REQUEST FOR PROPOSALS

<table>
<thead>
<tr>
<th>Procurement Number:</th>
<th>CENTER2023ELP03o</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Date:</td>
<td>August 07, 2023</td>
</tr>
<tr>
<td>Questions Deadline:</td>
<td>August 12, 2023</td>
</tr>
<tr>
<td>Closing Deadline:</td>
<td>August 17, 2023</td>
</tr>
<tr>
<td>Geographical Area Restrictions:</td>
<td>N/A</td>
</tr>
<tr>
<td>Point of Contact:</td>
<td>Bret Barrowman, <a href="mailto:bbarrowman@iri.org">bbarrowman@iri.org</a></td>
</tr>
</tbody>
</table>

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.

The contractor will work with IRI’s Evaluation and Research team and researchers at the London School of Economics and Political Science (LSE) to conduct surveys associated with a randomized controlled trial (RCT) to evaluate the effects of cross-party video messages on voters’ attitudes toward corruption-related issues.

Period of Performance: July 2023-January 2024

Statement of Work
Background and Objectives: IRI is conducting a randomized controlled trial (RCT) to evaluate the effects of cross-party video messages on citizens’ attitudes toward corruption, integrity, and related issues in North Macedonia. The bidder will administer three waves of surveys to measure citizen attitudes, and to measure effects of IRI programs on those attitudes. The survey will be administered to a single panel in three waves – at the program baseline, midline, and endline.

The survey should engage the following numbers of respondents in each round:
- Baseline/recruitment survey - 2,750 respondents
- Midline survey – 2,500 respondents (assuming ~10% attrition)
- Endline survey – 2,250 respondents (assuming ~10% attrition)

Incentives should be provided to respondents to decrease attrition, and proposals should describe both incentive amounts and process for distribution, and detail other measures to minimize attrition.
(1) **General Responsibilities of Bidder:** The bidder shall be responsible for the project design and execution, including the following specific tasks:

(a) translation, formatting, pretesting, adaptation, and printing of questionnaires; (b) development of a Sampling Plan; list and explain any geographic or other exclusions; the proposed Sampling Plan will be reviewed by IRI and any further changes agreed upon by IRI and Bidder will be incorporated; (c) training supervisors and interviewers; (d) arranging and supervising all aspects of fieldwork, including back-checks; (e) entering and processing the survey data, including data cleaning and encoding survey responses; (f) ascertaining the representativeness of the sample and weighting the data, if necessary.

(2) **Questionnaire:** IRI will provide a draft questionnaire that should be administered for each wave. The bidder will provide input, such as a need for rephrasing certain terms for local context. The bidder will translate the questionnaire into Albanian and Macedonian. Translations will be reviewed and approved by IRI. Interviewees should be allowed to answer the questionnaire in their preferred language. The questionnaire for wave 1 and wave 2 may call for administering multimedia content by tablet (preferred) or other large mobile device, according to a randomization plan provided by IRI. Therefore, the baseline and midline surveys will need to be administered in-person through door-to-door canvassing; the endline survey can be administered in-person, via phone, or online, upon consultation with IRI. The estimated average interview duration for the first wave (baseline) will be approximately 20 minutes; for the second wave (midline), 15 minutes; for the third wave (endline) 15 minutes.

3) **Sample Design.** The bidder will administer three waves of the survey to a single panel in a nationally representative sample of residents age 18 or older, that is representative of the population the adult population of each ward. Planned exclusions of the population of the survey universe (e.g., geographic, linguistic etc.) must be discussed during quotation stage. The panel shall be drawn using recognized probability methods, all the way down to the selection of the individual respondent at the household level. In the event that any departure from probability sampling methods is recommended by the bidder for all or any part of the survey, the sampling methodologies to be employed shall be described in detail and a rationale for their use shall be provided.

A detailed sampling plan (template provided by IRI) shall be submitted to the IRI prior to fieldwork, including a description of the survey coverage, allocation of the sample, description of the sampling frame, description of any stratification criteria to be used, description of the stages of selection and the selections methods to be used at each stage, a definition of the Sampling Points and approximate number of interviews to be conducted within each Sampling Point, the method to be used for selection of the respondent at the household level, an explanation for any divergence from use of the KISH grid for respondent selection, and call-back rules to be employed. It is assumed that the sample will be distributed in proportion to the population of each region or other geographical unit to be surveyed; in the event that the bidder wishes to propose a sample design departing from this principle the proposal should describe the allocation to be used and the reasons for doing so. The second and third waves will re-interview wave one
respondents. The bidder shall implement measures, including response incentives, geotagging the respondent’s residence, and collecting multiple pieces of contact information to increase response rates and minimize attrition across waves. The bidder will provide detailed information on a plan to minimize attrition.

(4) Pre-test. The questionnaire shall be pre-tested by the bidder prior to the commencement of any fieldwork. No less than 20 pre-test interviews shall be conducted and in surveys with translations into multiple languages, no less than 10 interviews per language. The bidder shall provide IRI with a written report of the results of the pre-test, along with details of any problems encountered and suggested remedies, prior to the commencement of any fieldwork.

(5) Fieldwork. Interviews shall be conducted by experienced enumerators who shall be thoroughly briefed by the bidder prior to administering any questionnaires. IRI may send a representative to observe training and/or some interviews. The bidder shall ensure that interviewers are thoroughly familiar with household and respondent selection procedures, call back procedures (at least 3 attempts), and the structure of the questionnaire, including routing and filtering, and delivering multimedia content in accordance with a randomization plan. Interviewer training shall include practice sessions in administering the questionnaire. All interviewers must have at least completed secondary education and must be fully fluent (reading and speaking) in the language(s) in which they are to administer the interviews. No interviewer shall conduct more than 10% of the total interviews, but a 5% upper limit would be preferable. A minimum of 10% of interviews shall be back checked or accompanied by a team supervisor. Interviewers for the midline and endline (waves 2 and 3) should come from the pool of baseline (wave 1) interviewers as much as possible. Household and respondent selection must be tracked on a contact tracking sheet or similar—this will be needed to calculate the response rate. Informed consent (oral is acceptable unless country laws require written consent) must be sought prior to commencing the interview. IRI will provide draft informed consent language to the bidder and this template may be updated by the bidder to conform with the country’s legal requirements.

(6) Data Processing. The bidder shall be responsible for data entry using survey software. No data cleaning, processing, or analysis are required. For each wave, the bidder shall supply data to IRI as a clean, fully labeled in “*csv” file format, along with a complete data dictionary of variable names and value labels. There shall be one data record for each respondent and records shall be of fixed length. The bidder shall be responsible for deriving and applying any post-stratification weights required to bring the sample into conformity with the demographic profile of the population at the very least for gender and age groups, as well as any additional weighting factors required to correct for disproportionate allocation, if use. Ideally, IRI would want education factors included in weights, and if available demographic data allows it, those without formal education will be assigned a separate code from those with at least some primary education. If demographic weights were to fall below 0.3 or above 3.0, this must be discussed in writing with IRI before the weight is applied. IRI has strict upper limits on post-weighting and requires unweighted samples already generally matching the population’s rough gender and age distribution. For example, an unweighted
sample of 65% male and 35% female would not be accepted, even if corrected with post-
weights.

Each record shall include a unique respondent ID number, interviewer ID number, interview
duration, Sampling Point ID number, interview start and end times, date of interview, GPS
coordinates, and interview language if there is more than one. Each record shall include
demographic information about the respondent, including gender, exact age, and education
level. Respondents must be labeled with a single unique identifier across the three survey
waves.

(7) Technical Report. When delivering data for each wave, the bidder shall provide a
Technical Report (template provided by IRI) which shall include the following:
(a) A complete Sampling Plan, including a list of individual sampling points and number of
interviews conducted at each sampling point.
(b) Details of response rates and attrition, including tabulation of unsuccessful interview
attempts by sampling point, with reasons for non-response (i.e., respondent refusal, proxy
refusal, inability to locate selected respondent, etc.).
(c) A brief report on survey operations including any practical difficulties encountered in
carrying out the survey. Fieldwork photos (not showing any respondent faces) would be
highly appreciated as well.;
(d) Estimated sampling error;
(e) A complete explanation of the weighting scheme including details of how weighting
factors were developed and applied, as well as the demographic data on which weights were
based (i.e., age, gender, and education distributions in the population);
(f) any abnormalities encountered during data QC, including but not limited to: suspicious
patterns by interviewer ID (e.g. usually fast completion rates), GPS coordinates not matching
the selected sampling point, potential contradictions (e.g. respondents who rate a certain
politician as highly untrustworthy yet definitely plan on voting for this person), significant
data changes of indicators since the previous poll etc.

(8) Summary of deliverables. The Deliverables to be provided to IRI by the bidder are as
follows:
(a) Sampling Plan
(b) Pretest report
(c) Copies of the final questionnaire, as fielded, in English and translations
(d) A complete data set formatted as SAV, DTA, or CSV file
(e) A technical report for each survey wave

9) Delivery Schedule. Bidder will advise IRI on a feasible timeline for completing work on
the first wave of this project as soon as possible, with the deliverables d-e listed in Section 8
above to be submitted no later than two weeks after the conclusion of fieldwork for each
wave. The first wave should be conducted in September, with Wave 2 roughly 1 week after.
The final wave (Wave 3) should be conducted 2-3 weeks after the completion of Wave 2.
Proposals should address:

- Examples of surveys with similar specifications previously conducted in North Macedonia
- Explain if planning on using subcontractors for any tasks
- Is bidder able to comply with all requirements listed on the SOW without alterations? If any proposed alterations, explain.
- Coverage, if not 100% of non-institutionalized adults aged 18+:
  - Describe sampling methodology, including design and the source the sampling frame is drawn from, household selection, respondent selection, number of call-backs
  - Anticipated response rate
  - Information on incentives to be paid to participants
  - Describe Number of Interviewers intended for this project and Interviewer Training (duration, topics etc.)
  - Describe fieldwork quality control (direct observation, personal backchecks, phone backchecks etc.)
  - Describe data entry and data checks protocol (e.g. checks for duplicate entries, logic checks etc.)
  - Describe anticipated challenges if any
- Explain what percentage of original wave 1 respondents you expect to be able to re-interview for waves 2 and 3 the measures you plan on taking to maximize this share.

