

Technical Assistance Support Contract 3 (TASC3)

SECTION A –REQUEST FOR TASK ORDER PROPOSAL (RFTOP)**Identifying and Reducing the Risk of Avian and Pandemic Influenza in Vietnam**

1	RFTOP Number	RFTOP No. 486-09-016
2	Date RFTOP Issued	May 27, 2009
3	Issuing Office	Regional Office of Procurement, USAID, Regional Development Mission/Asia Bangkok, Thailand
4	Contracting Officer	Patrick J. Wilson, Regional Contracting Officer E-mail: pWilson@usaid.gov
5	Proposals to be Submitted to	Karittha Jenchiewchan, Procurement Specialist Email: kjenchiewchan@usaid.gov
6	Question and Answer Due	June 10, 2009
7	Proposals Due	June 30, 2009
8	Payment Office	See Section G.4 Paying Office
9	Name of Firm	
10	IQC Task Order Number	
11	DUNS number	
12	Tax Identification Number	
13	Address of Firm	
14	RFTOP Point of Contact	Karittha Jenchiewchan, Procurement Specialist Email: kjenchiewchan@usaid.gov
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16	Signature	
17	Date	

SECTION B – SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 PURPOSE

The USAID, Regional Development Mission/Asia (USAID/RDMA) requires support for “Identifying and Reducing the Risk of Avian and Pandemic Influenza in Vietnam” as detailed in Section C.

B.2 CONTRACT TYPE

This is a cost-plus-fixed fee, completion type task order. For the consideration set forth in the task order contract, the Contractor shall provide the deliverables or outputs described in Section C and comply with all contract requirements.

B.3 BUDGET

a. This is a Cost Plus Fixed Fee (CPFF) Completion Type Task Order. The estimated cost for the performance of the work required hereunder, exclusive of fee is \$_____. The ceiling fixed fee is \$_____. The total estimated cost plus fixed fee is _____.

b. Within the estimated cost plus fixed fee, if any, specified in paragraph (a) above, the amount currently obligated and available for reimbursement of allowable costs incurred by the Contractor (and payment of fee, if any) for performance hereunder is _____. The Contractor shall not exceed the aforesaid obligated amount unless authorized by the Contracting Officer pursuant to the clause of this contract entitled "Limitation of Funds" (FAR 52.232-22). See Section I of the basic IQC.

a. Budget Schedule:

To be determined.

B.4 PAYMENT

The paying office is as referenced in Section G.4.

(End of Section B)

SECTION C – STATEMENT OF WORK

C.1 TITLE

The title of the program in this task order is “Identifying and Reducing the Risk of Avian and Pandemic Influenza in Vietnam”.

C.2 INTRODUCTION

The United States Agency for International Development Vietnam is issuing a Request for Task Order Proposals (RFTOP) under the Technical Assistance Support Contract 3 (TASC3) Global Health Indefinite Quantity Contract (IQC) for the purpose of contracting technical assistance, management and implementation support aimed at increasing capacity for preventing and controlling avian and pandemic influenza (API) in Vietnam. This task order will be managed by the Vietnam Mission, and consolidates and builds on several API support activities previously designed and managed through the Regional Development Mission for Asia (RDMA) in Bangkok and USAID/Washington. Specifically, this task order aims to improve Vietnam’s public and private sector capacity to

prevent and control API and enhance surveillance of API and emerging zoonotic diseases, particularly at the local level. Activities will include but are not limited to strengthening surveillance and control; strengthening animal and human health workers' and communities' capacity to prevent and control API in animals and humans; developing and implementing behavior change communication strategies; supporting biosecurity activities and other measures at the national level and in USAID selected provinces at high risk of API. This Task Order is expected to run from October 1, 2009 for three years (o/a October 1, 2009 – September 30, 2012), with approximately \$4 million available in the first year and the three year total to be approximately \$11 million, subject to performance, disease situation and the availability of funds.

C.3 BACKGROUND

In 1997, the first known instance of human infection with influenza A virus subtype H5N1 occurred in Hong Kong, in an outbreak which infected 18 and killed six people. After authorities contained the spread by culling an estimated 1.5 million birds in three days, the virus was not detected again in Asia until 2003. However, in December 2003, highly pathogenic avian influenza (HPAI) was detected in Vietnam and in 2004 Cambodia, China, Indonesia, Japan, Laos, and Thailand all reported H5N1 outbreaks in poultry. Since then, H5N1 avian influenza viruses have killed millions of domestic fowl in Asia (>200 million have been culled), spread beyond Asia, and resulted in a global total of 424 persons infected with H5N1 with 261 attributed deaths (WHO: May15, 09). Currently, Asia accounts for 87% of all reported cases and 88% of all reported deaths attributed to H5N1.

One of the countries severely affected by the HPAI epidemic, Vietnam has had 111 laboratory-confirmed human cases and 56 deaths (WHO: May15, 2009), and had over 2,500 outbreaks of H5N1 in poultry since the end of 2003, more than any other country in the world (OIE: May 6, 2009). Both API human cases and in outbreaks poultry have been reported mostly in high-risk areas, such as the Red River and Mekong River Deltas. Most of the human infections reported in Vietnam have been associated with village or backyard farms that have minimal biosecurity and where poultry and poultry products are consumed locally, often after improper preparation. Most AI outbreaks in poultry have occurred in semi-commercial poultry production (sector 3), while backyard poultry farming (sector 4) is perhaps the most vulnerable link to human infections in Vietnam.

From the first outbreaks of AI, the Government of the Socialist Republic of Vietnam (GVN) has shown a high commitment to controlling the disease and has established a National Steering Committee for Avian Influenza which still convenes on a bi-weekly basis. In May 2006, the Government approved the 'Integrated National Operational Program for Avian & Human Influenza 2006-2010 (OPI)' commonly known as the 'Green Book' which lays out an overall five-year plan. The Ministry of Agriculture and Rural Development (MARD) is coordinating the animal health response for surveillance, outbreak response, and biosecurity measures, and for poultry industry restructuring activities. The Ministry of Health (MOH) is coordinating the human health surveillance and response, working at all levels, from the national to commune level. The Vietnam Partnership for Animal and Human Health (PAHI) is responsible for coordination and monitoring of the national response and international assistance on Avian and Pandemic Influenza (API).

The GVN has been providing mass vaccination of poultry twice yearly since 2005 to control epidemics of HPAI H5N1 variety, with considerable empirical evidence of success. However, the GVN recognizes that this control strategy is not sustainable over the whole country in the long term. Vietnam now needs to move away from initial emergency measures to a period of consolidation, focusing on improved poultry management practices to minimize the risk of a pandemic.

The Vietnamese poultry sector is characterized by small-scale and scavenging chicken production with 60 to 70 percent of poultry raised by small producers; about 20 million farmers own less than ten chickens each. Most of this sector does not meet biosecurity requirements. Likewise, certified supply chains do not appear to exist and there is significant confusion as to the official certification process. In addition, many provinces that produce much poultry do not have poultry processing centers, and animal health workers report considerable difficulty in adequately tracking and inspecting poultry from farm to market.

Regarding the communications aspect, the GVN has recognized the important contribution of public awareness-raising and behavior change communications (BCC) in API, and has been raising public awareness on avian and human influenza (AHI) through the mass media; it has also mobilized all levels and sectors of government and society since the first animal outbreaks and human cases were detected, particularly during periods of widespread poultry outbreaks. The Vietnam Strategic Framework for Avian and Human Influenza

Communications 2008-2010, approved by GVN in April 2008, provides strategic direction for the development and implementation of AHI prevention for 2008 – 2010. However, the studies on Knowledge, Attitudes and Practices (KAP) in Vietnam have shown that there is a gap between knowledge of API and practice of preventive behaviors. Awareness of AI is high, but poultry owners' correct knowledge and practice of measures to prevent animal-to-animal transmission is still very low. In addition, people perceive themselves or their families to be at low risk of contracting AI, and rightfully so; however this perception means that the practice of prevention methods to reduce the risks of AI transmission to humans is still quite low. Moreover, there is a need for strengthening coordination among relevant stakeholders and actors (including Animal Health (AH) and Human Health (HH) sectors), as well as between local, provincial and central level in BCC. There are many communication players in Vietnam focusing on API but there is not yet a comprehensive, agreed-on communication package for API.

USAID response to API in Vietnam

Since 2005, USAID has provided approximately USD\$27.5 million in support of API prevention and control activities in Vietnam, focused on strengthening emergency preparedness, animal health and human health surveillance as well as response capacity and public awareness. USAID assistance is synergistic with plans of the GVN, in particular the national strategies, as well as the frameworks established by the PAHI group.

USAID has been working predominantly with FAO, WHO, Measure, and Development Alternatives International through API core funding, and with the Academy for Educational Development and Abt Associates through RDMA-managed funding, to implement preparedness, animal and human surveillance and response, and communication activities nationally and in high-risk provinces in the Red River and Mekong River Deltas. USAID also works through the core-funded DELIVER project to provide commodities such as personal protective equipment and disinfectant kits as well as support for logistics.

