

ASPIRES

Developing the Evidence Base: Household Economic Strengthening Interventions to Prevent Family Separation and Support Reintegration of Children in Family Care

Request for Proposals for Subcontract

RFP No: 3569023-106-2016-01

RFP Release Date: May 17, 2016

Questions Due: May 25, 2016

Response to Questions: May 27, 2016

Proposal Deadline: June 6, 2016

Attachments:

A. Certifications

B. FHI 360 Biodata Form

C. Budget Template

Deleted: 23

Deleted: 25

I. BACKGROUND

The Accelerating Strategies for Practical Innovation and Research in Economic Strengthening project (ASPIRES) is a USAID- and PEPFAR-funded cooperative agreement implemented by FHI 360 that supports evidence-based, gender-sensitive programming to improve the economic security and health and wellbeing outcomes of vulnerable families and children. Through ASPIRES, USAID's Displaced Children and Orphans Fund (DCOF) seeks to develop evidence and programming guidance around household (HH)- and child-level economic strengthening (ES) interventions and their effects on multiple dimensions of children's well-being in terms of how different kinds of economic strengthening interventions help prevent family separation and support children's reintegration in family care. To do so, ASPIRES has funded two projects in Uganda that will implement ES activities, along with case management and family strengthening activities, to support separated children to reintegrate in family care and prevent family-child separation. These projects are intended to generate evidence on the effectiveness and cost of ES interventions as part of a response to family-child separation and to reach children and families with support and services. ASPIRES intends to use quantitative data collected through these projects' monitoring and evaluation systems, cost data provided by the projects, and qualitative approaches to understand the effects and dynamics of these projects, briefly described below.

AVSI-led FARE Project

The Family Resilience (FARE) project is led by AVSI (Association of Volunteers in International Service), in partnership with Retrak and in collaboration with Companion of Works Association (COWA) and Fruits of Charity (FCF). This partnership aims to reintegrate primarily street-connected children into more resilient families and communities (target n = 300 children) and prevent the unnecessary separation of others in families assessed to be at high risk of separation (target n = 350 HHs) in Wakiso and Kampala districts.

Reintegration activities will include case management, family tracing and preparation, pre- and post-placement monitoring, and follow up support and community-level family resilience activities. Reintegrating children will receive basic care including food, clothing, and health care while involved in rehabilitation in temporary institutional care before reintegration. Upon reintegration, families assessed by the project to be destitute may receive temporary consumption support. Families receiving children back home will be integrated into community-level activities (below) to the extent possible to build their resilience, increase durability of results and reduce chances of unnecessary re-separation.

The main economic strengthening activities in support of reintegration and prevention of family-child separation will be provided at the community level. These will include voluntary savings and lending associations (VSLAs), apprenticeships, business skills, and financial literacy tailored to HHs. Other family strengthening activities will run concurrently (parenting and life skills, psychosocial support, community



sensitization and referrals). Families reintegrating children outside the parishes and villages targeted for community activities will be supported in other ways to be determined after they have been identified and assessed.

ChildFund-led ESFAM Project

The ChildFund-led Economic Strengthening to Keep and Reintegrate Children into Families (ESFAM) project will overlap with ChildFund's existing Deinstitutionalization of Orphans and Vulnerable Children (DOVCU) project, a \$4.4M DCOF-funded initiative implemented in 12 districts. The project will take place in Gulu, Kamuli and Luwero districts and support the reintegration in family care of about 350 children from child care institutions (the DOVCU project will manage the process of transition from institution to reunification with the family). The ESFAM project will also aim to prevent family-child separation in 350 families assessed to be at high-risk of separation in targeted geographic areas.

