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USAID Expanding Water and Sanitation Project

REQUEST FOR PROPOSAL (RFP)

Local Civil Engineering Support Firm

April 2023

Zambia

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ACRONYMS AND ABBREVIATIONS

A&E	Architectural and Engineering
AMELP	Activity Monitoring, Evaluation, and Learning Plan
BOQ	Bill of Quantities
CBO	Community-Based Organization
CFM	Construction Fund Manager
CIP	Construction Implementation Plan
CFM	Construction Fund Manager
CO	Contracting Officer
COP	Chief of Party
COR	Contracting Officer Representative
CSE	Construction Support Engineer
CSO	Civil Society Organization
CU	Commercial Utilities
EIZ	Engineering Institution of Zambia
EOI	Expression of Interest
EMMP	Environmental Mitigation and Monitoring Plan
EWCT	Expanding WASH Construction Team
FY	Fiscal Year
GYSI	Gender, Youth, and Social Inclusion
IBC	International Building Code
IDIQ	Indefinite Delivery Indefinite Quantity
LA	Local Authority
LPO	Local Purchase Order
N/A	Not Applicable
NCC	National Council for Construction
PP	Planet Partnerships
PSE	Private Sector Engagement
O&M	Operations and Maintenance
RFI	Request for Information
SNV	SNV Netherlands Development Organization
QASP	Quality Assurance and Surveillance Plan
SDL	Service Delivery Lead
TBD	To be Determinate
TEC	Technical Evaluation Committee
USACE	U.S. Army Corps of Engineers
USAID	United States Agency for International Development
WAMRA	Water Resources Management Authority
WASAZA	Water & Sanitation Association of Zambia
WASH	Water, Sanitation and Hygiene
WQAP	Water Quality Assurance Plan
ZABS	Zambia Bureau of Standards

1. Invitation

1.1 Invitation

Research Triangle Institute International, LLC (RTII) invites (through an open and locally advertised competitive process) proposals from qualified Zambia-licensed and legally organized civil engineering firms with expertise and demonstrated experience to provide oversight of design and construction involving extension/upgrade of water supply systems, and rehabilitation of small solar and gravity water schemes, rural borehole rehabilitation, new borehole siting, water quality analysis, drilling and construction of toilets. These works will be performed in **peri-urban, rural growth centers, and rural areas** of Muchinga, Northern, Western and Southern Provinces in 12 selected districts namely Chinsali, Nakonde, Mpika, Lunte, Mungwi, Kazungula, Kalomo, Nalolo, Kalabo, Mongu, Kaoma and Sesheke.

2 Request for Proposal (RFP)

Services Required:	Provision of Construction Oversight Services for Water and Sanitation Systems in Northern, Muchinga, Western and Southern Provinces in Zambia.
Type of Procurement:	Subcontract
Type of Contract:	IDIQ with Fixed Price Task Orders
Term of Contract:	3.5 years beginning 1 July 2023 to 31 October 2026 (approximate)
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	USAID Expanding WASH Project
Submit Proposal to:	Construction@expandingwash.org
Date of Issue of RFP:	Wednesday, April 26, 2023
Date Questions from Offerors due:	Friday, May 5, 2023, time 5:00 PM CAT
Bidders Conference:	Thursday, May 11, 2023, time 2:00 -3:00 PM CAT (8:00 – 9:00 AM EST)
Date Proposal Due:	Tuesday, May 23, time 5:00 PM CAT
Approximate Date Purchase Order Issued to Successful Bidder(s):	July 2023

Method of Submittal:	
Respond via e-mail. Detailed instructions for submission described under section 5.6 Submission of Proposal . 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.	
Solicitation Number:	RTII- Construction-USAID Expanding WASH-0001

3. Statement of Work (SOW)

3.1 Background

The purpose of the USAID Expanding Water and Sanitation Project (USAID Expanding WASH) is to professionalize water, sanitation, and hygiene (WASH) services, to promote accountability for reliable and high-quality WASH services, and to enhance the enabling environment for private sector engagement (PSE) in service delivery in Zambia. This project will incorporate a series of interventions that support and strengthen sector governance and enhance public-private partnerships for improved WASH service delivery in a manner that: i) institutionalizes market-based WASH service delivery through financially sustainable and inclusive management models; ii) increases accountability of WASH service providers, policymakers, and civic leaders; and iii) increases private sector participation. These interventions together will provide increased access to safe water, improved sanitation, and enhance the capacity of Zambian government, private sector, and civil society organizations.

The project is being implemented by Research Triangle Institute International, LLC (RTII), a subsidiary of Research Triangle Institute ([RTI](#)), which is an organization dedicated to conducting innovative, multi-disciplinary research to improve the human condition. To this effect, the USAID Expanding WASH Project is issuing this RFP to support construction management and oversight of small-scale infrastructure activities in the Northern/Muchinga, Western and Southern Provinces.

3.2 Definitions

- a. Client: United States Agency for International Development (USAID)
- b. Prime: Research Triangle Institute International, LLC (RTII); main holder of prime agreement with USAID and implementer of the project.
- c. Project: USAID Expanding Water and Sanitation in Zambia.
- d. Local Engineering Support Firm: firm responsible for carrying out the overall oversight and supervision of construction activities in Northern/Muchinga, Southern and Western Provinces.
- e. Construction Contractor: entity responsible for carrying out construction works and working independently from the Local Construction Oversight Firm.
- f. Expanding WASH Construction Team (EWCT): RTII team dedicated to selecting, managing, and overseeing the construction of infrastructure. Team members include, Chief of Party, Service Delivery Lead, Construction Fund Manager, RTII Contracts Teams, and Environmental Specialist.

3.3 Objectives of Assignment

The overall objective of the assignment is to oversee the design, construction, and handover of water supply and sanitation facilities in 12 selected districts covering four provinces, including Northern/Muchinga, Western and Southern.

The following is an illustrative description of the types of proposed infrastructure that will be covered under the construction component of the project. The total number of each infrastructure will be determined during the project site selection process.

- a. New borehole siting, drilling, development, pumping test, water quality testing, civil works and installation of new hand-pumps.
- b. Rehabilitation of existing boreholes, including development, pumping test, water quality testing, civil works and installation of new hand-pumps.
- c. Extension and rehabilitation of distribution networks, as well as borehole siting, drilling, development, tank and distribution network installation, water quality testing, pumping test, installation of submersible pumps, and gravity/solar systems installations. The extensions and distributions systems will supply water to kiosks or individual house connections and may be connected to innovative surface water compact filtration systems in some districts.
- d. Construction of sewer networks, VIP Latrines and/or water borne toilets in schools, clinics, public spaces, and other specified locations.

All design and oversight activities will be executed in adherence to the approved Construction Implementation Plan (CIP).

3.4 Roles, Responsibilities and Staffing

The **Local Engineering Support Firm** will provide engineering support services to the RTII team to assist in the quality assurance and quality control for the design and oversight of construction activities as well as support construction contract administration for all project infrastructure. This firm will act as part of the RTII team in reviewing the A&E firm's design and approach to oversight. During implementation they will support RTII in ensuring the oversight is performed in line with their standards and support the change management process. This Firm will fulfil the following roles:

- a. **Construction Support Engineer (CSE):** the CSE will directly oversee the A&E firms during the design process and establish the design review and oversight procedures. The CSE is responsible to lead the design review process and will provide design consent. Additionally, the CSE is responsible for quality assurance and ensuring that the appropriate health and safety measures are being taken during construction. This position will report to the RTII Service Delivery Lead and will be based in Lusaka with required travel to construction sites when necessary.
- a) **Field Engineers (TBD):** Field Engineers will oversee the activities of the assigned A&E Firm's oversight engineers and provide quality assurance. This will include training of oversight engineers in line with RTII inspection manuals, Construction Quality Assurance and Surveillance Plan and any other RTII requirements. The Field Engineers will perform spot checks, conduct issues tracking and provide field updates to the CSE. The three Field Engineers will be based at the three respective regions (Muchinga/Northern, Southern, Western Provinces) to provide regular oversight to construction sites.