To ensure that USAID assistance to the API response is maximally effective in aiding the GVN, and to bring greater synergy to USAID-funded API activities in Vietnam, in May 2008, the GVN and USAID held a Joint Strategic Review on API, using epidemiological and other evidence to identify key strategic and programmatic directions for potential USAID assistance in the future.

Starting in October 2008, USAID has been working with USAID API partners to implement activities both at the national level and in five focus provinces, namely, Hung Yen, Ha Nam, Quang Tri, Can Tho and Kien Giang, emphasizing the Strategic Priorities defined through the Joint Strategic Review. The priorities include: 1) better understanding of the movement of virus; 2) continued support for a vaccination strategy and implementation, including operational research; 3) enhanced outbreak surveillance/investigation/response and strengthened coordination between the animal and human health sectors; 4) improved case management practices; and 5) highly-targeted communications. In addition, with the official opening of the USAID/Vietnam Mission in April 2008, responsibilities for API activities are being transferred from USAID/Washington and RDMA to the Vietnam mission. The activities being transferred to USAID/Vietnam are described below.

The Academy for Educational Development (AED) has been working in Vietnam since 2005. AED activities in Vietnam focus on: increasing awareness and practice of key AI prevention and containment measures among poultry farmers and those in the value or supply chain; increasing capacity of animal health workers, agricultural extension workers and local authorities to communicate API prevention and containment messages; and strengthening the capacity of staff at the national level to plan and manage communication activities on API. Since October 2008 AED has been working with the Vietnam Women's Union, the Vietnam Feed Association, the Vietnam Poultry Association, the Vietnam Farmers' Union, and the Vietnam Veterinary Association to implement API activities in Ha Nam, Quang Tri and Kien Giang,

Abt Associates has been working in Vietnam since 2006 in a project to develop community-level approaches to implement and build capacity for animal and human health surveillance and response activities, and communication for the prevention and control of API. Abt Associates has partnered with CARE International to work in Hung Yen and Can Tho. Both AED and Abt Associates have implemented KAP surveys and other formative research to identify actions needed and to inform the development of communication strategies and materials.

The USAID/Washington core-supported DAI project under STOP AI has recently begun implementing activities in Vietnam (2008/2009) to organize and pilot certified supply chains of "traditionally-raised" poultry to demonstrate the economic viability of increased supply chain biosecurity and certification to the Government of Vietnam. This

Both current AED and Abt Associates contracts are scheduled to end in September 2009, and there is also a need to continue specific follow-on activities of the DAI supply chain project. This Request for Task Order Proposal (RFTOP) has been developed to consolidate, integrate and build on specific components of the current AED, Abt Associates and DAI activities under a single task order that will be managed by the USAID/Vietnam Mission.

I. PROGRAM COMPONENTS

A. Objective:

USAID's overarching global goal for API is to successfully contain the H5N1 virus within the animal population. Consistent with the USAID *Avian and Human Pandemic Influenza Strategic Guidelines*, USAID/Vietnam aims to achieve two broad objectives:

1. To strengthen capacities – both public and private – to prevent and rapidly detect and respond to API and other zoonotic threats; and,
2. To begin preparing for a possible human influenza pandemic.

B. Technical focus:

The technical focus for this specific task order for Vietnam is on avian and pandemic influenza as it affects animal and human health, including:

1. Prevention of AI transmission among animals, with special emphasis on USAID's focus provinces (currently Hung Yen, Ha Nam, Quang Tri, Can Tho and Kien Giang);
2. Prevention of AI transmission to and among humans with special emphasis on USAID's focus provinces;
3. Development of pilot activities to improve biosecurity practices and overall supply chain biosecurity, including adapting and expanding model rural slaughterhouses;
4. Improved quality of human case management and infection control;
5. Improved analysis and use of surveillance and other data for decision-making.

The Contractor must build on the experience and lessons of programs carried out with prior API supplementary funding and serve as a catalyst for adoption and replication by the Government of Vietnam, other donor-supported activities, private sector, civil society, mass organizations, etc. USAID/Vietnam currently has resources for API prevention and control, but this level could change over the next three years. Consequently, the Contractor must focus resources on the most cost-effective ways to achieve intermediate and long term results through activities aimed at leveraging other donor assistance to expand appropriate interventions, and to improve understanding of the epidemic and behaviors through operations and formative research. Integration, evaluation and sustainability of programmatic interventions will be critical.

The Contractor will ensure equal opportunity between males and females for training courses, community outreach, awareness, behavior change programs and all other program activities.

Overall, the Program requires the implementing partners to provide a gender and development action agenda that describes its objectives, gender parity entry points, and activities to ensure access and participation by women and any marginalized sectors. Community engagement and support will be a critical factor at all levels of the program implementation.

The Contractor must work with the members of the USAID/Vietnam Mission, Ministry of Health, Ministry of Agriculture and Rural Development, other USAID partners in Vietnam, such as WHO, FAO and partners funded through regional and global programs, other key donors and implementers, relevant mass organizations, research and production companies, private sector businesses, media and journalists to build capacity, provide technical assistance and support the implementation of API activities.

Subcontracting of some key tasks and highly technical and/or specialized interventions is anticipated. Partnerships with appropriate levels and bodies within the Government of Vietnam must be built and maintained with an eye to fostering ownership and transitioning responsibility and activities.

C. Geographic focus:

While the Contractor must pay particular attention to local level activities, implementation, and fostering the scaling-up/replication of best practices and models by GVN and others, the Contractor must also be actively involved and influential at the central level as well, amounting to approximately 25% of project time. Geographic areas of intervention and target populations based on risk analysis will be in selected areas of Vietnam. In consultation with USAID, the Contractor must select implementing sites at the national level and include USAID focus provinces (currently Hung Yen, Ha Nam, Quang Tri, Can Tho and Kien Giang in addition to Tien Giang, Binh Duong, Hanoi and Ha Giang for the current free range poultry supply chains) as well as ancillary support in the five provinces with an ongoing USAID-funded operational research project, Gathering Evidence for a Transitional Strategy (GETS) (currently Ninh Binh, Nam Dinh, Quang Binh, Hau Giang and Soc Trang). Project headquarters will be in Hanoi although proposals for provincial level staffing will be considered, should that prove a more viable and efficient use of resources. The Contractor must implement activities at the central level, including but not limited to:

- Develop API and related zoonotic communications strategy and messages;
- Develop capacity in BCC for the Ministry of Agriculture and Rural Development (MARD) and other relevant ministries;
- Link pilot projects, models, biosecurity/supply chain activities, etc into the GVN system;
- Secure adoption, expansion and replication of best practices and lessons learned by GVN and other partners beyond USAID priority provinces;
- Establish public-private partnerships at various levels within Vietnam;
- Active leadership and support in key Technical Working Groups and other bodies that influence decision-making, policy and programs.

D. Tasks:

This section describes the technical areas in which the Contractor must perform, either as an individual firm or in a prime-subcontractor consortium arrangement. This section has four components, with illustrative programmatic emphasis for the first year as follows:

- A. Coordination (approximately 10%)
- B. Human Health (approximately 10%)
- C. Animal Health (approximately 40%)
- D. Behavior Change and Communication (approximately 40%)

Some ancillary support in these areas is envisioned for the two-year Gathering Evidence for a Transitional Strategy (GETS) research project, particularly at the provincial level. A description of each component along with a set of illustrative activities and results for each are outlined below:

Coordination:

The overall goal of this component is to improve the coordination and information-sharing among GVN, USAID implementing partners, other key policy and programmatic stakeholders, including other USG. Illustrative activities are listed below:

1. Support – and lead where advised – coordination among USAID-funded API implementing partners in focus provinces to ensure optimal effectiveness and smooth implementation of activities,
2. Facilitate and advance animal-human sector coordination and broader multi-sectoral linkages wherever appropriate and at all levels, including for any cross border activities;
3. Participate actively in key technical and other working groups to share lessons learned and facilitate coordination among a broader community of stakeholders;
4. Disseminate and share best practices, lessons learned and key models for adoption and scaling up by the GVN, other partners, and the private sector nationally and in other provinces;
5. Strengthen linkages between GVN and partners at the national level and USAID focus provinces to exchange and disseminate information and results of project activities in order to inform national policies and to foster the use of data for decision-making at all levels.

Human Health

The overall goal of this component is to coordinate with WHO and other key actors, particularly US-funded partners, to improve case management and infection control capacity building, and develop, test and validate pandemic preparedness plans, particularly at the district levels. Findings from these exercises are expected to help inform national policy and direction. Illustrative activities are listed below:

1. Human surveillance
 - Revise (as needed), implement and disseminate the community based surveillance model to other donors and provinces;
2. Case management and infection control capacity building
 - Implement formative research to assess the knowledge and practices of human health workers in case management and infection control in selected districts;
 - Coordinate with WHO in applying research findings in developing training materials and conducting training for selected district;
 - Train key participants and stakeholders in case management and infection control.
3. Pandemic preparedness
 - With WHO and others, develop, test and revise multisectoral district pandemic preparedness plan(s);
 - Train stakeholders and local authorities in pandemic preparedness planning and response.

