



HEALTH REFORM SUPPORT

REQUEST FOR GRANT APPLICATIONS (RFA): “DEVELOPMENT OF HOSPITALS OF QUALITY IMPROVEMENT”

RFA #25

November 2021

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I SUMMARY

I.1 USAID Health Reform Support

The purpose of USAID’s Health Reform Support Program (HRS) is to support a transparent, accountable, and effective health care system that is capable of meeting the health needs of the Ukrainian people. Advancing health sector reforms, enhancing transparency, and tackling corruption will reduce out-of-pocket payments and improve access and availability of high quality, evidence-based health care services for Ukrainians. Elimination of corruption is a cross-cutting theme across all objectives to be achieved by this activity, which include:

1. Improve health sector governance.
2. Support the transformation of the healthcare financing model.
3. Strengthen the health workforce.
4. Enhance transparency, accountability and responsiveness of the health care system.
5. Improve service delivery system at all levels.

I.2 Request for Applications (RFA) Summary

Scope of Work: This solicitation requests applications from eligible USAID Health Reform Support partners to build a quality management system of hospitals and to function as “hospitals of quality improvement”. The health care facilities will serve as models of excellence for efficient and continuous high-quality service delivery.

Period of Performance: The period of performance for the grants is approximately ten (10) months, from December 2021 to September 2022. The application work plan and budget should reflect the period of performance.

Proposal Selection: All applications will be reviewed to check for eligibility and completeness of the submission. All eligible and complete applications will be reviewed by a Technical Evaluation Committee against the review criteria described in Section 6 Selection.

The minimum score to be considered for grant funding is 70 points out of the total 100 points. Applicants not selected for award will be notified by the project in writing.

Funding Range: Subject to the availability of funds, USAID Health Reform Support intends to award two (2) grants – for type #1 hospital **up to** 1 225 000 UAH and for type #2 hospital **up to** 2 300 000 UAH (see specific eligibility criteria for each type in Section 2.8 Eligibility). Funding for this grant will be subject to donor approval and availability of funds. Funding will be disbursed to the grantee in Ukrainian local currency (UAH).

Submission Deadlines: All applications must be submitted no later than 23:59 Ukraine local time (UTC + 02:00) on November 22, 2021. Questions should be received by close of business (COB) Ukraine local time on November 15, 2021, and responses to questions will be provided by November 17, 2021.

The RFA has three Attachments that are relevant to the application development:

Attachment 1: Grant Application Form and Guidelines with attachments

Attachment 2: Budget Template

Attachment 3: Grant Applicants Handbook (including Grant Award template)

2 INSTRUCTIONS FOR APPLICANTS

2.1 General

- Entities invited to submit an application are under no obligation to do so.
- Applicants will not be reimbursed by USAID Health Reform Support for any costs incurred in connection with the preparation and submission of their applications.
- Applicants may submit only one application under this RFA #25.
- For the purposes of interpretation of these instructions to applicants, the periods named herein shall be consecutive calendar days.
- USAID Health Reform Support reserves the right to conduct discussions once a successful application is identified, or to make an award without conducting discussions based solely on the written applications if it decides it is in its best interest to do so.
- USAID Health Reform Support reserves the right not to make any award.
- These instructions to applicants will not form part of the offer or grant award. They are intended solely to aid applicants in the preparation of their applications.

2.2 RFA Contact Information

USAID Health Reform Support Office

Attention: Olena Korduban

Address: 52A, B. Khmelnytskogo Str., 5th floor, 01030 Kyiv, Ukraine

Tel: +380 99 015 17 87

Email: grant@hrs.net.ua

2.3 Questions and Clarifications

- **Method:** Only written questions and requests for clarification will receive a response. Send questions about this RFA by email to the RFA Contact noted above.
- **Date for receipt:** All questions and requests for clarification must be received by close of business (COB) on November 15, 2021 to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** By November 17, 2021, we anticipate providing responses to the requests for clarifications. All responses will be emailed to all applicants and published via Grants Portal (<https://usaid-hrs.fluxx.io>).
- An informational webinar will be held on **November 11, 2021 at 15:00 local time** to clarify grant procedures and grant objectives. Registration can be requested via e-mail at grant@hrs.net.ua by **11:00 local time, November 11, 2021**.

