



REQUEST FOR PROPOSALS

**EDUCATION DEVELOPMENT CENTER, INC.
(HEREAFTER REFERRED TO AS “EDC”)
REQUEST FOR PROPOSALS FOR
MODIFICATIONS OF DATA ENTRY AND REPORTING
APPLICATIONS FOR FIELD SURVEY OF SCHOOLS
FOR THE
DEVELOPING REHABILITATION ASSISTANCE TO SCHOOLS
AND TEACHER IMPROVEMENT PROGRAM (D-RASATI)**

DATE: APRIL 26, 2013

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EDC is an international nonprofit organization that develops, delivers, and evaluates innovative programs to address some of the world's most urgent challenges. Our work includes research, training, educational materials and strategy, with activities ranging from seed projects to large-scale initiatives. EDC enjoys a worldwide reputation for its excellence in program and fiscal management and for the impact of its work.

EDC's work on the Developing Rehabilitation Assistance to Schools and Teachers Improvement (D-RASATI) is funded by the United States Agency for International Development (USAID); organizations submitting proposals in response to this Request for Proposals ("RFP") have no relationship with USAID under the terms of this RFP or any resultant contract. All communications regarding this RFP must be directed to EDC.

1. PURPOSE AND ELIGIBILITY

1.1 Purpose

The purpose of this RFP is to invite prospective offerors to submit a proposal to provide modifications of an existing data entry application and of an existing reporting application for a school survey questionnaire in Lebanon.

1.2 Coverage & Participation

The services included in this RFP shall be for the use of the D-RASATI project in Lebanon.

1.3 Eligibility

This procurement is open to offers from Lebanon.

2. GENERAL INFORMATION

2.1 Original RFP Document

D-RASATI/EDC shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the offeror's submission, is grounds for immediate disqualification.

2.2 RFP Provisions

1. All information provided by D-RASATI/EDC in this RFP is offered in good faith. D-RASATI/EDC makes no certification that any item is without error. D-RASATI/EDC is not responsible or liable for any use of the information or for any claims asserted there from.
2. This RFP does not under any circumstances commit EDC to pay any costs incurred by the offeror in the submission of a proposal. This is the offeror's responsibility.

3. All materials submitted in response to this RFP shall become the property of EDC upon delivery to EDC.
4. Additional documentation may be required prior to selection.

2.3 Schedule of Events

The following schedule applies to this RFP but may change in accordance with EDC’s needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the RFP.

TIME	DATE	Time Table
3 pm	May 8,2013	Deadline for request for any clarifications from the EDC
3 pm	May17,2013	Deadline for submission of proposals

3. PROPOSAL SUBMISSION AND SELECTION

3.1 Offeror Understands of the RFP

In responding to this RFP, the offeror fully understands the RFP in its entirety and in details, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted by potential offers—in writing—by **May 8, 2013**. Responses will be published in writing. EDC reserves the right to disqualify at its sole discretion any offeror who submits a proposal that is not responsive or that demonstrates less than such understanding. That right extends to cancellation of the contract if a contract has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to EDC.

3.2 Communication

Verbal communication shall not be effective unless formally confirmed in writing by the EDC Contact Person in charge of managing this RFP process. In no case shall verbal communication govern over written communications.

Offerors’ inquiries, questions, and requests for clarification related to this RFP are to be directed in writing in English before **May 17, 2013** to:

Education Development Center, Inc.
 Attention: Elie Assaf
 E-mail: eassaf@edc.org

3.3 Proposal Submission

All responses to this RFP must include the documents listed in Section 5.1

Original proposals in writing in English must be hand-delivered to the below address or submitted via mail or courier in a closed and sealed envelope. Technical proposals and price proposals must be submitted in separate, sealed envelopes, clearly marked “technical proposal” and “price proposal.”

D-RASATI office, 8th Floor, Echmoun Building, Damascus Road, Sodeco, Beirut
Attention: Elie Assaf

All proposals must be received by EDC, before the deadline date and time: **May 17, 2013 at 3pm**

3.4 Evaluation Criteria and Method of Award

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, organization, and cost. The purpose of this RFP is to identify those organizations that have the interest, capability, and financial strength to supply the services identified in Section 4.