All ESFAM HHs will receive social supports including case management, parenting skills support, psychosocial support and ES support (as with the FARE project, families reintegrating children outside the parishes and villages targeted for community activities will be supported in other ways to be determined after they have been identified and assessed). ESFAM will pilot four ES packages that aim to move families to a better position along an economic vulnerability continuum. The proposed ES activities differ in targeting and nature:

- Package 1 (destitute HHs only) - Cash transfers plus savings group plus Enterprise Your Household training (delivered through savings group), plus home-based business skills coaching
- Package 2 (struggling HHs) - Matched savings account plus group-based financial literacy and business skills training and coaching
- Package 3 (struggling HHs) - savings groups plus Enterprise Your Household training and business skills coaching delivered through savings groups
- Package 4 (destitute/struggling HHs) - savings groups and business skills training and coaching for adolescents from HHs assessed to be struggling and financial literacy groups for adolescents from HHs assessed to be destitute.

The purpose of this RFP is to solicit proposals to provide **qualitative data collection and transcription/translation services** to support ASPIRES' evaluation research on these projects. The qualitative component of ASPIRES' evaluation research on the two projects will be built around a series of longitudinal interviews and associated activities with project beneficiary children and their caregivers in HHs in which a child is being reintegrated or that have been assessed to be vulnerable to family-child separation.

The anticipated period of performance is July 2016 to January 2018. The anticipated subcontract value is up to \$275,000.

2. DESCRIPTION OF RESEARCH QUESTIONS AND METHODS

The qualitative component of ASPIRES' evaluation of these projects will focus on addressing 3 primary research questions related to how children reintegrating into family care or children at risk of separation and their caregivers experience and assess the successes (and failures) of the FARE and ESFAM projects:

1. How do the ES interventions that HHs receive affect the HHs – in terms of finances, livelihood, family dynamics, parent well-being, and child well-being?

2. In what ways do ES activities affect children's reintegration and children's likelihood of separation over time?

3. What are the non-economic benefits of group-based ES activities, and how do they affect family reintegration and/or family resilience?

To address these questions, ASPIRES will use a series of longitudinal interviews and activities with a sample of children and their caregivers. The longitudinal interviews will be conducted in sampled HHs at four points in time:

- shortly after selected children/HHs are enrolled in the projects (approximately August-September 2016 for all targeted at-risk HHs, possibly more rolling basis for those reintegrating children, depending on enrollment timing),
- three months post-enrollment (approximately November-December 2016),
- nine months post enrollment (approximately May-June 2017) and
- at the end of the project (approximately November-December 2017).

At each time point, both the index child (the one reintegrating or the one selected by FARE or ESFAM for intensive follow up in an at-risk HH) and an adult caregiver in the HH will be interviewed. Each interview is anticipated to last about two hours.

Each interview will start with a very open-ended question to elicit a lifeview narrative snapshot highlighting current joys/successes and problems/challenges? For the children, this same approach will be followed, but using a projective technique. The children will be asked to draw a defined series of pictures of their life right now, and then asked to describe them. At each visit after the first, the previously collected narrative or pictorial "snapshot" of life will serve as the starting point. The caregiver and child will be presented with their previous narrative or picture and asked to reflect on how things have changed since then, what they attribute the changes to, whether things are better or worse in terms of both HH dynamics/reintegration and HH economics, and what their current snapshot description is.

For adults, after documenting and discussing the snapshot of life, we will pose a series of questions about interactions with the FARE/ESFAM project to date to get more detail on how specific program elements are perceived to affect the HH: what services have been provided, what ES activities the HH is involved in, what they like/dislike about the activities, how ES activities have changed the economic situation in the HH, and how they have changed family dynamics. At the 9-month interview, a modified pile sort technique may be used to facilitate discussion of the perceived linkages between drivers of family-child separation and the ES programs experienced to date. This will contribute to an understanding of how ES activities directly or indirectly lessen vulnerabilities to separation.

To address the third research question regarding non-economic benefits, and particularly social support networks, the index child and the caregiver will both be asked to take part in a social network mapping activity at the initial, month 9, and endline interviews. The questioning in this activity will focus on having the participants name all of the people who they could go to for a specific thing – information, food, money, transportation, etc. Participants will then rank their likelihood or comfort with seeking that particular good from each person. The data from these structured social network inquiries will provide an opportunity to quantitatively measure the size and strength of participants' social networks over time.

