



FAST Tunisia

Request for Proposals (RFP)

No. FAST-TUN-TUN-23-0027

Supporting DGI in the Implementation of an Information Security Management System according to the ISO 27001:2002 standard

Issue Date: April 7, 2023

WARNING: Prospective Offerors who have received this document from a source other than the (FAST project, office location and ProcurementFast@dai.com), should immediately contact (ProcurementFast@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility if they do not receive communications prior to the closing date.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

Table of Contents

1. Introduction and Purpose	4
1.1 Purpose	4
1.2 Issuing Office.....	4
1.3 Type of Award Anticipated	4
2. General Instructions to Offerors.....	4
2.1 General Instructions.....	4
2.2 Proposal Cover Letter	5
2.3 Questions regarding the RFP	5
3. Instructions for the Preparation of Technical Proposals	5
3.1 Services Specified.....	6
3.2 Technical Evaluation Criteria	7
Technical score	7
4. Instructions for the Preparation of Cost/Price Proposals.....	7
4.1 Cost/Price Proposals	7
5. Basis of Award.....	8
5.1 Best Value Determination.....	8
5.2 Responsibility Determination	8
6. Anticipated post-award Deliverables.....	8
7. Inspection & Acceptance.....	9
8. Compliance with Terms and Conditions.....	9
8.1 General Terms and Conditions.....	9
8.2 Prohibited Technology	9
8.3 Source and Nationality.....	9
8.4 Data Universal Numbering System (DUNS)	10
9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	10
10. Attachments	12
10.1 Attachment A: Scope of Work for Services or Technical Specifications	12
10.2 Attachment B: Proposal Cover Letter	16
10.3 Attachment C: Price Schedule.....	17
10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors... 18	
Error! Bookmark not defined.	
10.5 Annexe E : Self-Certification for DUNS Qualification Exemption... Error! Bookmark not defined.	
10.6 Attachment F: Past Performance Form	29
10.7 Attachment G: Representations and Certifications of Compliance	30
10.8 Attachment J: Proposal Checklist.....	32

Synopsis of the RFP

RFP No.	FAST- TUN-23-0027
Issue Date	April 7, 2023
Title	Request for Proposals for Implementing an ISMS in the DGI
Issuing Office & Email/Physical Address for Submission of Proposals	Building Palmier du lac, 6 th Floor; Feuille d'érable Avenue, Lac 2 FASTprocurementinbox@dai.com
Deadline for Receipt of Questions	April 15, 2023 , at 23:59 Tunis time
Deadline for Receipt of Proposals	May 7, 2023, at 23:59 Tunis time
Point of Contact	For Question submission: ProcurementFast@dai.com For Proposal submission: FASTprocurementinbox@dai.com
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

The USAID FAST project is working closely with the Ministry of Finance (MoF) to improve services to taxpayers and increase tax revenue.

The government of Tunisia has committed to implement the Automatic Exchange of Information (AEOI) standard on financial accounts and to begin the first exchanges in September 2024. To achieve the exchange of this information in a mutual way, Tax administration should succeed in its assessment by the Global Forum on Transparency and Exchange of Information for Tax purposes in the implementation by the DGI of the confidentiality and data protection requirements.

In this context, the DGI requested FAST Project technical assistance to support the implementation of a comprehensive framework for information security management (ISM) to enable DGI to be compliant with the ISO27001 standard requirements.

The objective of this proposal is to hire a consultant company to assist and support DGI in implementing the requirements of the ISO 27001:2022 standard. This activity is considered as a high priority by the DGI to succeed in its assessment by the Global Forum on Transparency and Exchange of Information for Tax Purposes.

FAST Project will therefore work closely with the selected consultant firm as well as the DGI and CIMF staff to ensure the successful implementation of the ISO 27001 standard requirements.

