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**Request for Applications (RFA)**

**RFA Title:** Technical Support to Community Based Livelihoods Development for Women and Children

**Authority:** Cooperative Agreement No. AID-674-A-12-00003

**RFA Number:** 4443-01-RFA-13-01

**Issuance Date:** May 20, 2013

**Proposal Deadline\*:** June 7, 2013 by 4:00 pm Swaziland Time (GMT+2)  
*\*any bids received after the stated time and date will not be considered*

**Final Date for Questions:** May 24, 2012 by 4:00 pm Swaziland Time (GMT+2)

**Answers to Questions Released:** May 31, 2013 by 4:00 pm Swaziland Time (GMT+2)

**Proposed Period of Performance:** o/a June 17, 2013-December 16, 2014

**Submission Format:** Email [pvilakati@fhi360.org](mailto:pvilakati@fhi360.org) or By Hard Copy to Phindile Vilakati, Momentum Office Park, Somhlolo Road, Mbabane

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**I. INTRODUCTION & BACKGROUND**

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally-driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender equality, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries and all U.S. states and territories.

Community Based Livelihoods Development for Women and Children in Swaziland (CBLD) is a five-year, PEPFAR-funded cooperative agreement between USAID and FHI 360, supported by TechnoServe, which began in December 2011 and will be implemented through November 2016. CBLD's objectives are: (1) to improve the livelihood capabilities of vulnerable households, particularly women and OVC caregivers within these households; (2) to protect the rights of women and children; and (3) to strengthen the capacity of organizations and

institutions to promote the social and economic well-being of women and children. CBLD believes that the most sustainable outcomes are achieved with the direct participation of community members and institutions. Therefore, the project team, including organizations awarded this activity, will work alongside its community partners in designing, and implementing most activities.

CBLD is currently active in two communities in Hhohho: Herefords (Mayiwane Inkhundla) and Ndzingeni (Ndzingeni Inkhundla). The approximate population of Herefords is 4,464 persons within 735 households. The approximate population of Ndzingeni is 4,242 persons within 271 households. CBLD will be engaged in at least six communities by the end of the project. In the first two identified communities, CBLD has already conducted a series of community engagement activities, including community dialogues' focus group discussions, and strategic planning meetings. These events have defined community priorities and identified local or regionally accessible resources and assets (human, material, and capital) that can be applied to these priorities. This can include individuals, organizations, private enterprises, and government ministries or parastatals. In each community, a strategic plan will link these resources to the established priorities and desired outcomes. CBLD will be involved in supporting some, but not all, of the activities outlined in the strategic plan with the help of the organization identified through this RFA process.

For more information, please visit [www.fhi360.org](http://www.fhi360.org). More information on TechnoServe can be found at [www.technoserve.org](http://www.technoserve.org).

## **II. PURPOSE:**

CBLD's office is located in Mbabane. The project is currently active in two communities in Hhohho, Swaziland: Herefords and Ndzingeni. The services requested by this application are to focus on these two communities.

FHI 360 is seeking an organization to design and implement programs and activities in these two communities in the following activity areas:

1. Training on homestead gardening
2. Early childhood development and education
3. Savings groups

As part of its application to administer this program, FHI 360 is seeking a partner institution/organization to design and implement community-based program activities with a duration of up to 18 months. In meeting its objectives, the community-based program should, where feasible, involve community members and institutions in design and implementation (e.g. training community members as mentors or empowerment workers). The program should also emphasize the link between individual activities and the overall program goals of human and institutional capacity building, and improved health and social and/or economic well-being of women and children.

## **Monitoring and Evaluation**

CBLD has conducted a household survey in each community in order to provide the community and project staff with an understanding of current conditions, and establish a baseline against which project outcomes can be measured. This RFA lists performance and outcome indicators, used by CBLD, specific to each of the three activity areas. Additionally, applicants should be aware that activities in these three areas may contribute to other broader project outcomes, and therefore the organization may be required to collect information on these indirect outcomes. For those specific indicators the methods to collect them will be provided by FHI 360. Applicants are requested to propose approaches to monitoring and evaluation for each activity. However, M&E for all activities will be integrated with CBLD's own Performance Monitoring Plan, and other USAID performance indicators.

