**Request for Proposal (RFP)**

**No. 001**

**Feed the Future Resilience in Northern Ghana Systems Strengthening**

**Introduction:**

Abt Associates is the Prime Contractor and implementer of the USAID-funded Feed the Future Resilience in Northern Ghana Systems Strengthening Activity, USAID Contract No.72064122C00002, and anticipates awarding a Firm-Fixed Price subcontract as a result of this solicitation but reserves the right to determine the subcontract type based on the final scope of work. The payment terms will be NET 30 days.

This RFP does not obligate Abt to make any award nor does it commit Abt to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Abt reserves the right to reject any and all offers at our sole discretion, if such action is considered to be in the best interest of Abt or the Project. The Offeror should submit its best proposal initially as Abt intends to evaluate proposals and may make an award without discussions.

**Questions Deadline**

The deadline for receiving RFP questions is March 27, 2024. All questions must be submitted electronically to: Thomas\_Ayamga@abtassoc.com

**Offer Deadline:**

The deadline for receiving proposals is April 3, 2024.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein.

**Submission of Offers**:

Separate technical and cost proposals must be submitted both electronically no later than April 3, 2024 to: RINGII\_procurement@abtassoc.com

Electronic submissions shall include up to [4] attachments per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft environment. Offerors must not submit zipped files.

**General Requirements:**

To be determined responsive, an offer must include all documents and sections included in Section 1 and address all items listed in the Scope of Work (Section 4).

This RFP contains the following sections:

**1. Proposal Conditions**

**2. Delivery of Proposals / Award of Contract**

**3. Evaluation and Basis of Award**

**4. Scope of Work**

**5. Security requirements: project information and data security**

**6. Terms and Conditions**

**7. Prime Contract Clauses**

**8. Annex**

**1. Proposal Conditions**

Offerors are expected to review, understand, and comply with all aspects of this RFP. Offerors must be in compliance with local law and duly registered to conduct business within Ghana.

All received proposals will be assessed on a competitive basis using a trade-off or best value evaluation methodology as described in the in Section 3.

Offerors or proposals must, include the following sections:

* 1. **Cover Letter**

All offers must include a cover letter, signed by an authorized representative of the company, stating their intent to bid and asserting that all proposal elements will remain valid for 120 days after submission. The letter shall also include the following information:

1. Name of the company or organization
2. Address (Physical and Mailing)
3. Contact information of person authorized to negotiate for the Offeror, including telephone number and email address
4. Full names of members of the Board of Directors and Legal Representative (if applicable)
5. Official bank account information
6. Other required documents that shall be included as attachments to the cover letter:
7. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Offeror is registered.
8. Copy of company tax registration, or equivalent document
9. Other evidence of legal eligibility to provide services in Ghana (for non-Ghanaian firms).

Companies or organizations, whether for-profit or non-profit, must register for and be assigned a Unique Entity Identification number (UEI) through [www.sam.gov](http://www.sam.gov) prior to award of any subcontract as a result of this RFP.

* 1. **Technical Proposal**

The technical proposal shall be up to 15 pages (using Times New Roman 12-point font) and comprise the following parts:

* Part 1: Technical Approach (10 pages). The Offeror should describe how the Scope of Work (section 4) will be implemented and the deliverables provided. The technical approach should address the requirements and assumptions provided in section 3 (Evaluation and Basis for Award) and section 4 (Scope of Work). The technical approach should be organized along the technical selection criteria listed in the table in section 3.1 of this RFP and should include timeline showing the approximate dates when activity milestones will be met and deliverables will be submitted for approval.
* Part 2: Firm Experience and Past Performance (2 pages): The Offeror should provide corporate capabilities and past performance experience describing how your firm’s past experience makes you uniquely qualified to execute the work outlined in the scope of work (section 4). At a minimum the Offeror shall demonstrate:
1. The specialized competence the organization possesses with regard to the requirements described in the Scope of Work, including knowledge of and experience working in Ghana and the regions mentioned in the Scope of Work.
2. Experience and capabilities in developing robust field implementation and training plan, including the timely mobilization of short-term technical assistance experts and teams.
3. Experience with panel surveys and with working with local officials to obtain lists of potential respondents in the population of interest, i.e. a sampling frame.
4. Experience scripting surveys for electronic data collection.
5. Experience conducting surveys in the list of districts in the statement of work. Provide a detailed description of past experience doing similar work.
6. Organizational systems and procedures are adequate related to: personnel policies and recruitment, travel policies; financial management; project management; contract administration; progress reporting; and other areas in order to successfully comply with contract requirements and accomplish the expected results.
* Part 3: Management Plan (3 pages): The Offer should propose a management plan and describe how the proposed plan will contribute towards achieving the objectives and results described in the statement of work (section 4). The proposed plan should specifically state and justify the composition and organizational structure of the entire project team. It should also describe how the technical expertise and experience of all staff members is most conducive to achieving expected results of the survey as listed in the statement of work. The plan should specify the role and estimated amount of time each staff member will devote to the project and/or specific components within the project. The management plan should also describe how the organization would coordinate its activities with the Feed the Future Resilience in Northern Ghana Systems Strengthening team. CVs for the staff assigned to the project shall be attached as an Annex to the proposal.

The sections of the technical proposal stated above must respond to the detailed information set out in the scope of work of this RFP, which provides the background, states the scope of work, and describes the requirements.

Cost information shall not 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.

* 1. **Cost Proposal**

The cost proposal must include all costs associated with implementation of the technical proposal. All costs shall be proposed in Ghana Cedis and US Dollars.

Abt anticipates awarding a Firm-Fixed Price subcontract but reserves the right to determine the subcontract type based on the final scope of work. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose price analysis, offerors must provide a detailed cost budget which includes line items for labor and any Other Direct Costs proposed, as well as any other usual and customary costs that would apply. A budget template has been provided along with this RFP.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of each line item. Supporting information may be requested to allow for a complete analysis of each cost element or line item. Abt 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.

Cost information must only be shown in the cost proposal.