Staffing and Qualifications

The following personnel are required to support the scope of work:

Key Personnel (requires Prime approval prior to engagement and/or replacement):

Construction Support Engineer (CSE) (x1)

Minimum Qualifications below:

- a. BSc/BEng. Degree in Civil/Mechanical Engineering
- b. Master's in engineering/infrastructure /construction management is preferred .
- c. Eight (8) years of working experience in civil construction management projects of water supply and sanitation infrastructure.
- d. Shall be an Engineer registered with the Engineering Institution of Zambia or any equivalent recognized engineering society for persons trained outside Zambia

Additional Personnel:

The Local Engineering Support Firm should provide staff positions that will support the CSE in his/her work to include but not limited:

Field Engineers (x3)

Minimum qualifications below:

- a. BSc/BEng. Degree in Civil Engineering or Higher Diploma in Civil Engineering
- b. Three years of working experience in civil construction management projects related to water supply and sanitation infrastructure.
- c. Shall be an Engineer registered with the Engineering Institution of Zambia or any equivalent recognized engineering society for persons trained outside Zambia

The CSE will be based in Lusaka at the USAID Expanding WASH headquarters, and the Field Engineers will be posted at each provincial office.

3.5. Logistics and Coordination

The Local Engineering Support Firm is expected to manage the following logistical and travel components. Note that both technical and cost proposal should factor expected and estimated costs associated to logistics, administration, and travel, including but not limited to:

- a. Travel costs (lodging, meals, incidental and ground transportation where applicable when traveling away from designated post).
- b. Any cost associated to the supervision of construction site, which are in remote areas in Zambia.
- c. Cost of Reports and Production of contract deliverables

The Prime will provide the following services:

- a. With a signed Non-Disclosure Agreement, the Prime will make available all relevant documentation, previous reports, maps, and Construction Implementation Plan.

- b. Make all necessary arrangements for facilitating the work of the Local Engineering Support Firm and facilitate access to government authorities and other sector entities as needed.
- c. Workspace for CSE at the Lusaka Headquarter, fully commissioned with desk, chair, laptop computer, and cellphone.
- d. Workspace for the Field Engineers at the USAID Expanding WASH provincial offices, fully commissioned with desk, chair, laptop and cellphone.

3.6 Detailed Tasks and Responsibilities for the Local Engineering Support Firm

Construction works under USAID Expanding WASH are organized in five phases, including:

- 1. Pre-Design and Site Selection
- 2. Design
- 3. Construction Procurement
- 4. Construction Implementation
- 5. Handover

The following are the specific tasks and responsibilities to be undertaken by the Local Engineering Support Firm during each construction phase:

Phase 1: Pre-Design and Site Selection July 2023 – September 2023

- a. ***Site Selection Process:*** the CSE shall, under the supervision of the Service Delivery Lead, determine the viability of each proposed construction site based on the applications from the CUs, LAs, and other stakeholders, using the project's weighted criteria that includes factors such as community need, operations and maintenance capacity, land tenure, willingness to pay, potential for private investment, and constructability. Incorporated into the scoring process will be a review of the USAID Expanding WASH market assessment to evaluate supply chain coverage of sanitation products in each province and review of the USAID Expanding WASH baseline and project SaniFOAM framework to determine existing levels of access, including percentage coverage for women and youth. This approach aims to remove any implicit bias in the site selection process. Scores will be based on information obtained from initial site assessments and community engagement. Site scores will be used in conjunction with budget estimates to establish an infrastructure priority list.
- b. ***Site Assessments:*** the CSE shall, under the supervision of Service Delivery Lead and supported by CUs, conduct follow-up site assessments that will include, where appropriate, hydrologic surveys, land tenure certification, and community surveys to ensure construction feasibility. At minimum each site will have a latitude and longitude, community point of contact, future operator and construction description tracked throughout the process. As part of site assessments, the CSE shall Oversee handpump borehole geophysical investigation, siting and water sampling and quality testing prior to construction, where

appropriate. Further, the CSE will conduct capacity assessments of the facility management to ensure adequate O & M systems are put in place to support sustainability.

- c. **Scoping and Feasibility:** After completing the scoring process of the infrastructure applications, high-scoring projects will be assessed for feasibility. The CSE will provide a scoping/feasibility analysis based on the construction cost guide that identifies which infrastructure activities will move forward and at which sites. As part of this exercise, the CSE will develop a design and oversight general scope of work and independent cost estimate. This estimate will aid in the scoping and feasibility exercise and be used for cost realism during procurement of an A&E firm. This site selection process will include local stakeholder input and result in a site selection report, which outlines this process and its recommended results. The site selection report will be submitted to USAID for concurrence. **(Deliverable: Site Selection Report).**

Phase 2: Design (September 2023 – March 2024)

- a. **Design & Oversight identification, pre-qualification, and procurement:** the CSE shall, under the supervision of Service Delivery Lead and Construction Fund Manager, support the identification, pre-qualification and procurement of qualified A&E firms in Zambia to undertake the design and oversight of construction activities in the three implementing regions. Specific support includes providing inputs into the development of the Expression of Interest (EOI), support development of RFP, participate in bidders conference, participate in technical evaluation committees, support and coordinate the required site visit for all potential bidders during the bidding process, provide inputs as necessary to the A&E bid evaluation report. **(Deliverable: Written inputs to A&E Bid Evaluation Report).**
- **Design Review:** The CSE will lead a design review to identify any design oversight and facilitate design reviews between CUs and LAs. The review would provide general quality check for completeness, suitability and inclusion of necessary requirements but would not take ownership of the design or check design calculations. **(Deliverable: Review of and Non-Objection to A&E construction drawings)**

Phase 3: Construction Procurement (March 2024 – May 2024)

- **Construction Contractors Procurement:** the CSE shall, under the supervision of Service Delivery Lead and Construction Fund Manager, support the identification and procurement of qualified construction contractors in Zambia to undertake the construction works in the three implementing regions. Specific support includes providing inputs into the development of detailed bills of quantities to be used as support documents and bidding documents, support the CFM with the construction contractors pre-bid meetings by providing appropriate responses to requests for clarification from bidders, facilitate site visits to qualified bidders, provide technical input during the evaluation of bid submissions

and preparation of the bid evaluation report, and participate in pre-contract negotiations and preparation of fixed price construction works contracts.

Phase 4: Construction Implementation (May 2024 - October 2026)

- Carry out regular quality spot checks and support the supervision of the A&E Firm/s during the drilling of new boreholes, reconstruction/rehabilitation of existing boreholes, including development, pumping test, civil works and installation of new hand-pumps.
- Carry out regular quality spot checks and support the supervision of contractors by the A&E Firm/s in; drilling, development, pumping tests, installation of submersible pumps, water distribution network installation, and gravity/solar schemes installations.
- Oversee the supervision of contractors by the A&E Firm/s during construction of sewer networks, VIP Latrines and/or Water borne Toilets in schools, clinics, public spaces and specified locations.
- Oversee Knowledge and skills transfer to participating CUs and LAs that will take over operations and maintenance of constructed Infrastructure
- Support the CFM with change orders, differing conditions, and design changes through a request for information process. This includes but not limited to reviewing and confirming the RFI replies, reviewing equitable adjustment/change requests and performing price negotiations.
- Support the CFM as necessary with validation of construction contractor invoices as milestone schedules are achieved.

Phase 5: Handover (By October 2026)

The handover process establishes a smooth transition from the construction contractors and the final owner, the CUs and rural communities with support from LAs, of each infrastructure component. The process includes the finalization and certification of completion of each infrastructure component, as well as tasks associated with operations and maintenance. Final Certification takes place after completion of the defects liability period.

Commissioning. The Local Engineering Support Firm shall ensure that the A&E Firm continues to supervise operation of constructed infrastructure to ensure they are fully optimized and functioning to the satisfaction of the client. The Local Engineering Support Firm will ensure that the A&E Firm implement works commissioning including:

- Preparing and hand over of the completion report for the works, which will be based on the record maintained during construction design and work supervision phases. The A & E Firm will be expected to include a project outputs delivery report on areas agreed with the CSE as a key component in the completion report. The outputs report will form the project operational baseline data summary report for operation improvement tracking purposes.
- Ensuring the preparation and handover of 'as-built drawings' by the Construction Contractors during construction of works. On completion of the Project, the A & E Firm will check, approve and submit to the CSE for the Client's retention, 2 complete sets of all

detailed drawings and electronic copies and computations in accordance with revisions made during the construction.

- Based on the information and booklets received from the Construction Contractors, Manufacturers, Suppliers and own experience, the A & E Firm will ensure preparation and submission of the Operation and Maintenance Manuals by the Construction Contractors. The A & E Firm will ensure the manuals are complete with the O&M recommendations identified during construction and that all relevant technical booklets are provided in English. The A & E Firms tasks for execution of this assignment have been outlined and detailed as thoroughly as possible. However, the A & E Firm shall bear in mind that the list of tasks and activities can by no means be considered as a complete description of the A & E Firm's duties.

