

RFP-MGQ-25-0013: Provision of Financial Presentation and Tax Reporting Requirements Services.



DAI Global LLC

Request For Proposals (RFP)

No. RFP-MGQ-25-0013

Provision of Financial Presentation and Tax reporting requirements services

Issue Date: February 2, 2025

WARNING: Prospective Offerors who have received this document from a source other than the PCG Project, should immediately contact PCG_Procurement@dai.com, and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued through procurement email address PCG_Procurement@dai.com. Offerors are encouraged to check emails from this mailbox periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

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Synopsis of the RFP

RFP No.	RFP-MGQ-25-0013
Issue Date	February 02, 2025
Title	Provision of Financial Presentation and Tax reporting requirements services for DAI
Issuing Office & Email/Physical Address for Submission of Proposals	DAI - Somalia Submit an electronic copy to: PCG_Procurement@dai.com.
Deadline for Receipt of Questions	February 09, 2025
Deadline for Receipt of Proposals	February 16, 2025
Point of Contact	PCG_Procurement@dai.com, Attention: PCG Procurement Officer
Anticipated Award Type	The anticipated award type will be Firm Fixed Price Purchase Order.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

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1. Introduction and Purpose

1.1 Purpose

DAI invites qualified offerors to submit proposals for provision of Financial Presentation and Tax reporting requirements services in support of program implementation.

Objective

The objective of this RFP is to procure the services of a qualified firm to ensure compliance with financial presentation and tax reporting requirements for DAI's branch in Somalia, considering the branch's activities and the tax exemption provisions applicable to DAI project.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates the awarding of a Firm Fixed Price Purchase Order.

This award type is subject to change during the course negotiation. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Subcontractor", and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for these costs.

Proposals are due no later than February 16, 2025, to be submitted via email to PCG_Procurement@dai.com. RFP number and title of the activity must be stated in the subject line of the email. Cost and technical proposals shall be submitted in a single email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

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2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using **Attachment B** as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 60 calendar days for the prices provided.
- Acknowledge the solicitation amendments received.
- This request for proposals is open for national and international Financial & Tax institutions/firms demonstrating the required capacity and experience to deliver the work.
- Have the required documentation, including company profile, business licenses, and tax clearance certificates.
- Has at least five years of relevant experience performing similar work and scope. Previous experience in working with USAID projects is preferable.
- The applicant must have SAM.gov Unique Entity ID.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to the Issuing Office as specified in the Synopsis. No questions will be answered by phone. Any verbal information received from a DAI employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall include the following contents:

1. Past Performance and experience—Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract. Offerors should present their work delivered in their most recent awards/assignments. Refer to **Attachment E** for the template.
2. Team experience and structure— Description of the Offeror's team assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to deliver the assignment. International firms should have a presence in Somalia or demonstrate their ability to work and travel there if necessary.

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3.1 Services Specified

For this RFP, DAI seeks for the services described in the scope of work in **Attachment A**.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

Evaluation Criteria	Maximum Points
<p>I. Technical Approach</p> <ul style="list-style-type: none"> • In-depth knowledge of relevant Somali tax laws, including income tax, VAT, customs duties, withholding taxes, and any applicable tax treaties. • Clarity and logic of the proposed approach to tax advisory services. • Inclusion of a risk assessment and mitigation plan related to tax compliance and potential audits. • Demonstrate ability to meet deadlines and deliver high-quality work products. 	30 points
<p>II. Past Performance</p> <ul style="list-style-type: none"> • Evidence of successful completion of similar tax advisory projects for other international organizations, NGO’s or other businesses. • Demonstrated experience in working with USAID-funded projects or similar contexts. • Client testimonials or references that attest to the quality and effectiveness of their services. 	40 points
<p>III. Team</p> <ul style="list-style-type: none"> • Relevant experience of the proposed team in providing tax advisory services to international organizations, NGOs, or similar entities. • Availability of qualified tax professionals (e.g., certified public accountants, tax lawyers) with expertise in Somali tax laws. 	30 points
Total Points	100 points

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4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Provided in **Attachment C** is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI 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.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a Unique Entity ID (SAM) (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All the deliverables must be submitted to and approved by DAI before payment will be processed.

