



December 19, 2023 (updated on January 16, 2024)

Request for Proposals # RFP-TCA-IQS-042
Provision of research and analysis services in Ukraine

Dear Sir or Madam,

Chemonics International Inc. (hereinafter referred to as “Chemonics”), under the USAID Transformation Communications Activity (TCA), USAID Contract No. 72012120C00003, is issuing an Indefinite Quantity Subcontract (IQS) Request for Proposals (IQS RFP) to appoint one or multiple organizations to perform rapid research inside Ukraine, with analysis and reporting on findings. The attached IQS RFP contains all the necessary information for interested Offerors.

Companies or organizations should indicate their interest in submitting a proposal for the anticipated subcontract by sending an email indicating their intention to TCA-Tenders@TransformUA.com by **12 PM on January 8, 2024, with the number of this RFP in the subject.**

Following this RFP, Chemonics anticipates awarding an Indefinite Quantity Subcontract (IQS) to multiple organizations and may issue accompanying task orders. During implementation of the work solicited in this RFP, the IQS instrument will serve as the governing subcontract for the work and relationship between the contractor and subcontractor, while the TOs instruments will be used by the contractor to order work from the subcontractor as needed, within the parameters of the IQS. Only IQS holders may bid on requests for research (RFRs) under the IQS.

Chemonics realizes that interested Offerors may have additional questions after reading this RFP and are encouraged to submit questions by **12 PM on January 8, 2024** to TCA-Tenders@TransformUA.com. If necessary, Chemonics will provide answers to all relevant questions and/or issue an amendment that will be emailed directly to all interested offerors.

This IQS RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Sincerely,

Spencer Nordwick
Chief of Party
Transformation Communications Activity

Request for Proposals

IQS RFP # **TCA-RFP-IQS-042**

For the provision of

Research and Analysis Services in Ukraine

Contracting Entity:

Chemonics International Inc.
1275 New Jersey Avenue SE
Suite 200
Washington, DC 2003

Funded by:

United States Agency for International Development (USAID)

Funded under:

Transformation Communications Activity

Prime Contract Number **72012120C00003**

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this IQS RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact **Spencer Nordwick, Chief of Party** at snordwick@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

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List of Acronyms

CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COP	Chief of Party
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
FAR	Federal Acquisition Regulations
FDR	Fixed Daily Rate
FGD	Focus Group Discussion
IDI	In-depth Interview
IQS	Indefinite Quantity Subcontract
M&E	Monitoring and Evaluation
NICRA	Negotiated Indirect Cost Rate Agreement
NGO	Nongovernmental organization
RFP	Request for Proposals
RFR	Request for Research
SOW	Scope of work
STO	Sub Task Order
TCA	Transformation Communications Activity
UEI	Unique Entity Identifier
U.S.	United States
USAID	U.S. Agency for International Development
USAID/Ukraine	USAID Mission in Ukraine
USG	U.S. Government
VAT	Value Added Tax

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the USAID Transformation Communications Activity (TCA), under contract number 72012120C00003 is soliciting offers from companies and organizations to submit proposals to participate with TCA to provide rapid research inside Ukraine, with analysis and reporting on findings.

Launched in July 2020, the purpose of TCA is to partner with the government of Ukraine, the private sector, and civil society to increase the resilience of Ukraine's democracy through innovative communications initiatives that engage Ukrainians in a conversation about the country's reforms related to democratic transformation and European integration. As part of project activities, TCA requires the purchase of rapid research, data analysis, and reporting services to enable data-driven communication interventions. More specifically, TCA requires support with the following illustrative research and analysis activities:

1. Conduct surveys and/or research to collect information, test messages and content and determine public opinion on different topics using online surveys, face-to-face interviews, and other approaches to data collection.
2. Collect data and information through various instruments, including but not limited to focus group discussions (FGDs), in-depth interviews (IDIs), and surveys, as part of context analysis to define emerging social trends, provide an evidence base for communications, and to develop a better understanding of human behavior and beliefs as they relate to TCA's scope.
3. Conduct desk research, carry out data analysis using statistical tools, and complete secondary analysis of qualitative and quantitative data.
4. Develop analytical reports and briefs of varying complexity with reference to social theories and trends, undertake meaningful analysis of facts and proposals for stakeholders regarding action plans.

Chemonics anticipates issuing multiple awards. The award(s) will be in the form of an indefinite quantity subcontract (IQS) with sub-task orders (STOs) issued priced on a firm fixed price basis (hereinafter referred to as "the IQS"). The successful Offeror(s) shall be required to adhere to the statement of work and terms and conditions of the IQS, which are incorporated in Section III herein.

Offerors are invited to submit proposals in response to this IQS RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the IQS. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III. Chemonics will subsequently solicit individual orders for the scope of services requested. These individual orders are called STOs. While the IQS will contain the main terms and conditions and the pricing methodology to be used in negotiating STOs, each STO will contain specific information regarding the services being requested by TCA the period of performance, deliverables, and other details about the specific work ordered. STOs issued under the IQS will be on a **Fixed Price STO** basis. The Offeror shall develop a budget (i.e., cost proposal) for each STO using the pricing methodology set forth in the IQS. Chemonics will not reimburse the Offeror for any costs associated with managing the IQS; each STO must stand on its own.