Cost Proposals must include the following elements:

1. Direct Employee Salaries – List each employee’s name, position, and duration of assignment (in terms of person days). The daily salary of an employee is that individual’s basic compensation exclusive of fringe benefits, travel incentives, housing allowances, differentials, and/or other bonuses.
2. Consultants – List consultant name (if available), position and duration of the assignment (in terms of person days) and daily rate
3. Travel, Transportation & Per Diem – Provide the number of trips, destination, purpose, and cost by traveler for all direct employees and consultants. The proposal shall specify, for each traveler the itinerary, in terms of points of origin/destination and the estimated air fares, and any ground transportation (e.g., taxi) costs.
4. Enumerators - Provide details for all costs associated with enumerators, including but not limited to salary or stipend, travel costs, transportation costs, lodging costs, etc.
5. Other Direct Costs – Itemize and provide complete details of other direct costs, including unit prices that may be incurred. Likely ODCs include, but are not limited to enumerator training (venue and meals), printing/photocopying, communication (i.e. airtime), etc.
6. Indirect Costs - (Optional)—please provide audited financial statements, which will be used to justify the proposed indirect rate. Describe the allocation method and base used. The detailed budget breakdown shall be structured and formatted to clearly and easily identify the rate(s) applied, the base of calculation and the resulting dollar amount.

**Validity Period**

Offeror’s proposal cover letter must clearly state that the proposal remains valid for 120 calendar days after the closing date of this RFP.

**2. Delivery of Proposals/Award of Subcontract**:

Any questions regarding the above or any other part of this RFP should be directly addressed to Thomas\_Ayamga@abtassoc.com by or before **March 27, 2024**. Responses to all questions will be provided to all bidders in order to insure a fair process.

All proposals must be received electronically Antoinette\_Akanlise@abtassoc.com no later than **5:00pm (local time)** on **April 3, 2024**.

**3. Evaluation and Basis of Award**

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Abt.

This RFP will use the tradeoff process to determine best value. 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. Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, Abt will select the proposal that represents the best value.

Submitted proposals will be evaluated in accordance with Abt and Feed the Future Resilience in Northern Ghana Systems Strengthening Project acquisition policies and procedures. The winning bidder and unsuccessful bidders will be notified immediately once a selection has been made. The award decision rests solely with the Abt/Feed the Future Resilience in Northern Ghana Systems Strengthening Project and once made will be considered final. It is anticipated that the selected provider will receive a Firm Fixed Price Subcontract from Abt and will be subject to termination by Abt at any time in the event of misconduct or breach of contract. Payments will be made upon approval of deliverables in accordance with the Payment Schedule by check or bank transfer and will be paid in Ghanaian cedi.

**3.1 Technical Proposal Evaluation Criteria**

In evaluating proposals, Abt will use the following evaluation criteria:

1. Technical Approach (35points) – Understanding and soundness of approach to the carrying out of objectives described in the Scope of Work (20 points). Include a work plan detailing how the offeror will manage data collection effort (10 points) and a communication plan (5 points).
2. Capabilities and Experience of the Proposed Personnel (20 points) – Qualifications and demonstrated track record of the proposed personnel in carrying out tasks similar to those outlined in the Scope of Work.
3. Capabilities and Experience of the Organization (20 points) – Demonstrated organizational capabilities and experience as related to the services sought. Demonstrated ability to work with local officials to obtain lists of households to use as a sampling frame and then locate specific rural households where limited data regarding exact location is available.
4. Past Performance of the Organization (25 points) – Expertise and experience of the Offeror related to the nature of the services sought, as well as quality of product or service, including cost control, timeliness of performance, and meeting goals and targets, and customer satisfaction with performance.

**Cost Proposal Evaluation**

Cost proposal evaluation will be based upon the cost proposal and the supporting narrative provided by the bidder. Cost proposal will be evaluated but will not be assigned a score. The evaluation of cost will include a determination of cost realism, completeness, and reasonableness.

**Negotiations**

Best offer proposals are requested. It is anticipated that an award will be made solely on the basis of the original offers received. However, Abt reserves the right to request clarifications prior to award. Furthermore, Abt 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 revised cost and technical proposals during a competitive range.

Abt is not obliged to award a contract on the basis of lowest proposed cost or highest technical evaluation score. Abt will make the award to the Offeror whose proposal offers the best value, considering both technical and cost factors. Abt Associates reserves the right to reach a final decision based on its overall judgment.

**Terms and Conditions & contractual flow-downs**

The resulting award will be subject to Abt’s standard terms and conditions and applicable Prime Contract terms and conditions referenced in Attachment A.

**Proprietary Information**

Offerors must identify any drawings, and or data, that are of a proprietary nature contained within their proposal. Abt will not receive or provide any proprietary information without an executed Proprietary Information Agreement. Abt assumes no obligation of confidentiality for anything transmitted in a proposal package that is not properly identified.

**False Statements**

Offerors must provide full, accurate, and complete information as required by this solicitation and the documents incorporated herein. The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001, and applicable to all federal contracts.

**4. Scope of Work**

**Feed the Future Resilience in Northern Ghana Systems Strengthening**

* 1. **Overview**

Abt Associates Inc. (FTF RINGSS), a global leader in research and program implementation, is conducting a baseline survey under the Feed the Future Resilience in Northern Ghana Systems Strengthening (FtF RINGS) in 17 districts in Northern Region, North East Region, Upper East Region, and Upper West Region. The purpose of the survey is to establish the baseline figures for the Activity’s performance indicators to measure the progress and achievements of the Activity.

**Baseline Survey**

The Activity will conduct a beneficiary-based survey covering all beneficiary communities of the Feed the Future Resilience in Northern Ghana Systems Strengthening and RINGII G2G Activities. FTF RINGSS will provide an initial survey design and a draft data collection form for baseline data collection. The selected survey firm will then field test and finalize the data collection form in close collaboration with FtF RINGSS. The data collection form will measure several outcomes, which include, but are not limited to:

1. Women’s dietary diversity
2. Women’s membership in groups (such as producer groups, savings groups, etc.)
3. Agricultural management practices and use of agricultural technologies

**Sampling methodology**

**Study population.**

The study population will include all households in thirty-five (35) communities in each of the 17 MMDAs where these two Activities are being implemented.[[1]](#footnote-1) The baseline will be conducted in all RING beneficiary communities - this implies that every household in the ZOI is a beneficiary of the Activity. The beneficiary communities include the 10 communities from FtF RINGSS and the 25 communities from RINGII G2G Activities are being implemented. This will help the project to measure and compare the trend over the years of its implementation within the Zone of Influence (ZOI).

