Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Capacity Building Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Consultancy</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Firm Fixed Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>Within the Delivery Period</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>UB4R</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:procurement@ugandabiodiversity.rti.org">procurement@ugandabiodiversity.rti.org</a>.</td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>November 20, 2023</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>November 24, 2023</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>December 04, 2023</td>
</tr>
<tr>
<td>Approximate Date contract Issued to Successful Bidder(s):</td>
<td>To be determined</td>
</tr>
</tbody>
</table>

Method of Submittal:

Email procurement@ugandabiodiversity.rti.org

Respond via e-mail with attached document in MS Word / pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.

Solicitation Number: UB4R/001/11/2023

All bids must be submitted as follows.
1) A signed copy of this RFP (see page no. 9 of this RFP)
2) A duly completed and signed proposal corresponding to the scope of work provided in this RFP.
3) Financial proposal.
4) Updated CVs of key personnel

How to apply

Interested Companies and organizations should submit Technical proposal (Including past performance experience), and a Financial proposal/Budget in UGX via email to: procurement@ugandabiodiversity.rti.org.

Attachments to RFP:

1. Attachment “A” – Scope of Work and Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.
# Statement of Work

Description of Activity/Service:

| Workplan Activity | USAID Uganda Biodiversity for Resilience Activity  
| Short Term Technical Assistance (STTA) |
|-------------------|----------------------------------------------------------------------------------|
| Consultant Name   | TBD                                                                               |
| Country           | Uganda                                                                            |
| Locations         | Kampala, Lake Mburo, Budongo CFR, Kalinzu CFR, Kidepo Valley                      |
| POP               | January 2024-February 2025 (13 months)                                           |
| Management        | Boaz Tumwesigye, Deputy Chief of Party, [btumwesigye@ugandabiodiversity.rti.org](mailto:btumwesigye@ugandabiodiversity.rti.org)  
|                   | Jennifer Talbot, B4R Chief of Party, [jtalbot@ugandabiodiversity.rti.org](mailto:jtalbot@ugandabiodiversity.rti.org) |

## 1. Introduction

The United States Agency for International Development (USAID)/Uganda Biodiversity for Resilience (B4R) Activity (2020-2025) provides technical assistance to communities, the government of Uganda, and the private sector, to conserve and manage biodiversity in target ecosystems for lasting environmental and economic sustainability and increased community and household resilience. The Activity supports community wildlife conservancies and protected area management while promoting market-based solutions, including nature-based tourism and other conservation enterprises, to improve stewardship of the natural resources necessary to sustain Uganda’s economic development.

Additional cross-cutting activities include promotion of resiliency strategies; inclusion of women, youth, and other marginalized people; private sector engagement; capacity building; and deliberate use of collaborating, learning, and adapting techniques.

## 2. Background

USAID B4R supports key conservation institutions in Uganda: Uganda Wildlife Authority (UWA) and National Forest Authority (NFA). B4R supports UWA to strengthen the institutional and governance capacities of community based natural resources management (NRM) entities operating in adjacent areas to protected
(PAs). These community based natural resources management entities are community wildlife associations (CWAs) and conservancies.

In addition, B4R also supports NFA to strengthen the institutional and governance capacities of community based collaborative forest management (CFM) groups that are living around the gazetted central forest reserves (CFRs). These CFM groups have collaborative management agreements with NFA regarding the roles and responsibilities of each party in terms of management and utilization of the resources in the CFR while enhancing the conservation efforts.

At the start of USAID B4R implementation programming, a baseline institutional and governance capacity assessment for the above mentioned natural resource management entities was conducted using a standard participatory local organization capacity assessment (PLOCA) tool on nine (9) functional areas namely: oversight and planning, structure and management, human resources management, financial and administrative management, technical products and services, monitoring and evaluation, learning and collaboration, financial sustainability, operational/sustainability. The participatory PLOCA process established existing institutional gaps that were in turn used to develop capacity development action plans (CDAPs) as a roadmap to address these gaps.