Animal Health

The overall goal of this component is to improve system-wide risk identification and reduction and improve the capacity of Animal Health Workers, Agriculture Extension Workers and other stakeholders in API prevention and response; to improve biosecurity practices; and to improve supply chain biosecurity. Some illustrative activities are listed below:

1. Animal Health Surveillance
 - Revise (as needed), implement and disseminate community based surveillance model to other donors and provinces;
2. Improve the capacity of Animal Health Workers and Agriculture Extension Workers in API prevention, response and biosecurity:
 - Conduct training needs assessments in select provinces;
 - Adapt and refine relevant training modules, with appropriate technical input from FAO and others;
 - Train Animal Health Workers and Agriculture Extension Workers in animal disease prevention and response, emphasizing API;
 - Build sustainable networks and linkages among stakeholders, such as district officers and paravets;
 - Train village animal health workers in animal disease focusing on API prevention and control.
3. Biosecurity improvements:
 - Train animal health workers, agriculture extension workers, and farmers in biosecurity;
 - Implement pilot biosecurity projects (sector 3 farmers, live bird markets, hatcheries, slaughter points, etc) through public-private partnerships;
 - Create and disseminate material regarding these new approaches to poultry farmers and relevant target audiences.
4. Foster evidence-based and sustainable approaches to raising poultry and ducks:
 - Implement formative research on alternative strategies for raising poultry and ducks;
 - Create and implement poultry clubs, associations and other models;
 - Share best practices regarding poultry farming and biosecurity measures;
 - Train animal health workers in targeted areas in these new approaches.
5. Supply chain improvement:
 - Identify relative risk along supply chains and effective and sustainable risk reduction interventions;

- In coordination with other partners, strengthen biosecurity/supply chain capacity across the national/provincial/district levels;
- Strengthen and expand the appropriate certified poultry supply chains in select provinces and foster GVN buy in.

Behavior Change and Communication:

The overall goals of this component are to: 1) strengthen the capacity and commitment of GVN and key stakeholder groups at both the national and local levels to plan and manage communication activities on API and other zoonotic threats; 2) increase awareness and improve the practice of key API prevention and containment measures for animal and human health workers, local authorities, farmers, supply chain participants, etc; 3) increase the capacity of human health workers, animal health workers, agricultural extension workers and local authorities, and farmers in communication; and 4) share lessons learned and best practices with policy and technical stakeholders to promote replication and to enhance sustainability. The Contractor must implement a BCC approach that changes behaviors even where there is a low risk perception. Mainstreaming and integration of API BCC activities is encouraged where appropriate. Illustrative activities include:

1. Planning and Preparedness:
 - Implement and evaluate provincial API communication strategies;
 - Implement advocacy and awareness-raising programs for local authorities.
2. Human Health:
 - Implement formative research on current API knowledge, skills, motivations, incentives, needs, etc of human health workers;
 - Train human health workers in communication skills.
3. Animal Health:
 - Implement formative research on current awareness and knowledge of Animal Health, Agriculture Extension Workers and key stakeholders;
 - Improve communication skills for Animal Health, Agriculture Extension Workers and key stakeholders;
 - Develop and disseminate communication kits to be used by animal health workers, agricultural extension workers, local authorities, etc for AI prevention and outbreak response.
 - Implement and disseminate BCC programs for farmers;
4. Supply chain participants:
 - Implement formative research on incentives of actors in the supply chain to adopt and comply with improved biosecurity;
 - Develop biosecurity communication kits and tools segmented by target risk group;
 - Raise awareness about disease risk reduction among all players in the supply chain;
 - Raise customer awareness about safe “traditionally-raised” poultry.

II. STAFFING AND PROGRAM MANAGEMENT

The use of independent consultants and implementing organizations – particularly local expertise – is encouraged, and flexibility in sub-contracts and institutional partnerships is highly desirable through the course of the contract to capture specialized knowledge and/or experience. Program staff and the key consultant team must be fluent in written and spoken English. Additionally, the team must include bilingual fluency in English and written and spoken Vietnamese, as curricula will need to be developed and delivered in these languages across the programs. The emphasis of this task order will be on the lead Contractor’s capacity for management of appropriate implementing sub-Contractors and/or expert consultants to conduct quality field activities, rather than detailed personal implementation of field activities. In Vietnam, it will be essential to subcontract with organizations that have prior experience and approval from the government to work in country, in order to expedite the process of commencing activities. A copy of pertinent memoranda of understanding (MOUs) or letters of support from the government for the implementing organizations showing this approval should be attached to the proposal. Where not available, an explanation and realistic timetable for gaining approval is required.

Technical Direction and Coordination:

The USAID Vietnam COTR will be responsible for all day-to-day management, oversight, and technical direction of the Contractor. The COTR will provide technical direction during the performance of this Task Order in writing. The Contractor must meet regularly (via conference call or in person) with the COTR or his/her designee to review the status of activities, and be prepared to make periodic, unplanned verbal and written briefings to USAID/Vietnam, U.S. Embassy staff, and others as appropriate.

Management Plan:

Coordination and communication with a wide range of partners, USG agencies, local public/private sector partners, other cooperating agencies, Contractors in other geographic regions, other donors, and communities are vital to achieving results. The Contractor must seek out opportunities to partner with non-traditional and creative partners and utilize diverse human resources effectively. Local partners must have a significant role in management and implementation.

A management plan for the Task Order must specify clear lines of supervision, accountability, decision-making and responsibility among staff. In the case of proposed prime/sub relationships, especially in cases of geographic separation of collaborative institutions, the Contractor must establish clear lines of communication. Special attention will need to be paid to ensuring efficiencies in operational and financial management. The Contractor must manage the operational partnerships in order to maximize the input and utility of all partner organizations, collaboratively and effectively.

III. DELIVERABLES AND REPORTS

A. Performance Monitoring and Reporting

a) Annual Work Plans

Within 30 days of the award of the Task Order, the Contractor must submit an Annual Work Plan for Year 1, designed with input from the host government, other USG partners, other key stakeholders, and USAID/Vietnam, following the AIMEBA work-plan format (to be provided by OPH, USAID/Vietnam at a later date). Subsequent Annual Work Plans must be submitted 45 days before the prior Annual Work plan ends. Annual plans must include, as a minimum:

- Programmatic approach as described in this contract;
- Proposed accomplishments and expected progress towards achieving task order results and performance measures tied to the M&E plan;
- Timeline for implementation of the year's proposed activities, including target completion dates;
- Information on how activities will be implemented;
- Personnel requirements to achieve expected outcomes;
- Major commodities to be procured;
- Details of collaboration with other major partners; and
- Activity budget by AIMEBA code.

The COTR will review and approve plans to ensure that they are within the Scope of Work.

b) Performance Management Plan (PMP)

During the initial program planning period and within the first 60 days after signing the agreement, the Contractor must work closely with the USAID/Vietnam team to select indicators, establish and/or select baseline data and performance targets for each indicator, and finalize a Performance Management Plan (PMP), which monitors progress towards achieving results. The PMP will be developed in coordination with USAID Vietnam. Expected program results with illustrative indicators, mid-term milestones/benchmarks, and end-of-project results must be elaborated in the PMP. Data sources and collection methodologies must also be noted for each indicator. Contractors are also required to submit qualitative data on program achievements and results. USAID and the Contractor will conduct periodic activity reviews to monitor the progress of work and the achievement of results

as based on the targets specified in the PMP. PMP data will be used for USAID Vietnam's M&E reporting requirements.

At any time during program implementation, USAID may conduct one or more external mid-term assessment/process evaluation(s) to review overall progress, assess the continuing appropriateness of the program design, and identify any factors impeding effective implementation. USAID will utilize the results of the assessment to recommend any mid-course changes in strategy if needed and to help determine appropriate future directions. Site visits may occur anytime after startup.

c) Semi-Annual Performance Management Reports (Q2 and Q4 only)

All Performance Management Reporting must be in the format specified by USAID/Vietnam. The report must discuss progress against the PMP, results achieved, success stories (based on the USAID "Telling Our Story" format), constraints affecting implementation and proposed solutions. Performance management reports must include program outcomes, and results based on the three-year strategic plan, annual work plans, and the indicators and targets in the PMP. As specified in these plans, the data for performance monitoring may be from a variety of sources, including: (i) MOH and MARD data; (ii) field visits; (iii) special surveys; (iv) other relevant analyses and reports; and (v) the Contractor's primary monitoring and reporting system for this agreement. Each six months the Contractor must report against appropriate indicators included in the PMP.

The Performance Management Report format must contain at a minimum the following information:

- Activities and interventions implemented in last six months;
- Reported Results;
- Planned activities and interventions for next six months;
- Expected future results;
- Performance;
- Problems encountered and proposed/implemented solutions;
- Compelling individual-level success stories and lessons learned; and
- Documentation of better practices that can be replicated or taken to scale.

d) Quarterly Performance Reports (Q1 and Q3 only)

The Quarterly Performance Reports must discuss progress against the Annual Work Plan, results achieved, success stories (based on the USAID "Telling Our Story" format), constraints affecting implementation and proposed solutions. The report must also address whether and how constraints reported in previous reports have been addressed and resolved and shall also include discussion of activities and events planned for the next quarter. The Semi-Annual Performance Management Reports will take the place of the Quarterly Performance Reports for Quarters 2 and 4.