2.4 Applications Due Date and Time

Closing Date: November 22, 2021

Closing Time: 23:59 Ukraine local time (UTC + 02:00)

2.5 Application Delivery Address

Proposal packages should be submitted through the Grants Portal (<https://usaid-hrs.fluxx.io>).

First time applicants will be required to register for an account and, upon approval, will receive an email notification with the necessary log-in credentials to access the portal.

The portal details submission instructions for completing a web-based application form and contains all required document and budget attachments to be included with the application.

All electronic file names should include the organization's name and the title of the document. Applicants should retain copies for their records, as all applications received will not be returned.

2.6 Type of Award

The USAID Health Reform Support anticipates the award of one (1) Fixed Amount Award in response to this RFA #25 with the ceiling amount of **up to** 1 225 000 UAH for type #1 hospital and **up to** 2 300 000 UAH for type #2 hospital.

2.7 Submission Requirements

- **Language:** The application and all associated correspondence must be in English. However, applications submitted in Ukrainian will also be considered and reviewed. Any award document resulting from this request will be in English.
- **Currency:** The cost must be presented in UAH.
- **Method:** Electronic copy.
- **Marking:** USAID HRS RFA #25.
- **Authorized Signer:** Application must be signed by a person duly authorized to submit an application on behalf of the applicant and to bind the applicant to the application.
- **Authorized Personnel.** Provide name, title, email, and telephone number of the person or persons in the entity who are authorized to discuss and accept a grant, if awarded.

2.8 Eligibility

To be eligible to apply for and receive funding under the USAID Health Reform Support, potential applicants must meet the following criteria:

- Local municipal hospital with officially registered in Ukraine whose Charters allow grants.
- The entity is a municipal healthcare facility (hospital) owned by the community/city/raion/oblast.

- A hospital must be located in Zhytomyr oblast or Lviv oblast, or Donetsk oblast, or Luhansk oblast, or Kyiv oblast or the city of Kyiv.
- The applicant is contracted by the NHSU at the time of application submission
- The applicant has a functioning financial system
- The applicant's other relationships, associations, activities, and interests do not create a conflict of interest that could prevent total impartiality in implementing the grant activities.
- Have a DUNS number for grants over \$25,000. (Applicants are encouraged to apply on <http://fedgov.dnb.com/webform>).
- Have a SAM registration for grants over \$25,000. (applicants are encouraged to apply on <https://www.sam.gov/>).

Additional eligibility criteria:

Criteria	Type #1 hospital	Type #2 hospital
Number of beds	Over 100	Over 300
Population in the city where the hospital is located	Over 20,000 people	Over 50,000 people
Overall NHSU contract value, 2021	Over 30 million UAH	Over 60 million UAH
Types of services provided in 2021	PMG package – surgery in inpatient setting	At least, one PMG priority service (care at childbirth and in complicated neonatal cases/ health care at acute cerebral stroke/health care at acute myocardial infarction)
Healthcare facility type	Multi-specialty hospitals	Multi-specialty hospitals
Letter of support from Oblast Health Department with the vision of the hospital development as part of the hospital network	As a general hospital	As a cluster hospital

Ineligible are:

- facilities that provide only primary or ambulatory care services
- facilities located on regions other than Zhytomyr oblast or Lviv oblast, or Donetsk oblast, or Luhansk oblast, or Kyiv oblast or the city of Kyiv.
- municipal healthcare facilities without a valid NHSU contract
- private entrepreneurs
- private facilities.

