

REQUEST FOR PROPOSALS

Procurement Number:	CENTER2020ELP11o
Open Date:	December 3, 2020
Questions Deadline:	December 8, 2020
Closing Deadline:	December 17, 2020
Geographical Area Restrictions:	None
Point of Contact:	Natalie Trisilla, Associate Director for Evidence and Learning Practice, ntrisilla@iri.org

Background

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

This contractor will develop, deliver, and maintain an enterprise-level Monitoring and Evaluation database that can be utilized for tracking, storing and reporting on indicator data. The contractor will also provide services to visualize this data through its platform.

Period of Performance

One year from the date of signature, with the option to extend the contract in four 1-year increments for a total of five years.

Statement of Work

IRI is in the process of consolidating Monitoring and Evaluation (M&E) data across the Institute. IRI is seeking a contractor that will be able to store, organize, visualize, and report on indicators related to standard indicators and IRI specific indicators. The below tables list the technical, security, data integrity/ownership, and functionality requirements for the database, prioritized by those requirements under *Primary* requirements under each category. The *Secondary* requirements are highly preferred, but not required. In addition, below this list, interested providers will find a list of tentative deliverables with room to suggest/include other relevant details to complete the stated scope of work.

Technical

Primary

- SSAE 18 or similar certification for vendor data centers hosting the SAAS/PAAS application

- The system shall be a web based, SaaS application (no on premise equipment, no client/server)
- Compatible with all major web browsers (Chrome, Firefox, IE, Safari, etc.)
- Contact and help page
- FAQ/Troubleshooting/Training page and resources
- Ability to efficiently transfer data from an existing database (SharePoint) or Excel into new database structure
- Available API for business intelligence platforms (Power Bi)

Secondary (these items are highly preferred, but not required)

- Ability to browse on mini-pads, tablets and smartphones
- Help desk or point of contact for any issues related to the functionality of the database or changes that are needed.

Security

Primary

- Administrators can add users with various levels of security permissions
- Permission levels should be customizable to include certain abilities and access for a group of users. This custom function should be provided to administrators.
- Ability to restrict access to certain projects on an individual level
 - Ability to run joint and aggregated reporting while maintaining data security
- Specific view-only permission for topline indicator totals and disaggregated data for designated users
- Comprehensive security protocols including confidentiality protections
- Back-up data on regular basis on safe and secure server with access only to IRI designated staff(s)

Secondary (these items are highly preferred, but not required)

- Tracking informed consents of activity beneficiaries and participants
- Anonymize data when needed
- Provide copy of service provider's terms of agreement for ownership of data (subject to review and adjustments made by IRI)
- Provide a copy of the service provider policy on data security and safeguards

Data Integrity/Ownership

Primary

- Secure data repositories
- Provide copy of service provider's terms of agreement for ownership of data (subject to review and adjustments made by IRI)
- Provide a copy of the service provider policy on data security and safeguards

Functionality

Primary

- General
 - Searchable library for all indicators in the database
 - Data entry tracking by user/project and edit functionality in case of user error
 - Automatic data validation rules (i.e. accept numbers for number fields, text for text fields, drop down lists, null fields for empty cells etc.)

- The database can run a preview of reports and is able to export reports in other file formats (Excel, PDF)
- No system hangover. The database front and back end systems must work normally without hangover or interruptions such as system crash etc.
- Must work in low internet connections and offline effectively
- Ability to enter indicator data offline via Excel template
- Data file location is accessible to IRI designated staff only
- Indicators
 - For each indicator, ability to add baseline, target, and actual data by reporting periods or fiscal year
 - Functional percentage and sum indicators
 - Ability to sum percentages and numbers, average percentages and numbers
 - Notes/comments functionality on indicators overall and within a reporting period
 - Ability to aggregate indicators across projects, at a regional, institute level
 - Tagging indicators and projects for aggregation, analysis, and reporting
 - Site-wide search functionality, based on tags and keywords
 - Ability to recognize and alert for double counting on indicator data (i.e. similar CSOs, political parties etc.)
 - Example: Indicator 1- number of party members. Disaggregated by: political parties. Disaggregation: Party 1 (P1), Party 2 (P2), Party 3 (P3), P1, P2, P3
- Projects
 - Create and revise project details by project (dates, reporting periods, objectives, intermediate results, etc.)
- Disaggregations
 - Disaggregation functionality for any indicator with no limit on number of disaggregations that can be added to any indicator
 - Ability to disaggregate data by multiple categories for each indicator, with seamless functionality to allow entering and reporting of data for the multiple disaggregations
 - Allow for these disaggregations to be applied to different reporting periods over time
 - Allow for parallel disaggregation and cross disaggregation, including for location disaggregations generated with GIS
 -

