

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	EURASIA2023U01o
<b>Open Date:</b>	January 25, 2023
<b>Questions Deadline:</b>	February 7, 2023
<b>Closing Deadline:</b>	March 1, 2023
<b>Geographical Area Restrictions:</b>	935
<b>Point of Contact:</b>	Lesia Khomenko; <a href="mailto:lkhomenko@iri.org">lkhomenko@iri.org</a>

### Background

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

IRI seeks to conduct a national survey of youth aged 10-35 in Q3 of FY2023.

The Ukraine National Identity Through Youth (UNITY) program seeks to leverage youth-centered passion, involvement and perspectives – over a 5-year period – to design programming aimed at fostering a connected, tolerant, empowered and cohesive national identity in Ukraine moving forward. Through collaborative educational programs, partnerships with public and private institutions and engagement with leadership across Ukraine’s youth population segments, UNITY will impact 1 million youth members across Ukraine. In partnership with domestic and international implementing partners, IRI will continue to manage activities according to stated commitments and approved objectives. As a result, IRI’s activities will equip youth with the civic values, knowledge and skills necessary to increase their agency in public decision-making processes and leverage contemporary data to inform public and private stakeholders.

### Period of Performance

Date of Signature to September 30, 2023.

### Statement of Work

Children and Youth Ukraine Survey:

### OBJECTIVES OF THE RESEARCH

Public opinion data shall be obtained through a CATI survey of Ukraine that is designed to obtain the most accurate possible information about: (a) perspectives of children and youth

on the direction of their local and national governments, (b) views of children and youth on civic engagement, (c) perspectives of children and youth on the challenges and barriers they face both in their local community and at the national level in Ukraine, (d) areas for increased civic education among children and youth, (e) experiences related to internal displacement (for those affected), (f) access to and experience with communication technology, (g) education and leisure activities, (h) views on volunteerism, and (i) language and identity.

## **RESEARCH TASKS**

**(1) General Responsibilities of Bidder.** The bidder shall be responsible for the project design and execution, including the following specific tasks:

(a) translation, formatting, pretesting, adaptation, and programming of questionnaires;

(b) development of a sampling methodology; list and explain any geographic or other exclusions; the proposed Sampling Plan will be reviewed by and any further changes agreed upon by IRI and Bidder will be incorporated. The bidder will use a random digit telephone dialing, and ask adult respondents if they have younger children in the house who are the target age, and request their explicit consent to survey the children;

(c) in line with international best practices for research with child subjects as well as meeting all legal requirements in Ukraine, the bidder will work with experts in child psychology to develop separate questionnaires and methodologies for respondents aged 10 to 12 and 13 to 15. For respondents who are minors, the contractor should develop a methodology that details procedures for sampling this age group and for obtaining parents' and guardians' express consent in line with ethical guidelines and Ukrainian legislation.

(d) training supervisors and interviewers;

(e) arranging and supervising all aspects of fieldwork, including back-checks;

(f) processing the survey data, including data cleaning and encoding survey responses;

(g) ascertaining the representativeness of the sample and weighting the data, if necessary;

(h) Statistical analysis of findings and writing an 3-5 page analytic report to place the findings within the local political and other context.

**(2) Questionnaire.** IRI will provide three draft questionnaires, one for individuals aged 16-35, another questionnaire for children aged 10-12 and another for children aged 13-15. The bidder will provide input, such as a need for rephrasing certain terms for local contexts and engage an expert in child psychology to ensure that the questionnaire is appropriate to the cognitive development stages of the 10-12 and 13-15 age groups, and that the questionnaire is fully in compliance with "do not harm" principles, in particular regarding the avoidance of emotional harm caused by reliving previously experienced trauma related to the war and/or displacement. Additionally, IRI will submit the questionnaire for formal external reviews conducted by an Institutional Review Board (IRB), and the bidder may need to incorporate recommendation from the IRB.

IRI requests translation into Russian and Ukrainian. Translations will be reviewed and approved by IRI.

The estimated average interview duration is 15 minutes for ages 10-15 and 20 minutes for ages 16-35. The questionnaires will be roughly 50% similar, with additional questions being asked of the older age groups.