2.9 Application Conditions Precedent

All applications must be submitted in the specified format (see Section 4 Technical Application Contents). Any application submitted in any other format will not be considered. The applicant must also include all other supporting documentation (board resolution, articles of incorporation, etc.) as may be necessary to clearly demonstrate that it meets the following conditions precedent to application selection:

- That the applicant organization has the managerial commitment, as evidenced by written board of directors, resolutions, strategic plans (overall long-range plan for applicant's organization) or other documentation, indicating that it is, or will be, implementing the objectives referred above;

- That the applicant organization has no advances from USAID or a USAID contractor which have been outstanding and unliquidated for longer than 90 days, and that the applicant organization has no grant completion report required under a grant from USAID or a USAID contractor which is more than 30 days past due;
- That at the time of application there exists no condition within the applicant organization or with respect to the applicant organization's management which renders the organization ineligible for a grant directly or indirectly funded by USAID.

2.10 Late Applications

Applicants are wholly responsible for ensuring that their applications are received in accordance with the instructions stated herein. A late application will not be eligible for consideration and will be rejected without selection, even if it was late as a result of circumstances beyond the applicant's control. A late application will be considered only if the sole cause of its becoming late was attributable to USAID Health Reform Support, Deloitte, its employees or agents.

2.11 Modification/Withdrawal of Applications

Any applicant has the right to withdraw, modify or correct its offer after such time as it has been delivered to USAID Health Reform Support provided that the request is made before the offer closing date.

2.12 Disposition of Applications

Applications submitted in response to this RFA will not be returned.

3 STATEMENT OF WORK

3.1 Background and Specific Challenges to be Addressed by this Grant

Healthcare quality management at all levels in Ukraine isn't consistent and comprehensive. While MOH and NHSU constantly state the need for quality improvements at the service delivery level, there are no clear guidance and centers of excellence to follow in building a sustainable and efficient quality management system (QMS) at the facility level. There are often no quality management policies established in hospitals, and the processes are segmental, which affects the quality of services and patient health outcomes.

Moreover, the management of hospitals lacks the knowledge and skills to introduce modern quality improvement procedures and tools in healthcare facilities. Hence the resources for health care are used inefficiently. That is why there is a need to provide an example of an effective and sustainable quality management system at the hospital level.

It was decided to announce RFA and award 2 grants for the development of quality management systems in hospitals. Thus, the winners will be able to implement their projects to be aimed at developing quality management systems. Their success will become a model for other municipal HCFs in Ukraine.

This grant is aimed to develop key elements of QMS at the facility level (Governance & management; Leadership and team; Data and documentation; Continuous improvement; Monitoring & evaluation; Human capital; Patients and their families) through quality improvement approach. It will focus on improving service quality, efficiency, and morale simultaneously: this is done by systematically enabling staff and leaders in the continuous study of improvement of their work, based on methodologies and tools from improvement science. It requires staff, operational managers, and senior leaders to work together, with decision making and problem solving happening as close to the issues experienced as possible.

3.2 Objective

These grants aim to support 2 municipal hospitals in the development of quality management systems to function as “hospitals of quality improvement”. The facilities will serve as models of excellence for efficient and continuous high-quality service delivery. The outcomes of the pilot will inform the development of the national QMS strategy at the hospital level in Ukraine and will result in higher quality hospital services for Ukrainians.

3.3 Specific Tasks under this Scope of Work

Milestone 1. Grant initiation

Period of performance: December 2021.

Activity 1.1. Finalization of the workplan for the grant

Deliverables:

1.1.1. Agreed workplan and performance indicators for the grant.

Milestone 2. Baseline analysis of the quality management system in the hospital

Period of performance: January 2022.

Activity 2.1. Conduct a comprehensive analysis of existing QMS by using:

- analysis of NHSU dashboards data and other sources
- internal assessment with the e-tool developed by HRS
- results of external assessment conducted by HRS
- personnel surveys conducted by the management team of the hospital
- analysis of patients' satisfaction surveys conducted by HRS.

Deliverables:

2.1.1. Report on the analysis of gaps in QMS.

Milestone 3. Development of the plan for improvements in QMS

Period of performance: - February 2022.

Activity 3.1 Set up quality management team

Activity 3.2 Develop a quality improvement plan, including quality improvement indicators, targets, and timeline.

Deliverables:

3.1.1. Document on the establishment of quality management team

3.1.2. Quality improvement plan.

Milestone 4. Implementation of activities out of quality improvement plan

Period of performance: March - August 2022.