The Quarterly Performance Report format must contain at a minimum the following information:

- Progress (achievements) since the last report;
- Problems described in previous report solved or still outstanding and intentions to address outstanding problems;
- New problems encountered since previous report;
- Proposed solutions to outstanding and new problems;
- Success stories; and
- Plan for next quarter.

e) Quarterly financial reports

These financial reports must be submitted quarterly to USAID/Vietnam, within 45 calendar day following the end of each quarter. Financial reports must include the breakdown of expenditure by AIMEBA code. They must contain, at a minimum:

- Task Order Ceiling Price

- Total funds awarded to date by USAID into the task order (Total Obligated Amount to date);
- Total funds previously reported as expended by Contractor by main line items;
- Total funds expended in the current quarter by the Contractor by main line items;
- Total unliquidated obligations by main line items;
- Unobligated balance of USAID funds; and
- Estimated expenditures for remainder of year.

f) Short-term Consultants' Reports

Scopes of work and CVs for proposed short term consultants must be submitted to the COTR for review and technical approval as required. In addition, the Contractor must submit short-term consultants' reports to USAID in a mutually agreed-upon format and time frame. Such reports include trip reports, assessments, findings and others as required.

g) Special Reports

From time to time, the Contractor may be required to prepare and submit to USAID special reports concerning specific activities and topics. Additional reports will include, but are not limited to, the semi-annual AIMEBA reports. The AIMEBA reports are necessary to meet reporting requirements under USAID/Washington's Avian and Pandemic Influenza Unit. AIMEBA data are currently collected for the October-March and April-September time periods, approximately 3 weeks after the end of each time period.

h) Final Report

At the end of the Task Order, the Contractor must submit an original and five copies of the Task Order completion report to the COTR and one copy to the USAID Development Experience Clearinghouse. No later than 60 days after the completion date of the Task Order, the Contractor must submit a final report which includes an executive summary of the Contractor's accomplishments in achieving results and conclusions about areas in need of future assistance. The report should highlight accomplishments against work plans, give the final status of the benchmarks and results, address lessons learned during implementation and suggest ways to resolve constraints identified, provide an overall description of the Contractor's activities and attainment of results by thematic area and region, as appropriate, during the life of the Contract; an assessment of progress made toward accomplishing the Objective, Results and Expected Outcomes; significance of these activities; important research findings; comments and recommendations; and a fiscal report that describes how the Contractor's funds were used. The report must provide recommendations for follow-on work that might complement the completed work. In particular, the report must include:

- A financial report detailing how funds were expended throughout the Task Order, by line item;
- A summary of the accomplishments against work plans, giving the final tangible results; and
- A summary of deliverables/benchmarks, addressing lessons learned during implementation and suggesting ways to resolve constraints identified.

(End of Section C)

SECTION D – PACKAGING AND MARKING

D.1 AIDAR 752.7009 MARKING (JAN 1993)

(a) It is USAID policy that USAID-financed commodities and shipping containers, and project construction sites and other project locations be suitably marked with the USAID emblem. Shipping containers are also to be marked with the last five digits of the USAID financing document number. As a general rule, marking is not required for raw materials shipped in bulk (such as coal, grain, etc.), or for semi-finished products which are not packaged.

(b) Specific guidance on marking requirements should be obtained prior to procurement of commodities to be shipped, and as early as possible for project construction sites and other project locations. This guidance will be provided through the cognizant technical office indicated on the cover page of this contract, or by the Mission Director in the Cooperating Country to which commodities are being shipped, or in which the project site is located.

(c) Authority to waive marking requirements is vested with the Regional Assistant Administrators, and with Mission Directors.

(d) A copy of any specific marking instructions or waivers from marking requirements is to be sent to the Contracting Officer; the original should be retained by the Contractor.

D.2 BRANDING

The Contractor shall comply with the requirements of the USAID “Graphic Standards Manual” available at www.usaid.gov/branding, or any successor branding policy.

The Contractor shall comply with the approved Marking and Branding strategies as developed per section **L.5 REQUIRED BRANDING STRATEGY** and approved upon the award of the task order by the Contracting Officer.

(End of Section D)

SECTION E - INSPECTION AND ACCEPTANCE

E.1 TASK ORDER PERFORMANCE EVALUATION

USAID inspection and acceptance of services, reports and other required deliverables or outputs shall take place at USAID/Vietnam, or at any other location where the services are performed and reports and deliverables or outputs are produced and submitted. The Task Order COTR (TO-COTR) identified in Section G has been delegated authority to inspect and accept all services, reports and required deliverables or outputs.

(End of Section E)

SECTION F – DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

The estimated period of performance for this task order is o/a October 1, 2009 through September 30, 2012.

F.2. DELIVERABLES

See Section C, Paragraph C.5, for full information and definitive listing. In addition to the requirements set forth for submission of reports in Sections C and I, and in accordance with AIDAR clause 752.242-70, Periodic Progress Reports, the Contractor shall submit reports, deliverables or outputs as further described below to the COTR (referenced in Sections F.2 and G). All reports and other deliverables shall be in the English language, unless otherwise specified by the COTR.

F.3 TECHNICAL DIRECTION AND DESIGNATION OF RESPONSIBLE USAID OFFICIALS

The Task Order Contracting Office is:

Regional Office of Procurement
USAID/RDMA
5/F GPF Witthayu Towers A, 93/1 Wireless Road
Bangkok, Thailand 10330

Or

Regional Office of Procurement
USAID Box 47
Bangkok
APO AP 96546

The USAID/Vietnam Contracting Officer's Technical Representative (COTR) will be designated separately.

F.4 PLACE OF PERFORMANCE

The place of performance under this Task Order is Hanoi, Vietnam with possible travel within Vietnam, the Asia region and elsewhere.

F.5 AUTHORIZED WORK DAY / WEEK

The contractor is authorized up to a six-day workweek for short-term consultants in the field with no premium pay.

F.6 AIDAR 752.7005 SUBMISSION REQUIREMENTS FOR DEVELOPMENT EXPERIENCE DOCUMENTS (JAN 2004) (AAPD 04-06)

(a) Contract Reports and Information/Intellectual Products.

(1) The Contractor shall submit to USAID's Development Experience Clearinghouse (DEC) copies of reports and information products which describe, communicate or organize program/project development assistance activities, methods, technologies, management, research, results and experience as outlined in the Agency's ADS Chapter 540. Information may be obtained from the Contracting Officer's Technical Representative (COTR). These reports include: assessments, evaluations, studies, development experience documents, technical reports and annual reports. The Contractor shall also submit to copies of information products including training materials, publications, databases, computer software programs, videos and other intellectual deliverable materials required under the Contract Schedule. Time-sensitive materials such as newsletters, brochures, bulletins or periodic reports covering periods of less than a year are not to be submitted.

(2) Upon contract completion, the Contractor shall submit to DEC an index of all reports and information/intellectual products referenced in paragraph (a)(1) of this clause.

(b) Submission requirements.

(1) Distribution.

(i) At the same time submission is made to the COTR, the Contractor shall submit, one copy each, of contract reports and information/intellectual products (referenced in paragraph (a)(1) of this clause) in either electronic (preferred) or paper form to one of the following:

(A) Via E-mail: docsubmit@dec.cdie.org;

(B) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA;

(C) Via Fax: (301) 588-7787; or

(D) Online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>

(ii) The Contractor shall submit the reports index referenced in paragraph (a)(2) of this clause and any reports referenced in paragraph (a)(1) of this clause that have not been previously submitted to DEC, within 30 days after completion of the contract to one of the address cited in paragraph (b)(1)(i) of this clause.

(2) Format.

(i) Descriptive information is required for all Contractor products submitted. The title page of all reports and information products shall include the contract number(s), Contractor name(s), name of the USAID cognizant technical office, the publication or issuance date of the document, document title, author name(s), and strategic objective or activity title and associated number. In addition, all materials submitted in accordance with this clause shall have attached on a separate coversheet the name, organization, address, telephone number, fax number, and Internet address of the submitting party.

(ii) The report in paper form shall be prepared using non-glossy paper (preferably recycled and white or off-white using black ink. Elaborate art work, multicolor printing and expensive bindings are not to be used. Whenever possible, pages shall be printed on both sides.

(iii) The electronic document submitted shall consist of only one electronic file which comprises the complete and final equivalent of the paper copy.

(iv) Acceptable software formats for electronic documents include WordPerfect, Microsoft Word, and Portable Document Format (PDF). Submission in PDF is encouraged.

(v) The electronic document submission shall include the following descriptive information:

- (A) Name and version of the application software used to create the file, e.g., MSWord6.0 or Acrobat Version 5.0.
- (B) The format for any graphic and/or image file submitted, e.g., TIFF-compatible.
- (C) Any other necessary information, e.g. special backup or data compression routines, software used for storing/retrieving submitted data or program installation instructions.

F.7 AUTHORIZED GEOGRAPHIC CODE

The authorized geographical code for procurement of goods under this Task Order is 000. The authorized geographical code for the procurement of services under this Task Order is 935.

In general, local procurement is authorized subject to the provisions of AIDAR 752.225-71, "Local Procurement (FEB 1997)".