**(3) Sample Design.** IRI requires a national sample of 2,400 individuals. The sample will be made up of a national sample of 1,400 youth aged 16-35, a national sample of 500 children aged 10-12 and a national sample of 500 children aged 13-15. These samples must be representative of the population of the survey universe. IRI will not ask the bidder to survey in areas not under full Ukrainian government control or in areas on the front lines of the war. The survey will only take place where Ukrainian cell service is provided. Any other planned exclusions of the population of the survey universe (e.g. geographic, linguistic, lacking access to a phone etc.) must be discussed during quotation stage. The sample shall be drawn using recognized probability methods, all the way down to the selection of the individual respondent. In the event that any departure from probability sampling methods is recommended by the bidder for all or any part of the survey, the sampling methodologies to be employed shall be described in detail and a rationale for their use shall be provided. Given the current security situation, IRI is open to considering other telephone sampling methods, including a panel or using a previously-conducted bank of telephone numbers, but any proposed methodology must be described in detail and explain how it will achieve the desired sample.

IRI's preferred approach to CATI is sampling list-based, provided that recent sampling frame data exists in form of listings of all phone numbers (landline and mobile, incl. of all major mobile phone service providers.) Alternatively, IRI accepts an RDD approach, ideally with some stratification, e.g. by area code. A detailed sampling methodology shall be submitted to the IRI prior to fieldwork, including a description of the survey coverage, allocation of the sample, description of the sampling frame, description of any stratification criteria to be used, description of the stages of selection and the selection methods to be used at each stage, the method to be used for selection of the respondent in case of shared phone numbers, and call-back rules to be employed. It is assumed that the sample will be distributed in proportion to the population of each region or other geographic unit to be surveyed; in the event that the bidder wishes to propose a sample design departing from this principle the proposal should describe the allocation to be used and the reasons for doing so. Stratification by region (and/or subsequent weighting by region) will be based on the oblast where the respondent resided prior to February 24, 2022

**(4) Pre-test.** The questionnaires shall be pre-tested by the bidder prior to the commencement of any fieldwork. No less than 40 pre-test interviews shall be conducted and in surveys with translations into multiple languages, no less than 10 interviews per language. Additionally, no less than 10 interviews each for following age groups 10-12, 13-15, and 20 interviews for the 16-35 age group. IRI is open to discussing alternative proposals based on the recommendations of the bidder. The bidder shall provide IRI with a written report of the results of the pre-test, along with details of any problems encountered and suggested remedies, prior to the commencement of any fieldwork.

**(5) Fieldwork.** The data collection firm must ensure the ethical collection of data to ensure that research subjects are not harmed as a result of their participation in this research study. The data collection firm must also share previous experience conducting surveys of children and youth aged 10-15 in the last five years. The child psychology expert engaged by the data collection firm must also fully review the fieldwork protocol with an

emphasis on “do no harm” principles. The data collection firm will obtain and record the explicit consent of the parent or responsible adult when collecting personal data from children or anyone for whom a legal guardian has been appointed. The data collection strategy should incorporate best practices outlined in [ICC/ESOMAR International Code on Market, Opinion and Social Research and Data Analytics](#) as well as other associations or academic institutions specializing in public opinion research with children and adolescents. Interviews shall be conducted by experienced field workers who shall be thoroughly briefed by bidder prior to commencement of any fieldwork. Remote training via video-conference is acceptable. The bidder shall ensure that interviewers are thoroughly familiar with household and respondent selection procedures, call back procedures (at least 3 attempts before substituting a selected respondent), and the structure of the questionnaire, including routing and filtering. Interviewer training shall include practice sessions in administering the questionnaire. All interviewers must have at least completed secondary education and must be fully fluent (reading and speaking) in the language(s) in which they are to administer the interviews. No interviewer shall conduct more than 10% of the total interviews, but a 5% upper limit would be preferable. A minimum of 10% of interviews shall be back checked or live listen in by a team supervisor.

Interviewer training must also include specific training on how to protect the minor subjects who will be participating in this poll.