Activity 4.1. Implementation of activities out of quality improvement plan

Activities should reflect international approach to the development of quality management system and include key elements of QMS

Deliverables:

4.1.1. Documents that confirm implementation of not less than 70% of planned activities out of quality improvement plan.

Milestone 5. Further development of QMS and best practices dissemination

Period of performance: September 2022.

Activity 5.1. Evaluation of preliminary results of the grant activities and quality improvement plan

Activity 5.2. Development of the follow-up plan for the next steps in quality improvement

Activity 5.3. Dissemination of best practices to building QMS at other hospitals through educational events, conferences, education materials, etc.

Deliverables:

5.1.1. Report on the results of implementation of quality improvement plan

5.1.2. Follow-up plan for further development of QMS

5.1.3. Report on conducted educational events, conferences for other hospitals.

3.4 Deliverables

- 1.1.1. Agreed workplan and performance indicators for the grant.
- 2.1.2. Report on the analysis of gaps in QMS.
- 3.1.3. Document on the establishment of quality management team
- 3.1.4. Quality improvement plan.
- 4.1.1. Documents that confirm implementation of not less than 70% of planned activities out of quality improvement plan.
- 5.1.4. Report on the results of implementation of quality improvement plan
- 5.1.5. Follow-up plan for further development of QMS
- 5.1.6. Report on conducted educational events, conferences for other hospitals.

3.5 Activities

Milestone 1. Grant initiation

Activity 1.1. Finalization of the workplan for the grant

Milestone 2. Baseline analysis of the quality management system in the hospital

Activity 2.1. Conduct a comprehensive analysis of existing QMS by using:

- analysis of NHSU dashboards data and other sources
- internal assessment with the e-tool developed by HRS
- results of external assessment conducted by HRS
- personnel surveys conducted by the management team of the hospital
- analysis of patients' satisfaction surveys conducted by HRS.

Milestone 3. Development of the plan for improvements in QMS

Activity 3.1 Set up quality management team

Activity 3.2 Develop a quality improvement plan, including quality improvement indicators, targets, and timeline.

Milestone 4. Implementation of activities out of quality improvement plan

Activity 4.1. Implementation of activities out of quality improvement plan

Activities should reflect international approach to the development of quality management system and include key elements of QMS

Milestone 5. Further development of QMS and best practices dissemination

Activity 5.1. Evaluation of preliminary results of the grant activities and quality improvement plan

Activity 5.2. Development of the follow-up plan for the next steps in quality improvement

Activity 5.3. Dissemination of best practices to building QMS at other hospitals through educational events, conferences, education materials, etc.

3.6 Expected Outcomes

- Two municipal hospitals will function as exemplary hospitals of quality improvement; they will constantly improve patient-centered care, enhance visitors' loyalty, monitor quality indicators, maintain efficient communication with clients, and provide training for the staff as part of CPD
- New management tools and approaches to the quality system will be introduced
- Principles of a patient-centered model of care will be embedded in the work of healthcare facilities
- A peer-to-peer approach to training and dissemination of experience in the healthcare community of Ukraine will be developed
- By strengthening internal quality policies of HCFs particularly in evidence-based clinical decision-making, clear and transparent procedures, and processes, and building a culture of honesty and patient-centered care, this grant will help to reduce the risk of corruption.
- The outcomes of the grant program will inform development of the national hospital quality management system strategy in Ukraine and will result in higher quality services for Ukrainians.

3.7 Additional conditions

The day-to-day activities of the grant recipient will be monitored by the USAID HRS representatives. Written communication between the selected firm and HRS is confidential.

4 TECHNICAL APPLICATION CONTENTS

All complete applications received by the deadline will be reviewed for responsiveness to the specifications outlined in the guidelines. USAID Health Reform Support may reject applications that are:

- Incomplete;
- Do not respond to the scope of work in the solicitation;
- Do not comply with the format requirements; or
- Are submitted after the deadline.

The application in response to this solicitation should be organized as follows:

A. Cover Page

Include all of the following information:

- Name, address, phone/fax number, and email of the organization
- Title of proposed project
- Name of contact person
- Duration of project
- Date submitted

B. Applicant Data (see Grant Application Form and Guidelines)

C. Technical Proposal (7 pages maximum)

Sections of the Attachment 1: Technical Proposal of the Grant Application Form and Guidelines should use the headings italicized below, in the following order:

1. Background/ Statement of Need [maximum 1 page]

Provide brief information about your facility. Describe the current status of quality management. Which of the quality management elements have already been implemented in the facility? Identify areas for improvement and current key gaps.

2. Vision of quality improvement in the hospital/ Goals and Objectives [maximum 2 pages]

Describe your vision of a perfect quality management system in the hospital. Based on the analysis findings and identified areas for improvement, indicate elements missing in this perfect system.

3. Implementation Plan/ Project Activity [maximum 2 pages]

Indicate specific practical steps that will help build a quality management system in the facility. Justify the choice of the steps and their prioritization.

Provide detailed implementation plan for grant activity (see template given in Annex A – Grant Activity Implementation Plan).

4. Management Plan *[maximum 1 page]*

Indicate the number of staff in the hospital. What measures are implemented to engage staff in quality management?

Describe how the project will be managed. Describe systems that exist or will be put in place to enable Organization to effectively manage the grant activity.

Describe the organization's experience implementing similar projects. Describe the organization's relationships with local authorities, civil society (NGOs, boards of trustees, etc.). Describe local hospital support programs that have been implemented in the past 3 years. What was the percentage of funds from the local budget in the overall structure of revenues in 2019 and 2020? Indicate whether the hospital's admission room has been renovated in 2020-2021.

Indicate whether you have experience of collaboration with international organizations and charitable foundations. If your organization is new, describe the similar projects where your personnel participated.

5. Organizational Capacity *[maximum 1 page]*

Describe the team that will implement the grant, tools to be used for cooperation, previous achievements of this team in terms of quality improvement in the facility.

Provide the project chart (with a list of project team members with the indication of their positions, roles and contact details) in Annex B – Project Chart.

Provide the letter of support from Oblast Health Department, indicating the vision of the hospital development as part of the hospital network as a general / cluster hospital in Annex C – Letter of Support.

Annexes (number of pages not limited)

ANNEX A – GRANT ACTIVITY IMPLEMENTATION PLAN

ANNEX B – PROJECT CHART

ANNEX C – LETTER OF SUPPORT FROM OBLAST HEALTH DEPARTMENT

5 BUDGET CONTENTS

Budget and Payment Terms

The approximate budget for the grantee amounts shall not exceed 1 225 000 UAH for type #1 hospital and 2 300 000 UAH for type #2 hospital. The budget items and associated payment terms and dates according to the proposed milestones list will be finally defined based on the applicant's proposal and fixed in the grant award document.

Cost Share

To be eligible for a grant award, the applicants are expected to cost share the implementation of the proposed grant activity by a minimum of 10% of the total cost of the grant activity. Cost sharing is a requirement for all grants funded under the project.

Cost share contribution may be financial or in-kind and include any of the following:

- Labor to carry out grant activities;
- Payment of non-labor costs associated with grant activities;
- Leveraged funds from other sources (non-U.S. Government);
- Equipment and facilities;
- In-kind donations (including labor, volunteer labor, office space, conference space, etc.).

All costs shared by the applicant (both financial and in-kind) must meet all of the following criteria:

- Be verifiable in the Applicant records;
- Necessary and reasonable for proper and efficient accomplishment of grant activity objectives;
- Allowable under the applicable USAID regulations (see Attachment 4: Certifications and Assurances from Applicant of the Grant Application Form and Guidelines);
- Must not be included as cost share contributions for any other U.S. Government–assisted program; and,
- Must not be paid by the U.S. Government under another grant or agreement.

Sub-awards will not be allowed under the Grants Program.