Final Inspections. Within 30 days after substantial completion of each construction activity the Expanding WASH Construction Team (EWCT) will submit a Construction Activity Completion Report. The CSE with support from Field Engineers will ensure that the A&E firm provides information on when a contractor has completed all milestones associated with the contract. At that time, the COP will submit a letter to the USAID COR to conduct a final walkthrough and punch list inspection. The final inspection will address any remaining list items and confirm that all are appropriately addressed. If there are any remaining items, the CSE will ensure that the A&E Firm conducts a follow-up inspection after corrections and provide a report to COP to submit to USAID. Any property purchased under LPO will be in the name of the relevant entity.

Site Certification. Once all punch list items have been resolved, the EWCT will issue a request of acceptance approval to the USAID COR. Upon COR approval, the CSE will ensure that the A&E Firm issues a certificate of release and indemnity, a certificate of completion and acceptance, and recommend to the CFM to issue the final contractual payment. This initiates the defects liability/warranty period.

Handover: At the end of construction, the CSE and Field Engineers will ensure that the newly installed assets together with O&M manuals are handed over to the CUs and LAs. The O&M manuals will include a list and full description of all assets installed, testing & commissioning information, specifications, warranties, drawings and operation and maintenance information.

O&M Manuals. The CSE will ensure that the A&E Firm(s) prepares any long-term O&M manuals as part of the design package. Manuals will include all maintenance requirements including for safety and protection against extreme weather events. A&E Firms will work with EWCT, CUs, LAs and USAID Expanding WASH staff and partners to ensure manuals are appropriate for training end recipients.

O&M Training. The Local Engineering Support Firm shall ensure that the A&E Firm in collaboration with RTII and its partners implements O&M capacity-building activities for CUs & LAs as construction gets underway. The capacity building will target to improve the ability of service providers (who will take over operation of Infrastructure once constructed) to design, supervise, construct and manage long-term O&M. Training will include turn-over certifications, manuals and drawings. The Local Engineering Support Firm shall ensure that A&E Firm in

collaboration with RTII and its partners work together with the CUs and LAs to integrate the new infrastructure and O&M documents into their asset management systems.

Defects Liability Period. The CSE will ensure final certification of sites by the A & E Firm. Each construction contract will include a post-construction line item to support defects that arise during the liability period of the works being constructed commencing on the day of final site certification by the A&E firm. The defects liability period will be a minimum of 12 months for all infrastructure. If the project ends prior to the expiration of the warranty period, the warranty will be transferable to the appropriate entity/final owner and any retained fees would be distributed. This provides incentive for each construction contractor to respond promptly to any issues that arise during this period. Approximately 40 days prior to the end of the DLP, the A&E Firm and the project owner/local counterpart will inspect each site to record a list of any defects. This final list will be submitted to the Construction Contractor to repair before receiving any retained payment. Upon reaching the end of the liability period and the contract has met all obligations during the defect liability period, the construction contractor will receive any retained funds.

Activity Controls and Processes

The Local Engineering Support Firm shall through the CSE be responsible for the following deliverables and tasks:

- a) Schedule Control
- b) Construction Quality Assurance and Surveillance Plan
- c) Health and Safety Plan
- d) Construction Cost Guide

Activity Controls and Processes aims to develop overall planning, relevant guidelines, processes and estimates to assure successful overall project management. These actions will focus on quality, safety and risk management plans and mitigation techniques that will guide the overall construction process.

Schedule Control. All construction will be tracked by the CSE using a critical path methodology using Microsoft Project software. The schedule will be a living document that is updated quarterly with tasks and milestones to track progress and provide realistic updates of construction activities. Schedule updates will be shared with the USAID COR upon request and/or in the event of significant changes.

Construction contractors will be required to submit construction schedules as defined in the bidding documents. Once the schedule is approved by the CSE, these schedules will become part of the contract documents and can only be modified with an approved scope change by the CFM. Contractors are expected to follow the proposed schedule and provide updates to justify progress payments. The A&E firm(s)'s oversight engineers will monitor and report on construction progress in line with the proposed schedule. Based upon schedule delays, the CSE will recommend cure notices or contract actions against an underperforming contractor.

Quality Management. The CSE, supported by A&E firms, will develop a Construction Quality Assurance and Surveillance Plan (CQASP) based on the U.S. Army Corps of Engineers (USACE) "Plan-Do-Check-Act" quality methodology. The CQASP will provide task checklists and procedures

that will guide field assessments and reporting for all potential types of infrastructure that will be built. The CSE, supported by Field Engineers, will support the A&E Firm's Oversight Engineers in understanding how to carry out the CQASP (**Deliverable: Construction Quality Assurance and Surveillance Plan**)

Health and Safety Management. The CSE will develop a Health and Safety Plan that defines responsibilities, safety practices, equipment standards and safety training that is required by the construction contractors. The Health and Safety Plan will be developed in accordance with the Zambia Occupational Health and Safety Act of 2010. This would include sexual harassment training, prevention of gender-based violence or trafficking in persons or any other requirements to promote a safe work environment. This document will provide safety requirements to be included in construction contracts as well as define the safety incident reporting and tracking processes for all staff. The plan will require all workers to wear appropriate Personal Protective Equipment (PPE) such as hard hats, hand or foot protection when appropriate and eye protection when appropriate. Additionally, the plan must have a reporting and tracking system of accidents or violations that are reported to the COR and CO. (**Deliverable: Health and Safety Plan**)

Construction Cost Guide. The construction cost guide will be developed by the CSE and supported by the CFM to provide a preliminary cost estimate for each type of infrastructure proposed based upon unit rates/bills of quantity (BOQ). Proposed unit rates/BOQs will be used as a method to review cost build-up and compare construction estimates to costed design plans, if necessary. The construction cost guide should be based on local market prices for similar infrastructure built in Zambia, making sure to incorporate recent inflation of construction materials and typical cost inflation. These rates will be used to develop initial cost estimates during site selection. As part of the design package, the A&E firm will provide more detailed cost estimates, based on RTIIs preliminary costs estimates, final and updated BOQs if necessary, that will serve as the independent cost estimate for construction works. The Construction Cost Guide will ultimately inform cost reasonableness for final contracting milestone payment schedules and amounts. It may also be used to develop contractual BOQs depending on type of infrastructure, such as wells, and/or in instances where specific geologic or other site conditions are not well known.

Environmental Requirements. All program staff will be trained in Environmentally Sound Design and Management, climate risk management as well as USAID and Zambian environmental compliance practices. The designs and construction will be performed in accordance with the already approved Environmental Mitigation and Monitoring Plan (EMMP). The EWCT will use an Environment Review Form (ERF) provided in an Annex of the EMMP for each site to assure that projects are compliant with the EMMP. The CSE will lead the project environmental compliance team supported by national short-term specialists versed in Zambian procedures and USAID environmental management in Zambia.

Activity Communication. EWCT will track all construction activities, at minimum, on its SharePoint platform. This will allow all stakeholders, including USAID to be notified of any progress or issues throughout the life of construction. EWCT will provide USAID weekly updates on construction progress and any substantial issues. The CSE will be responsible for compiling this information based on standard reports from the Field Engineers, Provincial Leads and A&E Firm Oversight Engineers.

3.7 Minimum Reporting Requirements

The Local Engineering Support Firm shall prepare and/or support development of the reports and documents:

No.	Report	Description/Requirements	Due Date
Phase 1: Pre-Design & Site Selection			
1	Recruitment & Onboarding Plan for Key Personnel and Support Personnel	Report outlining recruitment, onboarding, and deployment plan for key personnel and support personnel. Report must outline name of proposed personnel, position description, start dates, onboarding and training plan, and deployment plan. In addition, to support the IT set up with RTII's systems, the report must outline the personnel email addresses, employment end date, post location and birth month and day.	TBD during Contracting
2	Construction Cost Guide (Supported by CFM)	The construction cost guide will provide a preliminary cost estimate for each type of infrastructure proposed based upon unit rates/bills of quantity (BOQ). Proposed unit rates/BOQs will be used as a method to review cost build-up and compare construction estimates to costed design plans, if necessary. The construction cost guide should be based on local market prices for similar infrastructure built in Zambia, making sure to incorporate recent inflation of construction materials and typical cost inflation. These rates will be used to develop initial cost estimates during site selection.	TBD during Contracting
3	Schedule Control Tool	Development of Schedule Control tool to track all construction activities using a critical path methodology. The schedule will be a living document that is updated quarterly with tasks and milestones to track progress and provide realistic updates of construction activities.	TBD during Contracting
4	Health and Safety Plan	The Health and Safety Plan defines responsibilities, safety practices, equipment standards and safety training that is required by the construction contractors. The Health and Safety Plan will be developed in accordance with the Zambia Occupational Health and Safety Act of 2010. This would include sexual harassment training, prevention of gender-based violence or trafficking in persons or any other requirements to promote a safe work environment. This document will provide safety requirements to be included in construction contracts as well as define the safety incident reporting and tracking processes for all staff. The plan will require all workers to wear appropriate Personal Protective Equipment (PPE) such as hard hats, hand or foot protection when appropriate and eye protection when appropriate.	TBD during Contracting