**Sample frame.**

The sample frame will include a list of all households in the thirty-five (35) communities of the 17 MMDAs. The consultant will develop the sample frame in line with the definition provided.

**Sample size determination.**

Based on the sampling frame and methodology presented the FtF RINGSS proposed the sample size below. This sample size is statistically representative. This survey will use a multi-stage cluster sampling design. In each of the 16 districts, we are proposing selecting 10 communities per district and 15 households in each community. We are using a one-tailed hypothesis test to

detect a 5% increase in measured study outcomes over the life of the project. This test has an alpha-level of 0.05, statistical power of 80%, and due to clustering of the households within community an assumed design effect of 2.4. To account for a 10% refusal rate, the sample size is 2400. The formula used for the sample size calculation is as follows:



The survey firm will be required to provide a cost estimate for the survey based on the sampling methodology. Sample size parameters and their related cost estimates will be finalized once the survey firm has been selected. The target group for the baseline population-based survey are households with women of reproductive age (between 18 and 49 years). Table 1 below presents the proposed sample.

**Table 1: Baseline Population Based Survey Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of survey districts**  | **Total number of Communities** | **Total number of communities**  | **Number of communities per district**  | **Total number of households to be selected (sample size)** | **Number of households per community** |
| 16 | 560 | 160 | 10 | 2,400 | 15 |

The Activity works in a total of 17 districts currently. However, only 16 districts will be included in the baseline survey due to security reasons (See table 2 for a list of these districts).

 In each district, the project will target 35 communities.

**Sampling technique.**

The FtF RINGSS team will randomly select ten (10) communities from the thirty-five (35) communities in each District(17MMDA). In each of these ten (10) communities, the FtF RINGSS team will undertake listing of households with focus on women of reproductive age (15-49years), CU5 and pregnant women.

Preceding the survey, the FtF RINGSS team will conduct a household listing exercise prior to the initiation of the baseline survey in each of the selected communities. The MEL team will design appropriate forms to complete a household listing, from which 13-17 households with a woman of reproductive age (15-49 years) residing will be selected. The number of households selected should correspond with the sample size.

**Table 2: List of survey districts**

|  |  |
| --- | --- |
| **Region** | **District** |
| **Upper West** | Daffiama Bussie Issa |
|  | Nadowli Kaleo |
|  | Sissala East |
|  | Sissala West |
|  | Wa East |
| **North East** | Mamprugu Moagduri |
|  | Mamprusi East |
| Northern region | Gushegu |
|  | Karaga |
|  | Mion |
|  | Nanton |
|  | Sagnarigu |
|  | Yendi |
| **Upper East** | Bawku Municipal\* |
|  | Bawku West |
|  | Garu |
|  | Tempane |
| \*Will not be included in the survey due to security constraints |

On award, the FTF RINGSS team will provide the survey firm with the list of communities and the corresponding households per community.

**Data collection form**

The survey instrument consists of several sections. Survey respondents will be asked to respond to the questions in all sections. The survey firm will provide significant review and finalization on the initial draft data collection form developed by FTF RINGSS based on their experience conducting prior surveys for similar projects.

**4.2 Services to be Performed/Project Components**

The Offeror will be responsible for:

**Task 1: Project Management**

The survey firm shall attend a meeting with FTF RINGSS to ensure that both parties understand

the project's goals and the approach to reaching them. At this meeting, the survey firm shall present its planned course of action, including an explanation of the schedule, key milestones, and deliverables.

The survey firm shall submit weekly progress reports to FTF RINGSS when the survey is ongoing in the field. The weekly progress report must include a description of the following:

1. All activities performed for each task during the week.
2. Problems encountered and proposed or enacted solutions.
3. Number of survey participants reached.
4. Number of survey participants who consent to participate.
5. Reasons for incomplete surveys, refusals.
6. Plans for the upcoming week.
7. A statement as to whether the subcontract will be completed in accordance with the time frame specified in the delivery schedule and within the budgeted amount.
8. Any other relevant information (with concurrence from lead evaluator) as requested by FTF RINGSS.

When conducting the surveys, the survey firm will seek collaboration of Ghana RING SS MEL Coordinating teams, who are placed with each implementing partner in the 16 districts. As such, the entire process will be mutually supportive and collaborative to gather high quality data as per USAID’s Data Quality Assessment (DQA) guidelines attainable during data collection period.

The survey firm will coordinate with Ghana FTF RING SS staff (MEL Director) in Tamale, and Home Office MEL Advisors to discuss and resolve general issues as necessary.

The survey firm shall review the sampling plan and organize a pre-survey onsite household listing exercise in each of the selected clusters to enumerate the households with at least a woman/(women) of reproductive age (15-49 years) residing there. The listing will collect basic information such as the names of the household head, their telephone contact number, number of women of reproductive age in the household, and name of every woman of reproductive age residing there. Furthermore, it will inform households selected about the likely period for the upcoming survey. The survey firm shall review the sampling strategy, sample size calculation, and survey weight calculations provided by FTF RINGSS and provide comments, including on the feasibility.

**Task 2: Data Collection Form Development and Pre-testing**

The survey firm shall be responsible for contributing to the development and finalization of the data collection form, for pretesting the questionnaire and any other data collection tools. This will be done collaboratively with the FTF RINGSS MEL Team.

The survey firm shall field test the data collection form in a pre-selected pilot testing area, seeking participation of a FTF RINGSS, using the scripted, electronic version. This should be completed as part of the enumerator training with each enumerator interviewing one or two respondents. The main purpose of the field test is to ensure that questions are easily understood by the target audience and that the electronic data collection tools are functioning properly. The survey firm will make any necessary modifications to the data collection form after the field test,

and the survey firm will be responsible for making sure any updates are reflected in the electronic version. The selected firm must also submit all data collected electronically to FtF RINGSS for review immediately after the electronic pre-test.