This IQS RFP does not obligate Chemonics to execute any STOs nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the IQS RFP shall be consecutive calendar days.

I.2. Offer Deadline

Offerors shall submit their offers no later than 12 PM Kyiv time. on **January 15, 2024**, Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. In accordance to FAR 52.215-1(c)(3)(ii)(A) late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

I.3. Submission of Offers

Proposals must be submitted **electronically only**. All proposals, technical and cost, must be in the **English or Ukrainian language**.

A. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to TCA-Tenders@TransformUA.com.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit. The IQS RFQ number must be included in the subject line.

I.4. Requirements

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B.

A. General Requirements

Chemonics anticipates issuing multiple awards IQS to a company or organization provided it is legally registered and recognized under the laws of the country where it is headquartered and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this IQS RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of **country, where it is headquartered** upon award of the IQS.

- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in Ukraine at the time the IQS is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a UEI number if selected to receive an IQS valued at USD\$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.¹

B. Required Proposal Documents

1. Cover Letter

The offeror shall use the cover letter provided in Annex 1 of this IQS RFP, which confirms organizational information and consent to the validity of this proposal.

2. IQS Technical Proposal

Offerors must prepare and submit an IQS-specific technical proposal which shall respond to and include the following comprise the following parts:

- Part 1: Corporate Capabilities, and Past Performance
 - **Corporate Capabilities, Experience, and Past Performance.** Please complete the questionnaire in Annex 2 Part I. This part shall not exceed 5 pages but may be shorter.

Part 1 must include details demonstrating offerors' experience and technical track record in implementing similar research and data analysis services.

Additionally, offerors must include **3** past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. The Offeror shall use the Past Performance Template included in Annex 2 Part I.

Chemionics reserves the right to check additional references not provided by an offeror.

- Part 2: Management, Key Personnel, and Staffing Plan.
 - **Management, Key Personnel, and Staffing Plan.** Please complete the questionnaire in Annex 2 Part II. This part shall not exceed 5 pages. The Offerors should describe how

¹ If Offeror does not have a UEI number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact sam.gov to obtain a number: Further guidance on obtaining a UEI number is available from Chemionics upon request.

proposed staff will work collaboratively to achieve the Offeror's proposed technical approach to the scope of work and provide examples of this team's work during implementation of similar projects (in terms of scale, etc.). CVs for **Key Personnel** may be included in an annex to the technical proposal and will not count against the page limit.

Offerors shall propose staff for the following **Key Personnel** positions necessary for the implementation of the IQS. CVs for these personnel may be included in an annex to the technical proposal and will not count against the page limit. Detailed responsibilities and requirements for these 2 key personnel are listed in Section II.4.

- Senior Analyst
- Project/Research Manager

The key personnel are considered to be essential to the work being performed thereunder. Prior to replacing any of the specified individuals, the Subcontractor must immediately notify Chemonics reasonably in advance and must submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion or replacement of such personnel shall be made by the Subcontractor without the prior written approval of Chemonics and USAID, through Chemonics, if required. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during the course of this Subcontract to add, change, or delete personnel and positions, as appropriate. Chemonics may request the replacement of Subcontractor personnel at its sole discretion. Chemonics will not pay for early repatriation of departing long-term personnel, or fielding costs of replacement personnel, respectively, without the prior written approval of the USAID Contracting Officer through Chemonics

- Part 3: Technical Capability. Please complete the questionnaire in Annex 2 Part III. This part shall not exceed 20 pages.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this IQS RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

3. Cost Proposal

Offerors shall ensure that no pricing information is displayed in the Technical Volume. The proposed Fixed Daily Rates (FDRs) and proposed material costs will be used for the purpose of evaluating cost for the award of the IQS. The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract. The resulting subcontract will be an IQS, which will have a ceiling price under which STOs will be issued. The STOs will be issued for defined deliverables and with firm fixed prices. The IQS will have labor categories and levels with corresponding Fixed Daily Rates (FDRs). The FDRs incorporated in the IQS will be used to inform the creation of individual firm fixed price STOs, along with any necessary material costs.

Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost. All daily rates must be fully burdened (inclusive of all fees and overhead costs) and will remain in effect for the duration of the contract life. See Annex 5 for guidance on preparing the cost proposal.

The cost volume has no page limitation; however, the following shall be submitted in the format identified in Annex 6. Please note that the below information shall be completed for the entire IQS pricing period:

a) Labor Categories

In order to successfully perform the SOW for STOs released under the IQS, offerors must propose one or more candidates that meet or exceed the experience requirements for the following labor categories:

- *Senior Analyst*
 - Responsibilities
 - Provide strategic direction for sociology studies, guiding the development of research agendas and frameworks that address critical social issues.
 - Oversee the execution of complex research projects, ensuring the integration of advanced methodologies and innovative approaches.
 - Evaluate the impact of sociological research on policies and programs, advising stakeholders on the implementation of evidence-based strategies.
 - Requirements
 - Master's degree or higher in Sociology, Social Sciences, or a related field, with a strong publication record and demonstrated expertise in a specialized area of sociological research.
 - Extensive experience in advanced statistical analysis/qualitative analysis/semi-qualitative analysis, employing sophisticated techniques to extract nuanced insights from complex datasets.
 - Proven leadership experience in managing research teams and projects, with the ability to inspire and guide colleagues for at least 2 years.
 - Demonstrated ability to think strategically, identifying emerging trends and proposing innovative research approaches to address evolving societal challenges.