DAI, the implementer of the USAID FAST Project invites qualified offerors to submit proposals to assist in the implementation of the planned activities and providing project management support services.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility if they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order. This subcontract type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than May 7, 2023 , Tunisia, to be submitted To FASTprocurementinbox@dai.com; and the RFP number and title of the activity must be stated in the subject line of the email, and specify whether cost and technical proposals shall be submitted in a single email or in separate emails. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 180 Days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or FAST employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents

1. **Technical Approach** - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. **Personnel and Management approach :**
 - a. **Key personnel** : the offeror must provide (3) Key personnel composed of a project manager and two experts. The Key Personnel are those whose professional and technical skills are essential for the successful implementation of the contract activity. Once an award is made, Key Personnel cannot be changed without approval from DAI offeror must include a CV which may not exceed four pages and must identify, at a minimum :

- **The project manager :**
 - Expert in information security and must justify his experience :
 - Certified as an ISO/IEC 27001 Lead Implementer (2022 edition of the standard is preferred)
 - At least 5 years of experience
 - Participated as a senior expert in three ISMS implementation and ISO 27001 certification support missions in similar projects.
- **The two experts**
 - Certified in IT security or Risk management (ISO/IEC 27001, ISO/IEC 27005, ISO 31000, COSO ERM , CISA, CISM, CISSP, CEH, etc.)
 - At least 3 years of experience
 - Participated in 02 similar projects of planning, implementation and/or monitoring and control of an ISMS.

If requested or deemed necessary by DAI, Offerors must make available for virtual or face-to-face interviews, any proposed key personnel before or after contract award, in order to obtain approval to carry out his/her planned activities and tasks.

- b. **Non-Key Personnel:** The offeror can propose other resources (maximum 02 experts) to the project team to carry out this mission but they must meet the following qualification requirements :
 - Certified in IT security or Risk management (ISO/IEC 27001, ISO/IEC 27005, ISO 31000, COSO ERM, CISA, etc.)
 - At least 2 years of experience
 - Participated in 02 similar projects of planning, implementation and/or monitoring and control of an ISMS or Risk management audit.

The offeror must provide illustrative CVs for non-key personnel whose roles are supporting the key team member. The illustrative CV may not exceed two pages and must identify the role proposed under this assignment and, at a minimum, the start year and month and end year and month for each former relevant employment listed.

- c. **Management approach:** The offeror must clearly describe how the proposed personnel provide the requisite professional and technical staffing and expertise to successfully implement the proposed activities and scope of work. The offeror will describe the structure of the team and the functions of each team member, including the division of roles and responsibilities.
3. **Past Performance** –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

This RFP will be scored as below:

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical score		100 points
1-Technical approach	<ul style="list-style-type: none"> - Description of the program and the proposal to achieve the priorities identified in this RFP, including a description of the proposed services and approach, which meets or exceeds the planned activities, assignment deliverables, stated functional (20 points) -Work plan and timeline (Gantt chart) for the implementation period that shows how the offeror will complete the work and demonstrate the achievement of timely and acceptable performance of the work (10 points) -) 	30 points
2-Personel and management approach	<ul style="list-style-type: none"> - Academic and other professional qualifications, skills, relevant experience and suitability of the proposed key personnel (30 points) -Academic and other professional qualifications, skills, relevant experience and suitability of the other key personnel (10 points). - The clarity and coherence of the project management structure and functions, including the division of roles and responsibilities (10 points). 	50 points
3- Past performance (to provide professional references)	-Successful completion of ISMS implementation project with similar size and complexity as presented in the table in Attachment F (20 points)	20 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Price proposals shall be in a separate file from technical proposals and shall be clearly labeled as "VOLUME II: PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services are not eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will be awarded for cost. Price will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the Tunisia.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All the deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Due Date
1	The project charter and plan The project scope Awareness workshop documentation	W4 (W1 starts from contract signing)
2	ISMS scope Information Security Policy Risk Assessment Report Statement of Applicability (SoA)	W12
3	All documentation required by the ISO 27001 standard : Information security policies and procedures	W20
4	Assessment report (process review, Internal audit & management review)	W28
5	Continual improvement report (corrective actions, preventive actions & improvement actions)	W32

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

8.3 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively. DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any

goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.4 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or

subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications

Scope of Work (English)

1. Purpose, tasks and responsibilities

The main objective of this mission is to assist and support the DGI in implementing the requirements of the ISO 27001:2022 standard to ensure confidentiality and data protection in the context of automatic information exchange.