List of services and deliverables required.

Deliverable #1

- Tax exemption and liability compliance strategy
- Provide a comprehensive written opinion detailing the steps DAI must take to secure corporate income tax and other exemptions for applicable for donor funded program operations e.g. USAID
- Assess potential corporate income tax liabilities, if any, for the branch.
- Recommend a strategy to ensure compliance while mitigating and isolating potential tax liabilities related to corporate income tax.

Deliverable #2

- Financial Statement Review
- Review the financial statements for DAI's branch in Somalia annually for three years starting with the period of January 1, 2024, to December 31, 2024.
- Provide recommendations on the financial presentation and reformat the statements to align with local requirements.
- Advise on the appropriate financial presentation to distinguish between tax-exempt and taxable activities conducted under the branch.

Deliverable #3

- Income Tax Return Filing and Tax Clearance
- Prepare and file the branch's income tax return for the fiscal year 2024.
Secure the necessary tax clearance certificate from the Ministry of Finance to confirm compliance.

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all reports submitted are of acceptable quality and standards. The offeror shall be responsible for any countermeasures or corrective action, within the scope of this RFP.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in **Attachment F**.

8.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

8.3 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries, nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.4 Unique Entity ID (SAM)

There is a **mandatory** requirement for your organization to provide an Unique Entity ID (SAM) to DAI. Without an Unique Entity ID (SAM), DAI cannot deem an Offeror “responsible” to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Offerors who fail to provide Unique Entity ID (SAM) will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain an Unique Entity ID (SAM) prior to signing of the agreement.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders are required to obtain a Unique Entity ID (SAM) prior to signing of the agreement.

For more information on how to obtain a Unique Entity ID (SAM), please see **Attachment D** - Instructions for Obtaining an Unique Entity ID (SAM).

9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such

relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at <https://oigportal.ains.com/eCasePortal>

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications

DAI Global LLC

Statement of Work for Financial Presentation and Tax reporting Requirements Services

INTRODUCTION

Background

DAI Global, LLC (DAI) is a for-profit international development and consulting company headquartered in the United States, with major subsidiaries located in the UK, Belgium, Pakistan, and Nigeria. DAI implements projects globally for both public and private sector clients across industries such as economic growth, health, governance, fragile states, digital technology, energy, and more. Its clients include the United States Agency for International Development (USAID), the Foreign, Commonwealth & Development Office (FCDO), the European Commission, and private foundations.

Since June 2021, DAI has been registered as a branch office in the Federal Republic of Somalia under commercial license number 028788.

The branch serves as the legal entity for hiring project staff, signing office leases, and operating bank accounts. It functions solely as a cost center, receiving funds from DAI's head office to cover project expenses in Somalia, and does not engage in any commercial or profit-generating activities.

Purpose of this Request for Proposal (RFP)

The RFP objective: The objective of this RFP is to procure the services of a qualified firm to ensure compliance with financial presentation and tax reporting requirements for DAI's branch in Somalia, considering the branch's activities and the tax exemption provisions applicable to DAI Projects.

1. Scope of Work & Deliverables

The selected service provider will be responsible for the following deliverables:

Deliverable #1

- Tax exemption and liability compliance strategy
- Provide a comprehensive written opinion detailing the steps DAI must take to secure corporate income tax and other exemptions for applicable for donor funded program operations e.g. USAID
- Assess potential corporate income tax liabilities, if any, for the branch.
- Recommend a strategy to ensure compliance while mitigating and isolating potential tax liabilities related to corporate income tax.

Deliverable #2

- Financial Statement Review
- Review the financial statements for DAI's branch in Somalia annually for three years starting with the period of January 1, 2024, to December 31, 2024.

- Provide recommendations on the financial presentation and reformat the statements to align with local requirements.
- Advise on the appropriate financial presentation to distinguish between tax-exempt and taxable activities conducted under the branch.

Deliverable #3

- Income Tax Return Filing and Tax Clearance
- Prepare and file the branch’s income tax return for the fiscal year 2024.
- Secure the necessary tax clearance certificate from the Ministry of Finance to confirm compliance.

