OF WORK	Apr-84
52.243-2	CHANGES--COST REIMBURSEMENT Alternate II (Apr 1984)	Aug-87
52.244-2	SUBCONTRACTS ALTERNATE I (JUN 2007)	Jun-07
52.244-6	SUBCONTRACTS FOR COMMERCIAL TEMS	Sep-06
52.245-5	GOVERNMENT PROPERTY (COST-REIMBURSEMENT TIME AND MATERIALS, OR LABOR HOUR CONTRACTS)	May-04
52.246-23	LIMITATION OF LIABILITY	Feb-97
52.246-25	LIMITATION OF LIABILITY—SERVICES	Feb-97

52.247-63	PREFERENCE FOR 0.5.-FLAG AIR CARRIERS	Jun-03
52.247-64	PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG COMMERCIAL VESSELS	Feb-06
52.247-67	SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT	Feb-06
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	May-04
52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM)	Apr-84
52.249-6	TERMINATION (COST-REIMBURSEMENT)	May-04
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	Apr-84
52.249-14	EXCUSABLE DELAYS	Apr-91
52.253-1	COMPUTER GENERATED FORMS	Jan-91

1.) Agency for International Development Acquisitions Regulations (AIDAR) (48 CFR 7) Clauses

752.202-1	DEFINITIONS	Jan-90
752.204-2	SECURITY REQUIREMENTS	(undated)
152.209-71	ORGANIZATIONAL CONFLICTS OF INTEREST	Jun-93
	DISCOVERED AFTER AWARD	
752.211-70	LANGUAGE AND MEASUREMENT	Jun-92
752.225-71	LOCAL PROCUREMENT	Feb-97
752.228-3	WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT)	
752.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	
752.245-70	GOVERNMENT Property-USAID REPORTING REQUIREMENTS	
752.245-71	TITLE TO AND CARE OF PROPERTY	Apr-84
752.7001	BIOGRAPHICAL DATA	Jul-97
752.7002	TRAVEL AND TRANSPORTATION	Jan-90
752.7006	NOTICES	Apr-84
752.7008	USE OF GOVERNMENT FACILITIES OR PERSONNEL	Apr-84
752.701	CONVERSION OF U.S. DOLLARS TO LOCAL CURRENCY	Apr-84
752.7011	ORIENTATION AND LANGUAGE TRAINING	Apr-84
752.7013	CONTRACTOR-MISSION RELATIONSHIPS	Oct-89
752.7014	NOTICE OF CHANGES IN TRAVEL REGULATIONS	Jan-90
752.7015	USE OF POUCH FACILITIES	Jul-97
752.7018	HEALTH AND ACCIDENT COVERAGE FOR USAID PARTICIPANT TRAINEES	Jan-99
752.7019	PARTICIPANT TRAINING	Jan-99
752.7023	REQUIRED VISA FORM FOR USAID PARTICIPANTS	Apr-84
752.7025	APPROVALS	Apr-84
752.7028	DIFFERENTIALS AND ALLOWANCES	Jul-96
752.7029	POST PRIVILEGES	Jul-93
752.7031	LEAVE AND HOLIDAYS	Oct-89
752.7033	PHYSICAL FITNESS	Jul-97
752.7034	ACKNOWLEDGEMENT AND DISCLAIMER	Dec-91
752.7035	PUBLIC NOTICES	Dec-91

Restriction on Certain Foreign Purchases (June 2008)

Except as authorized by the Office of Foreign Assets Control (OFAC) in the Department of the Treasury, the Contractor shall not acquire, for use in the performance of this contract, any supplies or services if any proclamation, Executive order, or statute administered by OFAC, or if OFAC's implementing regulations at 31 CFR Chapter V, would prohibit such a transaction by a person subject to the jurisdiction of the United States.

- (a) Except as authorized by OFAC, most transactions involving Cuba, Iran, and Sudan are prohibited, as are most imports from Burma or North Korea, into the United States or its outlying areas. Lists of entities and individuals subject to economic sanctions are included in OFAC's List of Specially Designated Nationals and Blocked Person at <http://www.treas.gov/offices/enforcement/ofac/sdn>. More information about these restrictions, as well as updates, is available in the OFAC's regulations at 31 CFR Chapter V and/or on OFAC's website at <http://www.treas.gov/offices/enforcement/ofac>.
- (b) The Contractor shall insert this clause, including this paragraph (c), in all subcontracts.

1.3 4-14.001

Information for Non-US contractors, subcontractors, and key individuals.

- (a) The contractor must complete and submit the "USAID Information Form" in appendix B, for:
- (i) Itself, if it is a non-U.S. entity;
 - (ii) Each subcontractor or subcontractor of a subcontractor, regardless of the tier, that is a non-U.S. entity; or
 - (iii) Each key individual that is a non-U.S. entity.

- (b) For purposes of this clause, the following definitions apply:

"Non-U.S. entity: means (1) any non-US citizen or non-permanent legal resident of the United States; or (2) any entity that is not formed in the United States or for which 50% or more of the equity is owned or controlled by persons who are not U.S. citizens or permanent legal residents of the United States.

"Key individuals" means (i) an individual or entity owning 10% or more equity stake in the organization, whether publically- or privately-held; (ii) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer or secretary of the board of directors or board of trustees); (iii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director; president, vice president); (iv) the program manager or chief of party for the USAID-financed program; and (v) any other person with significant responsibilities for administration of USAID financed activities or resources.

- (c) The requirements of paragraph (a) of this clause must be completed at prior to the Government's acceptance of the contract and following that, at the earlier of:
- (i) Once a year; or
 - (ii) When there is a change or addition to any entity or person identified in paragraph (a).

(d) USAID reserves the right to rescind approval for a sub-award in the event that USAID subsequently becomes aware of information indicating that the sub-award is contrary to U.S. law or policy prohibiting support for terrorism, or facilitating criminal activity. In such cases, USAID's Contracting Officer will provide written instructions to the recipient to terminate the sub-award.

(End of Provision)