For more information on indicators used by CBLD, please review the PEPFAR Next Generation Indicators Reference Guide, 2009<sup>1</sup>.

### III. SCOPE OF WORK

#### **Training around Homestead Gardening**

**Objective:** provide training and mentorship to community residents in homestead gardening techniques to increase household production and consumption of diverse fruit and vegetable crops.

**Direct performance metrics and output indicators:**

1. Number of community members participating in garden training, and number of household members benefiting from such training

**Indirect performance metrics and outcomes indicators** (to be aggregated with other CBLD performance metrics):

1. Change in dietary diversity among children.
2. Change in number of children (>5 years) reporting consuming three meals per day.

CBLD will support the uptake of homestead fruit and vegetable gardens as a means to offset food expenses and increase the availability of nutritious foods for households. In considering approaches to training participants in this activity, applicants should balance quality, impact, and sustainability of training outcomes with the number of participants trained. Emphasis on youth is encouraged, and provisions for sustainability and knowledge-sharing among community members should be explored. Applicants may consider integrating mechanisms to provide NCPs with locally produced fruit and vegetables, although the overall emphasis remains at the homestead level. CBLD does not encourage using project funds to provide training recipients or other community members with fencing and other inputs, and would prefer that applicants detail how training participants might be able to source materials and inputs themselves locally or through government programs (e.g. SADP) or extension services. Ultimately, the source of inputs must be sustainable and renewable.

#### **Early Childhood Development and Education**

**Objective:** build skills in early childhood development for NCP caregivers, pre-schools teachers, and young parents and caregivers.

**Direct performance metrics (outputs):**

1. Number of adults receiving ECD/E training
2. Number of children receiving ECD/E services derived from training provided by CBLD

**Indirect performance metrics and outcomes indicators** (to be aggregated with other CBLD performance metrics):

1. Change in attendance to early childhood education for children between 36 and 59 months of age (derived from CBLD baseline data)
2. Change in number of children (>5years) whose growth, weight and immunization status is monitored regularly (at least once in 12 months)
3. Change in number of reported cases of child abuse

Through the CBLD project, the applicant will increase access to quality early childhood development and education training (ECD/E) for institutional child care providers, parents, and other caregivers. Applicants are encouraged to include building local training capacity to support the delivery of ECD/E training. FHI 360 is aware that effective ECD/E training modules have been developed and are in use in Swaziland, and therefore does not anticipate that applicants would devote resources to developing new training materials. Applicants are requested

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<sup>1</sup> <http://www.pepfar.gov/documents/organization/81097.pdf>

to identify and describe the training materials that will be used. ECD materials should include health, nutrition and sanitation; physical and cognitive development; and behavior and discipline.

Training recipients will include NCP caregivers, pre-school teachers, and parents or other caregivers. Applicants are requested to include in their application approaches to identifying parents and caregivers who would qualify for ECD/E training.

### **Savings Groups**

**Objective:** improve the access to and utility of savings group membership for community members.

#### ***Direct performance metrics and outputs indicators:***

1. Number of individuals trained in managing or training savings groups
2. Number of participants of savings groups receiving direct or step-down CBLD training and other technical support.
3. Total accumulated savings through savings groups
4. Total lending through savings groups

#### ***Indirect performance metrics and outcomes indicators:***

1. Improved cash flow and financial management as reflected by number of instances the savings group members recall not having cash on hand for food, health care, clothing, enterprise, or school fees.
2. Change in household's ability to access health care and social services.

CBLD will conduct an assessment to determine the current extent of savings group activities in each community. This assessment will provide information on the basic types of savings groups, their effectiveness or utility to members, and the interest or appetite for additional training in savings group operations increasing the number of savings groups. Additionally, potential trainers and mentors for new and existing savings groups will be identified. While savings groups typically target women, CBLD would like to extend access to youth and men.