Household and respondent selection must be tracked on a contact tracking sheet or similar—this will be needed to calculate the response rate. Informed consent (oral is acceptable unless country laws require written) must be sought prior to commencing the interview. IRI requires that surveys with children and youth only be conducted with the express written consent of the parent or guardian. IRI will provide draft informed consent language to the bidder and this template may be updated by the bidder to conform with the country’s legal requirements.

The bidder will disclose the anticipated response rate during the quotation process. Should this anticipated response rate be less than 50%, the bidder will list in the proposal additional steps that will be taken to boost response rate, e.g. additional call-backs, opening the call-center during additional hours, etc.

**(6) Data Processing.** The bidder shall be responsible for data entry, cleaning, and processing, including development and implementation of a coding scheme for all open-ended questions. The bidder shall supply data to IRI as a clean, fully labeled in English SPSS “\*.sav” file with a complete data dictionary of variable names and value labels. There will be three datasets: one for the questionnaire administered to 10-12 year old respondents, one for the questionnaire administered to 13-15 year old respondents, and one for the questionnaire administered to 16-35 year old respondents nationally. There shall be one data record for each respondent and records shall be of fixed length. For the 16-35 year old dataset, the bidder shall be responsible for deriving and applying any post-stratification weights required to bring the sample into conformity with the demographic profile of the population at the very least for gender and age groups, as well as any additional weighting factors required to correct for disproportionate allocation, if use. Ideally, IRI would want education groups included in weights, and if available demographic data allows it, those without formal education will be assigned a separate code from those with a least some primary education. If demographic weights were to exceed a factor 1:8, this must be discussed in writing with IRI before the weight is applied. IRI has strict upper limits on post-weighting and requires unweighted samples already generally matching the population’s rough gender and age distribution. For example, an unweighted sample of

65% male and 35% female would not be accepted, even if corrected with post-weights, unless the potential for this skew is already disclosed in the proposal. For the 10-12 and 13-15 year old datasets, the expert will propose a weighting scheme or will provide an explanation for why weighting is not advisable—this may depend on the sampling methodology proposed by the expert.

Each record shall include a unique respondent ID number, interviewer ID number, interview duration, landline versus mobile phone, interview start and end times, date of interview, and interview language if there is more than one. Each record shall include demographic information about the respondent, including: gender, exact age, and education level.

**(7) Technical Report.** When delivering data, the bidder shall provide a Technical Report which shall include the following:

- (a) A complete sampling methodology
- (b) Details of response rates, including tabulation of unsuccessful interview attempts, with reasons for non-response (i.e. respondent refusal, proxy refusal, inability to locate selected respondent, etc.).
- (c) A brief report on survey operations including any practical difficulties encountered in carrying out the survey;
- (d) Estimated sampling error;
- (e) A complete explanation of the weighting scheme including details of how weighting factors were developed and applied, as well as the demographic data on which weights were based (i.e., age, gender, and education distributions in the population);
- (f) any abnormalities encountered during data QC, including but not limited to: suspicious patterns by interviewer ID (e.g. unusually fast completion rates), potential contradictions (e.g. respondents who rate a certain politician as highly untrustworthy yet definitely plan on voting for this person), significant data changes of indicators since the previous poll etc.

**(8) Analytical Report.** The bidder will provide an analytical report of 3-5 pages highlighting key findings from the data and placing these findings within the local context. Mere description of data is not sufficient; the report must contain analysis.

**(9) PowerPoint Presentation.** The bidder will provide a presentation with a chart for every survey question. A template (already completed with historic data for trend charts if applicable) will be provided by IRI.

**(10) Summary of deliverables.** The Deliverables to be provided to IRI by the bidder are as follows:

- (a) Sampling Plan/ Methodology
- (b) Pretest report
- (c) Copies of the final questionnaires, as fielded, in English and translations
- (d) A complete data set formatted as SPSS file, one for 10-12 year olds, one for 13-15 year olds, and one for 16-35 year olds,
- (e) A technical report
- (f) An analytical report
- (g) PowerPoint Presentation

**(11) Delivery Schedule.** Bidder will advise IRI on a feasible timeline for completing work on this project as soon as possible, with the deliverables d-e listed in Section 10 above to be

submitted no later than two weeks after the conclusion of fieldwork, and deliverables f-g no later than one week after acceptance of the data by IRI.