We will use a stratified purposive sampling approach to maximize the characteristics of HHs we include in the impact evaluation research. ASPIRES, in consultation with FARE and ESFAM, will establish the sample and various stratifications, according to HHs reintegrating children or assessed to be at risk of family-child separation and based on geographic distribution. In the ESFAM sample, we will attempt to select approximately equal numbers of HHs receiving ES Packages 1-3. Specific criteria for selecting HHs to participate in the interviews will be determined in consultation with implementing partners.

Table 1. Proposed sample stratification, number of HHs

	Reintegration	At Risk/ Prevention	TOTAL
FARE	N = 16	N = 16	N=32
Wakiso	n = 8	n = 8	n=16
Kampala	n = 8	n = 8	n=16
ESFAM	N = 24	N = 24	N=48
Gulu	n = 8	n = 8	n=16
Luwero	n = 8	n = 8	n=16
Kamuli	n = 8	n = 8	n=16
TOTAL	N=40	N=40	N=80

Note that the total of 80 HHs represents 160 participants (one child and one caregiver from each of 80 HHs). This results in a total of 640 interviews over the course of the four data collection points.

ASPIRES will contract a local qualitative research firm to carry out the evaluation interviews. If possible, it will retain one group to cover both sub-projects. ASPIRES anticipates that the scope of the interviews will likely require two teams of two people each, for each of the five districts (4 interviewers per district x 5 districts = 20 interviewers), or an alternative configuration that will allow a) similar coverage in the given timeframes that is responsive to the rolling nature of enrollment of HHs reintegrating children, b) enables the presence of two adults when children are interviewed, and c) facilitates the capture of qualitative data such as key quotes. The ASPIRES team will conduct training in-country on objectives, guides, methods, best practices, SOPs, research ethics, reporting, etc. The local research team will visit HHs with the assigned sub-project case worker for an initial visit and invitation to take part in the interviews; case workers will provide introduction. HH heads will be asked to provide consent for themselves and their child; each child will also be asked to provide assent. Data collection will be performed continuously throughout the life of the project as outlined above (upon receipt of IRB approvals).

Interviews will be audio-recorded. For caregivers, the interviews can take place at home or in a private place of their choice. For children, research ethics guidance recommends conducting the interviews outside the home, but within sight of the caregiver, and in the company of two adults (researchers). For the social network analysis, data collection will be done on a tablet computer if possible. FHI 360 ASPIRES will provide tablet computers with software. Offerors should plan to procure audio-recording devices.

The local research team will transcribe “Snapshots” discussions verbatim and translate them into English. To reduce the burden of full transcription and translation of the remaining questions and discussion, the ASPIRES team will develop a Microsoft Word debriefing form for interviewers on the local research team to complete following each interview. The second person present at the time of the interview may take notes on this form during the interview, and both may contribute to its completion afterward, using the digital audio recording as reference. The debriefing form will include a column for key quotes. ASPIRES anticipates that each set of household interviews (caregiver and child) may require up to two days for each interview team, including preparation, interviews with caregiver and child, transcription of “Snapshots,” thoughtful and thorough completion of debriefing forms, and documentation of comments and quotes.

The local research team will be responsible for on-site data management and transmission of all data through a secured network as soon as it becomes available (i.e., on a rolling basis). The ASPIRES team or FHI 360 Kampala office affiliate will make at least one monitoring visit during each phase of data collection to ensure adherence to study SOPs.

Formal data analysis will be conducted by the FHI 360 ASPIRES team on an ongoing basis throughout the life of the project.