- *Analyst*
 - Responsibilities
 - Develop and implement research methodologies for sociology studies, including the design of surveys, interviews, and experiments.
 - Requirements
 - Bachelor student or bachelor's degree or higher degree in Sociology, Social Sciences, or a related field, with a strong emphasis on research methodologies and statistical analysis.
 - Proficient in utilizing statistical software for data analysis.
 - Demonstrated ability to think critically and apply sociological theories to real-world situations.

- *Field Work Manager*
 - Responsibilities
 - Supervise and coordinate day-to-day field operations, ensuring that data collection activities are carried out efficiently and in accordance with established protocols.

- Serve as a bridge between fieldwork teams and upper management, communicating project objectives, timelines, and challenges.
- Requirements
 - Proven ability to manage fieldwork operations for sociological or social science research projects.
- *Moderator*
 - Responsibilities
 - Conduct and moderate focus group discussions, interviews, and other qualitative research activities in accordance with the study's objectives and research design.
 - Collect qualitative data through various methods, including note-taking, audio/video recording, and observation.
 - Requirements
 - Proven ability to moderate focus groups, interviews, or other qualitative research discussions.
 - Ability to adapt to the dynamics of different focus group settings and participant demographics.
- *Data Analyst*
 - Responsibilities
 - Analyze and interpret complex datasets to extract actionable insights. Use statistical techniques and machine learning algorithms to identify trends and patterns.
 - Develop and implement predictive models for various business applications. Optimize and fine-tune models for accuracy and efficiency.
 - Create visualizations to effectively communicate findings to non-technical stakeholders. Use tools such as charts, graphs, and dashboards to present data-driven insights.
 - Requirements
 - Bachelor student or person with higher degree in Sociology, Social Sciences, or a related field, with a strong emphasis on research methodologies and statistical analysis.
 - Strong knowledge of statistical analysis, machine learning, and data mining techniques. Proficiency in programming languages such as Python or R.
 - Proficient in data visualization tools (e.g., Matplotlib, Seaborn, Tableau) to effectively communicate insights.
- *Project Manager*
 - Responsibilities
 - Develop comprehensive project plans, outlining timelines, milestones, and deliverables for sociological studies.
 - Coordinate with cross-functional teams, researchers, fieldwork managers, and other stakeholders to ensure alignment with project goals.
 - Manage project budgets, tracking expenditures, and ensuring efficient allocation of resources.
 - Requirements

- Proven ability to manage complex projects, preferably in the field of social sciences or sociological research.
- Familiarity with project management tools and methodologies.

b) Fixed Daily Rates (FDR)

The offeror shall propose a FDR in **Ukrainian hryvnias (UAH) and in US Dollars (USD) according to the currency exchange rate set by the National Bank of Ukraine on the proposal due date** for each labor category. Each proposed daily rate must be “burdened” and must only include the following:

- Salary cost or consulting fee of the individual providing the services;
- Payroll costs (e.g. fringe benefits, social insurance, bank fees);
- Indirect costs applicable to labor (e.g. corporate overhead or management/administrative fee);
- Indirect costs applicable to non-labor costs (e.g. corporate overhead or management/administrative fee applied to other direct costs/materials);
- Reasonable profit or fee, if any.

If the Offeror has commercial rates, Offeror must provide:

- (1) Their commercial rate sheet;
- (2) Proof of using these rates on 3 other contracts; and
- (3) Offer a discount to those commercial rates

The labor category and corresponding daily rates proposed by the offeror will be incorporated in the IQS and will remain fixed for the IQS period. The daily rates will then be used to price individual STOs. The Offeror shall use the budget template included in Annex 6 to propose their FDRs.

C) Materials

The Offeror shall budget for any other direct costs necessary for the performance of the work under STOs, such as travel and transportation, per diem, communications costs, etc. Per diem rates are set by the US Department of State - https://aoprals.state.gov/web920/per_diem.asp. Under this IQS’s pricing methodology, offerors are not allowed to apply an indirect or fee rate on Materials. If the Offeror has an established indirect rate structure and it is part of their accounting procedures to apply an indirect rate and/or fee on Materials, the cost must be factored into the FDR proposed for the IQS.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror’s proposed cost.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Because TCA is a USAID-funded project and is implemented under a bilateral agreement between Ukraine and the U.S. Government, Offerors must not include VAT and customs duties in their cost proposal.