		Additionally, the plan must have a reporting and tracking system of accidents or violations that are reported to USAID.	
5	Construction Quality Assurance and Surveillance Plan (Supported by A&E Firm)	Construction Quality Assurance and Surveillance Plan (CQASP) based on the U.S. Army Corps of Engineers (USACE) “Plan-Do-Check-Act” quality methodology. The CQASP will provide task checklists and procedures that will guide field assessments and reporting for all potential types of infrastructure that will be built. The CSE, supported by Field Engineers, will support the A&E Firm’s Oversight Engineers in understanding how to carry out the CQASP	TBD during Contracting
6	Site Selection Report	The Site Selection Report will outline in detailed the site selection process, results from site assessments, inputs from stakeholders, scoping and feasibility results. This report will be used to document the recommended results that will be presented to USAID for concurrence before the start of Construction Works.	TBD during Contracting
Phase 2: Design			
7	Finalized inputs to A&E Bid Evaluation Report	CSE will participate in the procurement process and provide written inputs to the Bid Evaluation Report for the procurement of the A&E firm. The report will outline process of the two-stage procurement process. The report will detail the selection of the top A&E firm candidate which will be presented to USAID for approval.	TBD during Contracting
8	Approved A&E’s design procurement packages	The CSE will review and provide written approval of A&E’s design procurement packages prior to submission to USAID. The A&E Firm will lead in creating the construction procurement documents, including designs, specifications, bidding instructions, establishing an independent cost estimate of the construction works, and any other project specific documentation as needed on a site-by-site basis. All designs and construction cost estimates will be provided to USAID as part of the procurement package.	TBD during Contracting
9	Review of and Non-Objection to A&E construction drawings	The CSE will lead a design review to identify any design oversight and facilitate design reviews between CUs and LAs. The review would provide general quality check for completeness, suitability and inclusion of necessary requirements but would not take ownership of the design or check design calculations. CSE to provide written non-objection to A&E construction drawing.	TBD during Contracting
Phase 3: Construction Procurement			

10	Finalized inputs to Construction Contractor Bid Evaluation Report/s	The CSE will participate as a TEC member and provide written inputs to the Bid Evaluation Report for the procurement of Construction Contractors.	TBD during Contracting
Phase 4: Construction Implementation			
11	Monthly Construction Oversight Reports	Monthly Construction Oversight reports must provide a detailed snapshot of the current progress status of each active construction site. Reports components should include detailed progress, achievements, challenges, potential delays, safety issues, weather conditions, and engineering recommendations associated to each construction site.	TBD during Contracting
12	Finalized training of A&E Firms on CQASP	Detailed training report outlining the Field Engineers approach to conducting the training for the A&E firm (s) to ensure that the A&E firm(s) are providing appropriate supervision in line with the CQASP. Report must outline training date, training participants, and after training assessment results.	TBD during Contracting
13	Environmental Compliance reports	Provide detailed monthly reports on environmental compliance in line with project EMMP. The report to highlight environmental concerns encountered and the mitigation measures implemented.	TBD during Contracting
14	Review of A&E's Construction Activity Completion Reports	Review and provide concurrence to the A&E's construction activity completion reports.	TBD during Contracting
15	Contribution to annual work planning	Participate and provide written inputs to the annual work plan on construction activities, timelines, and cost estimates for the implementing year.	TBD during Contracting
16	Contribution to Client Reporting – Quarterly Reports	Provide written inputs to the quarterly progress reports including progress status on construction works, achievements, challenges, and potential delays related to each construction site.	TBD during Contracting
17	Contribution to Client Reporting – Annual Reports	Provide written inputs to annual progress reports including progress status on construction works, achievements, challenges, and potential delays related to each construction site.	TBD during Contracting
Phase 5: Handover			

18	Project completion report	Final Project completion report must provide a snapshot of all construction activities completed throughout the program. The report must include description of construction sites, type of construction completed, date of construction completion, final inspections conducted per site, site certification, summary of handover process, summary of O&M manuals prepared, and trainings conducted, and defects and liability period per site.	TBD during Contracting
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3.8 Payment Schedule

Payment schedule to be defined during the negotiation phase with the selected bidder. Bidders are required to include as part of their cost proposal the envisioned payment terms for the duration of the award. The envisioned payment schedule must be on a milestone basis and factor in all contractual deliverables outlined in the SOW.

4. Instructions to Bidders

4.1 Proposal Submission Deadline

The proposal should be delivered electronically via email.

Electronic Technical and Cost proposals should be received no later than **Tuesday, May 23, 2023, at 5:00 PM CAT (Local Zambia Time)**.

Electronic copies should be delivered to the e-mail address: Construction@expandingwash.org.

The email submission must include the follow format for the subject line: ***Name of Organization / USAID Expanding WASH RFP Response/ Engineering Support Services***

4.2 Questions & Answers

All questions concerning the contents of this RFP must be addressed in writing by email to: Construction@expandingwash.org. Subject line on the email shall state: Name of Organization | RFP Questions | Engineering Support Services. Questions must be submitted by **Friday, May 5, 2023, at 5:00PM CAT (Local Zambia Time)**.

4.3 Bidders Conference

Bidders Conference will be held virtually via Zoom on **Thursday, May 11, 2023, from 2:00 -:300 PM CAT (8:00 -9:00 AM EST)**. Interested companies should use the following Zoom information to join the webinar. Participation is limited to 3 individuals per company.

Bidders are encouraged to RSVP via email: Construction@expandingwash.org by **Friday, May 5, 2023, at 5:00PM CAT (Local Zambia Time)**. In your RSVP, please include name of participants and email addresses. A meeting invite will be sent directly to the email addresses provided in the RSVP.

Where:

Zoom Meeting

Meeting URL:

<https://rtiorg.zoom.us/j/96319798621?pwd=Z29UNE93cTg2T2FpTFhIQVFUME5LUT09&from=addon>

Meeting ID: 963 1979 8621

Passcode: 525685

When:

Thursday, May 11, 2023, from 2:00 -:300 PM CAT (8:00 -9:00 AM EST).

[Zoom International Dial-in Numbers](#)

Zoom Meeting Agenda:

1. Welcome & Introductions
2. Review of RFP and Expectation for Submissions
3. Q&A
4. Conclusion and next steps

Zoom Meeting Etiquettes and Guidelines:

1. The Bidders Conference will start at 2:00PM CAT (8:00 AM ES). Participants are encouraged to login to the Zoom meeting 5-10 minutes before the scheduled starting time.
2. Zoom meeting attendees' must keep their microphones muted unless prompted otherwise by an RTII facilitator.
3. Zoom meeting attendees' must always keep their cameras off to safeguard internet bandwidth during the conference.
4. Questions raised during the conference must be typed and shared through the Chat function in Zoom.

Final answers to questions will be compiled and published to all bidders via RFP addendum.

4.4 RFP Changes and Addendum

At any time prior to the deadline for submission of proposals RTII may, for any reason, whether at its own initiative or in response to a clarification requested by a bidder, modify the RFP documents by issuing an addendum.

Any addendum issued shall be part of the RFP documents and shall be communicated by way of public announcement to all bidders as well as posted in the RTII website www.rti.org/rfp . To afford prospective bidders reasonable time in which to take an addendum into account in preparing their proposals, RTII may extend the deadline for submission of proposals.

4.5 Eligibility

This Request for Proposal (RFP) is open to all registered civil engineering firms. Individual consultants will not be considered for this RFP. Applying firms should provide evidence of the required qualifications and relevant experience, including: .

- a) Provide all required licenses, permits and statutory registrations certificates including but not limited to valid certificate of incorporation, Tax Clearance Certificate, VAT Registration Certificate.
- b) Provide registration and license from Engineering Institute of Zambia (EIZ) or other relevant professional engineers association, as well as registration certificate with the Association of Consulting Engineers of Zambia (ASCEZ),
- c) Evidence of being a well-established company have been in business 5 years or more.
- d) Evidence of current insurance policies, including Workers compensation, General Third-Party Liability, Professional Liability, and Automobile Liability. Insurance coverage must be provided by reputable international carriers with preference of United States or United Kingdom underwriter or equivalent.