This mission includes five main phases.

Phase 1: Initiation and scoping of the project, specific training on the fundamental information security concepts and principles.

Phase 2: Planning the implementation of an ISMS.

Phase 3: Implementation of an ISMS.

Phase 4: Assessment of ISMS performance.

Phase 5: ISMS improvement.

The activities to be conducted and the expected results of the mission are presented in the following table :

Phase	Activities	Delivrables
Phase 1	Project Scoping	
	Define the project's scope	- Project scope
	Define the work procedures	- Work Procedures
	Develop the project charter and plan	- Project charter and plan
	Awareness workshop of IT Security and ISO27001:2022 for DGI senior managers	- Plan and documentation for the awareness workshop - Quiz test
Phase 2	Planning the implementation of an ISMS	
	Determine the scope of the ISMS	- ISMS scope
	Set up the Information Security policy	- Information Security Policy - ISMS Manual
	Define a risk assessment methodology	- Risk Assessment Methodology
	Define and implement a process for assessing IT security. <ul style="list-style-type: none"> - Identify the risks : <ul style="list-style-type: none"> o Identification of the assets of the defined scope (Workshops) 	- Risk analysis reporting (procedural and technical) - Risk Assessment Report

	<ul style="list-style-type: none"> ○ Identification of threats, existing controls, vulnerabilities and impacts - Analyze risks : <ul style="list-style-type: none"> ○ Assess the impacts and likelihood of a risk ○ Estimate the level of risk - Risk assessment : <ul style="list-style-type: none"> ○ Risk level assessment based on risk assessment criteria (Workshops) ○ Direction sign-off on the "Risk Assessment Report" 	
	<p>Define and implement a security risk management process</p> <ul style="list-style-type: none"> - Risk treatment : <ul style="list-style-type: none"> ○ Risk treatment options and plan ○ Residual risk assessment - Risk acceptance : <ul style="list-style-type: none"> ○ Risk treatment plan acceptance (Workshops) ○ Residual risk acceptance 	- Risk mapping and treatment plan
	Develop a Statement of Applicability	- Statement of Applicability
	Setting of information security objectives in line with the ISMS policy	- ISMS metrics
Phase 3	Implementation of an ISMS	
	Elaboration and presentation of the ISMS implementation strategy	- ISMS implementation plan
	Implementation of controls	- Progress Report for ISMS implementation actions
	Document information management (storage, tooling, and record protection rules)	- Information Security Dashboards
	Completion of the documentary structure	- Procedures for document and record control
	Develop the information security policies and procedures	- Information security policies and procedures (configuration management plan, incident management procedures, vulnerability management plan, etc.)
		-
Phase 4	Assessment of ISMS performance	

	<p>Process review :</p> <ul style="list-style-type: none"> ▪ Define the methodology for assessing Information Security performance and ISMS effectiveness in accordance with the standard. ▪ Participate in the process review ▪ Develop action plans based on the process review 	<ul style="list-style-type: none"> - Process review procedures - Process review reports - ISMS Dashboard
	<p>Internal Audits :</p> <ul style="list-style-type: none"> ▪ Performed by an Auditor <ul style="list-style-type: none"> - Independent: not having participated in the previous phases. - Certified ISO 27001 Lead Auditor, audit manager supported by the project team. ▪ Develop internal audit reports ▪ Develop action plans based on internal audits 	<ul style="list-style-type: none"> - Internal Audit Procedure - Internal Audit Program and Schedule - Internal Audit Reports and Action Plan
	<p>Management review :</p> <ul style="list-style-type: none"> ▪ Define the methodology of the management review ▪ Prepare and present the summary of the management review ▪ Develop the action plans based on the management review 	<ul style="list-style-type: none"> - Management Review Procedure - Summary of Management Review - Assessment of corrective, preventive and improvement actions following process reviews, internal audits, and the management review.
Phase 5	ISMS Improvement	
	<p>Support the DGI in :</p> <ul style="list-style-type: none"> - the implementation of corrective actions, - the implementation of preventive actions, - the implementation of improvement actions, mainly for the gaps identified during phase 4 	<ul style="list-style-type: none"> - Planning and implementation of corrective, preventive and improvement actions. - Final reports of all actions undertaken.