PLEASE NOTE: Offerors must affirmatively state in the offer that they understand Chemonics is VAT exempt, and that this exception will be recognized for all invoicing. Failure to affirmatively state Offeror's intention to recognize the Ukrainian VAT exemption may be grounds for exclusion for consideration and award of a contract under this RFP.

I.5. Indefinite Quantity Type Subcontract and Future STOs

a) This IQS RFP will result in the award of an indefinite quantity type subcontract with STOs issued thereunder priced on a firm fixed price basis to one or more offerors. These STOs will be issued as the need arises. The award of the IQS – including quantities of supplies and services specified under it - are estimates only and are not purchased by the awarded IQS.

A Fixed Price STO is a subcontract for services, reports, or other tangible deliverables provided to and accepted by Chemonics on behalf of the Transformation Communications Activity. As the name implies, the price of the STO is fixed, and it is not subject to any adjustment on the basis of the Subcontractor's cost experience in performing the work.

b) Delivery or performance shall be made only as authorized by STOs issued in accordance with the Ordering Procedures contained within the IQS. The Subcontractor shall furnish to Chemonics, when and if ordered, the supplies or services specified in the SOW of this subcontract up to and including the quantity designated in the IQS as the "Maximum Subcontract Ceiling," currently estimated at between **\$230,000**. Chemonics will order at least the quantity of supplies or services designated in the subcontract as the "Minimum Order Guarantee," currently estimated at \$250.

c) Except for any limitations on quantities in the STO Limitations clause, there is no limit on the number of STOs that may be issued. Chemonics may issue STOs requiring delivery to multiple destinations or performance at multiple locations.

I.6. Source of Funding, Authorized Geographic Code

- a) Any subcontract resulting from this IQS RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. All goods and services offered in response to this IQS RFP or supplied under any resulting award must meet USAID Geographic Code **937 and 110** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=bc646daa32249b2fcda27d1fce1c8ed2&mc=true&node=pt22.1.228&rgn=div5>.

The cooperating country for this IQS RFP is Ukraine.

Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

- b) The USG has implemented a blanket prohibition on providing direct government financing to international solar projects that source from suppliers that are the subject of a [withhold release order](#) (Hoshine Silicon Industry), on the Commerce Entity List, or otherwise sanctioned for their use of forced labor. The PRC energy companies that were added to the Commerce Entity List for their ties to forced labor are found below. NOTE: the subcontractor may not purchase from any of the Suppliers listed below without advance written approval from Chemonics/USAID.
- Hoshine Silicon Industry (metallurgical grade silicon and silicon products) - also subject to a WRO
 - Xinjiang Daqo New Energy (polysilicon, wafers)
 - Xinjiang East Hope Nonferrous Metals (polysilicon, ingots, wafers)
 - Xinjiang GCL-New Energy Material (polysilicon, ingots, wafers, cells, modules)
 - Xinjiang Production and Construction Corps (state-owned paramilitary organization, electricity supplier).

This does not mean that all PRC-produced solar panels are immediately blocked. Currently, the restriction is just on any panels or products that are directly purchased using USG funds from any of the above companies. Should the purchase of any solar panels or components be required, Chemonics/USAID prior review and written approval is required.

I.7. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

IQS RFP published	December 19, 2023
Deadline for written questions	January 8, 2024
Proposal conference pre-registration deadline	January 8, 2024
Answers provided to questions/clarifications	January 10, 2024
Proposal conference	January 10, 2024
Proposal due date	January 17, 2024
IQS award (estimated)	January 29, 2024

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this IQS RFP.

Proposal Conference. A proposal conference will be held on Zoom on **January 10, 2024** to provide interested offerors an opportunity to learn more about and to ask any questions about this IQS RFP and the solicitation process. Chemonics welcomes any organization to attend this proposal conference. Pre-registration to attend the proposal conference is required. Please email your registration request and any advance questions by **January 8, 2024 to TCA-Tenders@TransformUA.com**.

Written notes from the proposal conference will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the proposal conference, but were unable to attend the proposal conference in person. Participation in the proposal conference and offerors are the responsibility of the offeror. Chemonics will not reimburse offerors for any costs associated with attending the proposal conference.

Written Questions and Clarifications. All questions or clarifications regarding this IQS RFP must be in writing and submitted to TCA-Tenders@TransformUA.com no later than **12 PM on January 8, 2024**. Questions and requests for clarification, and the responses thereto, will be circulated to all IQS RFP recipients who have indicated an interest in this IQS RFP.

Only written answers from Chemonics will be considered official and carry weight in the IQS RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, **the Transformation Communications Activity project, or any other party, will not be considered official responses regarding this IQS RFP.**

Proposal Submission Date. All proposals must be received by **12 pm, January 17, 2024**. Late offers will be considered at the discretion of Chemonics.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors’ proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the Transformation Communications Activity office or online within 2 days of receiving notification.

Subcontract Award (estimated). Chemonics will select the proposal(s) that offer the best value based upon the evaluation criteria stated in this IQS RFP.

I.8. Validity Period

Offerors’ proposals must remain valid for **90** calendar days after the proposal deadline.

I.9. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this IQS RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the “tradeoff” process.