- e) The firm must be legally registered to do the work and experienced in overseeing the defining construction requirements, producing drawings and technical specifications, and preparing construction cost estimates for work that conforms with local legal requirements and standards as well as international building code standards.
- f) Demonstrated experience in overseeing the rehabilitation and designing of new boreholes and providing borehole drilling supervision for handpump boreholes, submersible pumps and construction of civil works.
- g) Demonstrated experience in overseeing the conducting geotechnical and topographical surveys, borehole siting geophysical surveys using electrical, resistivity, Vertical Electrical Soundings (VES), and remote sensing methods in a basement, metamorphic, alluvial /colluvium and sedimentary terrains with semi-consolidated and consolidated subsurface.
- h) Demonstrated experience in overseeing the conducting of water quality analysis for lead, arsenic, fluoride, nitrates, iron, turbidity, electrical conductivity, PH, fecal coliforms and residual chlorine.
- i) Demonstrated expertise in overseeing site evaluation/selection and design of borehole Locations using geophysical surveys using electrical, resistivity, Vertical Electrical Soundings (VES), and remote sensing methods.
- j) Demonstrated oversight of civil construction contracts involving concrete work, water reticulation, borehole design/siting projects and VIP Latrines and/or Water borne Toilets.

4.6 Declaration of Ineligibility

Bidders shall not be under a declaration of ineligibility for award of a contract or for corrupt or fraudulent practices issued by the U.S. Government or USAID.

4.7 Unique Entity ID

The bidder should include their Unique Entity ID in System for Award Management (SAM) (in lieu of the DUNS number) as part of the proposal: If you already have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. For those who don't, refer to a quick start guide to obtaining a SAM UEI number as Attachment "D" for reference. Please submit proof of UEI application.

4.8 Conflict of Interest

Bidders must not have a conflict of interest. Any bidder found to be in a conflict of interest will be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in the proposal process if they:

- a) Have controlling shareholders in common.
- b) Receive or have received any direct or indirect subsidy from any of them.
- c) Have the same legal representative for purposes of a proposal.
- d) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on a proposal of another bidder or influence the decisions of RTII regarding the RFP process.

- e) Participated as a subcontractor or otherwise in preparing the design or technical specifications of the goods and related services or projects that are subject of this RFP.

4.9 Validity

Bidders must indicate that the proposals shall remain valid for 90 days (ninety days) from the due date for receipt of proposals. In exceptional circumstances, prior to expiry of the original offer validity period, the project may request that the bidder extend the period of validity for a specified additional period. The bidder agreeing to the request will not be required to modify its proposal. During this period, the bidder shall keep available the key technical staff proposed for the assignment. RTII shall on its part, make its best effort to complete negotiations by the date specified under Approximate Date Purchase Order Issued to Successful Bidder(s) on the first page of this RFP.

4.10 Delivery and Completion of Statement of Work

The winning bidder must complete all work, issue completion certifications and submit all required deliverables by no later than 31 October 2026 or other date agreed upon during negotiations.

4.11 RTII/USAID Expanding WASH Not Bound to Accept Any Proposal

The USAID Expanding WASH project is not bound to accept any of the proposals submitted.

4.12 Representations and Certifications.

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

4.13 Payment Terms

Refer to RTII purchase order terms and conditions found in:

<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>

4.14 Federal Acquisition Clauses

This procurement involves funds from a Federal Government Contract and the relevant Federal Acquisition Regulations (FAR) clauses are incorporated in this RFP by way of reference

http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf

4.15 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 RTII'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.

4.16 The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889

RTII 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

5. Preparation of Proposals

The bidder is requested to submit a ***technical and a cost proposal***.

5.1 Language

The proposal, as well as all correspondence and documents relating to the offer, shall be in English. Supporting documents and printed literature furnished by the bidder must be presented in the English language. If any documents are presented in another language, then they must also be translated into English. In all cases, for purposes of interpretation of the proposal, the English language text shall prevail.

5.2 Technical Proposal

The offeror must submit a technical proposal that demonstrates a clear and effective overall technical approach to performing the requirements described in technical specifications and presents an effective and realistic work timeline. In preparing the technical proposal, the bidder is expected to examine all terms and instructions included in this RFP. Failure to provide all requested information shall be at your own risk and may result in rejection of your proposal. During preparation of the technical proposal, the bidder must give particular attention to the following:

- a) The estimated number of key technical staff-days required for the assignment is clearly listed by position.
- b) The key technical staff proposed for the assignment should be listed by name, position.
- c) No alternative to key technical staff listed in **Section 3.4. Staffing and Qualifications** may be proposed.

The technical proposal shall provide the following and any additional necessary information:

1. A brief description of the Local Engineering Support Firm organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement.
2. Technical approach to construction management and oversight in three provincial areas (Northern/Muchinga, Western, and Southern).
3. Organizational Chart or Staffing Plan that details the composition of the proposed staff team, the tasks to be assigned to each, and level of effort (days to be worked and charged to the subcontract to complete the task).
4. The key technical and support staff proposed for the assignment should be listed by name, position. Curriculum vitae must be enclosed for all proposed key technical and support staff (CSE and Field Engineers), detailing credible and reputable experience.
5. Job descriptions for key technical staff and support staff must be provided.
6. The Bidder's comments, if any, on the data, services and facilities to be provided by RTII and indicated in the SOW.
7. The Bidder must submit at least 3 past performances references for supervision of construction activities of similar scope and size (See **Annex A**).

Note: The technical proposal shall not include any financial/Cost information.

5.3 Cost Proposal

The cost proposal should list all necessary and reasonable costs estimates associated with the scope of work. These may include but not limited to remuneration for staff, travel, meals, lodging and transportation as applicable, communications, printing of reports, etc. The cost proposal should include the total days required by all technical staff for the completion of each listed deliverable. Cost proposals shall be evaluated on cost realism and identified cost efficiencies.

Cost proposals must be organized using the cost categories outlined below. At a minimum, detailed expenses must include expense description, base rate, unit of measure, units/Qty, and total amounts. A detailed budget template is included under **Annex B**.

Cost Category	Year 1	Year 2	Year 3	Year 4	Total
Salaries & Wages					
Fringe Benefits					
Consultants					
Travel, transportation & Per diem					
Other Director Costs					
Indirect Costs					
Total Estimate Cost					
Fixed Fee					
Total Cost-Plus Fixed Fee					

To assist in evaluation and comparison of price proposals, RTII may ask the Offeror for a further breakdown of the price. The Offeror must furnish adequate and specific information in its proposal. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable or which prices are inordinately high or unrealistically low.

5.4 Currency, Taxes, Duties and Prices

Prices for products and services offered shall be quoted in local currency excluded from any Sales Tax, Value Added Tax, custom tax or any other levy taxes. The project will work with the winning bidder to secure a tax exemption letter or establish VAT reporting procedures, where applicable. The bidder shall be entirely responsible applicable withholding tax and RTII shall deduct withholding tax against invoices and remit it accordingly.

5.5 Proposal Preparation Cost

The bidder shall bear all costs associated with the preparation, submission of its Proposal as well as negotiations for the contract. In no case shall USAID Expanding WASH be responsible or liable for those costs, regardless of the conduct or outcome of this bidding process.

- Bidders shall submit proposals which comply with the requirements outlined in this RFP. Alternatives will not be considered.
- The Proposal shall contain no alterations, omissions or additions, except those to comply with instructions issued by USAID Expanding WASH, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the Proposal.

5.6 Submission of Proposals

- Bidders shall submit one technical proposal in Portable Document Format (PDF) and one cost proposal in both PDF and Excel Format (using the template provided in **Annex B**). An authorized representative of the bidder shall sign both the technical and cost proposals in PDF. The authorization shall be in the form of a written power of attorney attached to the proposal, or any other means proving that the representative was authorized to sign. The signed technical and cost proposals shall be marked "Original".
- In the event of any discrepancy between the copies of the proposals, the original shall govern. The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the bidders themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- Each technical and cost proposal shall be in a separate file.
- The technical proposal must be submitted in one PDF. The total length of the technical proposal including annexes should not exceed 25 pages.
- Cost proposals must be submitted in both PDF and Excel document using the format provided in **Annex B** with different tabs, included but not limited to summary of cost per line item and detailed budget.
- As stated above, bidders shall submit copies of the bids to:
Construction@expandingwash.org
- Any proposal received by USAID Expanding WASH project after the deadline for submission of proposals will be rejected and not considered for review and evaluation.