The applicant will, in consultation with CBLD, design or adapt a savings group training module that will be delivered to community trainers or mentors, and observe the next level of training to be delivered directly to savings group members.

Savings group meetings typically involve additional trainings and information sessions for members about legal rights, health, early childhood development, entrepreneurship training, and behavior change communication. Applicants should include proposed approaches for integrating these components into savings group training and formation, bearing in mind that CBLD has expertise and access to resources to cover legal rights, entrepreneurship, and behavior change.

Based on its research into effective savings group models, CBLD prefers that proposed models do not mandate contributions for specific activities, such as an OVC fund, or require that participants only borrow for income-generating activities. However, applicants should make a case for whichever model is proposed.

## **IV. DELIVERABLES**

The selected applicant shall be required to complete and submit the deliverables within the timeframe listed below. Deliverables are to be submitted in electronic form by the local organization to the designated CBLD lead. Please note that, in most cases, multiple drafts of deliverables shall need to be submitted by the local organization to CBLD for feedback before the deliverable can be considered final and approved, fulfilling the terms of the Grant.

**Work Plan**

FHI 360 must approve a work plan prior to the commencement of any activities at the community level, excluding consultations and necessary field research required to inform the work plan. The work plan should cover the complete period of performance and include a detailed schedule of activities.

**M&E Data Collection Methods**

Following consultations with CBLD’s M&E Specialist, the partner will submit a document proposing its own M&E data collection methods.

**Monthly Reports**

The applicant is expected to submit a monthly report by the 15<sup>th</sup> (or last business day before the 15<sup>th</sup>) of each month. This report details progress on ongoing activities, success, challenges, lessons learned, and plans for the following month, and includes reporting on relevant monitoring indicators, including those listed above.

**Financial Invoices**

The applicant is expected to submit a quarterly invoice within 20 days following the end of the reporting period. The report format and details will be determined with the applicant upon determination of award.

<b>Deliverable</b>	<b>Deliverable Due Date</b>
Work plan	Within 15 days of signed agreement
Proposed M & E data collection methods	Within 15 days of signed agreement
Monthly Reports	15 <sup>th</sup> of each month
Financial Invoices	20 <sup>th</sup> following the end of the reporting period
Success Stories	Quarterly, within 45 days of the end of the quarter.
Final Report	30 days from the end of the agreement.
Savings Group training manual and materials	One month from approved work plan
Homestead garden training materials	2 weeks from approved work plan
ECD/E training manual and curriculum	2 weeks from approved work plan

**V. TECHNICAL DIRECTION**

To be determined.

**VI. PERIOD OF PERFORMANCE**

The period of performance anticipated to be from on/about **June 17, 2013-December 16, 2014**.

**VII. AWARD MECHANISM**

FHI 360 will determine the award mechanism with the winner and anticipates issuing either a fixed obligation grant or a cost reimbursable grant. **After the award, FHI 360 will work with the successful offeror to develop a payment schedule** based on the acceptance of deliverables or measurable performance milestones.

**VIII. BUDGET**

Please note the budget must be submitted in SZL and show number of units and unit costs. Terms of payment shall be determined by the grant mechanism used for the award. Please use the budget template provided.

Budgets should cover a 24 month implementation period, estimated to begin on **June 17, 2013 and end on June 16, 2015** and supported by detailed budget notes, which shall provide details on all proposed costs by line item.