Evaluation Criteria:

- a. Adherence to the organization, submission, and content guidelines reflected in this RFP; 10 points
- b. Demonstrated experience in completing similar work; 20 points
- c. Quality of proposed product; 25 points
- d. Ability to deliver products and technical support by the dates stated in Section 4.2; 50 points

Price shall be considered in determining the **best value** to the D-RASATI program. Price proposals will be evaluated, but will not be assigned a rating. The evaluation of price will include a determination of cost realism, completeness, and reasonableness. Cost realism is defined as the offers' ability to project costs which are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the offer's technical capacity. Evaluation of the price proposal will consider, but will not be limited to, the following: consistency with the technical proposal; overall cost control/cost savings evidenced in the proposal (for example, the avoidance of excessive salaries and other unreasonable costs); and the amount of the proposed fee/profit, if any.

3.4.1 Selection

D-RASATI/EDC may award one or more contracts resulting from this RFP to the Offeror(s) whose proposal(s) conforming to this RFP offer(s) the greatest value. D-RASATI/EDC may also (a) reject any or all proposals, (b) accept other than the lowest price proposal, or (c) accept more than one proposal.

3.4.2 Method of Award

A firm, fixed-price contract will be issued to the winning vendor.

All payments will be made in local currency (Lebanese pounds) and within 4 working days from the receipt of an official invoice by EDC. 20% of the total contract amount will be retained and paid after final acceptance of all work under the contract. The illustrative payment schedule is as follows; the final payment schedule will be included in the contract issued to the selected Offeror.

Illustrative Payment Schedule:

- 10% upon receiving the signed and registered contract from the Ministry of Finance
- 40% after approval by EDC of deliverables D1, D2, D3, D4, D5 and D6 listed in Annex I
- 10% after approval by EDC of the deliverable D7 listed in Annex I
- 10% after approval by EDC of the deliverable D8 listed in Annex I
- 10% after the provisional acceptance
- 20% after the final acceptance of all deliverables including the deliverables D10, D11 and D12 listed in Annex I

4. TECHNICAL SPECIFICATIONS & REQUIREMENTS

All of the specifications listed below must be met.

4.1 Statement of Work

The Selected Contractor will be required to complete the following:

- i. Modifications of the existing database, data entry application and reporting application in order to reflect the new version of the school survey questionnaire.
- ii. Adaptations of the existing data entry application interface.
- iii. Creation of a simple user interface for the reporting application.
- iv. Creation of a tool or script to consolidate different instances of the database, running on different servers.
- v. Creation of a tool or script to export all data from database to Excel files
- vi. Installation and implementation of the new version of the web application, the reporting application, the tools and user interfaces developed with the updated database.
- vii. One month of maintenance and support.

The Selected Contractor must coordinate activities with the EDC's D-RASATI Data Systems Manager and EDC's D-RASATI Monitoring and Evaluation Director.

TECHNICAL AND FUNCTIONAL REQUIREMENTS

The Selected Contractor will be required to complete all the modifications of the existing data entry application and of the existing reporting application, and all development of the tools and user interface listed below. The existing source code of the applications will be delivered to the Selected Contractor within two workdays following the date of execution of the Contract. The Selected Contractor will be required to deliver the updated source code with the modifications and the new version of the applications and the tools requested.

A. Description of Work

1.A.1. General Scope

D-RASATI/EDC conducted a field survey of all public schools in 2011 for the Ministry of Education and Higher Education (MEHE) with the collaboration of the Center for Educational Research and Development (CERD), using a composite survey tool, a web application for data entry, and a reporting application.

The composite tool was a questionnaire to collect a unique level of data for 1281 Lebanese public schools, including data on infrastructure and equipment, student distribution, teacher distribution and training, community engagement and extracurricular activities, etc.