5.7 Modification of Proposal

Except as otherwise decided by USAID Expanding WASH, modifications to proposals must be received not later than the closing date and time specified for receipt of proposals made in response to the request for proposals. Modifications must be made by written notice signed by the authorized representative. The modified document must clearly identify the proposals being modified, the nature of the modification, the reference of the request for proposals as well as the closing date and time for receipt of proposals. Modifications must be delivered in writing and via email with the reason (s) for modification. No proposal may be modified by the bidder after the proposal submission deadline.

5.8 Withdrawal of Proposal

Proposals may be withdrawn by written notice duly signed by the authorized representative submitted via email.

5.9 Rejection

The USAID Expanding WASH reserves the right to accept or reject any part of any proposal, and to accept or reject any or all proposals without penalty.

6. Review of Proposals

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first, followed by the financial/cost evaluation. Only those firms that score more than 70% in the technical proposals will have their cost proposals reviewed.

The final score shall be a combined technical/financial score, as indicated below.

USAID Expanding WASH will review the technical proposals, including withdrawals shortly after the deadline for submissions of proposals.

6.1 Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of proposals and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence RTII's processing of proposals or award decisions will result in the rejection of the bidder's proposal.

6.2 Evaluation

Best offer proposals are requested. Award will be made to the most responsive bid. RTII reserves the right not to accept the proposal with the lowest cost. Award will be made based on the criteria below. RTII reserves the right to conduct negotiations and/or request clarifications prior to award.

- Technical offer will be allocated 70% of the total score.
- Cost offer will be allocated 30% of the total score.

Overall proposal score will be equal to the sum of technical and cost score. The contract will be awarded to the highest bid score.

The points given to the technical evaluation criteria are:

- a) Adequacy and quality of the proposed technical methodology – 30%
- b) Specific experience of the Engineering Support Firm relevant to the Assignment – 15%
- c) Key Experts' qualifications and competence for the Assignment – 25%
 - Construction Support Engineer – 10%
 - Field Engineer I – 5%
 - Field Engineer II – 5%
 - Field Engineer III – 5%
- d) The points given to the cost/financial evaluation criteria are:

- Cost Realism: 15%
- Identified cost efficiencies: 15%

Total weight: 100 %

6.3 Negotiations

Prior to the expiration of the validity of the proposal, RTII shall notify in writing or by email the successful bidder that submitted the proposal with the highest combined technical and financial score, that its proposal had been retained, and invite it to negotiate the contract. Sufficient time shall be allotted to the negotiation process. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.

The negotiations shall be concluded with a review of the draft form of the contract. RTII and the successful bidder shall finalize the contract to conclude the negotiations. If negotiations fail, RTII shall invite the bidder that received the second highest score to contract negotiations.

6.4 Contract Award

After completing negotiations, RTII shall award the contract to the selected bidder. Simultaneously, RTII will also notify all bidders who submitted proposals.

RTII will award the contract, subject to the Client's approval, to the bidder(s) who's Proposal has been determined to be substantially responsive to the RFP.

6.5 Right to Accept or Reject Any or All Proposals

Notwithstanding any considerations, RTII reserves the right to accept or reject any Proposal and to annul the RFP process and reject all Proposals at any time prior to award of a contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the grounds for the action.

6.6 Gratuities

By acknowledgement of response to this RFP, the Subcontractor hereby certifies that no gratuities were offered by the Subcontractor or solicited by any RTI employee either directly or indirectly. Any situation where a gratuity is solicited will be reported immediately to RTI's General Legal Counsel.

Acceptance Signature Block

Bidder agrees, as evidenced by signature below, that the bidder's completed and signed solicitation, bidder's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (Bidder Company Name)

Signature: _____

Title:

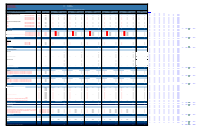
Date:

ANNEX A – Past Performance Reference Template

Reference submitted by:

Name of Client		
Address		
Brief Description of Services Provided		
Start Date (Month/Year)	Completion Date (Month/Year)	Local currency and U.S. Dollar Value of Services
		ZMW USD
Name, Position for Client Reference Contact		Telephone and Email

ANNEX B – Detailed Budget Template



Note: A link to budget template is available as a link under the RTII's opportunities website
www.rti.org/rfp

ANNEX B – Detailed Budget Template

Project Title: Solicitation Number: Subcontractor Name: Period of Performance:						
SUBCONTRACTOR BUDGET SUMMARY						
Cost Category	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel and Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Cost plus Fixed Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Title: Solicitation Number: Subcontractor Name: Period of Performance:				Inflation and Salary Escalations 5% LN Salaries 5% Local Inflation Local Currency Exchange Rate (per \$1 USD)							
SUBCONTRACTOR BUDGET DETAIL				YEAR 1		YEAR 2			YEAR 3		
Cost Category	Base Rate	Per	Units	Cost	Year 1 Total	Units	Cost	Year 2 Total	Units	Cost	Year 3 Total
Personnel											
Long-term Local National (LN) Staff											
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0	0
Short-term Local National (LN) Staff											
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0	0
Total Personnel				0		0			0		
Fringe Benefits											
Fringe Benefit (indicate benefit type that your organization routinely pays to		0.00%	/salary	0	0.00%	0	0	0.00%	0	0	0.00%
Fringe Benefit (indicate benefit type that your organization routinely pays to		0.00%	/salary	0	0.00%	0	0	0.00%	0	0	0.00%
Fringe Benefit (indicate benefit type that your organization routinely pays to		0.00%	/salary	0	0.00%	0	0	0.00%	0	0	0.00%
Fringe Benefit (indicate benefit type that your organization routinely pays to		0.00%	/salary	0	0.00%	0	0	0.00%	0	0	0.00%
Total Fringe Benefits				0		0			0		
Contractual											
Consultants											
Title	Name (or TBD)	0	/day	0	0	0	0	0	0	0	0
Title	Name (or TBD)	0	/day	0	0	0	0	0	0	0	0
Title	Name (or TBD)	0	/day	0	0	0	0	0	0	0	0
Total Contractual				0		0			0		
Travel and Transportation											
Staff Travel											
Airfare (City-City)		0	/round trip	0	0	0	0	0	0	0	0
Per Diem - Lodging		0	/day	0	0	0	0	0	0	0	0
Per Diem - M&IE		0	/day	0	0	0	0	0	0	0	0
Ground Transportation		0	/day	0	0	0	0	0	0	0	0
Airport Transfers		0	/trip	0	0	0	0	0	0	0	0
Consultant Travel											
Airfare (City-City)		0	/round trip	0	0	0	0	0	0	0	0
Per Diem - Lodging		0	/day	0	0	0	0	0	0	0	0
Per Diem - M&IE		0	/day	0	0	0	0	0	0	0	0
Ground Transportation		0	/day	0	0	0	0	0	0	0	0
Airport Transfers		0	/trip	0	0	0	0	0	0	0	0
Total Travel and Transportation				0		0			0		

Project Title:						Inflation and Salary Escalations					
Solicitation Number:						5% LN Salaries					
Subcontractor Name:						5% Local Inflation					
Period of Performance:											
						#### Local Currency Exchange Rate (per \$1 USD)					
SUBCONTRACTOR BUDGET DETAIL											
Cost Category	Base Rate	Per	Units	YEAR 1 Cost	Year 1 Total	Units	YEAR 2 Cost	Year 2 Total	Units	YEAR 3 Cost	Year 3 Total
Equipment											
(if any equipment is anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0	0
(if any equipment is anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0	0
(if any equipment is anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0	0
Total Equipment					0			0			0
Supplies											
(if any supplies are anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0	0
(if any supplies are anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0	0
(if any supplies are anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0	0
Total Supplies					0			0			0
Other Direct Costs											
DBA Insurance (coverage required by USAID)	2%	/salary	0	2%	0	0	2%	0	0	2%	0
Office Lease (city)	0	/month	0	0	0	0	0	0	0	0	0
Office Security (city)	0	/month	0	0	0	0	0	0	0	0	0
Office Cleaning/Maintenance (city)	0	/month	0	0	0	0	0	0	0	0	0
Office Utilities (city)	0	/month	0	0	0	0	0	0	0	0	0
Office Internet Service (city)	0	/month	0	0	0	0	0	0	0	0	0
Office Generator Fuel (city)	0	/month	0	0	0	0	0	0	0	0	0
Mail/Postage/Courier	0	/month	0	0	0	0	0	0	0	0	0
Communications	0	/month	0	0	0	0	0	0	0	0	0
(if any other costs are anticipated, indicate item type here)	0	/month	0	0	0	0	0	0	0	0	0
(if any other costs are anticipated, indicate item type here)	0	/month	0	0	0	0	0	0	0	0	0
(if any other costs are anticipated, indicate item type here)	0	/month	0	0	0	0	0	0	0	0	0
Total Other Direct Costs					0			0			0
Total Direct Costs					0			0			0
Indirect Costs											
Overhead (only include if your organization has an established rate, supported by G&A (only include if your organization has an established rate, supported by	0.0%	(indicate base of cost	0	0.0%	0	0	0.0%	0	0	0.0%	0
Other rate (if applicable; indicate type)	0.0%	(indicate base of cost	0	0.0%	0	0	0.0%	0	0	0.0%	0
Other rate (if applicable; indicate type)	0.0%	(indicate base of cost	0	0.0%	0	0	0.0%	0	0	0.0%	0
Total Indirect Costs					0			0			0
Fee											
Fixed Fee	0.0%		0	0.0%	0	0	0.0%	0	0	0.0%	0
Total Fee					0			0			0
Total Estimated Cost Plus Fixed Fee					0			0			0