Budget Content

The Applicant must:

- Include a detailed and realistic budget using the Excel template provided (Attachment 2: Budget Template). The budgets must be prepared in local currency (UAH) and should be based on activities described in Attachment 1: Technical Proposal of the Grant Application Form and Guidelines. Budget should not include costs that cannot be directly attributed to the activities proposed.
- Include detailed budget notes/clarification of calculation for each budget line item by milestones following the format of the template provided (see Attachment 2: Budget and Budget Notes of the Grant Application Form and Guidelines). Supporting documentation to support cost data will be required prior to award of grants. However, these documents will not be required at the time of application submission.
- **Grant award funds can't be used for:**
 - Construction works

- Major/small repairs
- Communication (phone /Internet)
- Utilities/fuel
- Other items not related to the grant implementation

All applicants must have the financial and administrative systems to adequately account for the grant funds as detailed in the extensive attachments and referenced U.S. Government websites.

Taxes

No taxes, fees, charges, tariffs, duties or levies will be paid under any Grants awarded from this RFA.

6 SELECTION

USAID Health Reform Support intends to award grants resulting from this solicitation to the responsible Grantees whose Application conforms to the solicitation and represents best value solutions after selection in accordance with the criteria/factors listed here.

The review criteria below are presented by major category so that Applicants will know which areas require emphasis in the preparation of Applications.

Application Selection Criteria	Points
Background/Statement of Need	15
Vision of quality improvement in the hospital/Project Goal and Objectives	25
Implementation plan/Project Activities	30
Management Plan	5
Organizational Capacity	10
Budget, Budget Notes and Cost Reasonableness	15
Total points	100

Technical Proposal

USAID Health Reform Support will evaluate each technical approach quantitatively based upon the review criteria set forth above. A technical proposal can be categorized as unacceptable when it is incomplete, does not respond to the scope, does not comply with the format requirements or is submitted after the deadline.

Budget

The proposed budget will be analyzed as part of the application selection process. Applicants should note that Budgets must be sufficiently detailed to demonstrate reasonableness and completeness, and that applications including budget information determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be judged unacceptable.

- 1) **Reasonableness.** USAID Health Reform Support will make a determination of reasonableness based on USAID HRS's experience for similar items or services, what is available in the marketplace, and/or other competitive offers.
- 2) **Completeness.** A detailed line-item budget, budget notes, assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the applicant's budget. USAID Health Reform Support may request additional supporting information to the extent necessary to determine whether the costs are fair and reasonable.

7 REFERENCES, TERMS & CONDITIONS

7.1 References (choose from the list below as applicable)

- The U.S. Government regulations that govern this grant as found at the following websites:
<http://www.usaid.gov/sites/default/files/documents/1868/303.pdf>
<https://www.acquisition.gov/far/html/FARTOCP31.html>
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- Required provisions for Simplified and Standard Grants to Non-U.S. Non-Governmental Organizations: <http://www.usaid.gov/ads/policy/300/303mab>.
- Required Standard Provisions for U.S. Non-governmental organizations: <http://www.usaid.gov/ads/policy/300/303maa>
- Required Provisions for a Fixed Amount Awards to Non-Governmental Organizations:
(1) Mandatory Provisions from: <https://www.usaid.gov/ads/policy/300/303mat>.
(2) Include ONLY the applicable “Required, As Applicable” provisions from: <https://www.usaid.gov/ads/policy/300/303mat>.

7.2 Terms and Conditions

- Issuing this RFA is not a guarantee that a grant will be awarded.
- Deloitte reserves the right to issue a grant based on the initial selection of offers without discussion.
- Deloitte may choose to award a grant for part of the activities in the RFA.
- Deloitte may choose to award a grant to more than one recipient for specific parts of the activities in the RFA.
- Deloitte may request from short-listed grant applicants a second or third round of either oral presentations or written responses to a more specific and detailed scope of work that is based on a general scope of work in the original RFA.
- Deloitte has the right to rescind an RFA or rescind an award prior to the signing of a contract due to any unforeseen changes in the direction of Deloitte's client (the U.S. Government), be it funding or programmatic.
- Deloitte reserves the right to waive any deviations by organizations from the requirements of this solicitation that in Deloitte's opinion are considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.

Grant Agreement

A grant agreement will include the approved project description, approved budget, payment terms, reporting requirements and relevant provisions. Once executed, it is a legally binding agreement between Deloitte (on behalf of the USAID Health Reform Support) and the recipient organization. Once the grant agreement is signed, it cannot be modified without prior written approval from Deloitte (on behalf of the USAID Health Reform Support).

Grant Disbursement and Financial Management

Recipients of grant funds will need to open a separate bank account before any funds are transferred from Deloitte. The grants will be disbursed in local currency and transferred only through bank transactions.

Reporting

The grant agreement will detail the reporting requirements. Recipients must be willing to adhere to the reporting schedule and requirements for both programming activities and financial monitoring.

Monitoring

USAID Health Reform Support staff will monitor programmatic performance. Deloitte and USAID reserve the right to review finances, expenditures and any relevant documents at any time during the project period and for three years after the completion of the project and closeout. All original receipts must be kept for three years after the formal closeout has been completed.

Late Submissions, Modifications and Withdrawals of Applications

At the discretion of Deloitte, any application received after the exact date and time specified for the receipt may not be considered unless it is received before award is made and it was determined by Deloitte that the late receipt was due solely to mishandling by Deloitte after receipt at its offices.

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

False Statements in Offer

Vendors must provide full, accurate and complete information as required by this solicitation and its attachments.

Certification of Independent Price Determination

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory –

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or application, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that –

- (1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
- (2) discovery of any violation after award to the offeror will result in the termination of the award for default.

Standard Provisions

Deloitte is required to respect the provisions of the United States Foreign Assistance Act and other United States laws and regulations. The [NAME OF PROJECT] Grant Program will be administered according to Deloitte's policies and procedures as well as USAID's regulations for Non-U.S. Governmental Recipients or USAID's regulations for U.S. Non-Governmental Recipients. These include:

1. Implementing Partner Notices (IPN) registration

Applicant acknowledges the requirement to register with the IPN portal if awarded a grant resulting from this solicitation and receive universal bilateral amendments to this award and general notices via the IPN portal. The IPN Portal is located at <https://sites.google.com/site/usaidipnforassistance/> Detailed steps are given under the article M9 of the Mandatory Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations from ADS 303mat, which is annexed to this RFA.

2. Indirect rates

Indirect rates such as fringe, overhead, and general and administrative (G&A) that have not been approved by a U.S. Government agency in a NICRA (Negotiated Indirect Cost Rate Agreement) may not be charged to this award. All costs charged to the project shall be directly related to the project's implementation.

3. Activities that will not be considered for funding

In keeping with the conditions above, programs that fall within the following categories or indicate they might participate in any one of the following shall be automatically disqualified:

- Activities related to the promotion of specific political parties.
- Construction.
- Distribution of emergency/humanitarian assistance or funds.
- Religious events or activities that promote a particular faith.
- For-profit business activities that benefit a small select group, rather than providing increased opportunities to the larger community.
- Unrelated operational expenses.

4. Prohibited Goods and Services

Under no circumstances shall the Recipient procure any of the following under this award, as these items are excluded by the Foreign Assistance Act and other legislation which govern USAID funding. Programs which are found to transact in any of these shall be disqualified:

- Military equipment;
- Surveillance equipment;
- Commodities and services for support of police or other law enforcement activities;
- Abortion equipment and services;
- Luxury goods and gambling equipment; and
- Weather modification equipment.

5. Restricted Goods

The following costs are restricted by USAID and require prior approval from Deloitte and USAID:

- Agricultural commodities;

- Motor vehicles;
- Pharmaceuticals;
- Pesticides;
- Fertilizer;
- Used equipment; and
- U.S. Government-owned excess property.

6. Certifications for Non-US Non-Governmental Recipients

The following Standard Grant & Subcontractor Certifications are required by Deloitte and USAID:

- Assurance of Compliance with Laws and Regulations Governing nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. Governmental Organizations, if any part of the program will be undertaken in the U.S.);
- Certification Regarding Lobbying (22 CFR 227);
- Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
- Certification Regarding Terrorist Financing;
- Certification of Recipient;
- Compliance with Anticorruption Laws.
- A completed copy of Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction; and
- Certification Regarding Trafficking in Persons