(End of Section F)

SECTION G – TASK ORDER ADMINISTRATION DATA

G.1 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to make or approve any changes in the requirements of this task order and notwithstanding any provisions contained elsewhere in this task order, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment shall be made in the contract terms and conditions, including price.

G.2 TECHNICAL DIRECTION

Office of Public Health, USAID/Vietnam shall provide technical oversight to the Contractor through the designated COTR. The contracting officer shall issue a letter appointing the COTR for the task order and provide a copy of the designation letter to the contractor.

G.3 ACCEPTANCE AND APPROVAL

In order to receive payment, all deliverables must be accepted and approved by the COTR.

G.4 PAYING OFFICE

The paying office for this Task Order is:

To be determined.

G.5 ACCOUNTING AND APPROPRIATION DATA

Budget Fiscal Data: To be provided.

(End of Section G)

SECTION H – SPECIAL TASK ORDER REQUIREMENTS

H.1 KEY PERSONNEL

The key personnel identified below are considered to be essential to the work being performed. Unless otherwise agreed to in writing by the Contracting Officer, the Contractor must be responsible for providing such personnel as specified in the Task Order. Failure to provide key personnel designated below may be considered nonperformance by the Contractor unless such failure is beyond the control, and through no fault or negligence of the Contractor. The Contractor must immediately notify the Contracting Officer and COTR of any key personnel's departure and the reasons therefore. The Contractor must take the necessary steps to immediately rectify this situation and must propose a substitute candidate for each vacated position along with a budget impact statement, if requested, in sufficient detail to permit evaluation of the impact on the program. The Contractor must make no replacement of key personnel without the written approval of the Contracting Officer and the COTR.

The following positions must be included among the key personnel in the proposal:

1. Task Order Manager/Director (Chief of Party)
2. Animal Health Specialist
3. Behavior Change and Communication Specialist

H.2 LANGUAGE REQUIREMENTS

All deliverables shall be produced in English and/or Vietnamese as appropriate.

H.3 GOVERNMENT FURNISHED FACILITIES OR PROPERTY

The Contractor and any employee or consultant of the Contractor is prohibited from using U.S. Government facilities (such as office space or equipment) or U.S. Government clerical or technical personnel in the performance of the services specified in the Task Order unless the use of Government facilities or personnel is specifically authorized in the Task Order or is authorized in advance, in writing, by the COTR.

H.4 CONFIDENTIALITY AND OWNERSHIP OF INTELLECTUAL PROPERTY

All reports generated and data collected during this project shall be considered the property of USAID and shall not be reproduced, disseminated or discussed in open forum, other than for the purposes of completing the tasks described in this document, without the express written approval of a duly-authorized representative of USAID. All findings, conclusions and recommendations shall be considered confidential and proprietary.

H.5 CONTRACTOR'S STAFF SUPPORT, AND ADMINISTRATIVE AND LOGISTICS ARRANGEMENTS

The Contractor shall be responsible for all administrative support and logistics required to fulfill the requirements of this task order. These shall include all travel arrangements, appointment scheduling, secretarial services, report preparations services, printing, and duplicating.

H.6 PERIODIC PROGRESS REPORTS (July 1998) (CIB 98-21)

(a) The contractor shall prepare and submit progress reports as specified in the Schedule of this contract. These reports are separate from the interim and final performance evaluation reports prepared by USAID in accordance with (48 CFR) FAR 42.15 and internal Agency procedures, but they may be used by USAID personnel or their authorized representatives when evaluating the contractor's performance.

(b) During any delay in furnishing a progress report required under this contract, the contracting officer may withhold from payment an amount not to exceed US\$25,000 (or local currency equivalent) or 5 percent of the amount of this contract, whichever is less, until such time as the contracting officer determines that the delay no longer has a detrimental effect on the Government's ability to monitor the contractor's progress.

(End of Section H)

SECTION I – CONTRACT CLAUSES

I.1 REFERENCE “Technical Assistance Support Contract 3 (TASC3)” IQC.

(End of Section I)

SECTION J – LIST OF DOCUMENTS EXHIBITS AND OTHER ATTACHEMENTS

SECTION J - LIST OF ATTACHMENTS –

Attachment Number	Title
J.1	USAID FORM 1420-17 Contractor Biographical Data Sheet *
J.2	Past Performance Report – Short Form (OMB No. 9000-0142)

A hard copy is attached at the end of this document; however, for an electronic version, please locate the form at http://www.USAID.GOV/procurement_bus_opp/procurement/forms/. The copy of the form is being provided herewith for reference purpose only.

(End of Section J)

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS

K.1 Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

“The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

Signature

Date

K.2 Key Individual Certification Narcotics Offenses and Drug Trafficking form as shown below:

KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING
(To be completed by all individuals identified as key personnel in the applications.)

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Organization: _____
Address: _____
Date of Birth: _____

NOTICE:

- a. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

- b. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

(End of Section K)

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 GENERAL

USAID anticipates the award of one (1) cost-plus-fixed fee completion type task order as a result of this RFTOP. After evaluation of initial proposals, USAID expects to select the contractor which will receive the task order to perform the statement of work. Once this choice is made, USAID may engage in discussions or negotiations with the chosen contractor regarding any matter to be covered in the final task order.

All **Questions** relating to this RFTOP must be submitted to Karittha Jenchiewchan, Procurement Specialist via email at kjenchiewchan@usaid.gov no later than **June 10, 2009**. Unless otherwise notified by an amendment to the RFTOP no question will be accepted after this date. Offeror must not submit questions to any other USAID staff, including the technical office for either the Task Order or the basic IQC.

L.2 PROPOSAL INSTRUCTIONS

Each proposal must contain the following:

- a. A certification that no USAID employee has recommended an individual for use under the proposed task order who was not initially located and identified by your organization.
- b. A list of at least three (3) recently completed or on-going contracts and three (3) subcontracts (whose costs exceed 30% of the Offeror's total proposed costs) that are similar to the attached statement of work, for federal, state, and local governments or for commercial firms within the last three years. To ensure uniformity of information for conducting the reference checks, the Offeror must complete Part 1 (Blocks 1 through 9) of the Past Performance Report – Short Form (OMB No. 9000-0142) for the listed contracts/subcontracts. This form is attached. Any additional information on Past Performance can be provided as an addendum to the form. Additional information (If any) shall be short and precise. If the Offeror encountered problems on any of above mentioned contracts, it may provide a short explanation of the problem and the corrective action taken. Space is provided in Block 6 of the Short Form for this. If the Offeror does not follow the prescribed format, then care must be taken to ensure that the substance of the requested information is provided. Reference information should include recent email, fax, and phone numbers and address of contact persons. USAID may contact representatives from the references provided by the Offeror to obtain information on the Offeror's past performance. Each Offeror is advised that USAID may obtain past performance information from sources other than those identified by the Offeror. USAID will use the past performance information to assess the quality of the Offeror's past performance and capability to implement programs similar to that described in the statement of work.
- c. Any proposed changes to the attached statement of work.

L.3 GENERAL INSTRUCTIONS TO OFFERORS

- a. RFTOP Instructions: If an Offeror does not follow the instructions set forth herein, the Offeror's proposal may be eliminated from further consideration or the proposal may be down-graded and not receive full or partial credit under the applicable evaluation criteria.
- b. Accurate and Complete Information: The Offeror must set forth full, accurate and complete information as required by this RFTOP. The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.
- c. Offer Acceptability: The Government may determine an offer to be unacceptable if the offer does not comply with all of the terms and conditions of the RFTOP.
- d. Apart from the PDF format of proposal submission, the MSWord/Excel format of the proposals shall be submitted. Zipped file is not acceptable. Size limit per e-mail submission is 5MB.
- e. Proposal Preparation Costs: The U.S. Government will not pay for any proposal preparation costs.

L.4 INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

The technical proposal must address how the Offeror plans to carry out the statement of work over the 36-month task order. The technical proposal must not exceed 28 pages in single-spaced Times New Roman 12 point (or equivalent) font, including a technical approach, personnel plan, and management approach.

Graphs, tables, charts, cover pages, dividers, table of contents, and attachments (a draft implementation workplan for the first 12 months of the 36-month task order, resumes, tables summarizing qualifications of proposed personnel, other tables), are not included in the 28-page limitation.

All narrative pages must be formatted for readability and avoid unusual formatting. Approximate lengths of each narrative section in the technical proposal are recommended below.

- b. **Cover Page (1 page):** A single page with the names of the organizations involved in the proposed program. Subcontracts must be listed separately. The Cover Page must include name of the proposed Task Order Project Director, her/his institutional affiliation, name of a contact person for the prime Offeror and her/his contact information.
- c. **Executive Summary (2 pages – Page 1-2):** The Executive Summary must not exceed two pages and should summarize the key elements of the Offeror's technical strategy, management approach, implementation plan, expected results and evaluation plan.
- d. **Technical Approach (14 pages – Page 3-16)**
- e. **Key Personnel and Staffing (3 pages – Page 17-19)**
- f. **Management Plan (5 pages – Page 20-26)**
- g. **Past Performance (half a page plus information in an annex -- Page 27)**
- h. **Corporate Capability and Experience (one and a half pages – Pages 27-28)**

1. Technical Approach:

- Technical Understanding of the Statement of Work (up to 8 pages): A description of the proposed technical strategy and approach in eight pages or less. This section must include a brief country assessment including epidemiological context, poultry production, value chain situation and contextual/behavioral risk factors, potential for program linkages to other donor assistance and stakeholders to expand appropriate interventions, and sustainability of the program. The Offeror must provide a concise description of the technical strategy and methodology (what the Offeror proposes to do and why). Gender issues must also be addressed in all stages of the activity where appropriate. The technical approach section must demonstrate, with sufficient evidence, a comprehensive program to prevent and control API.