2. Required Evaluation Criteria

- Bidder’s relevant capacities and experience in similar work.
- A team structure with a well-balanced technical and management composition. The bidders should demonstrate the team’s relevant technical expertise.
- International firms should have a presence in Somalia or demonstrate their ability to work and travel there if necessary.
- Proposed costs for unit expenses as listed in the services description list of this application.
- All proposed costs on the services description list must be in US Dollars.

3. Additional documents required

See section 13 – Determination of responsibility.

4. Payment terms

The firm will be paid in full after delivery completion within 30 days upon submission of invoices by wire transfer.

Performance Standards and Quality Assurance

The selected firm is expected to uphold high-performance standards and implement rigorous quality assurance processes. All work presented must be precise, relevant, and inclusive, adhering performance standards and the quality assurance benchmarks established by the DAI.

Collaboration and Reporting

The firm will work closely with the DAI team. The firm must adhere to regular reporting schedules. Feedback and outcomes from these reports will be used to make necessary adjustments to the materials produced/outputs, ensuring alignment with the DAI goals and objectives.

Eligibility and Submissions Requirements

1. Application Eligibility Requirement

- This request for proposals is open for national and international financial & tax consultancy institutions/firms demonstrating the required capacity and experience to deliver the work.
- Have the required documentation, including company profile, business licenses, and tax clearance certificates to operate in Somalia specially in south-central states of Somalia.
- Has at least five years of relevant experience performing similar work and scope.
- The applicant must have SAM.gov Unique Entity ID.

2. Submission requirements

Submitted proposals should outline the following:

- Offeror's relevant capacities and experience in similar work.
- A team structure with a well-balanced technical and management composition. The applicant should demonstrate the team's relevant technical expertise.
- International financial and tax institution/firm should have a presence in Somalia or demonstrate their ability to work and travel there if necessary.
- Proposed costs for unit expenses as listed in the services description list of this application.
- All proposed costs on the services description list must be in US Dollars.

10.2 Attachment B: Proposal Cover Letter

[On

Firm's

Letterhead]

<Insert date>

TO: Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with RFP# _____ issued on _____. Our attached proposal is for the total price of _____ (sum in words) \$ _____ (Sum in Figures)

I certify a validity period of _____ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signature:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

Attachment C: Price Schedule

sn	Worklist	Form/Unit	Qty	Price - USD
1.	<p>Deliverable #1</p> <ul style="list-style-type: none"> • Tax exemption and liability compliance strategy • Provide a comprehensive written opinion detailing the steps DAI must take to secure corporate income tax and other exemptions for applicable USAID-funded project operations. • Assess potential corporate income tax liabilities, if any, for the branch. • Recommend a strategy to ensure compliance while mitigating and isolating potential tax liabilities related to corporate income tax. 			
2.	<p>Deliverable #2</p> <ul style="list-style-type: none"> • Financial Statement Review • Review the financial statements for DAI's branch in Somalia annually for three years starting with the period of January 1, 2024, to December 31, 2024. • Provide recommendations on the financial presentation and reformat the statements to align with local requirements. <p>Advise on the appropriate financial presentation to distinguish between tax-exempt and taxable</p>			

	activities conducted under the branch.			
3.	<p>Deliverable #3</p> <ul style="list-style-type: none"> • Income Tax Return Filing and Tax Clearance • Prepare and file the branch's income tax return for the fiscal year 2024. • Secure the necessary tax clearance certificate from the Ministry of Finance to confirm compliance 			

10.1 Attachment D: Instructions for Obtaining a Unique Entity ID (SAM) Number - DAI'S Vendors, Subcontractors

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Organizations who fail to provide a Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration, or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting a Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

