

Request for Proposals

RFP # LED-RFP-302

For the provision of

**Family Business Transformation
Services for Lebanese Enterprises**

Contracting Entity:

Chemonics Beirut S.A.R.L.

(a subsidiary of Chemonics International Inc.)

Daoud Ammoun Str. Dolphin Center- Fattal Building

7th Floor, Horsh Tabet, Sin El Fil

Funded by:

United States Agency for International Development (USAID)

Funded under:

Lebanon Enterprise Development (LED) Project

Prime Contract Number AID-268-C-17-00001

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

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Pages/default.aspx>.

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

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

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

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

Please contact LED Managing Director Douglas Griffith with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

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Section I – Instructions to Offerors

I.1. Introduction

Chemonics, through Chemonics Beirut S.A.R.L., the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the Lebanon Enterprise Development (LED) Project, under contract number AID-268-C-17-00001, is soliciting offers from Lebanese companies or non-government organizations for **helping to transition traditional family owned and operated Lebanese businesses from productive sectors into more corporate-style business entities** as detailed in Section II below.

Resulting from this RFP, Chemonics intends to issue one (1) or more subcontracts. The award will be in the form of a fixed price subcontract (hereinafter referred to as “the subcontract”). Successful Offerors must adhere to the statement of work and terms and conditions of the subcontract.

Accordingly, offerors are invited to submit a proposal, in English, in response to this RFP as per Section I.3 Instructions to Offerors. The instructions are intended to assist in the preparation of a proposal. Any resulting subcontract will be guided by Sections II.

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

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

I.2. Offer Deadline

Offerors shall submit their proposals by email in accordance with the instructions in section I.3 below.

Proposals are due at 4:00 p.m. December 22, 2021. Proposals shall be delivered to the following address:

Electronic Address (for email submissions):

Subject: Request for Family Business Transformation
Roger Karam, LED Grants and Procurement Manager
Lebanon Enterprise Development Project
Email address: LEDprocurement@lebanon-edp.com

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics, but cannot guarantee that late offers will be considered.

I.3. Instructions for the Submission of Offers

Submission of Electronic Copies

Technical & Cost proposals must be submitted by email no later than the time and date specified in Section I.2. The proposals must be submitted to the point of contact designated in Section I.2.

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

I.4. Requirements

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

I.4.A. General Requirements

Chemonics anticipates issuing a fixed price subcontract to a Lebanese company or non-government organization, if it is legally registered and recognized under the laws of Lebanon and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could be a private firm, non-profit organization, civil society organization, or university.

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

- Companies or non-government organizations, whether for-profit or non-profit, must be legally registered under the laws of Lebanon.
- Companies or organizations must have a local presence in Lebanon.
- Companies or organizations, whether for-profit or non-profit, must provide a DUNS number if selected to receive a subcontract valued at USD \$30,000 or more.
- Firms operated as commercial companies or other organizations or enterprises (including nonprofit) in which foreign governments or their agents or agencies have a controlling interest are not eligible.
- Mandatory Vetting: Pursuant to AIDAR 752.204-71 all recipients of Chemonics Beirut Sarl awards above \$25,000 must comply with vetting requirements of all key individuals under the given award. No contract will be provided until the recipient organization and all key individuals under the organization have passed vetting. The purpose of vetting is to mitigate the risk that USAID funds and other resources do not, even inadvertently provide support or benefit to individuals or entities that are terrorists, supporters of terrorists, or affiliated with terrorists

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company or non-government organization in the partnership. The leading company or non-government organization shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however the different organizations must be committed to work together in the fulfillment of the subcontract terms.

I.4.B. Required Proposal Documents

1. Cover Letter

The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. E-mail
- vi. Taxpayer Identification Number
- vii. DUNS Number
- viii. Official bank account information
- ix. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
 - b) Copy of company tax registration, or equivalent document.

A sample cover letter is provided in **Annex 1** of this RFP.