To date, B4R has conducted PLOCA and has developed CDAPs for 17 institutions as follows: 5 CFM groups in Kidepo, 3 CFM groups in Kalinzu, 6 CFM groups in Budongo, 1 conservancy and 1 CWA in L. Mburo, and 1 CWA/conservancy in Kidepo, as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>Institution</th>
<th>Type</th>
<th>Landscape</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KKAKKA</td>
<td>Community wildlife associations/conservancy</td>
<td>Kidepo</td>
</tr>
<tr>
<td>2</td>
<td>Morungole</td>
<td>Collaborative Forest Management (CFM) group</td>
<td>Kidepo</td>
</tr>
<tr>
<td>3</td>
<td>Nyangea Napore</td>
<td>CFM</td>
<td>Kidepo</td>
</tr>
<tr>
<td>4</td>
<td>Orom</td>
<td>CFM</td>
<td>Kidepo</td>
</tr>
<tr>
<td>5</td>
<td>Timu</td>
<td>CFM</td>
<td>Kidepo</td>
</tr>
<tr>
<td>6</td>
<td>Lowala</td>
<td>CFM</td>
<td>Kidepo</td>
</tr>
<tr>
<td>7</td>
<td>KICODA</td>
<td>CFM</td>
<td>Budongo</td>
</tr>
<tr>
<td>8</td>
<td>NABUFOCA</td>
<td>CFM</td>
<td>Budongo</td>
</tr>
<tr>
<td>9</td>
<td>KAFACA</td>
<td>CFM</td>
<td>Budongo</td>
</tr>
<tr>
<td>10</td>
<td>SEDA</td>
<td>CFM</td>
<td>Budongo</td>
</tr>
<tr>
<td>11</td>
<td>NECODA</td>
<td>CFM</td>
<td>Budongo</td>
</tr>
<tr>
<td>12</td>
<td>BUNCA</td>
<td>CFM</td>
<td>Budongo</td>
</tr>
<tr>
<td>13</td>
<td>NSHARA</td>
<td>Community Wildlife Association (CWA)</td>
<td>Lake Mburo</td>
</tr>
<tr>
<td></td>
<td>Community Conservancy</td>
<td>Lake Mburo</td>
<td></td>
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<tr>
<td>---</td>
<td>----------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Rurambira Community Conservancy (RCC)</td>
<td>Community Conservancy</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Nyarugote, and</td>
<td>CFM</td>
<td>Kalinzu</td>
</tr>
<tr>
<td>16</td>
<td>Swazi Nitubasa</td>
<td>CFM</td>
<td>Kalinzu</td>
</tr>
<tr>
<td>17</td>
<td>Ndangara Nyakiyanja</td>
<td>CFM</td>
<td>Kalinzu</td>
</tr>
</tbody>
</table>

USAID B4R has also developed a capacity building manual for trainers that are supporting natural resources management (NRM) entities involved in community conservation. The content is meant to be a resource for the B4R field team as they train the natural resource management entities. The nature of the training itself will be determined by the field team trainers depending on the respective recipients and the general characteristics of the recipient groups.

Specifically, the manual will assist the field teams undertake training in the following modules:

- Module 1: Governance structures and requirements for NGOs and CBOs
- Module 2: Leadership and development of leadership skills
- Module 3: Team Building and Group Dynamics
- Module 4: Financial Management
- Module 5: Planning/Budgeting
- Module 6: Gender and Social Inclusion
- Module 7: Procurement
- Module 8: Collaboration and Networking
- Module 9: Monitoring and Evaluation

USAID B4R will train its staff in the use of the manual in January 2024. Following the training, B4R staff will use the manual as one tool to implement the Capacity Development Action Plans (CDAPs) for 17 selected natural resources management entities. B4R will strengthen the structure and management of these entities, provide technical support, and improve leadership skills using the capacity building manual. USAID B4R will focus on the following activities:

- Build the governance capacity of the executive committees in areas of leadership, management, human resources, and collaboration of the 17 selected entities through training and mentorship.
- Support the review and customization process of institutional structures and management guidelines and policies for all the 17 selected entities.
- Support the review the constitutions for all the 17 entities in collaboration with a legal expert.

B4R is seeking a consultant to support B4R staff to implement the CDAPs for the 17 groups and to complete the above 3 activities.

### 3. Objectives of Assignment:

The overall purpose of the consultancy is to build the capacity of the 17 local natural resource management entities through the implementation of their CDAPs.
### 4. Activities / Scope of Services
The consultant will undertake the following activities:

- Participate in the training on the use of the manual for B4R field staff, and in the development of the schedule of trainings that the field staff will conduct for the natural resource management institutions in January 2024.
- Provide support to the B4R field staff to analyze the PLOCA and CDAP with the institutions in their respective landscapes and customize the training modules to respond to the CDAP.
- Guide and mentor the B4R field staff in the preparation and delivery of the trainings, and in the development of recommendations for next steps and future trainings, for each landscape.
- Support the review and customization process of structures, guidelines and policies for all the entities.
- Support the review of constitutions with all entities in collaboration with a legal expert (to be engaged separately by B4R).
- Collaborate with the MERLA team on the data collection for the capacity building indicator.
- Follow up with groups, as needed, and develop recommendations for future support.