This IQS RFP will use the tradeoff process to determine best value. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for overall evaluation purposes of this IQS RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Organization Structure,	Corporate Capabilities, Experience, and Past Performance	
	Organizational Capability – Does the Offeror demonstrate their capability to prepare for, manage and deliver the research task, including through having sufficient and appropriate supervisory, project and task management,	20 points

	financial management and quality assurance capacity? Does the proposal indicate a clear approach to management of duty of care, security, risk and safeguarding?	
	Past Performance - Did the Offeror include three past performance references of similar work previously implemented? Have references been checked and is past performance illustrative of that ability to complete tasks per the Scope of Work? Does the proposal demonstrate the ability to deliver research services in Ukraine? Does the offeror have regular or recent experience in Ukraine?	20 points
Total Points – Corporate Capabilities		40 points
Management, Key Personnel, and Staffing Plan		
	To what extent do the roles of the proposed team align with the required capabilities of the Scope of Work?	10 points
	Chemonics will evaluate the curriculum vitae (CVs) of the proposed team members and evaluate if the offeror has the experience and capabilities to carry out the Scope of Work. To what extent do the proposed personnel have skills and experience relevant to the Scope of Work?	10 points
Total Points – Management		20 points
Technical Approach and Methodology		
	Methodological Expertise – Does the proposal demonstrate the Offeror’s knowledge and practical experience related to methodological capabilities and field research requirements of the IQS? Areas of expertise must include research design, sampling and data collection methodologies, research tool development, relevant IT system use, data cleaning/ validation/ verification and quality assurance capability.	25 points
	Analysis and Reporting Capability – Does the proposal demonstrate the Offeror’s capability to conduct high quality analysis, to prepare useful and practical tabulated data, and to document and present informative and audience-relevant reporting products? Does the Offeror demonstrate their experience preparing similar reporting products to similar audiences?	15 points
Total Points – Technical Approach		40 points
Total Points		100 points

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. The cost proposal must present a clear breakdown of costs associated with the research project and objectives. Prices must be in line with market average for similar services. If technical scores are determined to be nearly equal, cost will become the determining factor.

This IQS RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the **Transformation Communications Activity** project. Chemonics may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

I.10. Negotiations

Best offer proposals are requested. It is anticipated that a IQS will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a IQS. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

I.11. Terms of IQS

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of IQS negotiations, any resulting IQS will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the IQS. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

I.12. Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation. Offerors agree that any protest to this RFP must be presented in writing with a full explanation of the offerors concerns to Chemonics for consideration. USAID will not consider protests made to USAID under USAID-funded projects. At its sole discretion, Chemonics will make a final decision on the protest at a level above the Chief of Party.

Section II Background, Scope of Work, Period and Place of Performance, Staffing, Expected Deliverables, and Deliverables Schedule

II.1. Background

The overarching purpose of this Indefinite Quantity Subcontract is to rapidly and responsively procure research and polling services in support of the Transformation Communications Activity (TCA).

TCA seeks a qualified research firm to provide research and analysis services in Ukraine. The research topics will include a variety of social and political issues, nationally or locally. Based on the specific task, research methodology might include qualitative, quantitative or mixed research methods, utilizing a variety of tools/methods, such as focus group discussions (FDGs), surveys, polls, interviews, panels, contextual and desk research.

Such thematic research and monitoring and evaluation subcontract will help TCA to understand the outcomes of its and its stakeholders' work in target communities and shifts in perceptions of issues on topics including but not limited to governance, social, and security issues. In turn, this will help TCA and stakeholders to develop responsible and relevant programming. High quality, timely research is imperative to ensuring TCA programming remains responsive and evidence-based, and that stakeholders and TCA are well-appraised of local developments.

The purpose of this RFP is to appoint one or more experienced, high quality and professional research organization(s) to a flexible IQS mechanism for research to be conducted in a range of locations in Ukraine in support of research objectives developed by TCA.

II.2. Scope of Work

TCA will identify needs for research, analysis, and data collection in Ukraine on a rolling basis.. Offers must provide a menu of qualitative and quantitative research capabilities that can be implemented across Ukraine based on specific requests for research (RFRs). These RFRs will primarily encompass a range of tools/ methods as described below resulting in a regular set of deliverables that TCA reasonably assumes will reflect the scope/ deliverables expected for the duration of the subcontract.

The subcontractor must maintain a flexible platform that facilitates close collaboration with TCA's program team in Ukraine while implementing the requested services. TCA will work collaboratively with the subcontractor as TOs are implemented.

Due to the regionally specific dynamics and community networks necessitated by a platform of this breadth, the Subcontractor may need to utilize partnerships with local organizations or firms to establish reach in the selected regions. The Subcontractor should include mention of existing partnerships that will be utilized for the successful implementation of this project. The Subcontractor should clearly outline these partnerships, including the location and capabilities of partner organizations.

TCA will issue STOs under a fixed price indefinite quantity subcontract (IQS) containing a combination of tasks and elements of selected tools/ methods of approximately 1-3 months in duration (including the field work stage). STOs will include a detailed Scope of Work containing a description of research objectives, methodology, expected outcomes, etc. Lists of evaluation and research questions will be developed by the Subcontractor in close coordination with TCA. All written reports and deliverables will be submitted in Ukrainian or English language as specified in the STO.