Table 1 Work planning and deliverables

2. Level of effort

The level of effort is estimated as follows:

Phases	Level of effort (Weeks)
Support DGI in implementing the requirements of the ISO 27001:2022 standard	32 (160 working days)

3. Period of performance

The assignment will tentatively begin in mid- May 2023 until December 2023. The period of performance will be defined by the date of contract signature and will continue for a total period of 32 weeks, in line with the level of effort above.

4. Reporting

The subcontractor will report to the FAST IT Director who will report to the Tunisia FAST Chief of Party.

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text. -Click here to enter text. issued on Click here to enter text. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

10.3 Attachment C: Price Schedule

Item No.	Item Name	Description/ Specifications	Total Cost
1	<ul style="list-style-type: none"> • The project charter and plan • The project scope • Awareness workshop documentation 		
2	<ul style="list-style-type: none"> • ISMS scope • Information Security Policy • Risk Assessment Report • Statement of Applicability • Information security policies and procedures 		
3	All documentation required by the ISO 27001 standard : Information security policies and procedures (configuration management plan, incident management procedures, vulnerability management plan: etc.)		
4	Assessment report (process review, Internal audit & management review)		
5	Continual improvement report (corrective actions, preventive actions & improvement actions)		
Total Amount in TND			
Total Amount in USD			

Note DAI is exempted from VAT

Delivery Period: [Click here to enter text.](#)

10.4 Attachment D: Instructions for Obtaining a Unique Entity ID (SAM) Number - DAI's Vendors, Subcontractors

**INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM)
DAI'S VENDORS, SUBCONTRACTORS & GRANTEEES**

Note: There is a Mandatory Requirement for your Organization to Provide a Unique Entity ID (SAM) to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM) prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a Unique Entity ID (SAM) prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF AN UNIQUE ENTITY ID (SAM).

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Organizations who fail to provide a Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration, or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting a Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

Summary of Previous U.S. Government Requirements - DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique

Entity Identifier (SAM). After April 4, 2022, the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), a Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022, transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.


Instructions detailing the process to be followed in order to obtain a Unique Entity ID (SAM) for your organization begin on the next page.

THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request a Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click “Sign In” on the upper right-hand corner.
 2. Click on “Create a User Account”