**Task 3: Field Preparations**

The survey firm shall:

1. Develop a detailed Work Plan of the study.
2. Conduct a household listing exercise in each of the selected villages/clusters and use that data to randomly select the final households. They will use this information to develop a comprehensive logistic plan to deploy survey teams.
3. Script the survey instrument for electronic data capture in a platform using ODK (KOBO toolbox, survey CTO. Electronic data collection is required. The electronic survey must match exactly the content of the paper-based survey designed by the Abt team and be programmed with appropriate skip patterns and range checks as specified by the FTF RINGSS team. This will be reviewed by the evaluation team, whose comments shall be integrated into the final electronic version of the instrument.
4. Submit the finalized survey script in a readable format to support the documentation of the data collection process in any relevant local languages and English.
5. Develop an Enumerator Training Guide/Field Manual for Enumerators. This will be reviewed by the evaluation team, whose comments shall be integrated into a final draft.
6. Recruit sufficient interviewers and supervisory interviewers (data collection staff) as necessary to complete data collection, including interviewers with experience collecting survey data on mobile devices.
7. Prepare a "Field Data Collection Staff Recruitment and Training Plan" which addresses dates and locations of training sessions; number of interviewers attending each session; staff who will conduct training; training methods; and other pertinent topics. The subcontractor shall submit a draft plan for comments and submit a final plan after incorporating the comments. The training itself will be co-led with support from the FtF RINGSS MEL team.
8. Train all data collection staff in using all data collection instruments in cooperation with the Abt team. Provide a translator for the FTF RINGSS staff during the training (if needed). During on-site training, special attention shall be given to respondent selection; adherence to protocol; interview techniques, including methods for dealing with uncooperative or hostile individuals; and the consequences of falsifying data.
9. A contingency study plan in case the study is interrupted due to the spread of COVID across or any other situation, such as political unrest or natural calamities.

**Task 4: Data Collection**

The survey firm is responsible for collecting data for the baseline survey (population-based) collected from the required number of households in 16 districts. FTF RINGSS estimates that

each interview will take approximately 40 minutes. Enumerators will be provided with a detailed list of women to be interviewed and where to locate them. The survey firm shall use appropriate Information Communications Technology (ICT) (e.g., Survey CTO, Kobo) tools for data collection to ensure preservation of data, minimize recording error, and facilitate secure data transmission and consolidation. Geographic Information System (GIS) enabled devices shall be used to gather information on geographic coordinates.

As a part of data collection, the survey firm is responsible for:

1. Field and Quality Control Plan. This must include the number of spot checks, audio audits, and any other quality control mechanisms to be used during the data collection. The Quality Control Plan should also outline the format and timeline of reporting on quality control efforts. Note that RING SS MEL staff are expected to participate in in-person spot checks.
2. The survey firm is required to collect data on the exact number of household interviews included in the survey. In addition, the response rate should be 90% or above.
3. Data Collection Schedule and any updates
4. Weekly update emails to FtF RING SS
5. Data Security to ensure confidentiality of all data collected.
6. Initial dataset submitted to FTF RINGSS within one or two days of the start of data collection. This is an important quality control mechanism for both the FTF RINGSS team and the survey firm. The FTF RINGSS team will review the data on a regular basis throughout data collection by conducting high frequency checks to identify errors such as duplicates, outlier values, logical errors, and other common mistakes.
7. Data quality follow-up. As issues are identified, either through the spot checks and back checks conducted by the subcontractor or the high frequency checks conducted by FTF RINGSS Associates, the selected subcontractor will be responsible for following up with enumerators and respondents as needed to clarify and correct any errors.
8. Mop-up surveys. At the end of data collection, the selected firm will be responsible for completing any resurveys to make up for responses that needed to be dropped due to data quality issues identified through data quality checks.

**Task 5: Data Management and Processing**

The survey firm shall produce and submit to the Team Leader a “Data Management and Processing Plan.” This plan must include, at a minimum, plans for data management – from receipt of completed questionnaire through development of re-coded variables. The survey firm will manage surveys through on-site visits and technology-based monitoring mechanisms and shall provide a detailed plan on how they will clean data sets, assign labels and develop survey codebooks, weekly field reports, and a combined final project completion report. The survey firm will be expected to provide the FtF RINGSS MEL Team with access to the data to perform daily checks on progress, the consistency and overall quality of the data being collected. The FtF RINGSS MEL Team will inform the survey firm if any adjustments in data collection approaches are required.

The survey firm will submit a brief survey report including survey methodology, sampling, tools development, enumerator training, limitation, challenges encountered, lesson learned, and recommendation.

**Task 6: Data Files and Documentation**

The survey firm shall submit all raw data on a daily basis for quality assurance purposes and submit at the end of the data collection a complete "Raw Data File" composed of all collected data, including partial responses, to the Team Leader along with an associated codebook. The data file and codebook shall be delivered electronically in Stata format (.dta, do file, text file etc.), CSV format (Raw, long, wide), or excel format (Raw with roster in separate sheet, long, wide). All datasets must be submitted in Stata format (.dta), CSV format, or excel format under the following guidelines:

1. All variable names must contain the survey question number and/or letter corresponding to the paper-based survey instrument designed by FTF RINGSS.
2. All variable labels must contain the survey question number and/or letter, as well as the question itself.
3. All datasets must be labeled in a consistent manner.
4. All data cleaning codes, including variable creation etc.

**Task 7: Data Analysis**

The survey firm shall perform data analysis on the baseline survey conducted. The analysis should provide the descriptive/exploratory and inferential results. The analysis should also respond to the survey-based indicators outlined in the scope of work provided. The data analysis should be made up of tables and charts with clear descriptions and labels. Tables and charts should include actual figures, summaries, proportions or percentages of individual responses. The analysis plan and report template will be developed in collaboration with the FtF RINGSS team.

**Task 8: Final Survey Report**

The survey firm shall produce and submit to the FTF RING SS team a complete survey report that encapsulates the sampling frame and size documenting the entire survey methodology, as well as analyses of key survey findings. The survey firm shall submit a final report, detailed analyses of the survey results. The survey firm should also provide documentation of the survey implementation including challenges encountered, solutions devised, and lessons learned; and a detailed list of any changes made to the data during data collection and cleaning and the reason for those changes, and the code used to make changes to the raw dataset.

**4.3 Period of Performance**

The anticipated period of performance for the baseline survey is **April 15st – July 22, 2024**.