Data entry was completed using a web application connected to a SQL SERVER database. The web application was developed using the following technologies:

- Microsoft Silverlight 4
- C Sharp
- .Net Framework 4
- Xaml (eXtended Application Markup Language)

A reporting application was developed using the .Net Framework 4 and C Sharp technologies to generate the questionnaires of all public schools filled with their data imported from the SQL SERVER database. The reporting application uses an empty questionnaire with fields' names as a template to generate a filled questionnaire with the same format and gives the options of saving the filled generated questionnaire as a PDF file and/or as a Word document.

In 2012-13, D-RASATI/EDC specialists, in consultation with MEHE, revised the field survey tool. The revisions included reformatting some tables, modifying some questions, and removing other questions. To see the modifications in detail, refer to Annex IV (the original version of the field survey tool) and Annex VIII (the adapted tool).

As a result of these modifications of the tool and consideration of the strengths and weaknesses of the existing user interface and the database attached in Annex IX, D-RASATI/EDC seeks the following services:

- Alteration of the existing applications to correspond with the modifications in the database.
- Development of a very simple user interface for the reporting application. The simple user interface must be just (1) a filter form with 3 or 4 dropdown lists and (2) an execute button to filter and specify a school or a list of schools and then to generate their filled questionnaires in word documents and/or PDF files.
- Since the execution of data entry on different servers is possible, development of a tool or script to consolidate different instances of the database, running on different servers.
- Development of a tool or script to generate and export all data from database to Excel files with clear column titles and meaningful contents

Location

Work will take place in two locations:

- 1) At the D-RASATI office during the first stage (through testing of all deliverables;
- 2) At MEHE's office to install the final version.

The bidder is required to supply, install, and implement the new web application, the new reporting application with the associated & updated database, the tools and the user interfaces developed.

B. Provisional Acceptance

Upon delivery and installation, the Selected Contractor will be required to ensure the proper operation of the web application, of the reporting application and of the tools and user interfaces requested. A testing period by D-RASATI Team will follow for provisional acceptance of the applications by EDC. Provisional Acceptance review and testing will be conducted by EDC staff after the Selected Contractor provides written assurance that the applications are functioning in accordance with the agreed upon technical specifications.

C. Final Acceptance:

The final acceptance of work by EDC will take place approximately 1 month after the provisional acceptance.

D. Warranty (1 month)

The Selected Contractor will be required to provide a warranty for the new version of the data entry application and of the reporting application with the associated database valid for one month from the provisional acceptance date. The Selected Contractor will be required to fix any software defects that were not apparent during the testing at no additional cost.

During the Warranty period, the Selected Contractor will be required to offer a high level of support and be able to provide the Client with support services via phone, email and onsite interventions. Problem solving must be done within 24 hours.

E. Support & Maintenance after the warranty period

MEHE reserves the right, on an optional basis, to sign an contract at the end of the Warranty period with the Selected Contractor for the purpose of providing support and maintenance to the data entry, reporting applications, tools and user interfaces developed following the Warranty period.

4.2 Deliverables

The required deliverables are specified in Annex I. EDC's D-RASATI Chief of Party or the Chief of Party's designee will approve all deliverables.

4.4 Reference Documents

Additional documents which may help the offerors prepare their proposals are available for collection at the project office, as follows:

- Annex IV, the existing school survey questionnaire.
- Annex V, the relationship of the SQL Database.
- Annex VI, the user interfaces of the existing data entry application.
- Annex VII, selected sections of the questionnaire with field names used in the reporting application as a template.
- Annex VIII, the new version of the school survey questionnaire.

- Annex IX, the adaptations required for the user interface of the existing data entry application.

Interested bidders should collect copies of the reference documents from the D-RASATI offices between the hours of 10 am and 3 pm, Monday through Friday, starting on April 30, 2013, and ending on May 13, 2013. Reference documents should be returned with bid submission. Bidders who do not return their reference documents with their bid submission will not be considered.

Reference documents are proprietary to EDC, and bidders must sign a confidentiality agreement attesting that they will not copy or share any of the materials, or use them for any purpose other than responding to this RFP. Copying or distribution of the reference materials will be cause for cancellation of contract.