### 5. Timeline and Deliverables

<table>
<thead>
<tr>
<th>Activity</th>
<th>Q2 Jan 2024</th>
<th>Q3 April 2024</th>
<th>Q4 July 2024</th>
<th>Q1 Oct 2024</th>
<th>Q2 Jan 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Participate in a) the training on the use of the manual, given by B4R for field staff, and b) the development of the schedule of trainings that the field staff will conduct for the natural resource management institutions</td>
<td>Q2 Jan 2024</td>
<td>Q3 April 2024</td>
<td>Q4 July 2024</td>
<td>Q1 Oct 2024</td>
<td>Q2 Jan 2025</td>
</tr>
<tr>
<td>2. Provide support to the B4R field staff to analyze the PLOCA and CDAP for the institutions in their respective landscapes and customize the training modules to respond to the CDAP</td>
<td>Q2 Jan 2024</td>
<td>Q3 April 2024</td>
<td>Q4 July 2024</td>
<td>Q1 Oct 2024</td>
<td>Q2 Jan 2025</td>
</tr>
<tr>
<td>3. Guide and mentor the B4R field staff in the preparation and delivery of the trainings, and in the development of recommendations for next steps and future trainings, for each landscape</td>
<td>Q2 Jan 2024</td>
<td>Q3 April 2024</td>
<td>Q4 July 2024</td>
<td>Q1 Oct 2024</td>
<td>Q2 Jan 2025</td>
</tr>
<tr>
<td>4. Support the review and customization process of structures, guidelines and policies for all the entities.</td>
<td>Q2 Jan 2024</td>
<td>Q3 April 2024</td>
<td>Q4 July 2024</td>
<td>Q1 Oct 2024</td>
<td>Q2 Jan 2025</td>
</tr>
<tr>
<td>5. Support the review of constitutions for all entities in collaboration with a legal expert.</td>
<td>Q2 Jan 2024</td>
<td>Q3 April 2024</td>
<td>Q4 July 2024</td>
<td>Q1 Oct 2024</td>
<td>Q2 Jan 2025</td>
</tr>
<tr>
<td>6. Collaborate with the MERLA team and field staff on the data collection for the capacity building indicator</td>
<td>Q2 Jan 2024</td>
<td>Q3 April 2024</td>
<td>Q4 July 2024</td>
<td>Q1 Oct 2024</td>
<td>Q2 Jan 2025</td>
</tr>
</tbody>
</table>
6. **Deliverables and Deadlines**
The following deadlines apply assuming start of the implementation January 2024

<table>
<thead>
<tr>
<th>S/N</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| 1.  | **Inception Report including:**  
• Observation on training of staff  
• Development of training schedule  
• Schedule of activities for Q2 and Q3                                                                                                                                                                                                 | January 30, 2024                        |
| 2.  | • Progress report on support to the B4R field staff, including analysis of PLOCA and CDAP for the institutions, and customized training modules, and reports from trainings with recommendations, and updates on customization process of structures, guidelines and policies and constitutional reviews for all 17 entities according to the schedule of activities for Q2 and Q3 | March 30, 2024 (end of Q2)               |
| 3.  | • Progress report on support to the B4R field staff, including analysis of PLOCA and CDAP for the institutions, and customized training modules, and reports from trainings with recommendations, and updates on customization process of structures, guidelines and policies and constitutional reviews for all 17 entities according to the schedule of activities for Q2 and Q3  
• Schedule of activities for Q4                                                                                                                                                                                                 | June 30, 2024 (end of Q3)               |
| 4.  | • Progress report on support to the B4R field staff, including analysis of PLOCA and CDAP for the institutions, and customized training modules, and reports from trainings with recommendations, and updates on customization process of structures, guidelines and policies and constitutional reviews for all 17 entities according to the schedule of activities for Q2 and Q3  
• Summary of progress reports for Q2, Q3, Q4  
• Schedule of activities for Q1                                                                                                                                                                                                 | September 30, 2024 (end of Q4)          |
| 5.  | • Progress report on support to the B4R field staff, including analysis of PLOCA and CDAP for the institutions, and customized training modules, and reports from trainings with recommendations, and updates on customization process of structures, guidelines and policies and                                                                                                                                 | January 30, 2025                        |
| 6. | Final report from consultancy including:  
|    | o CDAP activity reports for each entity, including what has been accomplished and recommendations for next steps and support  
|    | o Customized structure, guidelines and policies in place for each entity and recommendations for next steps  
|    | o Constitutional review completed for each entity and recommendations for next steps | February 28, 2025 |

7. **Technical Direction, Management & Communication**  
The USAID B4R COP together with the DCOP will be the primary point of contact for the overall management, coordination and communication related to this technical assignment.

8. **Monitoring and Evaluation**  
Apart from the deliverables, this Activity will contribute to the following USAID B4R indicator:  
- Number of institutions with improved governance and institutional capacity in natural resource management

9. **Minimum Required Qualifications and Experience**  
- Master’s degree in natural resources management, environmental science, capacity building, business administration, or related field with a minimum of 6 years working experience or Bachelor’s degree with 10 years working experience,  
- Experience working with Community-Based Organizations/CBOs to build capacity,  
- Experience with the implementation and monitoring of institutional capacity assessments,  
- Demonstrated skills and proven ability to develop, articulate and implement capacity building plans with rural communities,  
- Proven ability to work under pressure, and with multiple concurrent demands,  
- Excellent communication and interpersonal skills,  
- Ability to travel and work in rural areas and difficult terrain/conditions at times; and  
- Proficiency in English is required.

10. **Period and Place of Performance**  
The approximate period of performance is 13 months, expecting to commence in January 2024, and end February 2025. The work is to be performed in Uganda.
By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:
Title:
Date:
Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description**: The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved’ supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity**: This procurement will be made by Research Triangle Institute (RTI International), located at

   Plot 50, Upper Kololo Terrace, Kampala

   who has a purchase requirement in support of a project funded by

   USAID

   RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements**. All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:

   (a) The solicitation number:

   (b) The date and time submitted:

   (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

   (d) Validity period of Quote:

   (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
(f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.

(g) Lead Time Availability of the Commodity/Service.

(h) Terms of warranty describing what and how the warranties will be serviced.

(i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.

(j) Payment address or instructions (if different from mailing address)

(k) Acknowledgment of solicitation amendments (if any)

(l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

(m) Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to

   Procurement Unit

   at this email address:

   procurement@ugandabiodiversity.rti.org

   The cut-off date for questions is

   November 24, 2023

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation**: The following documents will be required for payment for each item:
   (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
   (b) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc. (when applicable)

8. **Payment Terms**: Refer to RTI purchase order terms and conditions found in
   [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or
   [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals**: Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.

10. **Inspection Process**: Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

11. **Evaluation and Award Process**: The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the best value to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

    The evaluation factors will be comprised of the following criteria:

    **Stage One**

    **MANDATORY REQUIREMENTS** - Submission of the following.
    - Technical proposal
    - Financial proposal
    - Updated CVs of technical team

    Only those bidders who meet the Mandatory requirements will be evaluated further.

    **Stage Two**

    I. **Technical Understanding of the Assignment** – Contractor clearly states their understanding of the specifications cited in SOW subsections titled Objective of Study, Scope of the Assignment and Deliverables). **15 points**

    II. **Proposed Approach, Methodology & Outcomes** - Clear outline of activities proposed, the rationale for each activity, the implementation team and time schedule proposed, the methodology that you will use to successfully achieve desired deliverables and outcomes. **25 points**
III. Required Qualifications - The Contractor is expected to have professional qualifications in the relevant field as cited in the SOW subsection titled Qualifications and Skills, with demonstrable experience in working with community conservancy development. **15 points**

IV. Past Performance - Contractor can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner. **10 points**
   - In your proposal, provide at least 3 professional contacts (firms/individuals) for whom similar work/services have been provided for our reference request checks.

V. Delivery – Contractor provides the most advantageous delivery schedule. **5 points**

Stage Three

   - **FINANCIAL EVALUATION** – Most advantageous financial proposal. **30 points**

Award Notice. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

12. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for **30** days after submission.

13. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.

14. **Anti-Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI’s Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

15. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (“Covered Technology”). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.
By: (Seller Company Name)

Signature: __________________________________________________________
Title:
Date: