



Request for Proposals (RFP)

No. # RFP-EAI-KE-2021-001

Audit Services

Issue Date: 2/18/2021

**WARNING:** Prospective Offerors, who have received this document from a source other than the Equal Access International- East Africa, should immediately contact [procurementke@equalaccess.org](mailto:procurementke@equalaccess.org) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

## 1. Request for Proposal

EAI would like to engage the services of a reputable audit firm to carry-out the statutory audit for the period November 2019 to December 31, 2020. Qualified vendors are invited to submit a proposal as outlined below.

1. RFP No.	No. # RFP-EAI-KE-2021-001
2. Issue Date	2/18/2021
3. Title	Audit Services
4. Issuing Office & Email Address for Submission of Quotations	Equal Access International- East Africa Email for submission of quotes: <a href="mailto:procurementke@equalaccess.org">procurementke@equalaccess.org</a>
5. Deadline for Questions	Questions due by 1 pm local Nairobi, Kenya time on 23 February 2021.  Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
6. Deadline for Receipt of Proposals	Proposals are due by 5 pm Nairobi, Kenya time on 26 February 2021.
7. Contact Person	<a href="mailto:procurementke@equalaccess.org">procurementke@equalaccess.org</a>
8. Anticipated Award Type	EAI anticipates issuing a Firm Fixed Price Purchase Order for one year with the option for renewal. This is only the anticipated type of award and duration and may be changed as a result of negotiations.
9. Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to EAI and its client using a combination of technical and cost/price factors.

10. General Instructions to Offerors	<ul style="list-style-type: none"> <li>• Late offers will be rejected except under extraordinary circumstances at EAI’s discretion.</li> <li>• Submission of Proposals - Proposals must be in English and sent as soft copy to <a href="mailto:procurementke@equalaccess.org">procurementke@equalaccess.org</a>. All proposals must be signed and stamped by the Offeror.</li> <li>• Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of ninety (90) days by signing the Attachment B: Cover Letter.</li> <li>• Offers must show unit prices, extensions, and total price. All items, services, etc. must be clearly labeled and included in the total price. Quotations must be a fixed price, expressed in Kenya Shillings.</li> </ul>
11. Invoice Payment and Value Added Tax (VAT)	<ul style="list-style-type: none"> <li>• Payment will be made upon issue of a Purchase Order and made in Kenya Shillings.</li> <li>• Payment will include total prices of goods or services inclusive of VAT (VAT shall be broken out separately).</li> </ul>
12. Scope of Work Requirements for Technical Acceptability	<p>EAI seeks to obtain reasonable assurance that the financial statements reflect a true and fair view of the financial position of the organization. The Offeror shall undertake this engagement in accordance with the minimum Terms of Reference in Attachment A.</p> <p>A complete offer must include all requirements in Attachment A. Failure to adhere with instructions described therein may lead to disqualification.</p>
13. Compliance with Terms and Conditions	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment D.</p>
14. Procurement Ethics	<p>By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payments to EAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the EAI staff may report violations as follows:</p> <p>The anonymous reporting services are available 24-hours a day, seven days a week and include the following options:</p> <ul style="list-style-type: none"> <li>- Independently report issues via the internet at our Equal Access International Compliance Portal by going to <a href="http://www.convercent.com/report">www.convercent.com/report</a> and finding our organization in the “Report an incident” box.</li> <li>- For those in the United States, call toll free 1-800-461-9330 to report the issue with the help of a Convercent call center representative.</li> <li>- For those outside the United States, place a collect call to +1-720-514-4400 to report the issue with the help of a Convercent call</li> </ul>

	<p>center representative and language interpreter. The call center supports more than 300+ languages. Additional international dialing instructions can be displayed in your preferred language. All available language options can be selected from the top right drop down menu.</p>
<p>15. Offeror's Agreement with Terms and Conditions</p>	<p>The completion of all RFP requirements in accordance with the instructions in this RFP and submission to EAI of a quote will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. Issuance of this RFP in no way obligates EAI to award a purchase order, nor does it commit EAI to pay any costs incurred by the Offeror in preparing and submitting the quote. EAI East Africa has the right to increase or decrease the services mentioned in this RFP.</p>
<p>16. Determination of Responsibility</p>	<p>EAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in the host country.</li> <li>2. Provide financial statements and audits as requested to ensure adequate resources to complete the SOW.</li> <li>3. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>

## **2. Introduction and Purpose**

### **2.1 Purpose**

The objective of the EAI audit is to obtain reasonable assurance that the financial statements reflect a true and fair view of the financial position of the organization. The audit will be performed in accordance with International Financial Reporting Standards (“IFRS”) and International Standards of Auditing (“ISA”) in addition to local Kenyan Standards. The audit report will include an Independent Auditors Report (Opinion) on the financial statements. The audit will also include such other required schedules or analyses as EAI has determined are necessary in order to ensure that organization resources are being properly managed.

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

### **2.2 Type of Award Anticipated**

EAI anticipates awarding a Firm Fixed Price Agreement for one year with the option to extend for an additional year. This agreement type and duration is subject to change during the course of negotiations.

## **3. General Instructions to Offerors**

### **3.1 General Instructions**

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

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

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

Proposals are due no later than Thursday 26<sup>th</sup> February, 2021 at 5:00 PM (Kenyan Time) to be submitted via email to the EAI procurement email address ([procurementke@equalaccess.org](mailto:procurementke@equalaccess.org)). Late offers will be rejected except under extraordinary circumstances at EAI’s discretion.

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

### **3.2 Proposal Cover Letter**

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

- The Offeror will certify a validity period of 90 calendar days for the prices provided.
- Acknowledge the solicitation amendments received.

### **3.3 Questions regarding the RFP**

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any

verbal information received from a EAI or KE01 employee or other entity shall not be considered as an official response to any question regarding this RFP.

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

#### 4. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals and shall be clearly labeled as “**VOLUME I: TECHNICAL PROPOSAL**”.

Technical proposals shall include the following contents:

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. The Vendor should submit at least 1 CV for the Technical team (Senior Audit Personnel).
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, links to past work, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment C.

#### 4.1 Services Specified

For this RFP, EAI is in need of the services described in Attachment A.

#### 4.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered approximately equal to cost/price factors.

1. Holds the requisite knowledge, skills and competencies required to perform its responsibilities with due professional care	30 points
2. At least five years of experience in auditing not-for-profit organizations	20 points
3. The firm must be registered in Kenya and adhere to all legal requirements to operate in Kenya i.e. registered by the relevant regulating accounting/auditing body registered in Kenya	20 points
4. Staff assignment to the audit exercise and availability of staff to respond to questions within the scope of engagement	10 points
5. Demonstrated experience of auditing Non-Governmental Organizations- provide at least two recommendation letters from past audited not-for-profit clients	10 points
6. The firm must have been in operation continuously for the last seven (7) years carrying out auditing and taxation duties in Kenya	10 points

## 5. Instructions for the Preparation of Cost/Price Proposals

### 5.1 Cost/Price Proposals

Cost/Price proposals shall be clearly labeled as “**VOLUME II: COST/PRICE PROPOSAL**”.

Please submit a Price Schedule.

It is important to note that **Value Added Tax (VAT) shall be included on a separate line**. These services are not eligible for VAT exemption under the EAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

## 6. Basis of Award

### 6.1 Best Value Determination

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

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

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

### 6.2 Responsibility Determination

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

1. Provide evidence of the required business licenses to operate in the host country.
2. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from EAI.
3. Ability to comply with required or proposed delivery or performance schedules.
4. Have a satisfactory past performance record.
5. Have a satisfactory record of integrity and business ethics.
6. Have the necessary organization, experience, accounting and operational controls and technical skills.
7. Be qualified and eligible to perform work under applicable laws and regulations.

## 7. Inspection & Acceptance

The designated EAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all questions are responded to within the scope of work.

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

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

## 9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any EAI staff, in an attempt to affect the results of the award. EAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and EAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the EAI staff may report violations by submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payments to EAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the EAI staff may report violations as follows:



The anonymous reporting services are available 24-hours a day, seven days a week and include the following options:

- Independently report issues via the internet at our Equal Access International Compliance Portal by going to [www.convercent.com/report](http://www.convercent.com/report) and finding our organization in the “Report an incident” box.
- For those in the United States, call toll free 1-800-461-9330 to report the issue with the help of a Convercent call center representative.
- For those outside the United States, place a collect call to +1-720-514-4400 to report the issue with the help of a Convercent call center representative and language interpreter. The call center supports more than 300+ languages. Additional international dialing instructions can be displayed in your preferred language. All available language options can be selected from the top right drop down menu.

EAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror’s participation in this, and future, procurements. Violators will be reported to the US Government, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, EAI takes the payment of State Departments funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to EAI’s Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payments to EAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

**ATTACHMENT A**  
**TERMS OF REFERENCE FOR EXTERNAL AUDIT SERVICES**

**1.0 INTRODUCTION**

**Equal Access International (EAI)** – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 20-year track record implementing social change projects around the world and currently operates through 12 country programs across Asia and East and West Africa. In Kenya, we work with youth, children, families and local leaders providing them with the skills, tools and platforms to amplify their voices and create a space for inclusive national and local public dialogue on critical issues related to peace, security, gender, radicalization, and livelihood.

In its delivery of programs EAI strives to uphold the highest levels of accountability guided by related finance management policies, practices, and standards.

EAI would like to engage the services of a reputable audit firm to carry-out the statutory audit for the period November 2019 to December 31, 2020.

**2.0 OBJECTIVES**

The objective of the EAI – East Africa audit is to obtain reasonable assurance that the financial statements reflect a true and fair view of the financial position of the organization. The audit will be performed in accordance with International Financial Reporting Standards (“IFRS”) and International Standards of Auditing (“ISA”) in addition to local Kenyan Standards. The audit report will include an Independent Auditors Report (Opinion) on the financial statements. The audit will also include such other required schedules or analyses as EAI has determined are necessary in order to ensure that organization resources are being properly managed.

The Audit shall also perform the following:

- Assess level of compliance with all applicable Government of Kenya legal registration requirements as well as with all other statutory requirements (NGO Board, KRA, NHIF, NSSF, HELB, Employment etc.) as applicable.
- Assess whether appropriate supporting documents, records, and books of accounting have been kept.
- Verify whether the financial statements were prepared in accordance with applicable standards mentioned and give a true and fair view of the financial position of the project.
- Assess the adequacy and effectiveness of the accounting and overall internal control systems to monitor expenditure and other financial transactions and ensure safe custody of project financed assets and that they were used for the intended purpose.

- Assess whether the project assets are real, used for intended purpose, and are properly recorded and managed in the fixed assets register in accordance with the EAI policies.

### **3.0 SCOPE OF WORK**

**The auditor shall undertake this engagement in accordance with the minimum Terms of Reference detailed below and:**

- Conform with International and Local Financial Reporting Standards (“IFRS”) and International Standards of Auditing (“ISA”).
- Provide recommendations in relation to any findings; recommendations shall include an action plan for EAI East Africa’s organizational and accounting improvements based on findings and their implications. These standards must in all material respects include such tests and auditing procedures as the auditor considers necessary under the circumstances.
- Comply with the Code of Ethics for professional accountants issued by ICPAK.

The auditor must ascertain whether:

- Expenditures are legitimate, complete, and accurate; that funds have been used in accordance with the conditions of agreements and only for the provided purposes.
- Goods and services have been procured in accordance with sound procurement procedures with due attention to economy and efficiency. That vendors are selected objectively.
- Tax and social security remittances have been made in accordance with the Kenyan tax laws and for the period which the audit opinion relates.
- All necessary supporting documents, records, and accounts have been kept in respect of all project activities, with clear linkages between the books of account and reports.
- The existing financial practices and procedures are sound, in line with the Financial Policies and Administration Procedures Manual in place.
- Financial Statements have been prepared in accordance with International Accounting Standards or Generally Accepted Accounting Principles and Practices as appropriate and give a true and fair view of the financial position of the organizations Financial Year-End.
- Any other applicable terms and needs that may arise from time to time depending on applicable legislation at the time of audit.

### **4.0 Internal Control Systems**

The auditor will conduct a review of the internal control systems to have sufficient knowledge of the procedures and systems. The auditor will assess the soundness and adequacy of EAI East Africa's procedures, and whether those procedures are consistently applied in the normal course of operations. In the process of reviewing the internal control system, the auditor needs also to examine areas like governance, achievement of objectives, budget utilization, asset management, and procurement. The auditor should report any observations/findings on each of the above section in the management letter. The above-defined scope does not in any way restrict the audit procedures or the techniques that the auditor may wish to use in forming an opinion on the financial statements.

## **5.0 Key Deliverables**

The auditor is expected to present two types of reports: an opinion on the Financial Statements and a report on the internal control of the organization through a Management Letter.

The report on the Financial Statements will contain:

- A professional opinion on the financial statements and supporting schedules.
- Accounting standards that have been applied indicating the effect of any deviations from those standards.
- The audit standards that were applied.

The Management Letter will cover:

- findings and recommendations on any deficiencies on governance, project/program implementation, financial management, procurement, and fixed asset management.
- areas of risk that need to be flagged out to the management.

The auditors on completion of the audit work will submit three (3) original copies of the audit report appended to the financial statements along with the reports to the attention of the Board of Directors.

## **6.0 General**

The auditor will be given access to all legal documents, correspondence, and any other information that may reasonably be deemed necessary to enable him/her to undertake the audit. This should include, but not be limited to, copies of all organizational policies, copies of the previous annual audit reports, and the relevant finance management and procurement guidelines.

## **7.0 Duration of the assignment**

The audit work shall be completed within one (1) month from the date of commencement. The Audit Report should be delivered no later than 12<sup>th</sup> March 2021.

## **8.0 Qualifications of the consultant/firm**

The Audit firm MUST meet the following qualifications to be considered.

- Demonstrate that the firm holds the requisite knowledge, skills and competencies required to perform its responsibilities with due professional care.
- The firm must have been in operation continuously for the last seven years carrying out auditing and taxation duties in Kenya.
- The firm must have at least five years of experience in Auditing Not for Profit organizations.
- The firm must be registered in Kenya and adhere to all legal requirements to operate in Kenya.
- The firm must be registered by the relevant regulating accounting/Auditing body registered in Kenya.
- Audit firm and staff must be independent of EAI
- The following document are mandatory requirements for all proposal submissions.
  - A copy of Certificate of Registration/Incorporation
  - A copy of PIN Certificate
  - Valid Tax Compliance Certificate
  - Audited Accounts for the last 3 years
  - Company Profile and detailed CVs of the firm's Partners
  - ICPAK Membership and Certificate of Good standing

In addition to the above mandatory documents, the selection criteria will include the following:

- A list of similar non-profit organizations served by your firm. The firm will be required to provide at least two (2) recommendation letters from the past audited not-for-profit clients
- Your staff assignments and availability to complete the audit on a timely basis
- Participation of senior audit personnel assigned to the engagement
- Availability of staff to respond to questions within the scope of the engagement and the charge, if any, for services outside the scope of the audit.

**Attachment B: Proposal Cover Letter**

[On Firm's Letterhead]

<Insert date>

TO: We, the undersigned, provide the attached quote in accordance to RFP-EAI-KE-001/2021 dated \_\_\_\_\_.

I certify a validity period of ninety (90) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the ability to provide the services listed above and that unit prices are inclusive of final delivery to EAI. We further agree to payment terms upon delivery and submission of an invoice.

We understand that EAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

**Attachment C: Past Performance Form**

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

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

#	Year of Audit	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

## Attachment D: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires EAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide EAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an EAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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



**Attachment F: Proposal Checklist**

Offeror: \_\_\_\_\_

Have you?

Submitted your proposal to EAI via email as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Proposal of the Product or Service that meets the technical requirements as per Attachment A

Response to each of the evaluation criteria

Documents use to determine Responsibility

Past Performance (*use template in Attachment D*)

Completed payment schedule (*use template in Attachment C*)