Data Collection and Research

The Subcontractor will be required to provide a variety of data collection and research capabilities to support specific requests from TCA. These capabilities may be used separately or in conjunction on specific projects based on the most appropriate methods for the particular research objectives. The Subcontractor may be asked to submit the data collection tool(s) to TCA for review/approval prior to deploying them. Informed consent must be obtained from all research participants. All the data collection methods will include an associated reporting deliverable.

Geographically, research may be required across government-controlled areas in Ukraine, with locations specified in the scope of work for each RFR. Research may be requested in urban and peri-urban areas, or in other towns and rural areas. The Subcontractor will be required to implement data collection and evaluation utilizing the methods described below.

- 1) fieldwork comprised of various applicable tools, which may include but are not limited to key informant or in-depth interviews, FGDs, CAWI, CATI or CAPI (up to 2,000 respondents) surveys (oblast and hromada level and nationally), with a possibility to include or target specific socio-demographic groups (youth, women, IDPs, veterans, etc.) or other specific groups/individuals as defined by TCA;
- 2) desk research including baseline analysis, best practices, case and contextual studies for certain issues;

The subcontractor, in consultation with TCA, may request a deferral of planned research in a particular location if security, infrastructural, or other challenges outside the subcontractor's control impede data collection. The subcontractor – in discussion with TCA – will be responsible for identification/selection of interviewees, focus group participants, and appropriate samples. The subcontractor shall be fully responsible for the logistics for in-person field research. Successful offerors will also demonstrate the ability to conduct desk research to complement data collection.

The specific Scope of Work under the STO will be provided by TCA when the service is required. Offerors are expected to express pricing in the budget on a “per survey” basis but for the purposes of their proposals, Offerors should assume, and provide pricing for in their Cost Proposal, the illustrative scenarios listed below. Please note that TCA may request other research services through RFRs, at which time the IQS holder(s) would provide a tailored cost proposal based on the scope of work.:

1. Online Survey with total 500 regular residents 18+ from varied locations for 15 minutes.
2. Online Survey with total 1,000 regular residents 18+ from varied locations for 15 minutes.
3. Online Survey with 2,000 regular residents 18+ from varied locations for 15 minutes.
4. Online in-depth interview with one regular resident from oblast city center for 1.5 hours
5. Online in-depth interview with one regular resident from varied locations for 1.5 hours
6. Five online in-depth interviews with regular residents from oblast city center for 1.5 hours
7. Five online in-depth interviews with regular residents from varied locations for 1.5 hours
8. One online in-depth interview with an individual from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from oblast city center for 1.5 hours
9. One online in-depth interview with an individual from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from varied locations for 1.5 hours

10. Five online in-depth interviews with individuals from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from oblast city center for 1.5 hours
11. Five online in-depth interviews with individuals from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from varied locations for 1.5 hours
12. Online focus group discussion with 6-8 regular citizens from oblast city center for 1.5 hours
13. Online focus group discussion with 6-8 regular citizens from varied locations for 1.5 hours
14. Online focus group discussion with 6-8 citizens from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from oblast city center for 1.5 hours
15. Online focus group discussion with 6-8 citizens from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from varied locations for 1.5 hours
16. Online test screening survey with 6-8 regular citizens for 2 hours
17. Online test screening survey with 6-8 citizens from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience for 2 hours
18. CATI study with 1,000 regular citizens, up to 30 questions
19. CATI study with 2,000 regular citizens, up to 30 questions
20. CATI study with 1,000 citizens of specific socio-demographic groups (such as veterans, youth, IDPs, etc.), up to 30 questions
21. CATI study with 2,000 citizens of specific socio-demographic groups (such as veterans, youth, IDPs, etc.), up to 30 questions
22. Concise research report (definition provided in Section II.5) with a brief overview of the study findings of up to 15 pages
23. Research report (definition provided in section II.5) with a detailed description of the study findings, demonstrating complex understanding of the social trends and recommendations for the key stakeholders for at least 25 pages

Optional list of services that Subcontractor could provide:

1. Report translation from Ukrainian to English (price per 1 symbol)
2. Desk research including baseline analysis and contextual studies for certain issues (simple/short up to 5 pages)
3. CATI oblast level (3,200 respondents), 10-30 questions.
4. CATI hromada level (1,000 respondents), 10-30 questions.
5. CATI national level (2,000 respondents), 20-30 questions.
6. CAWI oblast level (3,200 respondents), 10-20 questions.
7. CAWI hromada level (1,000 respondents), 10-20 questions.
8. CAWI national level (2,000 respondents), 10-20 questions.
9. CAPI hromada level (1,000 respondents), 10-20 questions.
10. CAPI national level (2,000 respondents), 10-20 questions.
11. IDIs - 30-50 interviews
12. IDIs - 15-20 interviews for specific socio-demographic groups (such as veterans, youth, IDPs etc.).

II.3. Period and Place of Performance

The anticipated period of performance for the IQS is effective from the date of subcontract award through **February 28, 2024**. The primary place of performance will be Ukraine.

II.4. Staffing

The offeror shall propose **one or more individuals** that are available to work on a long-term or recurring basis on one or more STOs issued under the IQS. The technical expert(s) should have expertise in designing and conducting research activities outlined in Section II.2 Scope of Work.

II.5. Expected Deliverables

This is an indefinite quantity type subcontract with STOs issued hereunder priced on a firm fixed price basis. The deliverables will be determined on a task order basis.

The following is the menu of data collection and evaluation and associated reporting deliverables that may be prescribed and executed according to the scope and schedule stipulated in the STOs and SOWs.

All written deliverables will be provided in Ukrainian or English as specified in the STO.

1. *Research Plan*: The Subcontractor may be asked to prepare a detailed research plan, methodology and work plan, and carry out the collaborative development of research instruments (questionnaires/topic guides) with TCA to plan and deliver the requested research (the ‘Research Plan’). The research plan will also comprise the research design process, sampling approach/techniques to be used, data collection methods, data management procedures, quality assurance/validation/verification and review procedures, approach to handling of errors, description of equipment and software to be used, and, as applicable, an approach to conflict sensitivity, gender sensitivity, duty of care, security and risk management and safeguarding. As applicable, the subcontractor must propose an approach to final selection of research geographies, and coordinate with TCA about relevant contextual and security factors and suggest a ‘substitution’ approach in the case of insecurity preventing planned research activity.

If applicable, the Research Plan will comprise a brief description of the subcontractor’s enumerator recruitment, vetting and training approach.

2. *In-depth interviews*: This deliverable will include a sampling/recruitment methodology, questionnaire or interview guide, transcripts, and a report and illustrative quotes from the interactions. Video or audio recordings may be required. These key individual and in-depth interviews will be of maximum 90 minutes in length may be conducted online via phone (VOIP), WhatsApp, Zoom, phone, or other method.

3. *Key informant interviews*: This deliverable will include a questionnaire, a sampling/recruitment methodology, a list of participants with contact details, an audio recording and a transcript of the interview (except in cases of interviews with vulnerable populations).

4. *Focus Group Discussion*: This deliverable will include a sampling/recruitment methodology, a focus group guide, a list of participants with contact details, transcripts in the original language and video or audio recordings.

Focus groups will be conducted online via phone (VOIP), WhatsApp, Zoom, phone, or other method. TCA would value the ability to observe focus group discussions through secure links to an online stream.

Where focus groups are conducted in-person, simple refreshments should be provided for the comfort of participants. Focus groups may be requested with male and/or female participants in separate group

discussions, and participants may be stratified to include youth or specific professions or segments of the community.

5. *Public opinion surveys on key issues*: This deliverable will include a questionnaire, a sampling methodology, a clean and verified dataset in SPSS or Excel (sav, csv, xls formats, etc.), and a report. Data must be organized to enable filtering and analysis of data by relevant criteria as defined in each STO.

6. *Quantitative surveys*: This deliverable will include a sampling methodology, a questionnaire, a clean and verified dataset in SPSS or Excel, and a report. The report may require graphics in addition to narrative. Data must be organized to enable filtering and analysis of data by relevant criteria as defined in each STO.

7. *Desk study, best practices, case, and contextual studies*: This deliverable will include a report on significant findings based on desk research, and other methodologies. The specific structure and contents of the report will be determined with TCA based on the specific needs of the SOW.

Reporting

The Subcontractor shall have the capabilities to conduct robust qualitative and quantitative analysis, including advanced statistical methods, and produce high-quality, well-designed, concise, and effective reports in a variety of formats depending on the research request and intended audience.

For each research activity, the Subcontractor may be required to provide a presentation of results and a Q&A session for TCA and/or TCA partners, including the government of Ukraine, local authorities, media and civil society actors, as will be specified in a Scope of Work. The presentation will incorporate relevant analysis, charts, graphics, quotations and highlights from the field research to aid rapid information uptake. The Subcontractor may support TCA to share the results of the study and findings publicly, through different channels of communication – online articles, publications on media, media interviews and other promotion channels.

a. Sample Report Types

i. Research Report (RR) – A research report is a narrative text document that provides a summary of significant findings from a specific RFR.

The structure of the research report will be defined in the STO and will be dependent on the complexity of the research. They may be up to 40 pages and may include an executive summary, brief description of the research methodology and sample, analysis of key findings of relevance to the research objectives and research questions, noting any issues relevant to conflict sensitivity and gender sensitivity. Conclusions, recommendations, lessons, limitations and issues may also be included. in a report.

ii. Concise Report – A concise report will be up to 15 pages and is meant to convey focused research findings to specific audiences. In some cases, these reports will be tailored to US government audiences. Others will be designed to be shared with local partners and highlight significant findings that impact their work and outreach. These may also require translation into English.

iii. Briefing – The Subcontractor will be required to package a variety of research findings into slide briefings tailored to specific audiences, events, and topics. These may also require translation into English.

vi. Event/Roundtable – The Subcontractor may be asked to give a presentation through remote or on-site delivery to stakeholders and partners of TCA on the key findings of the research.

v. Case Study Report – A case study report is a narrative text document that provides a summary of significant findings from a highly selective number of key informants, focus groups, or discussion oriented self-assessments, usually five to six individuals are groups, but rarely no more than ten. These reports will likely be in the 10–12-page range.