## **IX. TERMS AND CONDITIONS**

1. **Reporting:** The subaward will detail the reporting requirements. Recipients must be willing to adhere to the reporting schedule and requirements for both programming activities and financial monitoring.
2. **Monitoring:** CBLD staff will monitor programmatic performance. FHI 360 and USAID reserve the right to review finances, expenditures, and any relevant documents at any time during the project period and for three years after the completion of the project and closeout. All original receipts must be kept for three years after the formal closeout has been completed.
3. **Prohibited Goods and Services** - Under no circumstances shall recipients procure any of the following under this award:
  - Military equipment
  - Surveillance equipment
  - Commodities and services for support of police or other law enforcement activities
  - Abortion equipment and services
  - Luxury goods and gambling equipment
  - Weather modification equipment
4. **Restricted Goods** - The following costs are restricted by USAID and require prior approval from FHI 360 and USAID:
  - Agricultural commodities
  - Motor vehicles
  - Pharmaceuticals
  - Pesticides
  - Fertilizer
  - Contraceptives
  - Used equipment
  - U.S. Government-owned excess property
5. **Eligibility Criteria** – The awarded organization must meet the following eligibility criteria:
  - Non-U.S. organization that demonstrates existing and relevant experience in Swaziland and can demonstrate authorized and appropriate credentials that meet U.S. Government criteria;
  - Meets the legal status required by Swaziland laws (must be registered, incorporated under Swaziland law and operating in Swaziland);
  - A valid DUNS number prior to award ([http://www.whitehouse.gov/sites/default/files/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf));
  - Submit an application which meets all the requirements contained in this RFA; and
  - Have basic accountability, financial management, and program implementation structures in place. Applicants who are initially selected based on the strength of their technical applications will be asked to provide organizational information that supports their ability to manage U.S. government funds. Selected organizations will be asked to complete a pre-assessment questionnaire and provide additional supporting documentation such as copies of audits, financial statements, policies and procedures, proof of registration, etc.

The following organizations are **ineligible**:

- Any entity whose name appears on the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs;”
- Any Public International Organizations, such as a branch of the United Nations, multilateral development banks, etc.;
- Any government organization;
- Any entity whose country of origin/nationality is not the cooperating country (DRC) or the U.S.;
- Any entity affiliated with FHI 360 or any of its directors, officers, or employees; and
- Organizations/vendors which currently have pending audit issues on U.S. Government funds.

6. **Standard Provisions:** CBLD is required to respect the provisions of the United States Foreign Assistance Act and other U.S. laws and regulations. The Grant will be administered according to FHI 360’s policies and procedures as well as USAID’s regulations for non-U.S. non-governmental recipients.

7. **Certifications for Non-U.S. Non-Governmental Recipients**

The following Standard Certifications are required by FHI 360 and USAID:

- Certification Regarding Terrorist Financing
- Key Individual Certification - Narcotics Offenses and Drug Trafficking
- Certification Regarding Debarment, Suspension, Ineligibility, And Voluntary Exclusion – Lower Tier Covered Transactions
- Certification regarding Drug-Free Workplace Requirements
- Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking

The awarded vendor will be required to sign and comply with the content of the above certifications as a part of the Grant.

**X. SUBMISSION REQUIREMENTS**

In responding to this RFA, the applications should include:

1. Agreement to proposed period of performance.
2. Technical Application:
  - A. **Capability and Technical Experience Statement** – not to exceed three (3) pages, indicating the following:
    - i. A short statement describing the offeror’s capability for best completing the assignment. Please make sure to include information relating to previous experience on similar assignments.
    - ii. The offeror’s previous experience with similar activities. Please include examples of both implementation and development of RFA similar activities.
  - B. **Technical Proposal** – Not to exceed five (5) pages indicating how the offeror will accomplish the tasks and deliverables set forth in the RFA. Please include clear and comprehensive methodology describing the approach through which your firm will carry out this assignment, in addition to detailed work plan/timeline of activities.
    - Proposed approach to including community participation in planning, decision making, implementation, and performance monitoring.