Summary of Previous U.S. Government Requirements – DUNS

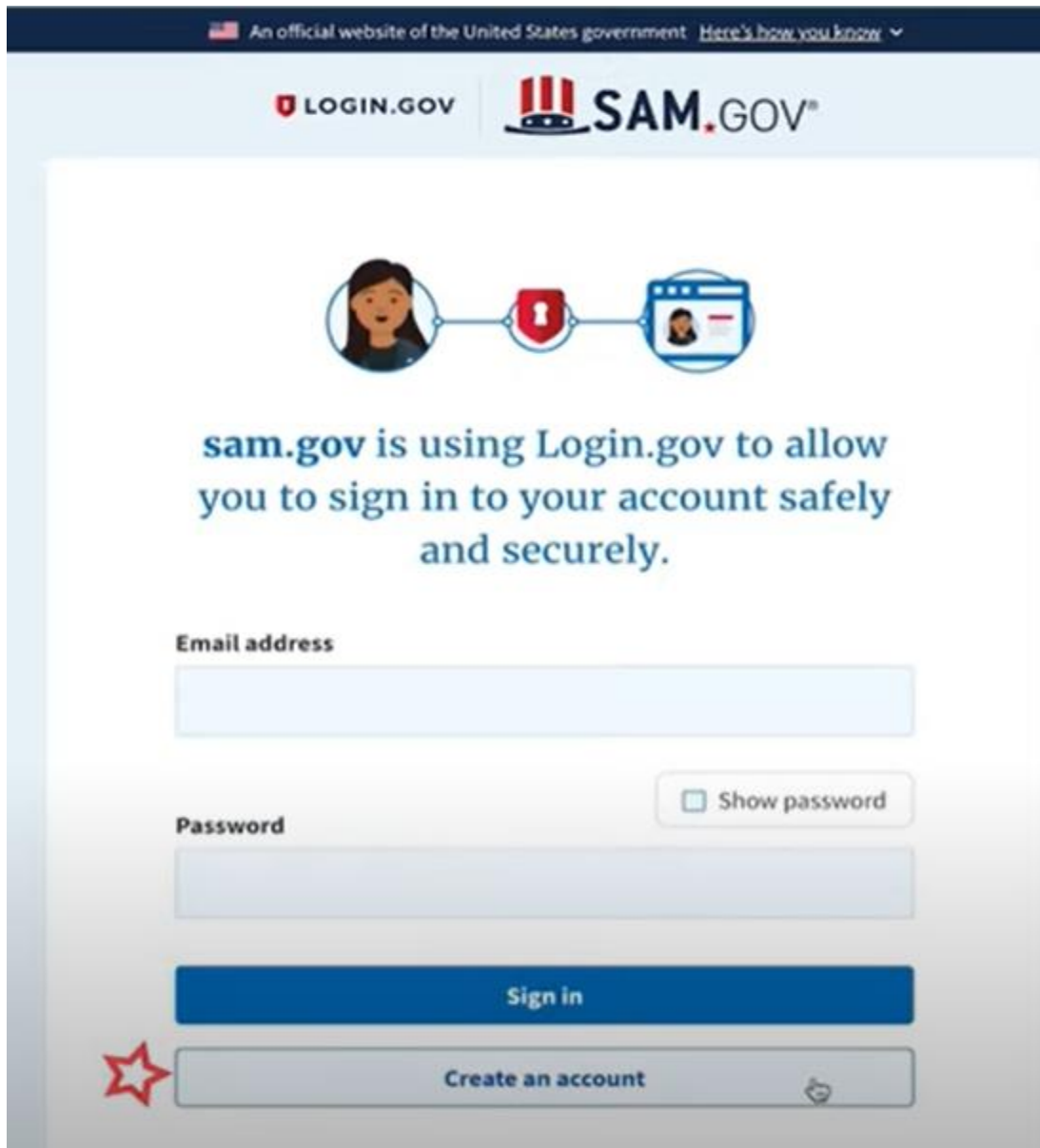
The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), a Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

Instructions detailing the process to be followed in order to obtain a Unique Entity ID (SAM) for your organization begin on the next page.

THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request a Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click "Sign In" on the upper right hand corner.
 2. Click on "Create a User Account"

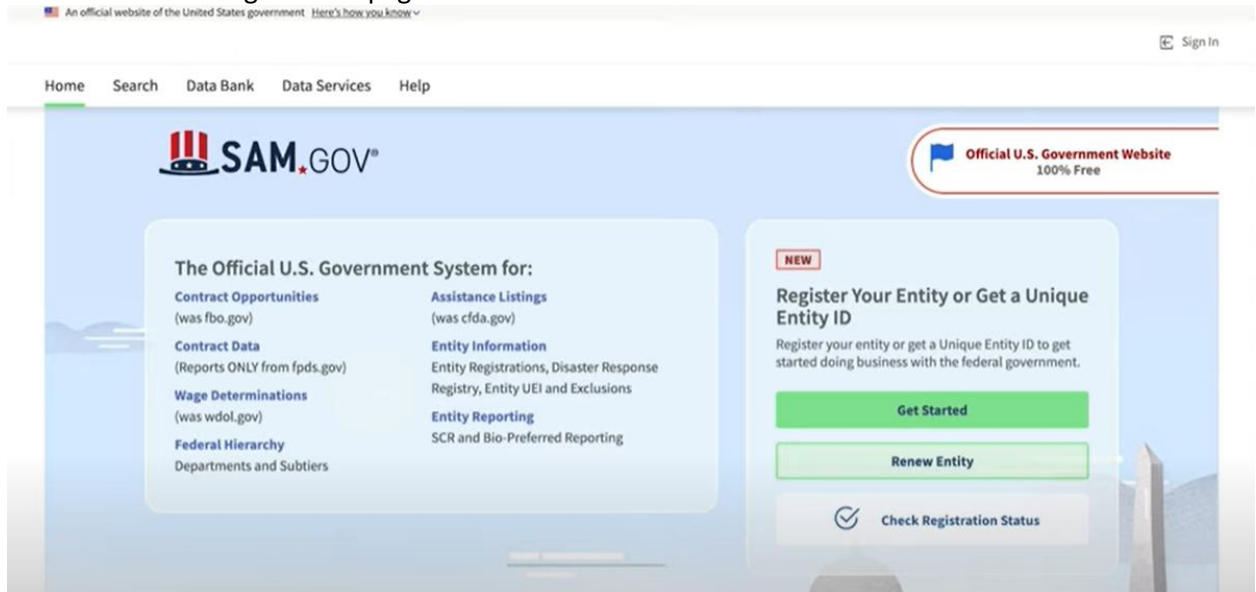


3. Choose Account Type:

- b. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
- c. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click “Submit.”
4. Click “DONE” on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.

An official website of the United States government [Here's how you know](#) ▾

SAM.GOV Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Getting Started with Registration

Entity Information Home

This is the official U.S. government website for entity registration. Entity registration is FREE.

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

- 1 Request a DUNS Number
- 2 Prepare Your Data
- 3 Get a Login.gov Account
- 4 Submit and Finish

1 Request a DUNS Number

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1–2 business days (under normal circumstances) when using the D&B web form.

[Go to D&B web form](#)

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Registration Status](#)

4. Select “Get Unique Entity ID” on the Get Started page.

< Entity Management

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

[Get Unique Entity ID](#)

5. Enter Entity Information.



a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

- 6. When you are ready, select “Next”
- 7. Confirm your company’s information.



a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM’s search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#).

Previous Cancel Next

- 8. When you are ready, select “Next”
- 9. Once validation is completed, select “Request UEI” to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

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

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



Receive UEI

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

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#) [Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization’s information, sign into SAM.gov and go to “Entity Management” widget.

Workspace

Entity Management
What do I need for registration? [Get Started](#)

Entity Registration

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED

Next Update Due: Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID

1	0
ACTIVE	DRAFT

System Accounts

1	0	0	0	0
ACTIVE	DRAFT	CHANGE REQUEST	PENDING	DEACTIVATED

Profile

Profile Summary

[Downloads](#) [Saved Searches](#) [Following](#)

Pending Requests

No pending requests [See All](#)

Notifications

No available notifications [See All](#)

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role



10.2 Attachment E: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

Past Performance Reference

Client # 1

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	
Reference Contact Email Address:	

Client # 2

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	

Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	
Reference Contact Email Address:	

Client # 3

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	
Reference Contact Email Address:	

Firms may attach past performance reference letters linked to this service that they may have from their past or current client.

10.3 Attachment F: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.