An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV®



Sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

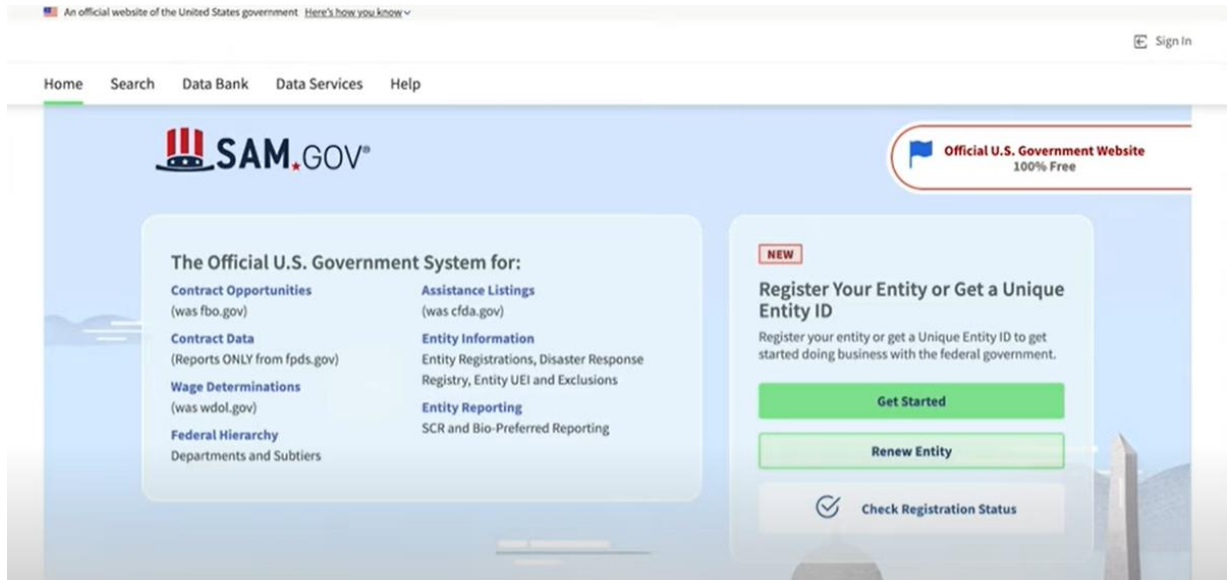
Password Show password

3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
 - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."
4. Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined

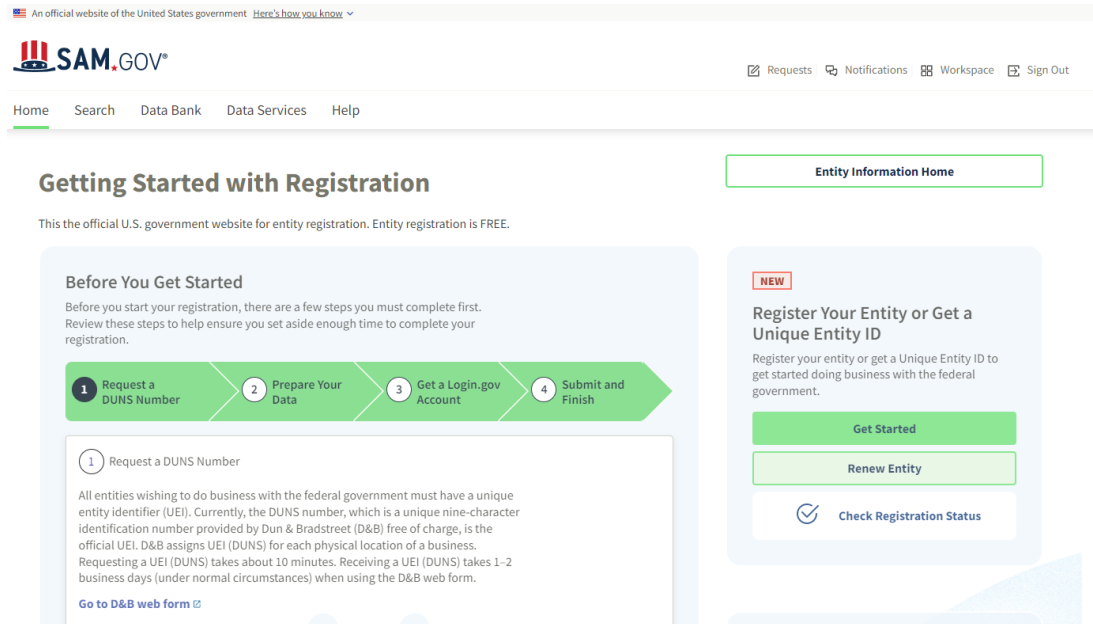
or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