Project Title:
Solicitation Number:
Subcontractor Name:
Period of Performance:

SUBCONTRACTOR BUDGET DETAIL										
Cost Category	Base Rate	Per	Units	YEAR 4 Cost	Year 4 Total	Units	YEAR 5 Cost	Year 5 Total	TOTAL Total Units	Program
Personnel										
Long-term Local National (LN) Staff										
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0
Short-term Local National (LN) Staff										
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0
Title	Name (if currently known)	0.00	/day	0	0	0	0	0	0	0
Total Personnel				0	0	0	0	0	0	0
Fringe Benefits										
Fringe Benefit (indicate benefit type that your organization routinely pays to s		0.00%	/salary	0	0.00%	0	0	0.00%	0	0
Fringe Benefit (indicate benefit type that your organization routinely pays to s		0.00%	/salary	0	0.00%	0	0	0.00%	0	0
Fringe Benefit (indicate benefit type that your organization routinely pays to s		0.00%	/salary	0	0.00%	0	0	0.00%	0	0
Fringe Benefit (indicate benefit type that your organization routinely pays to s		0.00%	/salary	0	0.00%	0	0	0.00%	0	0
Total Fringe Benefits				0	0	0	0	0	0	0
Contractual										
Consultants										
Title	Name (or TBD)	0	/day	0	0	0	0	0	0	0
Title	Name (or TBD)	0	/day	0	0	0	0	0	0	0
Title	Name (or TBD)	0	/day	0	0	0	0	0	0	0
Total Contractual				0	0	0	0	0	0	0
Travel and Transportation										
Staff Travel										
Airfare (City-City)		0	/round trip	0	0	0	0	0	0	0
Per Diem - Lodging		0	/day	0	0	0	0	0	0	0
Per Diem - M&IE		0	/day	0	0	0	0	0	0	0
Ground Transportation		0	/day	0	0	0	0	0	0	0
Airport Transfers		0	/trip	0	0	0	0	0	0	0
Consultant Travel										
Airfare (City-City)		0	/round trip	0	0	0	0	0	0	0
Per Diem - Lodging		0	/day	0	0	0	0	0	0	0
Per Diem - M&IE		0	/day	0	0	0	0	0	0	0
Ground Transportation		0	/day	0	0	0	0	0	0	0
Airport Transfers		0	/trip	0	0	0	0	0	0	0
Total Travel and Transportation				0	0	0	0	0	0	0

Project Title:
Solicitation Number:
Subcontractor Name:
Period of Performance:

SUBCONTRACTOR BUDGET DETAIL										
Cost Category	Base Rate	Per	Units	YEAR 4 Cost	Year 4 Total	Units	YEAR 5 Cost	Year 5 Total	TOTAL Total Units	Program
Equipment										
(if any equipment is anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0
(if any equipment is anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0
(if any equipment is anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0
Total Equipment					0			0		0
Supplies										
(if any supplies are anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0
(if any supplies are anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0
(if any supplies are anticipated to be needed, indicate item type here)	0	/each	0	0	0	0	0	0	0	0
Total Supplies					0			0		0
Other Direct Costs										
DBA Insurance (coverage required by USAID)	2%	/salary	0	2%	0	0	2%	0	0	0
Office Lease (city)	0	/month	0	0	0	0	0	0	0	0
Office Security (city)	0	/month	0	0	0	0	0	0	0	0
Office Cleaning/Maintenance (city)	0	/month	0	0	0	0	0	0	0	0
Office Utilities (city)	0	/month	0	0	0	0	0	0	0	0
Office Internet Service (city)	0	/month	0	0	0	0	0	0	0	0
Office Generator Fuel (city)	0	/month	0	0	0	0	0	0	0	0
Mail/Postage/Courier	0	/month	0	0	0	0	0	0	0	0
Communications	0	/month	0	0	0	0	0	0	0	0
(if any other costs are anticipated, indicate item type here)	0	/month	0	0	0	0	0	0	0	0
(if any other costs are anticipated, indicate item type here)	0	/month	0	0	0	0	0	0	0	0
(if any other costs are anticipated, indicate item type here)	0	/month	0	0	0	0	0	0	0	0
Total Other Direct Costs					0			0		0
Total Direct Costs					0			0		0
Indirect Costs										
Overhead (only include if your organization has an established rate, supported by)	0.0%	(indicate base of cost	0	0.0%	0.0%	0	0.0%	0	0	0
G&A (only include if your organization has an established rate, supported by)	0.0%	(indicate base of cost	0	0.0%	0.0%	0	0.0%	0	0	0
Other rate (if applicable; indicate type)	0.0%	(indicate base of cost	0	0.0%	0.0%	0	0.0%	0	0	0
Other rate (if applicable; indicate type)	0.0%	(indicate base of cost	0	0.0%	0.0%	0	0.0%	0	0	0
Total Indirect Costs					0			0		0
Fee										
Fixed Fee	0.0%		0	0.0%	0	0	0.0%	0	0	0
Total Fee					0			0		0
Total Estimated Cost Plus Fixed Fee					0			0		0

ANNEX C–Quick start guide to obtaining a SAM UEI number

Quick Start Guide for Getting a Unique Entity ID



SAM.gov is an official website of the United States government. There is **no** charge to register or maintain your entity registration in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete an entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID. [Learn more about the difference between getting a Unique Entity ID only and registering your entity.](#)

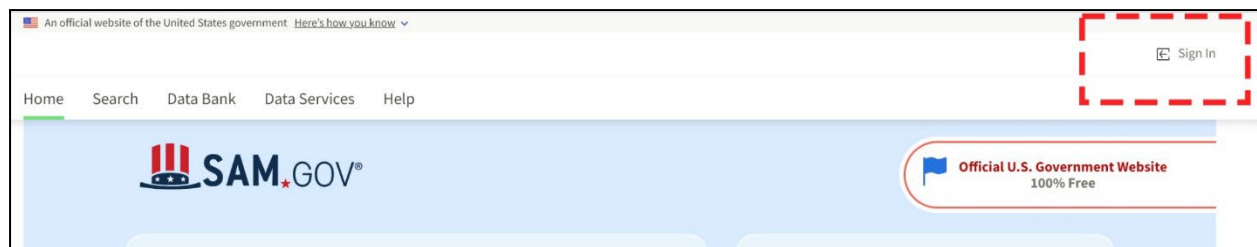
If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you’ve already been assigned a Unique Entity ID. It’s available on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID.](#)

If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want only to get a Unique Entity ID and do not want to complete an entity registration in SAM.gov, follow these steps:.

1. Go to SAM.gov and select “Sign In” from the upper right corner of the page. If you do not have a SAM.gov account, you must create one. SAM.gov uses Login.gov for usernames and passwords. [View more help with using Login.gov.](#) Once you create your user account, return to SAM.gov to complete your profile.



2. After you sign in, the system will navigate you to your Workspace. On the “Entities” widget, select the “Get Started” button.

Entities

1
ACTIVE
REGISTRATION

1
WORK IN
PROGRESS REGISTRATION

0
SUBMITTED
REGISTRATION


1
ID
ASSIGNED

0
PENDING
ID
ASSIGNMENT

Next Update Due: **Mar 7, 2023** | Due in Next 30 days: **0 Entities**

Register Your Entity or Get a Unique Entity ID

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



Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity_](#)

Renew/Update


3. Select the “Get Unique Entity ID only” option on the next page.

What do you want to do?

Choose what you need and we will show you what information to prepare.