The Offeror shall submit a draft workplan for the first 12 months of the 36-month task order which demonstrates effective implementation of the project components, and the Offeror's ability to reach stated project objectives within the required time period of performance, including a plan for rapid launch of project activities.

- Collaboration Plan (up to 2 pages): The Offeror must clearly outline how it plans to collaborate with other USAID API implementing partners, other organizations, US government and host country government agencies, and/or indigenous organizations already working in-country for the implementation of the task order. The Offeror must have a solid picture of all related API activities taking place in-country and be able to coordinate well and avoid duplication of effort.

All Offerors should demonstrate a collaborative approach with projects within USG API Vietnam's overall program and those in other sectors as appropriate as well as with other relevant regional civil society groups and donor initiatives. The Offeror must be prepared to collaborate with the USG interagency team on the ground – USAID, Centers for Disease Control and Prevention, Department of Defense, Department of Health and Human Services, Department of Agriculture regarding coordination of activities. In addition, where appropriate, the Offeror must be prepared to participate in the USG API Partner working group meetings.

- Evaluation Plan (up to 4 pages): The Offeror must outline the evaluation plan and methodology. Methods and measures (process, output and outcome) to evaluate program implementation

feasibility, replicability, effectiveness, integration into the GVN system and sustainability should be included. Describe how the Offeror, along with any proposed sub-contractors, would implement the evaluation plan.

2. **Key Personnel:** Offerors must propose key personnel as part of the technical proposal as deemed appropriate to implement the major tasks above. USAID/Vietnam leaves to the Offeror to determine the appropriateness of employing overseas and/or local hires, however, such staff must have played important coordination and support roles in past and current population and health programs. Offeror must provide summary descriptions of roles, responsibilities and qualifications of all key personnel, local and expatriate, to be funded under the task order. Resumes of these staff, not to exceed 3 pages must be provided in the appendix. Letters of commitment from all key personnel to the effect that they will be available for the period of the task order, should the Offeror receive an award, must also be included.

Key Personnel – The following positions must be included among the key personnel in the proposal:

- a. Task Order Manager/Director/Chief of Party (must have one 100% FTE managing this program) - Each Offeror must include an individual as their proposed Chief of Party (COP). The COP must demonstrate exceptional managerial and operational experience, and preferably experience in managing complex activities involving coordination with multiple program partner institutions. The COP must also demonstrate exceptional written and oral communications skills in English. Familiarity with the political, social, and cultural context of working in Vietnam is a strong plus.
- b. Animal Health Specialist (must have one 100% FTE with these technical skills and experience)
- c. Behavior Change and Communication Specialist (must have one 100% FTE with these technical skills and experience)

3. **CONTRACTOR PERFORMANCE INFORMATION**

- a. The Offeror (including all partners of a joint venture) must provide performance information for itself and each major subcontractor (One whose proposed cost exceeds 30% of the Offeror's total proposed cost) in accordance with the following:
 1. List in an annex to the technical proposal up to 3 of the most recent and relevant contracts for efforts similar to the work in the subject proposal for the Task Order. The most relevant indicators of performance are contracts performed for federal, state, and local governments and for commercial firms within the last five years
 2. Provide for each of the contracts listed above a list of contact names, job titles, mailing addresses, phone numbers, e-mail addresses, and a description of the performance to include:
 - Scope of work or complexity/diversity of tasks,
 - Primary location(s) of work,
 - Term of performance,
 - Skills/expertise required,
 - Dollar value, and
 - Contract type, i.e., fixed-price, cost reimbursement, etc

(USAID recommends that Offerors alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed contracts if and when USAID requests it.)

- b. If extraordinary problems impacted any of the referenced contracts, provide a short explanation and the corrective action taken (as required by FAR 15.305(a)(2))
- c. Describe any quality awards or certifications that indicate exceptional capacity to provide the service or product described in the statement of work. This information is not included in the page limitation.
- d. Performance in Using Small Business (SB) Concerns (as defined in FAR 19.001)*.
 - (1) This section (d) is not applicable to offers from small business concerns.
 - (2) As part of the evaluation of performance in Section M.2 of this solicitation, USAID will evaluate the extent you used and promoted the use of small business concerns under current and prior contracts. The evaluation will assess the extent small business concerns participated in these contracts relative to the size/value of the contracts, the complexity and variety of the work small business concerns performed, and compliance with your SB subcontracting plan or other similar small business incentive programs set out in your contract(s).

- (3) In order for USAID to fully and fairly evaluate performance in this area, all Offerors who are not small business concerns must do the following:
 - (A) Provide a narrative summary of your organization's use of small business concerns over the past three years. Describe how you actually use small businesses--as subcontractors, as joint venture partners, through other teaming arrangements, etc. Explain the nature of the work small businesses performed--substantive technical professional services, administrative support, logistics support, etc. Describe the extent of your compliance with your SB subcontracting plan(s) or other similar SB incentive programs set out in your contract(s) and explain any mitigating circumstances if goals were not achieved.
 - (B) To supplement the narrative summary in (A), provide with your summary a copy of the most recent SF 294 "Subcontracting Report for Individual Contracts" for each contract against which you were required to report for the past 3 years.
 - (C) Provide the names and addresses of three SB concerns for us to contact for their assessment of your performance in using SB concerns. Provide a brief summary of the type of work each SB concern provided to your organization, and the name of a contact person, his/her title, phone number, and e-mail address for each.
 - e. The Offeror is expected to comply with the instructions regarding the type and amount of detail to be provided on past performance and the format to be used to submit it. If the Offeror does not follow the prescribed format, then care must be taken to ensure that the substance of the requested information is provided. Failure to do so may seriously impede both the technical evaluation of the Offeror's proposal and the contracting officer's ability to make a positive responsibility determination. Reference information must include recent email, fax, and phone numbers and address of contact persons.
 - f. USAID may contact representatives from the references provided by the Offeror to obtain information on the Offeror's past performance. The Offeror is advised that USAID may obtain past performance information from sources other than those identified by the Offeror. USAID will use past performance information both for the responsibility determination required in FAR 9.1 and the best value decision in accordance with the instructions in Section L and the evaluation criteria in Section M of this solicitation.
4. **Management Plan:** The Offeror must provide a clear description of how the task order will be managed, including the approach to addressing potential problems. The Offeror must outline which organization/subcontractor will carry out the various tasks specified in the technical approach and evaluation plan. The Offeror must specify the composition and organizational structure of the entire project team (including any home office support) and describe each staff member's role, technical expertise, and estimated amount of time each will devote to the project. The Offeror may propose a mix of international and domestic advisors and specialists to cover the full range of objectives and activities. The management plan must also demonstrate how the Offeror will use in-country staff and resources. If the Offeror plans to collaborate with other organizations, government agencies or indigenous organizations for the implementation of the task order, the services to be provided by each agency or organization must be included here (but described in greater detail under the collaboration plan. If the Offeror intends to utilize subcontractors it must indicate the extent intended, the method of identifying subcontractors, and the tasks/functions they will be performing. The Offeror must state whether or not it has existing relationships with these other organizations and the nature of the relationship.

The management plan must also include a plan for capacity building and sustainability. A key component of the program will be expansion, sustainability and capacity building through training and partnerships. The Offeror must work closely with the Ministry of Agriculture and Rural Development, Ministry of Health, Provincial and local Health Departments, Provincial and local Agriculture and Rural Development Departments, Provincial and local Animal Health staff, local government, civil organizations and local NGOs to improve their ability in prevention and control of zoonotic diseases with special focus on Avian and Pandemic Influenza. The Offeror must include a plan for sharing of lessons learned and best practices across provinces and sites, including beyond USAID's focus provinces.

USAID/Vietnam requires the establishment of a country office in Vietnam; contractor presence is required in order to facilitate management and coordination with USAID/Vietnam. The Offeror shall fulfill this administrative requirement. A proposed approach for the establishment of a country office in Vietnam is required if you do not already have one.

5. **Corporate Capability and Experience:**

- a. Offerors must furnish evidence that they along with their proposed major subcontractors' have the ability to plan, implement and monitor the program effectively. They must demonstrate their experience in the geographic and program areas identified in the Statement of Work; and organizational experience in managing relevant large-scale projects including activities to improve animal and human health capacities to address HPAI and other zoonotic diseases as appropriate, to improve the quality and use of data for decision making and to advance the policy environment.
- b. Offerors must clearly describe their demonstrated ability to manage multiple complex tasks involving collaborative efforts, and maintain clear and effective lines of communication between and among clients.