The survey firm shall provide to FtF RINGSS all reports, responding to the indicators stated in the scope of work, documents, and plans mentioned above in Section II “Services to be Performed.”

**4.4 Deliverable Schedule**

Payments will be made after acceptance of the required deliverables and receipt of proper invoices. All payments to the survey firm are subject to timely and complete performance, and acceptance of the services by FtF RINGSS, as applicable. Data collection deliverables shall be

complete only if the survey firm collects data on the exact number of household interviews agreed upon.

The deliverables for the annual performance household survey are presented in the below table:

|  |  |
| --- | --- |
| **Deliverables** | **Due Date** |
| Inception report (IR) including a data management and quality control plan | April 30, 2024 |
| Survey methodology, workplan and data collection tools development | April 30, 2024 |
| Training of enumerators, pre-testing and finalizing tool | May 10, 2024 |
| Complete field survey data collection | May 30, 2024 |
| Data Analysis and Reporting. This should include the summary of all indicators being assessed. | June 15, 2024 |
| Prepare and submit draft survey report (survey report outline in word focusing on indicators) and key challenges/data weaknesses  | June 28, 2024 |
| FtF RING SS Reviews and Provide Feedback | July 8, 2024 |
| Incorporate inputs and finalize Survey Findings and submits final report | July 19, 2024 |
| Organize and hand over of project database/dataset  | July 22, 2024 |
| Weekly update emails to FtF RING SS | April 8 – July 22, 2024 |

**5. Security requirements: project information and a data security**

Bidders shall complete the IT survey in the link below and submit confirmation of survey submission as part of the proposal Appendix:

<https://www.abtsurvey.com/wix/23/p1164233.aspx>

The following definitions do not override any regulatory or statutory definitions. If there is a conflict between these and regulatory or statutory definitions, the most conservative or restrictive definition shall apply.

1. Project Information: Project Information is defined as any data collected, generated, stored, or processed in the performance of the award that is identifiable to an individual or participant. This includes names, addresses, and national identifiers. Some identifiers are more sensitive than others; at the discretion of the funder, Abt, the Abt Institutional Review Board (IRB), and/or the Data Provider, exceptions may be made regarding requirements.

Project Information does not include any ancillary data generated by a support service such as internal accounting data, timesheets, or other data generated during the normal course of business.

1. De-identified Information: De-identified data is defined as data that does not contain any identifiers or does not contain enough indirect identifiers to positively identify an individual.
2. Security Incident: A security incident is defined as a confirmed or suspected lapse of a security control, procedure, or policy that may or may not result in a security breach. Incidents include a failure to follow proper safe handling of information (as specified in the regulations, this award or the project’s data security plan) or email of information, through an unsecured means, to another project team member.
3. Security breach: A security breach is defined as a confirmed or suspected release of Confidential Information to an unauthorized party. This definition will comply with any applicable Federal, state, or local definitions.

The data collected in performance of this contract must comply with all applicable regulations regarding the safeguarding of data. To ensure compliance the Offeror shall follow the requirements set forth herein. However, requirements in this section are not meant to replace or diminish any local security requirement. The Offeror is responsible for identifying, understanding, and implementing any applicable law/requirement.

The Offeror will not provide the data to any other Offeror without the written permission of Abt. In the event that permission is granted, the Offeror will include all local legal requirements in its agreements/contract with the receiving party as applicable.

Disclosure of Project Information (as defined under 8.A above) shall be restricted to those individuals within each Party's organization who are directly participating in performance under this Agreement. Neither Party shall divulge, reproduce, or release Project Information in any form to any third party, without the prior written consent of the data originator.

Neither party shall be liable for disclosure or use of the other Party's Project Information which:

1. Was at the time of receipt otherwise known to the receiving Party;
2. Has been published or is otherwise generally known to the public at the time of its disclosure to the receiving Party or becomes part of the public domain;
3. Is disclosed with the prior written approval of the disclosing Party;
4. Is required by law to be disclosed, but only after the disclosing Party has been notified and has had the opportunity to take appropriate action to protect their legal interest in the Project Information.

The foregoing terms and conditions concerning Project Information shall survive the life of this Agreement.

Breach of Confidentiality of Project Information: The Offeror must document its policies and procedures regarding incident response. Any breach or potential breach of confidentiality, whether through deliberate or inadvertent disclosure of Project Information (defined above) must be reported to Abt within 24 hours. The Offeror will provide an incident response form within 5 business days of the event and, at the conclusion of the incident response process, the final incident response form.

Should a breach of confidentiality occur, Offeror shall, to the extent practicable, mitigate any harmful effect on individuals whose information was accessed or disclosed. Abt reserves the right to terminate this agreement immediately in the event that the mitigation is inadequate.

* *Access control.*  The offeror must implement access control mechanisms to restrict access to Project Information and limit that access to those with a need-to-know.  Access controls must include strong identification and authentication procedures including the use of unique identifiers per individual, strong passwords, password expiration, retry lockout, and re-authentication after a period of inactivity not to exceed 30min.
* *Patching*. The offeror must implement procedures to implement patches and other flaw remediation techniques on all devices used to access, process, or stored Project Information.  The procedures must meet or exceed industry acceptable guidelines for scope and timeliness of flaw remediation.
* *Malicious code protection.*  The offeror must maintain an industry accepted services to identifying and mitigating the effects of viruses, malware, and other types of malicious code on its’ network and devices.  The services must be updated on a regular basis.
* *Intrusion Detection/Prevention.*  The offeror must employ services that minimize the likelihood of intrusions and detect intrusions into their network when Project Information is stored on a network.  For mobile devices, reasonable steps will be taken to prevent the intrusion of mobile devices when using unsecured networks.
* *Encryption at rest.*   All Project Information must be stored using AES encryption while on any mobile device.  Mobile devices include USB thumb drives/flash memory, laptops, smartphones.  Encryption may either be information specific or whole device encryption.  If the Project Information is to be accessed on the mobile device such as for editing or viewing, the whole device must be encrypted.
* *Encryption in transit.* The offeror must utilize AES encryption for transmitting Project Information in and out of its environment.  Email is strongly discouraged, but may be utilized if a) the project data security plan does not specify otherwise and b) the Project Information has been encrypted with a compliant mechanism and the key/password is provided using another communication method (e.g. telephone).
* *Access to physical media.* The offeror must store all Project Information in a locked cabinet or in a limited access space.  Access to the cabinet or space will be limited to those who have a need to access the information.  Physical media includes Project Information on paper, USB drives, external hard drives, backup tapes, etc.
* *Data Management*. The offeror will minimize the amount of data sprawl to facilitate accurate data destruction and minimize the risk of security incidents.  Upon request, the offeror will be required to list all locations of Project Information.
* *Data Destruction*.  At the conclusion of the Agreement, the offeror will destroy all Project Information unless otherwise directed, in writing, by Abt.  Physical media must be shredded, burned, or otherwise physically rendered useless per Federal standards.  Physical media includes, but is not limited to, USB drives, paper, CD’s, DVD’s, and audiocassettes.  Information stored on digital media must be overwritten or otherwise destroyed or rendered unavailable per Federal standards.  Abt understands that information may be retained on long-term storage such as on a tape backup.  This agreement will survive until all information no longer exists at the offeror.  The offeror, after the conclusion of work, may not recover the data or use the data without the written permission of Abt.
* *Data Protection*.  The offeror will be responsible for the implementation of activities to comply with the Colombian protection of personal and organizational data obtained in the development of the project.