- Proposed methodology and understanding of SOW
  - All applicants should indicate how they plan to involve local institutions (e.g. schools, inner councils, NCPs, RHMs, etc.), government structures (Regional Development Teams, Ikhundla centres, health clinics and centres, etc.), and community members, and should include provisions for sustainability of activities and their impact.
  - Proposed timeframe for implementing activities in the community
  - The anticipated number of participants and beneficiaries in proposed activities
  - Please include a **timeline of activities** and your proposed **methods of monitoring the implementation** of the activities.
- C. **Staffing** – Please identify the qualifications and roles of the key personnel, and the staffing structure providing a biosketch for each of no more than half a page. Resumes for personnel should be included **as an annex**.
- D. **References**– Please include three client references and current contact information. References should have worked with your firm within the past three years and current contact information for each.
3. Cost Proposal
- A. **Detailed Budget:** Please provide a budget using the Excel template provided in the RFA, broken down by **Community**, which reflects as accurately as possible the real costs for implementing the proposed activities (please use the template provided, there are two tabs one for the detailed budget and one for the summary of costs per deliverable). The budget should include a summary of the costs broken down by task. All firm fees must be clearly stated including the basis on which they will be applied. All projected costs must be in accordance with the firm’s standard practices and policies.
- B. **Budget Narrative:** A brief narrative explanation and justification for each line item must be included in a separate section entitled “budget notes” and include data to support actual costs and/or methodologies to support cost estimates. Budget notes serve as justification for each cost included in a budget; they should be presented in such a way as to be easily referenced from the budget; and they should provide sufficient information so that FHI 360 may sufficiently review a proposed budget for reasonableness. All projected costs must be in accordance with the vendor’s standard practices and policies.
- C. **Indirect Rates:** Indirect rates such as fringe, overhead, and general and administrative (G&A) that have not been approved by a U.S. Government agency in a NICRA (Negotiated Indirect Cost Rate Agreement) may not be charged in this agreement. If the organization does not have a NICRA, then all costs should be direct charged appropriately, and the applicant should include its allocation methodology and supporting costs. All costs charged to the project shall be directly related to the implementation of the proposed activities. If the offeror will include fringe benefit or overhead rates, the offeror should include documentation to justify the rates charged, for example a U.S. Government agency approved Negotiated Indirect Cost Rate Agreement (NICRA).

### Cost Share

FHI 360 has a 20 percent cost share requirement under this award. Applicants are expected provide cost share at a target rate of 20 percent at minimum. Cost share can be comprised of any of the following: use of capital funds from non-U.S. Government sources; contribution of donated equipment or other material resources from non-U.S. Government sources; use of volunteer or reduced rate labor. All cost share contributions are to be monetized and included in the monthly financial reporting. All cost share shall meet the requirements outlined in 22CFR226.23. Applicants must submit their cost share proposal as part of their application.



4. Contact Information

Please include contact information for the person responsible for communication regarding the applications, negotiation of the purchase order, and administration of the purchase order. Contact information includes:

- Name and title of main contact person
- Street and mailing addresses
- Phone/fax numbers
- E-mail addresses of key individuals.
- Any additional relevant/organizational information should also be provided.

The offeror should read the instructions carefully before submitting an application. Any discrepancy in following these instructions or contract provisions may disqualify an application without recourse on an appeal for reconsideration at any stage.

Although present plans are to enter into discussions with those applicants most highly ranked following evaluation, FHI 360 reserves the right to award without discussions. Hence, applications should be submitted initially on the most favorable terms, from a price and technical standpoint, which the applicant can submit to FHI 360.

**XI. CRITERIA FOR EVALUATION**

Proposals will be evaluated and ranked according to the conditions described in the evaluation criteria below, with a total overall maximum point value of 100:

<b>Criteria</b>	<b>Score</b>
Capabilities statement and relevant experience that addresses the nature of the project. It should include descriptions of similar work and solid references.	25%
Cost effectiveness and proposed required Level of Effort and Detailed Budget broken out by task	15%
Ability to Meet Cost-Share	10%
Proposed methodology, proposal responsiveness to SOW and project timeline that shows to what extent in which there is a clear definition of concrete project deliverables and a reasonable schedule of activity duration for each activity	35%
Qualifications of the proposed staff	15%
Total	100%

Selection will be based on “Best Value.” Applications will first be evaluated and scored from a technical standpoint. Applications that are considered to be technically acceptable shall then be evaluated in terms of cost. The award shall be issued to the offeror with the highest combined technical and cost score. A certification of independent price determination (see Appendix 2) is required.