- The source code for the original application will also be available for interested bidders to view in the D-RASATI office, from 10 am to 3 pm, Mondays through Fridays, starting on April 30, 2013, and ending on May 13, 2013. Bidders may not request copies of the source code to assist in preparing their proposals.

D-RASATI is located at: 8th Floor, Ehmoun Building, Damascus Road, Sodeco, Beirut

1. **Terms of delivery:** Contractor shall provide labour sufficient to provide the deliverables of this call for quotations, along with final, operative copies of the resultant software and all original source code, which will remain the property of D-RASATI.
2. **Validity of the offer:** 30 days from closing

5. PROPOSAL REQUIREMENTS

The proposal must consist of the documents listed in Section 5.1. Failure to submit the required documents will result in the disqualification of the proposal.

5.1 Required Documents

Offerors must complete and submit the following documents:

- **Application Cover Sheet:** The cover sheet must include the name of the project, the legal name of the offeror, the offeror's registration number with the Lebanese Ministry of Finance, the name of the offeror's Authorized Representative (the person who is legally responsible for receiving funds should a contract be awarded); and the offeror's address, phone number, fax number and e-mail addresses.
- **Confirmation of the Schedule of Deliverables** (Annex I);
- **Technical Proposal:** A detailed technical proposal of what exactly will be provided to EDC, including 1) all relevant technical information, 2) a narrative to justify how the choices proposed will meet EDC's needs as outlined in Sections 2 and 4 of the RFP.
- **Price proposal in accordance with Section 5.2;**

- **Certifications** (Annex III);
- **Evidence of Bidder Eligibility** including:
 - A list of completed developed Web application projects within the last three years, using the **Silverlight and the Asp.net technology**. **The offeror must** include the names of the companies that issued the contracts to the offeror; the start and end dates of contracts; and names, titles, and telephone numbers of individuals that D-RASATI can contact as references for the offeror. The offeror must include the technology used in completing the contract. For situations when the developed web application project is an online website, a hyperlink to the website must be provided.
 - CVs of each of the key personnel that would be assigned to the project with a brief description of his/her qualifications and his/her job description.
- **Organizational Overview** as described in Section 6.

5.2 Price Proposal Requirements

All organizations must submit a cost breakdown for completing the work described in this RFP. In response to this RFP, EDC anticipates issuing a firm-fixed price contract with payments made upon submission of agreed-upon deliverables. The selected organization must agree to abide by the price submitted for the duration of the contract.

It will be the organization's responsibility to register the contract at the ministry of finance and pay the due fees and then provide EDC with its original copy within 3 working days after the signature and prior to the commencement of work.

The price proposal must be in Lebanese pounds.

EDC will not pay for any costs incurred by the offeror in preparation of a proposal in response to this RFP.

All offerors must provide a price guarantee that the proposal price remains valid for 30 days.

5.2.1 Total Price Summary

Please provide a price summary as displayed below, as well as a narrative describing how the price was calculated. The price summary must be submitted in Microsoft Excel format and show all formulas.

The price summary, detailed budget, and all discussion of costs, including the budget notes, shall be organized consistent with the cost categories specified in Annex II. If there is no proposed cost in a particular category, include 0 for that category.

5.2.2 Detailed Budget & Budget Narrative

The detailed budget must be submitted in Microsoft Excel format and show:

- All costs for each deliverable including any and all costs from the categories listed in Annex II which are necessary to complete the deliverable; and
- all formulas.

The budget narrative must include information about how the amounts for each estimated cost were determined.

The following definitions of types of costs should be utilized in preparing the cost proposal.

Salary and Wages: Direct salary and wages should be proposed in accordance with the offeror's personnel policies. For example, costs of long-term and short-term personnel should be broken down by person years, months, days or hours.

Fringe Benefits: If fringe benefits are provided for as part of an organization's indirect cost rate structure, a copy of the organization's Negotiated Indirect Cost Rate Agreement must be included in the cost proposal. If fringe benefits rates are not included in the organization's Negotiated Indirect Cost Rate Agreement, a detailed cost breakdown by benefits types must be provided.

Consultants: This category is for services rendered by persons who are members of a particular profession or possess a special skill and who are not officers or employees of the offeror. Costs of consultants should be broken down by person years, months, days or hours.

Travel, Transportation, and Per Diem: Travel, transportation and per diem may not be proposed.

Equipment and Supplies: This category is for supplies and equipment. Costs must be broken down by types and units.

Subcontracts: Subcontracts may not be proposed: offeror is expected to have the capacity to execute the work independently.

Allowances: Allowances may not be proposed.

Other Direct Costs: Costs must be broken down by types and units.

Indirect Costs: If the offeror has a Negotiated Indirect Cost Rate Agreement, indirect costs must be proposed in accordance with the offeror's Negotiated Indirect Cost Rate Agreement and a copy of the Negotiated Indirect Cost Rate Agreement must be included in the cost proposal. If indirect costs rates have not been previously established with the US Government, a breakdown of bases, pools, method of determining the rates and description of costs, and two years of financial statement, preferably audited by an independent auditor must be submitted.

Fee/Profit: The proposed fee/profit must be supported with rationale based on associated risk factors.

6. Organization Overview

In order for their proposal to be considered, the offeror must submit an overview of the organization which must include the following:

- Full legal name of the company.
- Year the organization was established.
- A list of the offerors's key individuals including:
 - (a) the principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees);

- (b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president);
 - (c) the program manager(s) for the proposed contract;
 - (d) any other person who will have significant responsibilities for administration of the US Government-financed activities or resources under the proposed delivery of the commodities.
- Information regarding any current litigation in which the offeror, or any of the entities in the collaboration, are involved, regardless of jurisdiction where the litigation resides.

Offerors that currently have a Dun & Bradstreet Number are requested to provide this information. Offerors who are not registered with Dun & Bradstreet may do so at http://www.dnb.com/us/duns_update/. There is no charge for this registration. A Dun & Bradstreet Number is not required for submission of a proposal, but may be required before a contract is issued. Whether or not an offeror currently has a Dun & Bradstreet number will not affect the evaluation of the offeror's proposal.

ANNEXES

Annex I – Schedule of Deliverables

The schedule below is illustrative. Estimated dates may be updated at the time of issuance of a Contract.

Deliverable		Place of Delivery	Estimated Date of Delivery	Note
D1	Modifications of the data entry application and the corresponding modifications of the database.	D-RASATI office	September 27, 2013	The source code of the existing data entry application and the source code of the reporting application with the database will be delivered within two workdays following the date of execution of the Contract.
D2	Adaptations of the user interface of the existing data entry application and in the database.			
D3	Installation and implementation of the new version of the data entry application with the updated version of database.			
Testing the data entry application by D-RASATI/EDC Team (October 28, 2013)				
D4	Modifications of the existing reporting application due the changes of the database.	D-RASATI office	September 27, 2013	
D5	Creation of a simple user interface for the reporting application.			
D6	Installation and implementation of the new version of the reporting application.			
Testing the reporting application by D-RASATI/EDC Team (October 28, 2013)				
D7	Creation of a tool or script to consolidate different instances of the database, running on different servers.	D_RASATI office	October 29, 2013	
Testing the tool of database consolidation by D-RASATI/EDC Team (November 6, 2013)				
D8	Creation of a tool or script to export all data from database to Excel files	D_RASATI office	November 14, 2013	

Deliverables		Place of Delivery	Estimated Date of Delivery	Note
Testing the tool of Exporting data to Excel files by D-RASATI Team (November 19, 2013)				
D9	Delivery of the source code “latest version” of the data entry, the reporting applications and of the tools and user interfaces requested and delivered.	D-RASATI office	(November 25,2013)	
Anticipated date of provisional acceptance by D-RASATI/EDC: November 26, 2013				
D10	Installation and implementation of the new version of the data entry and of the reporting applications, the tools and user interfaces developed with the database.	Ministry of Education and Higher Education offices	November 27, 2013	
D11	Maintenance and support of all deliverables	Ministry of Education and Higher Education offices	For 1 month following provisional acceptance by EDC of the applications December 20, 2013	
D12	Delivery the final version of the source code (data entry, reporting applications, tools and interfaces developed)	D-RASATI office	December 16, 2013	The source code must be delivered with all updates done during the warranty period.
Final acceptance of all deliverables by D-RASATI/EDC (December 20, 2013)				

By signing below, the Offeror confirms its ability to meet the requirements, including due dates, listed above. The Offeror further confirms its understanding that exact due dates will be determined at the time of issuance of a contract with the Selected Contractor.

Offeror’s Organization Name: _____

Name of the Offeror’s Authorized Signatory: _____

Signature of Offeror’s Authorized Signatory: _____

Annex II – Price Schedule

Item	Price Excluding VAT
Modifications of the data entry application and the corresponding modifications of the database.	
Adaptations of the existing data entry application regarding the modifications in the user interface and in the database.	
Modifications of the existing reporting application due the changes of the database.	
Creation of a simple form for the reporting application.	
Creation of a tool or script to consolidate different instances of the database, running on different servers.	
Creation of a tool or script to generate and export all data from database to Excel files with clear columns titles and meaningful contents	
Installation and implementation of the new version of the database, data entry and reporting applications, the tools and user interfaces developed (@D-RASATI, and @MEHE).	
Warranty: Maintenance and support for the one month starting the provisional acceptance by EDC.	
Total Proposed Price	
Maintenance and support for one year after the end of the Warranty Period. *	

* Note: MEHE reserves the right, on an optional basis, to sign a contract for Support and Maintenance at the end of the Warranty period at the price quoted by the Offeror in this Proposal. The quoted price for the optional services shall form part of the price evaluation, and is binding on the Selected Contractor for one year after the end of the Warranty period. This amount should not be included in the “Total Proposed Price.”

Offeror’s Organization Name: _____

Name of the Offeror’s Authorized Signatory: _____

Signature of Offeror’s Authorized Signatory: _____

Annex III - Offeror Certification

This certification attests to the Offeror’s awareness and agreement to the content of this RFP and all accompanying calendar schedules and terms and provisions contained herein.

The Offeror must ensure that the following certificate is duly completed and correctly executed by an authorized officer of the Offeror’s company.

1. This proposal is submitted in response to an RFP issued by EDC. The undersigned is a duly authorized officer, and hereby certifies that:

_____ (Offeror Name)

Agrees to be bound by the content of this Proposal and agrees to comply with the terms, conditions and provisions of the referenced RFP. The proposals shall remain in effect for a period of 30 calendar days as of the Due Date of the RFP.

2. The undersigned further certify that their firm (check one):

- IS
- IS NOT

Currently debarred, suspended, or proposed for debarment by any United States federal entity and/or the Government of Lebanon. The undersigned agree to notify EDC of any change in this status, should one occur, until such time as an award has been made under this procurement action.

3. The offeror, by checking the applicable box, certifies that –

The offeror is a **non-U.S. entity**, and that it operates as [] a corporation organized under the laws of _____ (country), [] an individual, [] a partnership, [] a nongovernmental nonprofit organization, [] a nongovernmental educational institution, [] a governmental organization, [] an international organization, or [] a joint venture.

4. Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

Signature of Authorized Officer:

Name:

Title:

Signature: _____

Date: _____

Notification: Under 15 U.S.C. 645(d), any person who misrepresents its firm's size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

**If you are certified or a member of one of the qualifying groups, please register with Dun & Bradstreet at http://www.dnb.com/us/duns_update/. There is no charge for this registration.*

Annex IV – Original Version of Field Survey Tool

(available at D-RASATI office)

Annex V – Database Relationship

(available at D-RASATI office)

Annex VI – User Interface of Existing Data Entry Application

(available at D-RASATI office)

Annex VII – Sample Template Used in the Reporting Application

(available at D-RASATI office)

Annex VIII – Revised Version of the Field Survey Tool

(available at D-RASATI office)

**Annex IX – Adaptations Required for the Existing Data Entry
Application (Interface Rules & Database)**

(available at D-RASATI office)