2. Technical Proposal

The technical proposal shall comprise the following three parts. The sections of the technical proposal must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

- **Part 1: Technical Approach**

Offerors should discuss their understanding of LED's objective/s and the desired outcomes and outputs resulting from the activity arising from this solicitation. Offeror's must clearly describe the outcomes and outputs they shall achieve if selected to implement the activity. Offeror's must describe their approach – the phases, steps, tasks, etc. that will lead to the achievement of the promised results – and they must explain why the proposed approach is relevant to the current situation in Lebanon and the needs of private enterprises. Offerors should be specific as to the methods they will use. Offerors must describe why and how the proposed technical approach is feasible and likely to produce the desired outcomes. Offerors must also include an activity timeline that is not longer than 6 months end ensure that all activities will be fully completed by June 30, 2022. Lastly, in all of the above, the Offeror must ensure that their approach is fully aligned with Scope of Work described in Section II.2.

- **Part 2: Key Personnel**

Offerors should name all individuals who will have a substantial role in implementing this activity, describe their role/s and why they are appropriate for it, and provide a current copy of their CV.

- **Part 3: Organizational Capabilities**

Offerors must include a description of their company or organization, with reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability to implement the proposed technical approach/methodology. Additionally, offerors must include three references for similar work under contracts or subcontracts previously implemented. Contact information must include: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact, and the value of the contract.

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

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

2. Cost Proposal

Offerors' pricing is expected to be fair, reasonable, allowable, allocable and cost-effective, and shall be subject to a cost/price realism analysis. Offerors' proposed budget will be evaluated based on the transparency and reasonableness and accuracy of proposed costs and its realism with respect to the activities proposed in the technical proposal.

Offerors should prepare activity-based budgets using the Excel budget template provided in **Annex 3**.

All cost information must be shown in USD. Chemonics Beirut SARL is VAT exempted, therefore all invoices issued by the successful offeror will be stamped and signed with a special stamp filled in detail as mentioned in the agreement with the Ministry of Finance.

The Cost Proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

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

Chemonics anticipates a price range for the subcontract/s resulting from this RFP will be between **\$60,000 - \$100,000 USD** to be paid in installments over the subcontract period upon the successful completion of agreed milestones.

Offers are advised to use the Excel budget template provided in **Annex 3**. The template may be adjusted as needed to align with the Offeror’s technical proposal. As noted previously, offerors should include a budget narrative.

I.6. Chronological List of Proposal Events

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

RFP announcement (RFP published)	December 8, 2021
Q&A conference	December 15, 2021
Deadline for written additional questions/clarifications	December 19, 2021
Answers provided to additional questions/clarifications	December 20, 2021
Proposal due date	December 22, 2021
Subcontract(s) award (estimated)	before end of January

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published.

Proposal Q&A. Q&A conference will be virtually via Zoom/ Microsoft Teams to provide interested offerors an opportunity to learn more about LED and to ask any questions about this RFP and the solicitation process. Chemonics welcomes any organization to attend this proposal conference.

Pre-registration to attend the Q&A conference is required. **Please email your pre-registration information and any questions regarding the RFP** to LED Grants and Procurement Manager Roger Karam, at LEDprocurement@lebanon-edp.com, by 4:00pm on December 13, 2021. In the subject of the email, please write the RFP number.

Additional Written Questions and Clarifications. All additional questions or clarifications regarding this RFP (after the conference occurs) must be in writing and submitted to LED Grants and Procurement Manager, Roger Karam, at LEDprocurement@lebanon-edp.com, no later than 4:00pm on December 19, 2021.

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

Proposal Submission Date. All proposals must be received by 4:00pm on December 22, 2021. Late offers will be considered at the discretion of Chemonics.

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

I.7. Validity Period

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

I.8. Evaluation and Basis for Award

This RFP will use the tradeoff process to determine best value. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

Review Category	Rating (Points)
Impact and Target Achievement	30
Feasibility of Design and Technical Approach	25

Review Category	Rating (Points)
Management and Programmatic Capacity	25
Cost Effectiveness and Transparency	20
Overall Rating (out of 100 points)	100

These merit review criteria elements are described more fully below.