## **XII. RFA RESPONSE INFORMATION**

All responses to this RFA must be received no later than **June 7, 2013, 4:00 pm Swaziland Time (GMT +2)**.

Immediate acknowledgment of receipt of this RFA is requested to be submitted to Phindile Vilakati at [pvilakati@fhi360.org](mailto:pvilakati@fhi360.org) by all interested parties. This acknowledgement will be used in disseminating answers to clarifying questions.

All inquiries and requests for information affecting this RFA must be submitted by e-mail to Phindile Vilakati at [pvilakati@fhi360.org](mailto:pvilakati@fhi360.org). Any questions or requests for clarification need to be submitted in writing to the same email addresses, by **May 24, 2013, 4:00 pm Swaziland Time (GMT +2)**. Inquiries and answers to inquiries will be shared with all applicants who have acknowledged receipt of an interest in this RFA by **May 31, 2013, 4:00 pm Swaziland time (GMT +2)**. NO TELEPHONE INQUIRIES WILL BE ANSWERED.

Applications should be submitted by sealed envelope or e-mail to:

Phindile Vilakati, [pvilakati@fhi360.org](mailto:pvilakati@fhi360.org)  
Momentum Office Park, Somhlolo Road, Mbabane

Applications received after this date and time shall not be accepted and shall be considered non-responsive. FHI 360 will acknowledge receipt of your proposal by return email.

## **XIII. RFA TERMS AND CONDITIONS**

Offerors are responsible for reviewing the terms and conditions described below:

### **Withdrawals of Applications**

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

### **Rights to Select/Reject:**

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

### **RFA not an Offer**

This RFA represents only a definition of requirements. It is merely an invitation for submission of Applications and does not legally obligate FHI 360 to accept any of the submitted Applications in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 has no contractual obligations with any firms based upon issuance of this RFA. It is not an offer to contract. Only the execution of a written contract shall obligate FHI 360 in accordance with the terms and conditions contained in such contract.

### **Discussion and Award**

FHI 360 reserves the right to seek clarifications, enter into discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. FHI 360 reserves the right to exclude from further consideration any application at any time, including after discussions or negotiations have been entered into.

**Application Validity Date**

All information submitted in connection with this RFA will be valid for three (3) months from the RFA due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If you are awarded the contract, all information in the RFA and negotiation process is contractually binding.

**Offer Verification**

FHI 360 may contact offerors to confirm contact person, address, and application amount and to confirm that the application was submitted for this solicitation

**False Statements in Offer**

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments. At any time that FHI 360 determines that an offeror has provided false statements in the application, FHI 360 may reject the application without further consideration.

**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 offeror.

**Governing Law and Language**

This solicitation and any resulting contract shall be interpreted in accordance with the laws of the U.S. Government except in cases where they contradict Swazi law. The English language version of this solicitation and any resulting contract shall govern, and all notices pursuant to the provisions of this solicitation and any resulting contract shall be in English.

**XIV. RFA ATTACHMENTS:**

**Appendix 1: Applicable Terms and Conditions**

**Appendix 2: Certification of Independent Price Determination**

**Appendix 3: Budget Template (see attachment)**

## APPLICABLE TERMS AND CONDITIONS

Successful Applicants who are awarded a Cost Reimbursable Grant will be subject to the following USAID Standard Provisions: <http://transition.usaid.gov/policy/ads/300/303mab.pdf>

Successful Applicants who are awarded a Fixed Obligation Grant will be subject to the following USAID Standard Provisions: <http://transition.usaid.gov/policy/ads/300/303mat.pdf>

## Appendix 2: Certification of Independent Price Determination

(a) The offeror 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 offeror, including but not limited to subsidiaries or other entities in which offeror 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 offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract 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 offeror 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 offeror's firm responsible for determining the prices being offered in this bid or application, 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 offeror 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 offeror 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) Offeror 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 offeror will result in the termination of the award for default.

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Signature of Offeror

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Date