☐ Register for Financial Assistance Awards Only

- To apply for grants and loans as described by [2 CFR 200](#).
- Includes getting a Unique Entity ID and entity registration.




☐ Register for All Awards

- To bid on federal contracts and other procurements, as described by the [Federal Acquisition Regulation \(FAR\)](#).
- To apply for grants and loans as described by [2 CFR 200](#).




☒ Get a Unique Entity ID Only

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration.




[What's the difference between getting a UEI only and registration](#)

**What do I need for registration?**


Download our guide.


Download




Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) to submit a request.

Previous

Cancel

Next

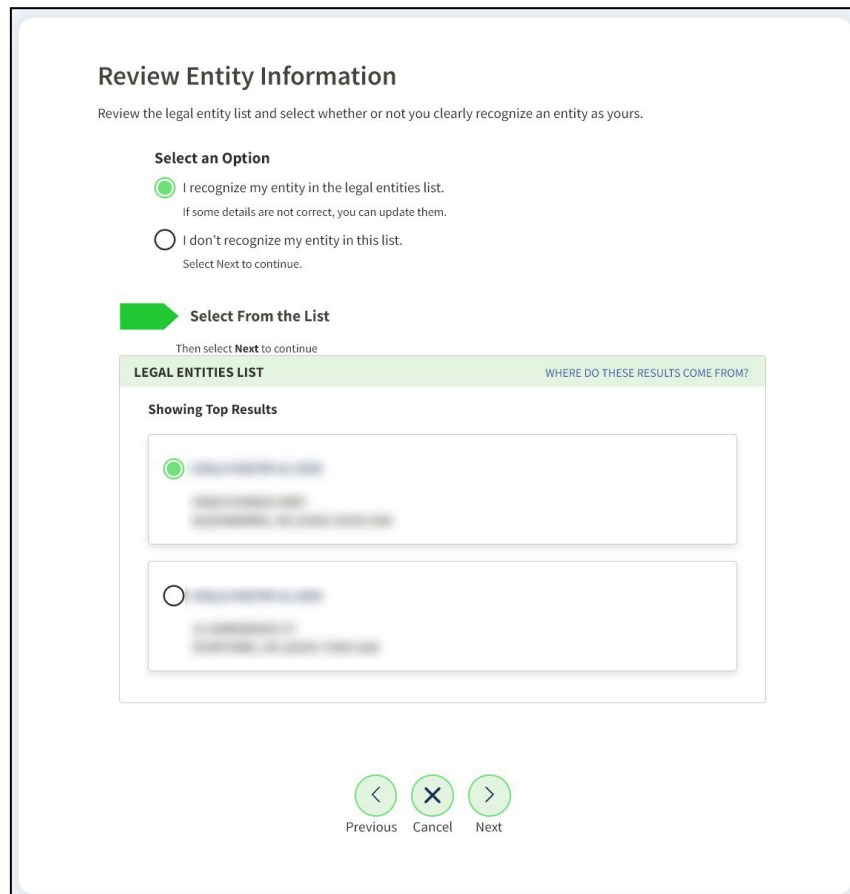
- Next, the “You Are About to Validate Your Entity” page displays. It lists the information used to validate your entity. You may need to submit documents later in the process to complete validation. Select the checkbox and then select “Next.”

The screenshot shows a progress bar at the top with four steps: 1. Get Started, 2. Validate Entity (highlighted), 3. Get Unique Entity ID, and 4. Register Entity. The main heading is "You Are About to Validate Your Entity". Below it, a paragraph states: "The information you provide here will be used throughout the federal government. Make sure that your information is current and correct." Another paragraph says: "Before you get started, make sure you can officially document your entity's". This is followed by a bulleted list of required information: "Legal business name", "Physical address" (with a note: "(no P.O. boxes or virtual offices)"), "Start year", "Country or state of incorporation, if applicable", and "National identifier" (with a note: "(non-U.S. entities only)"). Below the list, a paragraph states: "Some entities may need to provide documentation to complete validation, which will take additional time to process." At the bottom, there is a green checkmark icon and a checkbox labeled "I can provide official documentation, if necessary, to validate my entity." At the very bottom, there are three circular buttons: "Previous" (left arrow), "Cancel" (X), and "Next" (right arrow).

- On the next page, enter your entity’s legal business name, doing business as name (if applicable), and physical address, then select “Next.” All fields are required, unless marked as optional.

The screenshot shows a form titled "Enter Entity Information". Below the title, a paragraph states: "All the following information will be used to validate your entity, unless marked as optional." The form is divided into three sections: "Legal Business Name", "Doing Business As (Optional)", and "Physical Address". The "Legal Business Name" section has a text input field. The "Doing Business As (Optional)" section has a text input field. The "Physical Address" section has a text input field for "Country", a text input field for "Street Address 1", a text input field for "Street Address 2 (Optional)", a text input field for "ZIP Code", and two text input fields for "City" and "State". At the bottom, there are three circular buttons: "Previous" (left arrow), "Cancel" (X), and "Next" (right arrow).

6. Your entity name and address will be [validated](#) by the SAM.gov entity validation service (EVS). The EVS independently verifies the uniqueness of an entity.
- a. If the EVS has your entity information or has entities with similar information, the next page will show a list of entities.
 - i. If your entity information is shown in the list, select “I recognize my entity in the legal entities list. If some details are not correct, you can update them.” Then select the entity from the list, then select “Next.”
 - 1. You should select this option if all entity details are correct or if a few details are missing or incorrect. For example, your legal business name is shown, but LLC or Corp is missing, or an old address for your entity is shown. Go to step 7.



Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

Select an Option

☒ I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

☐ I don't recognize my entity in this list.
Select Next to continue.

Select From the List

Then select **Next** to continue

LEGAL ENTITIES LIST [WHERE DO THESE RESULTS COME FROM?](#)

Showing Top Results

☒ [Entity Name]
[Address]
[City, State, ZIP]

☐ [Entity Name]
[Address]
[City, State, ZIP]

[Previous](#) [Cancel](#) [Next](#)

- b. If your entity is not listed, select “I don’t recognize my entity in this list.” then

- select "Next." Go to step 8.
- c. If the EVS does not have any entities that resemble your information, the next page will ask for your start year and state of incorporation. (You won't see a list of entities at all.) Go to step 9.
7. If you choose "I recognize my entity in the legal entities list," the next page will ask you to confirm your entity details. If some information is missing or incorrect, select "No." If all information is complete and correct, select "Yes" and go to step 11.
 - a. Then, the next page will allow you to update information that needs to be corrected.
 - b. Once corrected, the next page will ask for your entity's start year and state of incorporation.
 8. If you choose "I don't recognize my entity in this list," the next page will ask for your entity's start year and state of incorporation.
 9. Enter your start year and state of incorporation, then select "Next."
 - a. Start year could be your year of incorporation, your "established date," the year you legally began doing business, or you received your employer identification number (EIN). If your entity is incorporated, use your year of incorporation.
 - b. State of incorporation could be where you incorporated your organization, filed your certificate or articles of formation, or where the organization is located, if not incorporated.
 10. If your entity information was not shown in the entity list or if information needs to be updated, you must submit documentation to prove your information. If this is the case for your entity, you will be navigated to a page where the required information will be listed, and you can upload documents. Check your documents against the list to ensure they are acceptable and to avoid unnecessary delays due to unacceptable documents. Once you submit your documents, you will get a reference ID number and you will have to wait until the EVS has entered or updated your validation data before you can proceed.

Document Your Entity Details

1

Review requirements.

View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

Year of Incorporation

2015

State of Incorporation

Virginia

2

Attach documents.

You must attach one or more official documents that prove each of the items listed.

11. For entities that did not need to update entity information, or for those who have passed entity validation with the EVS, on the next page you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to search and view your entity record on SAM.gov. However, your non-sensitive entity information remains available to federal government users and is [available through public data services](#).

1

Enter Entity Information

2

Validate Information

3

Request UEI

4

Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

☒ **Include in public search**
Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

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

Receive Unique Entity ID

<

×

Previous

Cancel

12. You must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”
13. The next page will display your Unique Entity ID. If the entity already has a registration or a Unique Entity ID, you will see informational alerts at the top of the page with more details. You can begin to use the Unique Entity ID for your entity right away. Select “Go to Workspace” to exit.

1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Receive Unique Entity ID

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

XXXXXXXXXXXXXXXXXXXX

VERIFIED SAM RECORD

VERIFIED SAM RECORD LLC

Year of Incorporation
2019

USA

State of Incorporation
Wisconsin

If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Go to Workspace** to return to your workspace.

Continue Registration Go to Workspace