3. SCOPE OF WORK

The selected firm will provide qualitative data collection and transcription/translation services to support ASPIRES' evaluation research on these projects, including:

- a. Hire and maintain a consistent team of highly qualified researchers that speak the local languages of the covered geographic areas and who have experience in conducting individual interviews, using pile sorting techniques, translation and transcription, and data management.
- b. Ensure all team members complete an online research ethics certification prior to the study training
- c. Budget for, organize and ensure all team members participate in training related to this subcontract, including but not limited to a FHI 360-led training on objectives, guides, methods, best practices, SOPs, research ethics, reporting, etc., and other training and preparation as needed. If interviewers do not have experience conducting interviews with children, and/or with using drawing and discussion as a means of data collection with children, the firm must make arrangements for consultation and/or training from a qualified/experienced consultant.
- d. Participate in pilot testing interview techniques and guides.
- e. Coordinate field data collection with FARE and ESFAM team members, who will provide introduction to HHs selected for participation.
- f. Organize and provide logistics for all research team members.
- g. Oversee team members collecting data, ensuring compliance with ethical procedures and child protection guidelines (own, FHI 360, USAID ADS 200 and ADS 303).
- h. Ensure team member compliance with study protocol, including sampling and process.
- i. Oversee quality of data collection and conduct spot checks of interview implementation by each research team member.
- j. Translate and transcribe interviews (including summary debriefing forms) within one week of interviews.
- k. Compile data (transcribed lifeview snapshot, debriefing form, pile sort data, SNA data, audio recording) in formats to be agreed with FHI 360.
- l. Submit data collected through a secured network at intervals agreed with FHI 360 ASPIRES. Debrief data collection teams after each wave of data collection.
- m. Following each major wave of data collection, submit to FHI 360 ASPIRES a maximum seven-page report describing progress, challenges encountered, reflections on process and tools, recommendations for current or future processes, impressions/perception on common themes or differences observed, etc. FHI 360 ASPIRES will provide a format for this report. Formal analysis of data collected is not required.
- n. As requested, provide comment and feedback on FHI 360 ASPIRES interim analyses.
- o. In consultation with FHI 360 ASPIRES, prepare a short paper and presentation on data collection process and related learning (precise topic to be determined) for a learning workshop hosted by ASPIRES.

Deliverables

1. Data collection plan, approved by FHI 360 and concurred by FARE and ESFAM completed 30 days after the contract is signed.
2. Phase 1 data (160 interviews and related materials) submitted as they are completed and completed by October 31, 2016, along with maximum seven-page progress report.
3. Phase 2 data (160 interviews and related materials) submitted as they are completed and completed by January 31, 2017, along with maximum seven-page progress report.
4. Phase 3 data (160 interviews and related materials) submitted as they are completed and completed by July 31, 2017, along with maximum seven-page progress report.
5. Phase 4 data (160 interviews and related materials) submitted as they are completed and completed by January 31, 2018, along with maximum seven-page progress report.
6. Comments as requested on FHI 360 ASPIRES interim analyses.
7. Paper/presentation (to be agreed with FHI 360 ASPIRES) for learning workshop.

4. FUNDING AND SUBCONTRACT MECHANISM

The ceiling for the contract under this RFP is \$275,000. The mechanism for funding will be a fixed price sub-contract based on deliverables.

INSTRUCTIONS TO OFFERORS

This competition is open to US, international or national non-governmental organizations and firms, faith based organizations, and universities. Submitting organizations must have a presence in and be registered to work in Uganda and have a minimum of two years of experience working in that country. Qualified Ugandan entities are strongly encouraged to apply.

5. SUBMISSION CONTENTS AND FORMAT

Proposals should be submitted in English. The proposal should include a cover letter; one-page cover sheet; two-page-maximum capacity statement; five-page-maximum implementation plan; staffing plan; plan to control data quality; workplan; and budget, and annexes. The proposal should be prepared in 12 point Times New Roman font; 1.5 line spacing; pages numbered; one inch (2.54 cm) margins; in Microsoft Word or RTF formats for the main proposal sections (however PDFs are allowable for annexes). Budgets should be provided in Excel, using the template provided. Biodata forms, using the template provided, should be submitted for all named personnel.

Attention to Gender

As appropriate, throughout the proposal, the applicant must describe how gender will be addressed in project planning, activities, and measurement. Guidance is provided in USAID's Gender Equality and Female Empowerment Policy. In addition to addressing programming issues, applicants should also describe how internal management structures, systems, and personnel processes will ensure that sufficient attention is paid to gender issues.

Attention to Disabilities

Applicants should likewise ensure that appropriate attention is given throughout a proposal to measures that support the inclusion of children and adults with disabilities in ways that are in keeping with the

USAID Disability Policy Paper. The objectives of the USAID policy on disability are: (a) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (b) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (c) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (d) to support international advocacy for people with disabilities.

I. Cover sheet (1 page)

Provide name of submitting organization, project title, funds requested from ASPIRES, and contact information for the primary and alternate individuals responsible for the proposal. The application, including budget estimates must remain valid for a period of at least 90 days from the application.

II. Capacity statement (no more than two pages)

Offerors must submit evidence of previous experience in relevant field, documentation of successful completion and past performance references (please provide three with contact information).

- Ability to form and sustain a consistent team with experience and skills in qualitative data collection and management
- Demonstrated experience in household data collection in Uganda
- Demonstrated experience in collecting data with children
- Ability to communicate in English and local languages in targeted areas
- Demonstrated performance in leading on-time, quality data collection and data entry
- Track record of effective communication skills between subcontractor and client

- Management experience serving as a subcontractor on a donor-funded study

III. Implementation plan (no more than 5 pages)

Offerors must describe the organization's plan to implement the scope of work. Clearly articulate how the activities will be implemented including travel logistics, the team compositions and other relevant information that demonstrates how the organization will fulfil the deliverables in the RFP.

IV. Staffing Plan (no more than two pages)

Offerors must describe the proposed technical and managerial team proposed for the project and attach copies of the CVs for the proposed senior positions (e.g., Team Lead). CVs should be no longer than 3 pages. Also, clearly define how experienced interviewers for data collection will be recruited.

V. Data Quality (no more than two pages)

Offerors shall provide a description on how they will maintain data quality.

VI. Work-plan/Timeline

Offerors must submit their proposed work-plan/timeline that matches the activities to the service/work, timeline and persons responsible for activities.

VII. Budget

A detailed line item budget, budget narrative, and supporting documentation that clearly describe how the budgeted amounts are calculated, must support the offeror's budget. Budget estimates must remain valid for a period of at least 90 days from the Proposal Deadline. A brief narrative explanation and justification for each line item must be included in a separate section entitled "Budget Narrative" to explain why each cost was included in the budget and how each cost amount was estimated. The budget narrative should not merely summarize the budget; instead, it serves as justification for each cost included in a budget. It should be presented in such a way as to be easily referenced from the budget and should provide sufficient information so that FHI 360 may review a proposed budget for reasonableness. All projected costs must be in accordance with the organization's standard practices and policies.

VIII. Annexes

- Certifications: Certifications provided in Attachment A (see below) are required by FHI 360 and USAID and must be signed by the authorized official, dated, and included in the proposal. Recipients will be required to comply with the content of the certifications as a part of the subcontract agreement when/if funding is approved. This will include registering on SAM.gov.
- Recent CVs and Signed FHI 360 Biodata Forms (see Attachment B) are required for key personnel and other named personnel in the proposal.

- C. **References:** A minimum of three (3) client references for work conducted in the past 3 years on an activity that is similar to this Scope of Work. References should include contact information: name(s), company or organization, phone number and email.

6. EVALUATION CRITERIA

All proposals will be reviewed for completeness. Complete proposals received under this Request will be evaluated and ranked by a committee, in accordance with the following criteria:

Capability Statement and Organizational Experience	<i>Scale</i>
<i>Experience in conducting research in multiple locations in Uganda</i>	
<i>Experience in recruiting, preparing and managing a team of qualitative researchers with appropriate skills</i>	
<i>Experience in, or plan to prepare team for, conducting research with children</i>	
<i>Experience in complying with human subjects research requirements</i>	
<i>Experience in controlling/managing quality of qualitative data</i>	
Sub Total	25

Implementation Plan: Staffing, Implementation and Timeline	<i>Scale</i>
<i>Clear understanding of scope of work</i>	
<i>Plan to structure, recruit and manage research team</i>	
<i>Plan for training and preparing staff</i>	
<i>Plan to pilot test interview techniques and guides</i>	
<i>Plan for data collection, transcription, management, transmission</i>	
<i>Plan to manage project logistics</i>	
Sub Total	50

Data Quality	<i>Scale</i>
<i>Data quality plan is clear and reasonable</i>	
Sub Total	15

Cost Effectiveness	<i>Scale</i>
<i>Budget is reasonable and costs are justified</i>	
Sub Total	10

Award will be made to the responsible offeror whose proposal scored the highest

8. RFP ATTACHMENTS

Attachment A: Certifications
Attachment B: FHI 360 Biodata Form
Attachment C: Budget Template

9. SUBMISSION INSTRUCTIONS AND DEADLINES

RFP Released: May 16, 2016
Questions Due: May ~~25~~, 2016
Response to Questions: May ~~27~~, 2016
Full Proposals Due: June 6, 2016

Deleted: 23

Deleted: 25

Submit Questions and Proposals via email to the individuals below. All questions and the corresponding answers will be shared with all offerors by May 25, 2016. Acknowledgments of receipt of questions and proposals will be sent via email within one business day.

Submit to:

Emily Namey, enamey@fhi360.org
Research Advisor, SPIRES Project, FHI 360

with copy to:

Jessica Bachay, jbachay@fhi360.org
Project Manager, SPIRES Project, FHI 360

10. SOURCE OF FUNDING AND GEOGRAPHIC CODE

Any subcontract issued under this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. The authorized USAID geographic code for this RFP and any resulting subcontract is Code 937. All commodities and services supplied under any subcontract resulting from this RFP must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), 22 CFR 226.

11. BRANDING AND MARKING REQUIREMENTS

The final subcontract deliverables shall comply with USAID Branding and Marking guidelines.

GENERAL TERMS AND CONDITIONS

The subcontractor is responsible for review of the terms and conditions described below and in the award budget template attached. If relevant, particular attention should be paid to clauses regarding USAID geographic code, marking and branding requirements and equipment and commodity purchases.

WITHDRAWALS OF PROPOSALS

Offerors may withdraw proposals by written notice via email received at any time before award. Proposals may be withdrawn in person by a Subcontractor or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

RIGHT TO SELECT/REJECT

FHI 360 reserves the right to select and negotiate with those firms/individuals it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.

DISCLAIMER

This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 reserves the right to negotiate with any or all firms, both with respect to price, cost and/or scope of services. FHI 360 has no subcontract obligations with any firms based upon issuance of this RFP. It is not an offer to subcontract. Only the execution of a written subcontract shall obligate FHI 360 in accordance with the terms and conditions contained in such subcontract.

OFFER VERIFICATION

FHI 360 may contact Subcontractor to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation. Failure to submit correct, complete and accurate information shall lead to automatic disqualification.

FALSE STATEMENTS IN OFFER

Subcontractor must provide full, accurate and complete information as required by this solicitation and its attachments.

CONFLICT OF INTEREST

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in FHI 360 having to re-evaluate selection of a potential Subcontractor.

RESERVED RIGHTS

All RFP responses become the property of FHI 360 and FHI 360 reserves the right in its sole discretion to:

- Disqualify any offer based on Subcontractor failure to follow solicitation instructions;
- Waive any deviations by Subcontractor from the requirements of this solicitation that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
- Extend the time for submission of all RFP responses after notification to all Subcontractors;
- Terminate or modify the RFP process at any time and re-issue the RFP to whomever FHI 360 deems appropriate;

- Issue an award based on the initial evaluation of offers without discussion;
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

GOVERNING LAW AND LANGUAGE

This solicitation and any resulting subcontract shall be interpreted in accordance with the laws of the U.S. Government. The English language version of this solicitation and any resulting subcontract shall govern, and all notices pursuant to the provisions of this solicitation and any resulting subcontract shall be in English.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) The Subcontractor certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Subcontractors, including but not limited to subsidiaries or other entities in which Subcontractor has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the Subcontractor, directly or indirectly, to any other Subcontractor, including but not limited to subsidiaries or other entities in which Subcontractor has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or subcontract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the Subcontractor to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the Subcontractor's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the Subcontractor in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;

(ii) As an authorized agent, does certify that the principals of the Subcontractor have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Subcontractor understands and agrees that --

(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the Subcontractor will result in the termination of the award for default.

DISCLAIMER

1. Offerors will not be reimbursed for the cost incurred in preparation and submission of a proposal. All preparation and submission costs are at the offeror's expense
2. FHI 360 may cancel this solicitation and not award.
3. FHI 360 may reject any or all responses received.
4. Issuance of solicitation does not constitute award commitment by FHI 360.
5. FHI 360 reserves the right to independently negotiate with any offeror, or to make an award without conducting discussion based solely on the written proposals if it decides it is in its best interest to do so. FHI 360 reserves the right to fund any or none of the proposals received.
6. FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions.
7. FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple award based on the solicitation activities.
8. FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
9. FHI 360 will be contacting all offerors to confirm contact person, address and that bid was submitted for this solicitation

AWARD AND NOTIFICATION OF SELECTED PROPOSALS

1. Prior to the expiration period of proposals' validity, FHI 360 will notify the successful offeror(s) who submitted the highest scoring proposals in writing by registered letter, email, or facsimile and invite it to negotiate the subcontract. The aim will be to reach agreement on all points, and draft an initial subcontract by the conclusion of negotiations.
2. Negotiations will commence with a discussion of the offeror's technical proposal, schedule of activities, staffing and any suggestions you may have made to improve upon the Scope of Work. Agreement must then be reached on the final deliverables, staffing, logistics and reporting. Special attention will be paid to define clearly the inputs required from FHI 360 to ensure satisfactory implementation of the assignment.
3. Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates.
4. Having selected the offeror on the basis of an evaluation of proposed key professional staff among other things, FHI 360 expects to negotiate a subcontract on the basis of the staff named in the

proposal and, prior to subcontract negotiations, will require assurance that these staff will be actually available. FHI 360 will not consider substitutions during subcontract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.

5. The negotiations will be concluded with a review of the draft form of the subcontract. FHI 360 and the offeror shall finalize the subcontract to conclude negotiations.
6. The subcontract will be awarded after successful negotiations with the selected offeror. If negotiations fail, FHI 360 will invite the offeror having obtained the second highest score to subcontract negotiations.
7. Any selected offeror will be required to complete a Financial Pre-Award Assessment in order for FHI 360 to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed award. As part of the Pre-Award Assessment process the offeror will also be requested to submit a financial audit report from the previous fiscal year. In addition, payroll records and other financial information may be requested to support budgeted costs. The selected offeror will be required to obtain a DUNS (Data Universal Numbering System) prior to award issuance, if they do not already have one. FHI 360 will provide instructions to organizations to obtain a DUNS, as required.
8. FHI 360 may evaluate proposals in response to this solicitation without discussions and will award a subcontract to the responsible offeror whose offer, conforming to the solicitation, will be most advantageous to FHI 360 based on the technical factors specified in this solicitation and the price. FHI 360 reserves the right to:
 - (a) Reject any or all offers;
 - (b) Accept other than the lowest-price offer; and/or
 - (c) Waive informalities or minor irregularities in offers received.
9. Please note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another offerors to enable a full range of expertise to be presented. However, FHI360 requires full disclosure of other firms partnering in the venture, regarding their profiles and competencies required to cover gaps.