Tentative schedule for a National poll is as following:

Nº	Field work	Analysis	Release
1.	April 1 – May 1, 2023	May 1 – June 1, 2023	June 1, 2023

### Technical Proposals

All proposals submitted to IRI must include:

1. Information addressing Bidder’s experience in providing each of the services identified in the above Statement of Work and Bidder’s proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain Bidder’s Taxpayer Identification Number.
5. Proposals will not exceed 10 pages (not including cover page).

### Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder’s pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in USD, payments under any resulting contract will be made in this currency.

Insert cost per deliverable in USD	Sample size n=2400 for phone (CATI)
Sampling Methodology, Pretest report and Copies of Final Questionnaire w/Translations* (Payment 1)	
Complete data set and technical report** (Payment 2)	
Analytical report and PowerPoint presentation (Payment 3)	
<b>Total:</b>	

\*The cost for Payment 1 may not exceed 30% of the total amount quoted.

\*\*The cost for Payments 1 and 2 combined may not exceed 70% of the total amount quoted.

## Evaluation and Award Process

1. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there is a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI will conduct a source selection based as follows:  
IRI intends to make an award to the responsible Bidder based on the following evaluation factors:
  - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 50 percent
    - i. *Sampling methodology – 15 Percent*
    - ii. *Capacity to perform scope of work– 10 Percent*
    - iii. *Ability to perform fieldwork during wartime conditions– 5 Percent*
    - iv. *Methodology for polling Ukrainians aged 10-15, including CV of child psychologist – 20 Percent*
  - b) experience in performing similar projects – 30 percent
    - i. *Experience conducting CATI polling in Ukraine - 15 Percent*
    - ii. *Experience conducting research with children and youth – 15 Percent*
  - c) Price – 20 percent

IRI intends to evaluate Bidders' proposals in accordance with these factors and make an award to the responsible Bidder whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

## Submission Instructions

Bids must be submitted via email to Lesia Khomenko, at [lkhomenko@iri.org](mailto:lkhomenko@iri.org) with the subject line EURASIA2023U01o by the deadline listed above.

## **RFP Terms and Conditions**

1. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference".
2. IRI may reject any or all proposals if such is within IRI's interest.
3. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents, may be requested during and for up to three years after the end of the contract period.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
11. Offerors confirm that the prices in the proposal/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Bidder or competitor for the purpose of restricting competition.
12. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or



otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).

13. Bidders agree to disclose as part of the proposal submission:

- Any close, familial, or financial relationships with IRI staff and agents. For example, the Bidder must disclose if a Bidder's mother conducts volunteer trainings for IRI.
- Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder must state this.
- Any other action that might be interpreted as potential conflict of interest.

### **Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the contractor subject to certain flowdown clauses of the prime award. This awarded contract will incorporate one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the contractor is applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subcontractor." Included by reference are the applicable provisions contained in Appendix II to 2 CFR Part 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

### **IRI Obligations**

Issuance of this RFP does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a proposal or quotation.

### **Required Certifications**

The following certificates need to be signed by all Bidders. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Authorized Individuals
- Certification Regarding Lobbying

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification implements Executive Order 12549, Debarment and Suspension and the requirements set forth in 2.C.F.R. 180, Subpart C.”

Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. By signing and submitting this proposal/application/quote, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal/application/quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal/application/quote that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IRI.
6. The prospective lower tier participant further agrees by submitting this proposal/application/quote that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a

person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Address: \_\_\_\_\_

### Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

Name	Title	Telephone	Email

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Address: \_\_\_\_\_

<b>EXPERT RATE INFORMATION</b>					
Name <i>(Last, First, Middle)</i>			Proposed Rate:		Daily      Hourly
Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.					
<b>EMPLOYMENT HISTORY - SALARY</b>					
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period <i>(M/D/Y)</i>		Annual Salary <sup>1</sup> U.S. Dollars	
		From	To		
<b>SPECIFIC EXPERT SERVICES</b>					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period <i>(M/D/Y)</i>		Units at Rate	Daily/Hourly Rate <sup>2</sup> In U.S. Dollars
		From	To		
<b>CERTIFICATION:</b> To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

<sup>1</sup> Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

<sup>2</sup> A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.