To ensure data security, all data will be anonymized when appropriate to protect the identity of respondents.

II.6. Deliverables Schedule

The deliverables schedule will be determined on a TO basis.

Section III Indefinite Quantity Subcontract (Terms and Clauses)

In the event of a subcontract award resulting from an offer submitted in response to this RFP, the terms and conditions of the attached Annex 4 will apply. Chemonics, at its own discretion, reserves the right to modify these terms.

Annex 5 Guide to Creating a Financial Proposal for an IQS

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 1: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. The Offeror shall use the Sample Budget included in Annex 6 in Excel format.

The detailed budget must show major line items, including, for example:

1. Salaries
2. Indirect costs
3. Any other costs applicable to the work

All cost information must be expressed in the Ukrainian local currency – Ukrainian hryvnia (UAH) - and in US Dollars (USD) according to the currency exchange rate set by the National Bank of Ukraine on the date of the Proposal.

Step 2: Write Cost Notes. Each line item must have accompanying notes that explain the cost in that line, why it is being budgeted, as well as how the amount is reasonable.

Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

VAT may **not** be included.

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this IQS RFP. The Offeror shall use the Sample Budget included in Annex 6 in Excel format. Offerors should assume, and provide pricing for in their Cost Proposal, the scenarios listed below to the greatest extent possible (it is acceptable not to provide prices for some scenarios if your organization could not carry out the work):

1. Online survey with total 500 regular residents 18+ from varied locations for 15 minutes.
2. Online survey with total 1,000 regular residents 18+ from varied locations for 15 minutes.
3. Online survey with 2,000 regular residents 18+ from varied locations for 15 minutes.
4. Online in-depth interview with one regular resident from oblast city center for 1.5 hours
5. Online in-depth interview with one regular resident from varied locations for 1.5 hours

6. Five online in-depth interviews with regular residents from oblast city center for 1.5 hours
7. Five online in-depth interviews with regular residents from varied locations for 1.5 hours
8. One online in-depth interview with an individual from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from oblast city center for 1.5 hours
9. One online in-depth interview with an individual from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from varied locations for 1.5 hours
10. Five online in-depth interviews with individuals from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from oblast city center for 1.5 hours
11. Five online in-depth interviews with individuals from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from varied locations for 1.5 hours
12. Online focus group discussion with 6-8 regular citizens from oblast city center for 1.5 hours
13. Online focus group discussion with 6-8 regular citizens from varied locations for 1.5 hours
14. Online focus group discussion with 6-8 citizens from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from oblast city center for 1.5 hours
15. Online focus group discussion with 6-8 citizens from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience from varied locations for 1.5 hours
16. Online test screening survey with 6-8 regular citizens for 2 hours
17. Online test screening survey with 6-8 citizens from a specific socio-demographic group (such as veterans, youth, IDPs, etc.) or with a specific profession or specific experience for 2 hours
18. CATI study with 1,000 regular citizens, up to 30 questions
19. CATI study with 2,000 regular citizens, up to 30 questions
20. CATI study with 1,000 citizens of specific socio-demographic groups (such as veterans, youth, IDPs, etc), up to 30 questions
21. CATI study with 2,000 citizens of specific socio-demographic groups (such as veterans, youth, IDPs, etc), up to 30 questions
22. Concise research report (definition provided in Section II.5) with a brief overview of the study findings of up to 15 pages
23. Research report (definition provided in section II.5) with a detailed description of the study findings, demonstrating complex understanding of the social trends and recommendations for the key stakeholders for at least 25 pages

Optional list of services that Subcontractor could provide:

1. Report translation from Ukrainian to English (price per 1 symbol)
2. Desk research including baseline analysis and contextual studies for certain issues (simple/short up to 5 pages)
3. CATI oblast level (3,200 respondents), 10-30 questions.
4. CATI hromada level (1,000 respondents), 10-30 questions.
5. CATI national level (2,000 respondents), 20-30 questions.
6. CAWI oblast level (3,200 respondents), 10-20 questions.
7. CAWI hromada level (1,000 respondents), 10-20 questions.
8. CAWI national level (2,000 respondents), 10-20 questions.
9. CAPI hromada level (1,000 respondents), 10-20 questions.
10. CAPI national level (2,000 respondents), 10-20 questions.
11. IDIs - 30-50 interviews

12. IDIs - 15-20 interviews for specific socio-demographic groups (such as veterans, youth, IDPs etc.).

Annex 7 SAM Registration Guidance

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public have **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs)

through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf

Follow the step-by-step guidance for contracts registrations at:
https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf

You must have a UEI number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

* General Information - Includes, but is not limited to, UEI number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)