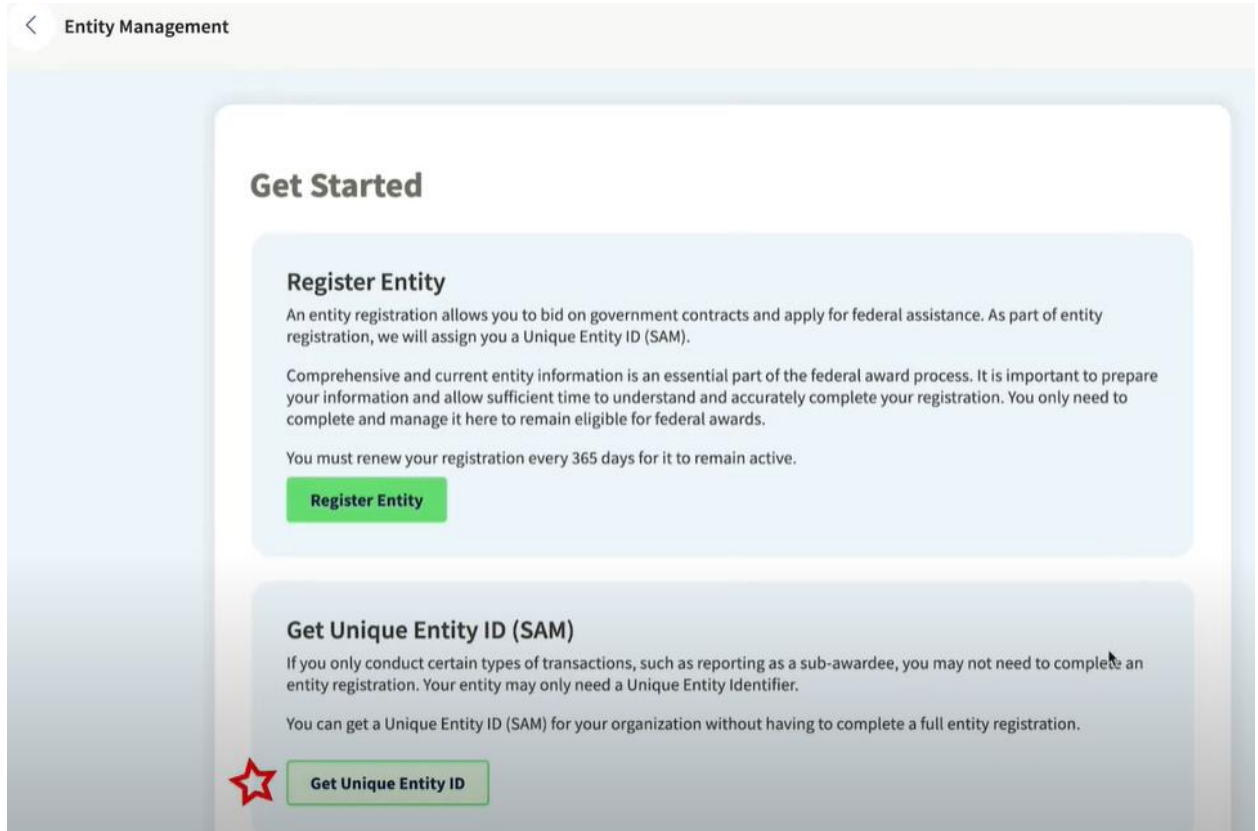
2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.



4. Select “Get Unique Entity ID” on the Get Started page.



5. Enter Entity Information.



- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.
6. When you are ready, select “Next”
 7. Confirm your company’s information.



- a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).



8. When you are ready, select “Next”
9. Once validation is completed, select “Request UEI” to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#) [Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

Workspace

Entity Management

What do I need for registration? [Get Started](#)

Entity Registration

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED

Next Update Due: Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID

1	0
ACTIVE	DRAFT

System Accounts

1	0	0	0	0
ACTIVE	DRAFT	CHANGE REQUEST	PENDING	DEACTIVATED

Profile

Downloads Saved Searches Following

Pending Requests

No pending requests

[See All](#)

Notifications

No available notifications

[See All](#)

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role

GSA

10.5 Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement

**Self-Certification for Exemption from Unique Entity ID (SAM)
For Subcontractors and Vendors**

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier

Full Name of Certifier (Last Name, First/Middle Names):

Title of Certifier:

Date of Certification (mm/dd/yyyy):

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining an **Unique Entity ID (SAM)**, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

10.6 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor 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 the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – RESERVED
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

10.8 Attachment J: Proposal Checklist

Offeror: _____

Have you?

Submitted your proposal to DAI to the email address as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

Proposal of the Product or Service that meets the technical requirements as per Attachment A

Response to each of the evaluation criteria

Documents use to determine Responsibility

Evidence of a Unique Entity ID (SAM) OR Self Certification for Exemption from Unique Entity ID (SAM)

Past Performance (*use template in Attachment F*)