Technical Proposals
All proposals submitted to IRI must include:

1. Information addressing Bidder’s experience in providing each of the services identified in the above Statement of Work and Bidder’s proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.

2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.

3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.

4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain Bidder’s Taxpayer Identification Number.

5. Proposals will not exceed 10 pages (not including cover page).

6. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.

7. Times New Roman 11-point font, 1” margins

Attachment requirements:
1. CVs/resumes of the lead researcher and proposed research team. Each CV/resume should provide a concise overview of credentials, their ability of Macedonian and Albanian languages skills and be no longer than two pages.
2. Brief organizational description, budget for services and any descriptions of specialized products or services relevant to the bid
3. Previous example of quantitative survey research in Macedonia.

Proposals should address:
4. List surveys with similar specifications previously conducted in this country. Prior experience conducting survey experiments with random assignment is preferred.
5. Explain if planning on using subcontractors for any tasks
6. Is bidder able to comply with all requirements listed on the SOW without alterations? If any proposed alterations, explain.
7. Coverage, if not 100% of non-institutionalized adults aged 18+:
8. Describe sampling methodology, including design and the source the sampling frame is drawn from, household selection, respondent selection, number of call-backs.
9. Anticipated response rate and description of response incentives
10. List proposed interview method for each wave (CAPI, telephone, online). First wave must be administered via CAPI.
11. Describe Number of Interviewers intended for this project and Interviewer Training (duration, topics etc.)
12. Describe fieldwork quality control (direct observation, personal backchecks, phone backchecks etc.)
13. Describe data entry and data checks protocol (e.g., checks for duplicate entries, logic checks etc.)
14. Describe tablets for CAPI that will be used, and past experience delivering audiovisual media content.
15. Describe anticipated challenges if any.

Price Proposals
Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder’s pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in USD, payments under any resulting contract will be made in this currency. The total price should not exceed 100,000 USD.

<table>
<thead>
<tr>
<th>Unit/Deliverable</th>
<th>Number of Units</th>
<th>Unit Price</th>
<th>Total</th>
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<tbody>
<tr>
<td>Sampling Methodology Report and Copies of Final Questionnaire w/Translations</td>
<td>1</td>
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<td></td>
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<tr>
<td>Pretest Reports</td>
<td>3</td>
<td></td>
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<tr>
<td>Complete data sets and technical reports (Payment 2) (one dataset and report per wave)</td>
<td>3</td>
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Evaluation and Award Process

1. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.

2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there is a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.

3. IRI may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if IRI determines that the lack of balance poses an unacceptable risk.

4. IRI will conduct a source selection based as follows:

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

a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 40 percent

b) Past performance and experience in performing similar projects 30 percent

e) Price – 30 percent

<table>
<thead>
<tr>
<th>Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)</th>
<th>40</th>
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</thead>
<tbody>
<tr>
<td>Sampling Methodology</td>
<td>20</td>
</tr>
<tr>
<td>Capacity to perform scope of work</td>
<td>20</td>
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<tr>
<td><strong>Past performance and experience in performing similar projects</strong></td>
<td><strong>30</strong></td>
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<tr>
<td>Price</td>
<td><strong>30</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</table>

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 Bret Barrowman, at bbarrowman@iri.org with the subject line “CENTER2023ELP03o” by the deadline listed above.

RFP Terms and Conditions

1. Prospective Bidders are requested to review clauses incorporated by reference in the section “Notice Listing Contract Clauses Incorporated by Reference”.
2. IRI may reject any or all proposals if such is within IRI’s interest.
3. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents, may be requested during and for up to three years after the end of the contract period.
4. The Bidder’s initial proposal should contain the Bidder’s best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
11. Offerors confirm that the prices in the proposal/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Bidder or competitor for the purpose of restricting competition.
12. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
   i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
   ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
   iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (2 CFR 200.216).

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


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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Email</th>
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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**

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>Proposed Rate:</th>
<th>Daily</th>
<th>Hourly</th>
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</table>

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**

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>EMPLOYER’S NAME AND ADDRESS POINT OF CONTACT &amp; TELEPHONE #</th>
<th>Employment Period (M/D/Y) From</th>
<th>To</th>
<th>Annual Salary¹ in U.S. Dollars</th>
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**SPECIFIC EXPERT SERVICES**

<table>
<thead>
<tr>
<th>SERVICES PERFORMED/TITLE</th>
<th>CLIENTS NAME AND ADDRESS POINT OF CONTACT &amp; TELEPHONE #</th>
<th>Service Period (M/D/Y) From</th>
<th>To</th>
<th>Units at Rate</th>
<th>Daily/Hourly Rate² in U.S. Dollars</th>
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**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.