- *Impact and Target Achievement.* The extent to which the proposed activity will achieve project goals, specifically the extent to which there is a clear and credible link between the proposed activities and LED’s expected results.
- *Feasibility of Design and Technical Approach.* The quality and feasibility of the offer in terms of the viability of the proposed technical approach, i.e. can the approach reasonably be expected to produce the intended outcomes.
- *Management and Programmatic Capacity.* Evidence of the capability to undertake and accomplish the proposed activities. The offer should demonstrate the offeror’s effectiveness in terms of internal structure, technical capacity, and personnel. Offerors should name all individuals who will have a substantial role in implementing this activity; describe their role and why they are appropriate for it; and provide a current copy of their CV.
- *Cost effectiveness and Transparency.* The degree to which budgeting is well structured, clear, well explained in the budget narrative, and reasonable so that it reflects a best value to LED.

This RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontract to the offeror(s) whose proposal(s) represent(s) the best value to Chemonics and LED. Chemonics may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

I.9. Negotiations

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

I.10. Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in the fixed price subcontract. Terms and clauses are not subject to negotiation.

I.11. Privity

By submitting a response to this RFP, offerors understand that USAID is NOT a party to this solicitation.

Family Business Transformation SOW

Section II – Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

The United States Agency for International Development (USAID) funded Lebanon Enterprise Development (LED) project began in October 2017 and is scheduled to end on September 30, 2022.

LED contributes to Lebanon's social and economic stability by acting as a catalyst for job creation and stabilization by providing support to Lebanese private enterprises. As such, LED is directly addressing one of Lebanon's most pressing development challenges, high unemployment, which is now likely more than 40%.

LED's purpose is to create increased employment opportunities for Lebanese citizens. Despite Lebanon's many challenges, its private sector — particularly its small and medium sized enterprises (SMEs), many of whom are family-owned businesses — has been and continues to be a logical place to look for economic dynamism and employment generation. Accordingly, to achieve increased employment opportunities (jobs) for Lebanese citizens, LED's primary intervention has been to provide technical assistance (consultancy support) to individual enterprises to help stimulate increased sales (especially exports) to new or existing markets or to solve business problems that stand in way of their growth because firms with increased revenues are more likely to have increased demands for labor.

As LED approaches its end, the project desires to make a final push in several key technical areas, one of which is **helping to transition traditional family owned and operated Lebanese businesses from productive sectors into more corporate-style business entities.**

The need for this has been highlighted especially during the past couple of years when the Lebanese economy has been hit with one crisis after another, starting with the economic and financial crisis that came to a boiling point in October 2019. The crisis continues to the present day, having only worsened as time has passed. Moreover, the pandemic (COVID-19), the Beirut port explosion on August 4, 2020, and internal and external politics and geopolitics have exacerbated the situation. As a result, the Lebanese private sector has gone from crisis to crisis, constantly firefighting and looking for new ways to survive and thrive in an unstable business environment.

One common thread in many companies' survival plans is the need to rapidly increase exports as a source of foreign currency and to ensure that at least a portion of their revenue is generated in more stable foreign markets. However, this also requires companies to upgrade themselves in one or more areas, including but not limited to marketing and sales, production and logistics, after sales service, organizational structure and human resources, and capital structure. Often, traditional family businesses struggle to make these changes because they require a more corporate-style approach.

In this context, LED is looking for an innovative approach to implement a family business transformation activity that will enable a pool of Lebanese family owned and operated enterprises (SMEs preferred) to transform and grow despite the harsh environment we are operating in.

II.2. Scope of Work

Due to the multiple crises Lebanon is going through, many family-owned and operated businesses in Lebanon are looking to sustain and grow by exporting their products/services but first need to transition their businesses to modern corporate-style business entities. The purpose of this activity is to support family businesses with strong growth potential to start transforming their businesses to adopt more modern corporate business governance models.

Accordingly, Offerors should propose an intervention for not less than 10 Lebanese family owned and operated businesses that operate in a productive sector (with a strong preference for SMEs) that will accelerate their transformation from traditional family businesses into more corporate-style entities and in so doing put them on a pathway to sustainable growth—growth in revenues (especially exports) and growth in employment (especially for Lebanese citizens).

As part of their proposal, Offerors should outline an approach for selecting the participating beneficiary family businesses or put forward a short list of potential beneficiaries, noting these companies' size, sector, and location of each and providing a short justification for each enterprise's inclusion into the activity.

Offerors shall describe in detail the envisioned technical approach, including all the planned activities, etc. that will be delivered during a 5-6 month implementation period. Offerors are highly encouraged to present innovative, yet feasible ideas that are tailored to the situation in Lebanon. All planned activities must be completed in full by June 30, 2022, and in their proposals, Offerors must submit an activity timeline that outlines the timing of all phases, steps, tasks, etc.

Lastly, Offerors must select from the following LED performance indicators and specify which ones the Offeror will be able to report against. For these indicators, Offerors must also propose output targets.

- Number of assisted (beneficiary) enterprises
- Number of individuals with improved skills, e.g., number of people coached, trained, etc. (if applicable).
- Percentage of female participants in the program, i.e., number of female beneficiaries.
- Value of leveraged investment, i.e., value of investments in USD made by assisted (beneficiary) enterprises due to their participation in the program (if applicable).
- Number of new people employed by assisted enterprises due to their participation in the program (if applicable).

Offerors may also suggest other indicators that they shall use to measure and report on their performance.

II.3. Deliverables/Milestones

Offerors shall propose up to 10 deliverables/milestones that they shall provide to LED. The successful completion of these deliverables shall also be used as the basis for installment payments up to the value of the fixed price subcontract.

II.4. Deliverables/Milestones Schedule

Offerors shall propose a schedule (timeline) for when these above-mentioned deliverables shall be completed. Offerors shall also propose what percentage of the total fixed price they shall be paid for upon completion of each deliverable.

Annex 1. Cover Letter

[Offeror: Insert date]

Douglas Griffith, Managing Director
Lebanon Enterprise Development(LED)
Chemonics Beirut SARL
Daoud Ammoun Str. Dolphin Center- Fattal Building
7th Floor, Horsh Tabet, Sin El Fil

Reference: Request for Proposals [Insert RFP name and number]

Subject: [Offeror: Insert name of your organization]'s technical and cost proposals

Dear Mr./Mrs. [Insert name of point of contact for RFP]:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
DUNS Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for 90 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Signature

[Offeror: Insert name of your organization's representative]

[Offeror: Insert name of your organization]

Annex 2. DUNS and SAM Registration Guidance

What is DUNS?

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) – a company that provides information on corporations for use in credit decisions – that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. The DUNS database contains over 100 million entries for businesses throughout the world, and is used by the United States Government, the United Nations, and the European Commission to identify companies. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Why am I being requested to obtain a DUNS number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) – make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly-searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses DUNS numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding DUNS number.

Is there a charge for obtaining a DUNS number?

No. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a DUNS number?

DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by phone at 1-800-234-3867 (for US, Puerto Rico and Virgin Island requests only).

What information will I need to obtain a DUNS number?

To request a DUNS number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location
- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a DUNS number?

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

Are there exemptions to the DUNS number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration using the D&B web form process is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

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

When should I register in SAM?

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

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

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

Why should I register in SAM?

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

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

What benefits do I receive from registering in SAM?

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

How do I register in SAM?

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

Follow the step-by-step guidance for contracts registrations at:

https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf

You must have a Data Universal Numbering System (DUNS) number in order to begin either registration process.

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

What data is needed to register in SAM?

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

- General Information - Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.
- Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.
- Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
- Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.
- Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact.
- Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address.

(*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.