Secondary (these items are highly preferred, but not required)

- Multi-language function
- Conversion of fractions into percentages within a cell—allow for percentages to be calculated within an indicator or specific cell
- Add standard indicators to project from a drop-down list
- Data quality checks—optional automated check on totals, null/0 values, irregularities
- Reporting function with tagging specific users to the comments. An automated email to the tagged user is highly preferred
- Create and customize standard M&E reports and documents (PMEP, PITT, PIRS, etc.)
 - Create and maintain PMP structure for each project housed in database

Deliverables may include but are not limited to including the following:

1. Creation of and access to licensed software as demonstrated by a list of initial log-ins created and written confirmation that at least 4 IRI staff have successfully and independently accessed the software and initial workplan with calendar of execution
2. Reports on set up and configuration of the database with a calendar of execution
3. Training materials from pilot trainings with staff
 - a. There will be at least three trainings (two hours per training) on the database for staff
4. Annual status and maintenance reports that includes updates on hosting, maintenance, troubleshooting, and support provided
 - a. This report must contain results from at least one annual staff database training

Technical Proposals

All proposals submitted to IRI must include:

1. Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain Bidder's Taxpayer Identification Number.
5. Proposals will not exceed 15 pages (not including cover page).
6. All materials should be in English and proposal should contain the following:
 - Strategic implementation plan of how to accomplish this scope of work set out in this solicitation;
 - Explanation and/or examples of experience creating databases illustrating at least 2 years' experience in creating customized M&E databases;
 - Explanation of past project performance of at least 2 previous projects
 - CV/Resume for key personnel; and
 - Illustrative firm fixed price table (subject to change)

Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder's pricing must be valid for at least 120 calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the

proposal. Proposals must be submitted in USD, payments under any resulting contract will be made in this currency. Bidders must agree that these prices are valid for the duration of the contract. Any specifications described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of deliverable or items described in the table , as well as in the final total price.

The table below includes required deliverables, but the contractor should suggest/include any other relevant deliverables to complete the stated scope of work.

Deliverable	Unit	No. of Unit	Total
Creation of and access to licensed software as demonstrated by a list of initial log-ins created and written confirmation that at least 4 IRI staff have successfully and independently accessed the software and initial workplan with calendar of execution			
Reports on setup and configuration of database and updated calendar of execution			
Training materials from pilot trainings with staff, which will include at least 3 trainings (2 hours each training)			
Annual status and maintenance reports that includes updates on hosting, maintenance, troubleshooting and support provided. This report will also contain results from at least one staff training on the database			
TOTAL			

Evaluation and Award Process

1. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there is a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI will conduct a source selection based as follows:

IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	20
<ul style="list-style-type: none"> • <i>Compatibility with major web browsers and SSAE 18 or similar certification for vendor data centers hosting the SAAS/PAAS application</i> 	2.85
<ul style="list-style-type: none"> • <i>Ability to be web based, SaaS application with no on premise equipment and no client/server</i> 	2.85
<ul style="list-style-type: none"> • <i>Ability to create help page, FAQ, troubleshooting help desk</i> 	2.85
<ul style="list-style-type: none"> • <i>Compatible with major web browsers (Chrome, Firefox, IE, Safari, etc.)</i> 	2.85
<ul style="list-style-type: none"> • <i>Strategic approach to creating a custom database</i> 	2.85
<ul style="list-style-type: none"> • <i>Ability to transfer data from existing database(s) to the new database, either through raw data integration or other methods</i> 	2.86
<ul style="list-style-type: none"> • <i>Ability to meet secondary requirements stated in the SOW</i> 	2.85
Data Integrity and ownership	10
<ul style="list-style-type: none"> • <i>Ability to have secure data repositories</i> 	3.33
<ul style="list-style-type: none"> • <i>Ability to provide IRI with acceptable terms of agreement to ownership of data</i> 	3.33
<ul style="list-style-type: none"> • <i>Ability to provide IRI with an acceptable policy on data security and safeguards</i> 	3.33
Compliance with security and other administrative requirements	20
<ul style="list-style-type: none"> • <i>Ability to add various security permissions including customizable ones to include certain abilities and access for a group of users and on an individual level</i> 	2.85
<ul style="list-style-type: none"> • <i>Ability to restrict access to certain projects on an individual level</i> 	2.85
<ul style="list-style-type: none"> • <i>Ability to run joint and aggregated reporting while maintaining data security</i> 	2.85
<ul style="list-style-type: none"> • <i>Ability to have specific view-only permissions for topline indicator totals and disaggregated data for designed users</i> 	2.85
<ul style="list-style-type: none"> • <i>Security protocols including confidentiality protections</i> 	2.85
<ul style="list-style-type: none"> • <i>Ability to back-up data on regular basis on safe and secure server with access only to IRI designated staff(s)</i> 	2.85
<ul style="list-style-type: none"> • <i>Ability to meet secondary requirements stated in the SOW</i> 	2.85
Functionality	45
<ul style="list-style-type: none"> • <i>Ability to add baseline, target, and actual data by reporting periods or fiscal year</i> 	2.5
<ul style="list-style-type: none"> • <i>Ability to disaggregate data by multiple categories for each indicator, with seamless functionality to allow entering and reporting of data for the multiple disaggregations.</i> 	2.5

• <i>Ability to allow for disaggregations to be applied to different reporting periods over time</i>	2.5
• <i>Ability to do parallel disaggregation and cross disaggregation</i>	2.5
• <i>Approach to creating a Notes/comments functionality on indicators overall and within a reporting period</i>	2.5
• <i>Approach to creating searchable library of indicators</i>	2.5
• <i>Ability to have data entry tracking by user/project and edit functionality in case of user error</i>	2.5
• <i>Ability to provide automatic data validation rules (i.e. accept numbers for number fields, text for text fields, drop down lists, null values for empty data fields etc.)</i>	2.5
• <i>Ability to run preview of reports and export reports using other file formats (Excel, PDF)</i>	2.5
• <i>Ability to aggregate indicators across projects at a regional and institute level. This includes the ability to tag indicators and projects for aggregation, analysis, and reporting. IT also includes site-wide search functionality, based on tags and keywords.</i>	2.5
• <i>Ability to create and revise project details by project (dates, reporting periods, objectives, intermediate results, etc.)</i>	2.5
• <i>Ability to disaggregate for any indicator with no limit on the number of disaggregations that can be added to any indicator</i>	2.5
• <i>Ability to have no system hangover. The database front and back end systems would work normally without hangover or interruptions such as system crush etc.</i>	2.5
• <i>Ability to function in low internet connections effectively. This includes ability to enter indicator data offline via Excel template</i>	2.5
• <i>Ability to have data file location only accessible to IRI designated staff</i>	2.5
• <i>Approach to eliminating double counting for indicator data</i>	2.5
• <i>Ability to sum percentages and numbers and average percentages and numbers</i>	2.5
• <i>Ability to meet secondary requirements stated in the SOW</i>	2.5
Price	5
Total	100

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

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

Submission Instructions

Bids must be submitted via email to Natalie Trisilla, at ntrisilla@iri.org with the subject line "CENTER2020ELP1o RFP" by the deadline listed above.

RFP Terms and Conditions

1. Bidders may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
2. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference".
3. IRI may reject any or all proposals if such is within IRI's interest.
4. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents, may be requested during and for up to three years after the end of the contract period.
5. The Bidder's initial proposal should contain the Bidder's best offer.
6. Payment will be made upon receipt of invoices and deliverables/services.
7. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
8. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
9. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
10. Every contract will contain provisions governing termination for cause and termination for convenience.
11. By submitting a proposal, offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
12. Offerors confirm that the prices in the proposal/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Bidder or competitor for the purpose of restricting competition.
13. If IRI continues to require the goods and services and the price remains reasonable and within market norms, resulting contract may be renewed each year for up to 5 years with 30 days' notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
14. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
 - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by

Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

- iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).

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

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

Notice Listing Contract Clauses Incorporated by Reference

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

IRI Obligations

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

Required Certifications

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

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

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

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

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

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

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

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

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Entity Name: _____
Address: _____

Authorized Individuals

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

Name	Title	Telephone	Email

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

CERTIFICATION REGARDING LOBBYING

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

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

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

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Entity Name: _____
Address: _____

EXPERT RATE INFORMATION

Name <i>(Last, First, Middle)</i>	Proposed Rate:	Daily	Hourly
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Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.

EMPLOYMENT HISTORY - SALARY

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (M/D/Y)		Units at Rate	Daily/Hourly Rate ² In U.S. Dollars
		From	To		

CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

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

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