L.5 REQUIRED MARKING AND BRANDING STRATEGY

The Offeror must prepare and submit with the technical proposal, a Branding Implementation Plan and Marking Plan to implement the USAID Branding Strategy. Activities under the Offeror's branding implementation plan and marking plan must be included as part of the overall project budget, where appropriate. The branding implementation plan must be an attachment to the Offeror's technical proposal and does not count in the 28-page limitation.

Program Name: Identifying and Reducing the Risk of Avian and Pandemic Influenza in Vietnam

How the USAID logo will be positioned on materials and communications:

All USAID logos on materials and communications produced under this task order will be positioned in accordance with the standardized USAID regulations on branding (www.usaid.gov/branding). In cases when the activity is jointly sponsored with other US Government (USG) and non-USG entities, the names and/or logos of these entities will be mentioned in the branding, with an equal level of prominence to the USAID logo.

Desired level of visibility:

All branding must comply with the standardized USAID regulations on branding. All branding for USAID, its partners, and other USG and non-USG entities engaged in a specific activity implemented under this task order, must have equal representation on all public or internal documentation, publications, advertising, presentations, brochures, etc.

Other organizations to be acknowledged:

When activities occur in coordination with other USG or non-USG partners, acknowledgement of the contribution and efforts of these organizations will be included in any relevant public or internal documentation, publications, advertising, presentations, brochures, etc.

B. Branding Implementation Plans must specifically address the following:

1. How to incorporate the message, "This assistance is from the American people," in communications and materials directed to beneficiaries, or provide an explanation if this message is not appropriate or possible.
2. How to publicize the program, project, or activity in the host-country and a description of the communications tools to be used. Such tools, where appropriate, may include the following: Press releases, Press conferences, Media interviews, Site visits, Success stories, Beneficiary testimonials, Professional photography, website support, PSAs, Videos, Mobile phone text message announcements and Webcasts, e-invitations, or other e-mails sent to group lists, such as participants for a training session blast e-mails or other Internet activities, etc.
3. The key milestones or opportunities anticipated to generate awareness that the program, project, or activity is from the American people, or an explanation if this is not appropriate or possible. Such milestones may be linked to specific points in time, such as the beginning or end of a program, or to an opportunity to showcase publications or other materials, research findings, or program success. Public awareness and publicizing activities must be carried out in a timely fashion and in consultation with USAID/Vietnam. These include, but are not limited to, the following: Launching the program, Announcing research findings, Publishing reports or studies, Spotighting success stories, Featuring beneficiaries as spokespeople, Showcasing before-and-after photographs, Marketing agricultural products or locally-produced

crafts or goods, Securing endorsements from ministry or local organizations, Promoting final or interim reports, and Communicating program impact/overall results.

C. The Marking Plan shall enumerate the public communications, commodities, and program materials and other items that visibly bear or will be marked with the USAID Identity. USAID’s policy is that programs, projects, activities, public communications, or commodities implemented or delivered under contracts and subcontracts exclusively funded by USAID are marked exclusively with the USAID Identity. Where applicable, a host-country symbol or ministry logo, or another U.S. Government logo may be added.”

L.6 COST PROPOSALS

Budget Format: A budget with narrative providing detailed justification of costs anticipated under this proposed task order should be provided in the following format:

- a. For each line item proposed, please provide a summary cost breakdown, by element, of the respective anticipated costs of performing under this task order. The elements include: salaries, fringe, consultant fees, travel/transportation/per diem, other direct costs, equipment, sub-contracts, grants, indirect costs (overhead, G&A, etc., if applicable), and fee. Offerors are advised to budget appropriate costs for their Branding Implementation Plan and Marking Plan.
- b. Detailed level of effort and labor cost estimates must be submitted in accordance with the Statement of Work. Please provide a separate line item for each proposed individual and identify each by name, labor category, daily rate, and the level of effort for that individual. Please provide a salary history for the prior three years, for "key" individuals and professional staff.
- c. Detailed level of effort and cost estimates for consultants who will perform under the task order. Additionally, please provide rates for consultant positions for which an individual is not specifically named according to the following position classification: US Senior Level, US Junior Level, CCN Senior Level, CCN Junior Level, TCN Senior Level, and TCN Junior Level. For TBD positions, USAID requires that estimated rates be realistic, reasonable, and in accordance with market value for that position. Please be advised that it is USAID/ROP procedure that for any TBD positions which later on are identified and are proposed at a rate more than 5% higher than the approved rate, the Offerors must seek USAID separate approval to determine/ensure reasonableness of the proposed rates for those individuals.
- d. The Prime's and subcontractors' most recent NICRA information (as applicable) to support proposed indirect rates.
- e. Fixed Fee is subject to the maximum specified in the IQC.
- f. Total Estimated Cost plus Fixed Fee.
- g. The Prime's and subcontractors' most recent NICRA information (as applicable) to support proposed indirect rates.
- h. Subcontracting Plan. Include a proposed small business subcontracting plan in accordance with FAR 19.704.
- i. Letters of Commitment (Subcontractors). The Cost Proposal must include a letter, on subcontractor letterhead, and signed by an authorized representative of each subcontractor, which specifically indicates the subcontractor's agreement to be included in the offeror's proposed teaming arrangement.
- j. Any proposed changes to the attached statement of work.

The total budget for this task order is estimated to fall within the range of \$9 million to \$11 million for the 36-month period.

Offeror shall submit a summary cost proposal by operating period and CLIN, using the following detailed budget format:

Cost Element	Year 1	Year 2	Year 3
Total Direct Labor			
Salary and wages			
Fringe Benefits			
Consultants			
Travel, Transportation and Per Diem			
Equipment and Supplies			
Subcontracts ^{1/}			

Allowances			
Participant Training			
Other Direct Cost			
Overhead			
G&A			
Material Overhead			
Total Estimated Cost			
Fixed Fee			
Total Estimated Cost Plus Fixed Fee			

Detailed costs associated with each program area such as salaries, indirect costs, travel, equipment, and fee, must be provided separately in the proposal.

1/ Individual subcontractors must include the same cost element breakdown in their budgets as applicable.

The above budget must be supported by information in sufficient detail to allow a complete analysis of cost. Contractor Employee Biographical Data Sheet (Form AID 1420-17) for the proposed personnel (either US, CCN or TCN), containing salary history for the previous three years. (Bio-data forms must be signed by both the employee and your organization). Offerors must propose costs that they believe are realistic and reasonable for the work in accordance with their respective Task Order Technical Proposals.

(End of Section L)

SECTION M – EVALUATION FACTORS FOR AWARD

M.1 GENERAL INFORMATION

- (a) After evaluation of initial proposals, USAID expects to select the contractor which will receive the task order to perform the statement of work. Once this choice is made, USAID may engage in discussions or negotiations with the chosen contractor regarding any matter to be covered in the final task order. However, the Government may award a task order without discussions with Offerors.
- (b) The Government intends to evaluate task order proposals in accordance with Section M of this RFTOP and award to the responsible contractor(s) whose task order proposal(s) represents the best value to the U.S. Government. "Best value" is defined as the offer that results in the most advantageous solution for the Government, in consideration of technical, cost, and other factors.
- (c) Evaluation Process: Proposals received before the closing date will be reviewed and considered against the criteria indicated in Section M.2. Numerical points will not be awarded for cost, and the relative importance of cost is substantially less than technical factors. The review of the cost proposal shall include primarily cost realism, allowability and reasonableness analyses. While cost is a factor, especially as between closely ranked technical proposals, it is expected that the choice of contractor for this work will be based on technical merit.

M.2 TECHNICAL PROPOSAL EVALUATION CRITERIA

The technical applications will be evaluated in accordance with the technical criteria set forth below. One award is anticipated, although USAID reserves the right to make more than one award if needed. The award will be made to the responsible implementing partner whose application offers the greatest value to the US Government, cost and other factors considered.

The criteria listed below are presented by major category, so that Offerors will know which areas required emphasis in the preparation of the technical proposal. Offerors should note that these criteria serve as the standard against which all technical information will be evaluated, and serve to identify the significant matters which Offerors should address. Within each category, sub-criteria are weighted according to the points indicated. Sub-criteria that do not have weights assigned will be treated equally. To make the selection process as objective as possible, each implementing partner should clearly demonstrate how the application meets these criteria.