**6. General Terms and Conditions**

1. **PRICE.** This is a cost reimbursable agreement unless otherwise expressly stated on the face page of this Agreement.
2. **CHANGES.** No modification of this Agreement shall be binding unless made by a formal amendment signed by Abt Associates. Abt Associates’ Subcontracts staff is the only representatives authorized to direct changes or agree to modifications to this Agreement.
3. **ABT ASSOCIATES** shall have the unilateral right to make changes or additions to the instructions related to the services to be provided under this Agreement. Any such direction will be evidenced by a formal Agreement amendment. If such change causes an increase or decrease in cost or time required to complete performance, an equitable adjustment in price and/or delivery schedule shall be mutually agreed to by Abt Associates and Subcontractor.
4. **WARRANTIES.** In addition to any other warranties, whether express or implied, Subcontractor warrants that (i) the Services covered by this Agreement shall be performed in accordance with the highest industry standards of care; (ii) shall be in complete conformance with any and all applicable standards and (iii) shall comply with all specifications, drawings, standards or descriptions incorporated herein or furnished to Subcontractor. All warranties contained herein shall survive Abt Associates’ acceptance. Subcontractor agrees at its own cost and expense to defend and hold Abt Associates harmless from and against any and all claims, actions, liability, damage, loss and expense arising out of or related to breach of Subcontractor’s warranty to Abt Associates, and/or any other breach by Subcontractor. In addition, if any of the Services are found within a reasonable time after delivery to be not in conformity with the requirements of this Agreement, Abt Associates, in addition to any other rights above, shall have the right, upon notice to Subcontractor, to take such actions as may be required to cure all defects and/or bring the Services into conformity with all the requirements of this Agreement, in which event all costs and expenses thereby incurred by Abt Associates shall be for Subcontractor’s account.
5. **ENTIRE AGREEMENT.** This Agreement is in addition to all prior oral or written agreements, if any, between the parties and constitutes part of the agreement between the parties with respect to the work to be performed hereunder.
6. **SUBCONTRACTING/SUBAWARDS** Subcontractor shall not assign or subcontract any part of the work called for under this Agreement without the prior written consent of the Abt Associates.
7. **FORCE MAJEURE.** Any delay or failure of either party to perform its obligations hereunder shall be excused if, and to the extent that it is caused by an event or occurrence beyond the reasonable control of the party and without its fault or negligence, including but not limited to, acts of God, actions by any government authority, fires, floods, windstorms, explosions, riots, natural disasters, wars, sabotage, labor problems (including lockouts, strikes, and slowdowns), inability to obtain power, material, labor, equipment or transportation, or court injunction; provided that written notice of such delay (including the anticipated duration of the delay) shall be given by the affected party to the other party within five (5) calendar days
8. **TERMINATION FOR CONVENIENCE.** The Abt Associates reserves the right to terminate this Agreement or any part thereof for its convenience. In the event of such termination, the Subcontractor shall immediately stop all work hereunder and shall immediately cause any and all of its authorized subcontractors to stop work. Subject to acceptable performance to date and the terms of this

Agreement, Subcontractor shall be paid a percentage of the Agreement price reflecting the percentage of the work performed prior to the notice of termination.

**9. TERMINATION FOR DEFAULT.** Abt Associates may also terminate this Agreement or any part thereof for cause in the event of any default by Subcontractor, breach of contract or insolvency, or if Subcontractor fails to comply with any of the terms and conditions of the Agreement. In the event of termination for cause, Abt Associates shall not be liable to Subcontractor for any amount and Subcontractor shall be liable to Abt Associates for any and all damage sustained by reason of the default which gave rise to the termination.

1. **INDEMNITY.** Subcontractor will defend, indemnify and hold harmless Abt Associates, its officers, directors, and employees from and against any and all direct or third party claims, actions, liability, loss or damage, including personal injury, death or property damage arising out of or as the result of breach of Subcontractor’s warranty, or the Subcontractor’s negligent or willful acts or omissions in the performance of the Agreement. The provisions of this clause shall survive expiration or termination of this Agreement.
2. **WAIVER.** The failure of Abt Associates to enforce any of the terms, covenants or conditions of this Agreement shall not be construed to be a waiver or relinquishment of any such provisions or right of Abt Associates.
3. **APPLICABLE LAW.** This Agreement shall be construed and governed in accordance with the laws of the Commonwealth of Massachusetts, United States of America.
4. **INVOICING.** After each provision of Services provided under this Agreement, Subcontractor shall submit an invoice, in duplicate. Payment of invoice shall not constitute acceptance of the Services and shall be subject to appropriate adjustment for failure of Subcontractor to meet the requirements of this Agreement. **All invoices must reference the Abt Associates’ Subcontract number to prevent delay in payment**. Abt Associates will not be liable for finance charges, late payment fees, restocking fees and/or any other unauthorized charges without the written consent of Abt Associates.
5. **EQUAL EMPLOYMENT OPPORTUNITY.** The Subcontractor shall comply with all applicable laws, executive orders, and regulations concerning nondiscrimination in employment, including but not limited to Executive Order 11246.
6. **TAXES.** Subcontractor shall pay all Federal, State or local taxes imposed on account of Services furnished under this Agreement, unless otherwise specified by Abt Associates.
7. **DISPUTE RESOLUTION.** All disputes arising in connection with this Agreement that cannot be resolved within a reasonable time following good faith attempts by the parties shall finally be settled in accordance with the Commercial Industry Rules of the American Arbitration Association, before a single arbitrator. Such arbitration shall be held in either Washington, DC or Boston, MA.

Judgment upon any award rendered may be entered in any court of competent jurisdiction; provided, however, that the arbitrator shall have no authority to add, modify, change or disregard any lawful terms of this Agreement or to provide any relief or award not provided for or inconsistent with the laws of the Commonwealth of Massachusetts.

1. **ANTI-CORRUPTION PROVISIONS.** No offer, payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, shall be made, either directly or indirectly, as an inducement or reward for the award of this contract. Any such practice will be grounds for

cancelling the Agreement and for such other additional actions, civil and/or criminal, as may be applicable.

1. **ANTI-TERRORISM PROVISIONS.** Subcontractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of Subcontractor to ensure compliance with these Executive Orders and laws. By executing an agreement with Abt Associates, Subcontractor acknowledges these requirements and asserts understanding of and compliance with all laws and regulations related thereto. This provision must be included in all lower-tier subcontracts/subawards issued under this Agreement.
2. **TRAFFICKING IN PERSONS.** Subcontractor is reminded that U.S. Executive Order 13627 and Public Law 106-386 Div A set forth prohibitions on recipients of Federal funding participating in any form of trafficking in persons. By executing an agreement with Abt Associates, Subcontractor acknowledges these prohibitions and asserts understanding of and compliance with all laws and regulations related thereto. This provision must be included in all lower-tier subcontracts/subawards issued under this Agreement.
3. **SAFE HARBOR.** Neither the confidentiality provision contained in the this Agreement, nor confidentiality provisions contained in any existing agreement with Abt Associates Inc. shall be construed to prohibit or otherwise restrict lawful reporting of waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

**19. VENDOR HELPLINE.** If you have any concerns or complaints about the manner in which this subcontract was awarded, including whether any ethical issues occurred either by Abt Associates, your organization, or another organization, Abt Associates has a Vendor Ethics and Compliance Helpline. This Helpline supports phone or web-based reporting and also supports anonymous reporting. Any issues reported to this Helpline will be investigated by a member of Abt’s management.

The Vendor Helpline:

Phone: 888-928-4231)

Web:<http://www.integrity-helpline.com/abtassoc.jsp>

Both are available 24 hours a day, 7 days a week

1. **Federal Acquisition Regulation (FAR) Clauses for Non-Commercial Items under a United States Government Prime Contract**

Purchase Orders/Consultant Agreements/Subcontracts involving funds from a Federal government contract, or funds from a subcontract relating to a Federal government contract, and relevant clauses from the Federal Acquisition Regulation (FAR) are hereby incorporated into this Purchase Order/Consultant Contract/Subcontract by reference with the same force and effect as if they were given in full text, and are applicable to this Purchase Order/Consultant Contract/Subcontract. The full text of the FAR clauses referenced below may be found at [https:/](https://Suppler/Consultant/Subcontractor)[/www.acquisition.gov/Far/](http://www.acquisition.gov/Far/). Suppler/Consultant/Subcontractor agrees to flow down all applicable FAR and supplementary clauses to any lower-tier subcontractors working pursuant this Purchase Order/Consultant Contract/Subcontract.

Where necessary to make the language of the FAR clauses applicable to this Purchase Order/Consultant Agreement/Subcontract, the term “Contractor” shall mean “Supplier,” “Consultant” or “Subcontractor” as appropriate, the term “Contract” shall mean the “Purchase Order,” “Consultant Contract” or “Subcontract” as appropriate, the terms “Government,” “Covered Entity,” “Contracting Officer,” and equivalent terms and phrases shall mean “Abt Associates”

No provision contained in a FAR clause shall be taken to imply any direct access on the part of the Supplier/Consultant/Subcontractor to the Disputes process as defined in the terms of Abt’s Prime Contract, but rather shall be governed by the “Disputes” provision included in this Purchase Order/Consultant Contract/Subcontract.

The following instances are exceptions to the general rules as provided above:

* 1. Where it is clear, by the context of the provision itself or the conditions under which it is being applied, that the reference is intended to refer to the Government, its officers or agents, or the prime contractor specifically;
	2. Where an explicit provision of the Purchase Order/Consultant Contract/Subcontract states a contrary intent;
	3. Where access to proprietary financial information or other proprietary data is required; or

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| **Clause Number** | **Title** | **Date** | **Applicability** |
| 52.202-1 | Definitions | Nov-13 | >SAT |
| 52.203-3 | Gratuities | Apr-84 | >SAT |
| 52.203-5 | Covenant Against Contingent Fees | Apr-84 | >SAT |
| 52.203-6 | Restrictions on Subcontractor Sales to the Government | Sep-06 | >SAT |
| 52.203-7 | Anti-Kickback Procedures | Oct-10 | >SAT |
| 52.203-8 | Cancellation, Rescission and Recovery of Funds for Illegal and Improper Activity | Jan-97 | >SAT |
| 52.203-10 | Price or Fee Adjustment for Illegal or Improper Activity | May-14 | >SAT |
| 52.203-11 | Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions | Sep-07 | >SAT |
| 52.203-12 | Limitation on Payments to Influence Certain Federal Transactions | Oct-10 | >SAT |

* 1. Where interpretation in accordance with the rules stated above would place the prime contractor in a position of violating the equivalent or related provisions of the Prime Contract whereas construction of the terms without modification would not.

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| **Clause Number** | **Title** | **Date** | **Applicability** |
| 52.222-26 | Equal Opportunity (subparagraphs (b)(1) through (b)(11) only) | Sep-16 | U.S. organizations only |
| 52.222-29 | Notification of Visa Denial | Jun-03 | work performed outside the U.S. only |
| 52.202-1 | Definitions | Nov-13 | >SAT |
| 52.203-3 | Gratuities | Apr-84 | >SAT |
| 52.203-5 | Covenant Against Contingent Fees | Apr-84 | >SAT |
| 52.203-6 | Restrictions on Subcontractor Sales to the Government | Sep-06 | >SAT |
| 52.203-7 | Anti-Kickback Procedures | Oct-10 | >SAT |
| 52.203-8 | Cancellation, Rescission and Recovery of Funds for Illegal and Improper Activity | Jan-97 | >SAT |
| 52.203-10 | Price or Fee Adjustment for Illegal or Improper Activity | May-14 | >SAT |
| 52.203-11 | Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions | Sep-07 | >SAT |
| 52.203-12 | Limitation on Payments to Influence Certain Federal Transactions | Oct-10 | >SAT |
| 52.222-26 | Equal Opportunity (subparagraphs (b)(1) through (b)(11) only) | Sep-16 | U.S. organizations only |
| 52.222-29 | Notification of Visa Denial | Jun-03 | work performed outside the U.S. only |
| 52.222-35 | Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans | Oct-15 | >SATU.S. Organizations only |
| 52.222-36 | Affirmative Action for Workers with Disabilities | Jul-14 | >$15,000U.S. organizations only |
| 52.222-37 | Employment Reports on Veterans | Feb-16 | >SATU.S. Organizations onlyFAR 52.222-35 is included |
| 52.222-40 | Notification of Employee Rights Under the National Labor Relations Act | Dec-10 | >$10,000U.S. organizations only |
| 52.222-41 | Service Contract Labor Standards | May-14 |   |
| 52.222-50 | Combating Trafficking in Persons | Mar-15 |   |
| 52.222-54 | Employment Eligibility Verification | Oct-15 | >$3,500for work performed in U.S. only |
| 52.223-6 | Drug Free Workplace | May-01 | >SATfor work performed in U.S. only |
| 52.225-1 | Buy American Act – Supplies | May-14 | >$25,000 |
| 52.225-3 | Buy American Act—Free Trade Agreement— Israeli Trade Act | May-14 | >$25,000 |
| 52.225-13 | Restrictions on Certain Foreign Purchases | Jun-08 |   |
| 52.227-1 | Authorization and Consent | Dec-07 |   |
| 52.227-2 | Notice and Assistance Regarding Patent and Copyright Infringement | Dec-07 |   |
| 52.227-14 | Rights in Data – General | May-14 |   |

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| **Clause Number** | **Title** | **Date** | **Applicability** |
| 52.228-3 | Worker's Compensation Insurance (Defense Base Act) | Jul-14 |   |
| 52.228-7 | Insurance - Liability to Third Persons | Mar-96 | Cost-Reimbursable contracts |
| 52.228-8 | Insurance - Liability to Third Persons | Mar-96 | T&M contracts |
| 52.230-2 | Cost Accounting Standards | Oct-15 | If full CAS coverage applies US organizations only |
| 52.230-3 | Disclosure and Consistency of Cost Accounting Practices | Oct-15 | >$700,000subcontract subject to modified CAScoverage |
| 52.230-6 | Administration of Cost Accounting Standards | Jun-10 | US organizations only |
| 52.232-7 | Payments Under Time and Materials and Labor Hour Contracts | Aug-12 |   |
| 52.232-16 | Progress Payments | Apr-12 | SB contracts only |
| 52.232-20 | Limitation of Cost | Apr-84 | Fully funded Cost-type contracts |
| 52.232-22 | Limitation of Funds | Apr-84 | Cost-type contracts |
| 52.232-40 | Providing Accelerated Payments to Small Business Subcontractors | Dec-13 |   |
| 52.242-13 | Bankruptcy | Jul-95 | >$150,000 |
| 52.242-15 | Stop Work Order | Aug-89 |   |
| 52.242-15 (Alt I.) | Stop Work Order | Apr-84 | Cost Reimbursement contracts |
| 52.243-1 | Changes - Fixed Price | Aug-87 | FFP contracts |
| 52.243-2 | Changes—Cost Reimbursement | Aug-87 | Cost-type contracts |
| 52.243-3 | Changes—Time and Material or Labor Hours | Sep-00 | T&M & labor hour type contracts |
| 52.244-2 | Subcontracts (paragraphs (h) and (i) only) | Oct-10 |   |
| 52.244-5 | Competition in Subcontracting | Dec-96 | >SAT |
| 52.244-6 | Subcontracts for Commercial Items | Dec-13 | when commercial item acquisition (per FAR 52.202-1) is contemplated |
| 52.245-1 | Government Property | Apr-12 |   |
| 52.246-4 | Inspection of Services - Fixed Price | Aug-96 | >SAT FFP subcontracts |
| 52.246-5 | Inspection of Services (Cost Reimbursement) | Apr-84 | Cost Reimbursement contracts |
| 52.246-6 | Inspection of Time and Material and Labor Hour | May-01 | T&M and Labor Hour contracts |
| 52.247-63 | Preference for U.S.-flag Air Carriers | Jun-03 |   |
| 52.247-64 | Preference for Privately Owned U.S.-Flag Commercial Vessels | Feb-06 |   |
| 52.249-1 | Termination for the Convenience of the Government (Fixed Price) (Short Form) | Apr-84 | FFP contracts <SAT |
| 52.249-2 | Termination for the Convenience of the Government (Fixed Price) | Apr-12 | FFP contracts >SAT |
| 52.249-6 | Termination (Cost Reimbursement) | May-04 | Cost Reimbursement contracts |
| 52.249-6 (Alt. IV) | Termination (Time & Materials or Labor Hour) | Sep-96 | T&M or Labor Hour contracts |
| 52.249-14 | Excusable Delays | Apr-84 |   |
| 52.252-2 | Clauses Incorporated by Reference | Feb-98 |   |

**8. ANNEX 1**

**BUDGET TEMPLATE**

The Excel workbook template that the Offeror should use to assemble their Cost Proposal has been sent as a separate file along with this RFP.

1. RINGSS and RINGII G2G is implemented in 10 and 25 communities respectively in each District. [↑](#footnote-ref-1)