- 1) TECHNICAL APPROACH 30 POINTS

- a. Extent to which the proposed approach; is clear, logical, well-conceived, and technically sound and will achieve the specific targets and specifically addresses section L4.1; is appropriate to the Vietnamese country context; reflects understanding and support of USAID/Vietnam program objectives; provides for sustained results beyond the life of the project and describes how the activities will continue after the program is completed; draws from lessons learned elsewhere, especially in the South East Asia region; describes how the Offeror will build the capacity and advocacy skills of key public and private stakeholders. (10 Points)
- b. The extent to which gender and gender issues are identified and addressed.(5 Points)
- c. Extent to which illustrative draft implementation workplan for the first 12 months of the 36-month task order demonstrates effective implementation of project components, and the Offeror's ability to reach stated project objectives within the required time period of performance, including a plan for rapid launch of project activities. (5 Points)
- d. Extent to which the collaborative plan demonstrates knowledge of the role of the various actors and stakeholders and provides an approach for maximizing comparative advantages and resources while minimizing duplication. (5 Points)
- e. Extent to which the Evaluation Plan is clear, appropriate and sound in terms of identification of expected interim and final results of the program and extent to which the plan for collecting requisite data is cost effective, will reliably quantify program progress and impact, and will integrate with and support building capacity to gather and analyze data for decision making. (5 Points)

2) KEY PERSONNEL

20 POINTS

- a. Extent and nature of relevant experience and qualifications of key personnel, as demonstrated by appropriateness of the technical and managerial expertise and experience of proposed personnel for meeting project goals and results through the proposed strategic and technical approach.
- b. Key personnel will be evaluated as follows:
 - 1. Professional Experience: Demonstrated experience working in related areas and on similar results-oriented projects where complex work was involved and where goals were met or exceeded. Proven leadership experience and management capacity, both in terms of the project itself as well as through external mechanisms such as working groups, coordinating bodies, and public fora.
 - 2. Technical Credentials: Clear expertise in the requisite areas based on education, degrees earned, training (formal and on-the-job) and, where applicable, awards and honors.
 - 3. Written materials, publications, speeches: Where applicable, demonstrated competency and capability in developing high quality, creative, and relevant materials;
 - 4. References: Level of professional competency and suitability to the project.

3) CONTRACTOR PERFORMANCE INFORMATION

20 POINTS

- a. Performance information will be used for both the responsibility determination and best value decision. USAID may use performance information obtained from other than the sources identified by the Offeror/subcontractor. USAID will utilize existing databases of contractor performance information and solicit additional information from the references provided in Section L. 4.3 of this RFTOP and from other sources if and when the Contracting Officer finds the existing databases to be insufficient for evaluating an Offeror's performance.
- b. If the performance information contains negative information on which the Offeror has not previously been given an opportunity to comment, USAID will provide the Offeror an opportunity to comment on it prior to its consideration in the evaluation, and any Offeror comment will be considered with the negative performance information.
- c. USAID will initially determine the relevance of similar performance information as a predictor of probable performance under the subject requirement. USAID may give more weight to performance information that is considered more relevant and/or more current.
- d. The contractor performance information determined to be relevant will be evaluated in accordance with the elements below:
 - 1. Quality of product or service, including consistency in meeting goals and targets.
 - 2. Cost control, including forecasting costs as well as accuracy in financial reporting.

3. Timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient completion of tasks.
 4. Business relations, addressing the history of professional behavior and overall business-like concern for the interests of the customer, including coordination among subcontractors and developing country partners, cooperative attitude in remedying problems, and timely completion of all administrative requirements.
 5. Customer satisfaction with performance, including end user or beneficiary wherever possible.
 6. Effectiveness of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified.
 7. Prime Offerors who are not small business concerns will be evaluated on their performance in using small business concerns as subcontractors, joint venturers, and in other teaming arrangements.
- e. In cases where 1. an Offeror lacks relevant performance history, 2. information on performance is not available, or 3. an Offeror is a member of a class of offerors where there is provision not to rate the class against a sub factor, then the Offeror will not be evaluated favorably or unfavorably on performance. The "neutral" rating assigned to any Offeror lacking relevant performance history is a score commensurate with the percentage of points received vs. possible points¹. An exception to this neutral rating provision: the non-small businesses prime with no history of subcontracting with small business concerns. Prior to assigning a "neutral" past performance rating, the contracting officer may take into account a broad range of information related to an Offeror's performance.

4) **MANAGEMENT PLAN** **20 POINTS**

- a. Extent to which the proposal clearly describes the ability to manage activities carried out under the Statement of Work, provide technical support and necessary oversight to project staff, consultants and sub contractors, and work with USAID/Vietnam staff, other USG agencies, and other important project partners, including the potential for the management approach to effectively contribute to achieving project targets and objectives.
- b. Extent to which the proposal clearly describes the role of and contractual arrangement with each subcontractor (if any), the approach for managing of proposed subcontractors (if any), and demonstrated past experience managing subcontractors (if applicable).
- c. Appropriateness of the composition and organizational structure of the project team to reach indicated objectives, provide home office support, as well as international and local professionals to implement each project component.
- d. The extent to which the Offeror demonstrates a clear, sound and appropriate staffing pattern with responsibilities among different staff positions adequately delineated including use of qualified professionals proposed as an integral part of the Offeror's workforce.
- e. Extent to which the Offeror provides a realistic plan for capacity building and sustainability including sharing of lessons learned and best practices.

5) **CORPORATE INSTITUTIONAL CAPABILITY AND EXPERIENCE** **10 POINTS**

- a. The Offeror's and major subcontractors' demonstrated experience in the geographic and program areas identified in the Statement of Work; and organizational experience in managing relevant large-scale projects including activities to improve animal and human health capacities to address HPAI and other zoonotic diseases as appropriate, to improve the quality and use of data for decision making and to advance the policy environment.
- b. Demonstrated capability to plan, implement and monitor similar programs, including starting program activities rapidly and meeting USAID reporting and accountability requirements.

TOTAL **100 POINTS**

¹ For example, a small business prime offeror will not be evaluated on its performance in using small business concerns. If this sub factor is worth a possible 10 points out of a total possible point value of 100 for the technical proposal, then the small business prime offeror's technical proposal will have a maximum of 90 possible points. If it was assigned a score of 80 points out of the 90 maximum possible points, its technical score for evaluation against the other offerors would be 88.89 (i.e., 80/90). USAID understands that there may be minor arithmetic differences in percentage terms as a result; however, it considers these differences to be minor and that they will not impact any best-value decision made under this solicitation

USAID will not select an Offeror for award on the basis of a superior technical proposal without consideration of cost. Evaluation points will not be awarded for cost. Cost will primarily be evaluated for reasonableness, realism, and allowability. This will consist of a review of the cost portion of an Offeror's proposal to determine if the overall costs proposed are realistic for the work to be performed, if the costs reflect the Offeror's understanding of the requirements, and if the costs are consistent with the technical proposal.

Evaluation of the cost proposal will consider, but will not be limited to, the following:

- Cost reasonableness;
- Cost realism and completeness of the cost proposal and supporting documentation;
- Consistency with the technical proposal;
- Overall cost control/cost savings evidenced in the proposal (avoidance of excessive salaries, excessive home office visits, and other costs in excess of reasonable requirements); and
- Amount of the proposed fee, if any.

(End of Section M)

ATTACHMENT J.1

USAID FORM 1420-17 - CONTRACTOR BIOGRAPHICAL DATA SHEET

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

1. Name (Last, First, Middle)				2. Contractor's Name			
3. Employee's Address (include ZIP code)			4. Contract Number		5. Position Under Contract		
			6. Proposed Salary		7. Duration of Assignment		
8. Telephone Number (include area code)		9. Place of Birth		10. Citizenship (if non-U.S. citizen, give visa status)			
11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment							
12. EDUCATION (include all college or university degrees)					13. LANGUAGE PROFICIENCY (See Instructions on Reverse)		
NAME AND LOCATION OF INSTITUTE		MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
14. EMPLOYMENT HISTORY							
1. Give last three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.							
2. Salary definition - basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, or dependent education allowances.							
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #			Dates of Employment (M/D/Y)		Annual Salary	
				From	To	Dollars	
15. SPECIFIC CONSULTANT SERVICES (give last three (3) years)							
SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #			Dates of Employment (M/D/Y)		Days at Rate	Daily Rate in Dollars
				From	To		
16. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.							
Signature of Employee						Date	
17. CONTRACTOR'S CERTIFICATION (To be signed by responsible representative of Contractor)							
Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that the USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.							
Signature of Contractor's Representative						Date	

ATTACHMENT J.2
Past Performance Report – Short Form (OMB No. 9000-0142)

CONTRACTOR PERFORMANCE REPORT - SHORT FORM	
PART I: Contractor Information (to be completed by Prime)	
1.	Name of Contracting Entity:
2.	Contract Number:
3.	Contract Type:
4.	Contract Value (TEC): (if subcontract, subcontract value)
5.	Problems: (if problems encountered on this contract, explain corrective action taken)
6.	Contacts: (Name, Telephone Number and E-mail address)
6a.	Contracting officer:
6b.	Technical Officer (COTR):
6c.	Other:
7.	Contractor:
9.	Information Provided in Response to RFP No. :
PART II: Performance Assessment (to be completed by Agency)	
1.	Quality of product or service, including consistency in meeting goals and targets, and cooperation and effectiveness of the Prime in fixing problems. Comment:
2.	Cost control, including forecasting costs as well as accuracy in financial reporting. Comment:
3.	Timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks. Comment:
4.	Customer satisfaction, including satisfactory business relationship to clients, initiation and management of several complex activities simultaneously, coordination among subcontractors and developing country partners, prompt and satisfactory correction of problems, and cooperative attitude in fixing problems. Comment:
5.	Effectiveness of key personnel including: effectiveness and appropriateness of personnel for the job; and prompt and satisfactory changes in personnel when problems with clients were identified. Comment: