



Digital Frontiers

Request for Proposals (RFP)

No. 2022-03

ProjCT: Technical and Policy Advisory Support for ASEAN AI Research
Brief and Roadmap

Issue Date: January 27, 2022

WARNING: Prospective Offerors who have received this document from a source other than the DigitalFrontiers@dai.com email address, should immediately contact DigitalFrontiers@dai.com and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to contact DigitalFrontiers@dai.com assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation, questions and answers, or other communications will be issued from DigitalFrontiers@dai.com

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Synopsis of the RFP

RFP No.	2022-03
Issue Date	January 27, 2022
Title	ProICT: Technical and Policy Advisory Support for ASEAN AI Research Brief and Roadmap
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	February 3, 2022, 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	February 17, 2022, 5pm EST time, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	For individuals: Independent Consultant Agreement For companies: Time and Materials or Cost Reimbursable contract
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 DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Digital Frontiers program, invites qualified offerors to submit proposals to work with Digital Frontiers to support the Promoting American Approaches to ICT Policy and Regulation (ProICT) activity, for which DAI is seeking a consultant or team of consultants to write a Research Brief as well as a subsequent AI Roadmap for The Association of Southeast Asian Nations (ASEAN) member countries, to share this work at two convenings (or as required to incorporate substantive feedback and generate buy-in), and regularly and proactively solicit and incorporate input from relevant stakeholders. Proposals will be accepted from organizations/firms or from independent consultants.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with DigitalFrontiers@dai.com assumes complete responsibility if they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a Time and Materials, Cost Reimbursable, or Independent Consultant contract. The contracting mechanism applied is subject to change during negotiations.

A Time and Materials Contract is: An award that allows the acquisition of supplies or services based on direct labor and materials at cost. It has two primary components: Labor (Time) and Non-labor (Materials).

A Cost Reimbursable Contract is: An award where the contractor is reimbursed for actual reasonable, allowable, and allocable costs up to a maximum ceiling value of the contract agreement.

If an individual (or group of individuals) is selected, DAI anticipates awarding Independent Consultant Agreement(s) (ICA). An ICA is an award where the consultant is reimbursed for actual labor and non-labor costs up to a maximum ceiling value of the ICA.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Contractor”, 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 DAI to award a contract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for or liable for these costs.

Proposals are due no later than **February 17, 2022 at 5pm EST**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (2022-03) in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. Technical proposals are limited to **three (3) to five (5) pages (excluding supporting documents detailed below)**.

The submission to DAI 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. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature 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 **60 days** for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 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 to DigitalFrontiers@dai.com by **February 3, 2022 at 5pm EST time**. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers 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 via email to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate attachment from cost proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL". Technical proposals are limited to **three (3) to five (5) pages**, excluding personnel CVs, past performance matrix, and cover letter.

Technical proposals shall include the following contents:

1. Technical Approach

- Narrative summary of firm's technical approach to the Scope of Work in Attachment A, proposing a methodology for the implementation of the three (3) overarching tasks and demonstration of offeror's technical capabilities and qualifications to implement the Scope of Work. Required technical capabilities are indicated in the SOW.

2. Management Approach

- Proposed implementation and management approach of SOW activities. If multiple consultants are proposed for one position, Offeror must indicate how the consultants will work together to deliver the SOW.
- A workplan that outlines how the consultant /firm will approach and achieve the milestones in the timeframe.

3. Past Performance

- Past Performance Matrix per the template in Attachment E. The matrix should include a list of at least three (3) recent projects. The information 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, and a current contact phone number of a responsible and knowledgeable representative of the organization. This information may be used for validation of experience or reference checks.

4. Personnel Qualifications

- Narrative summary of consultant(s)' technical capabilities, demonstrating that the Offeror is qualified to implement the SOW for the desired position(s).
- CV(s) of key named personnel that demonstrate relevant qualifications for the SOW. Required qualifications for each position are indicated in the SOW.

3.1 Services Specified

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

3.2 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 proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors.

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach	<ol style="list-style-type: none"> 1. Technical approach is responsive to the specific needs of each of the three (3) identified tasks. 2. Proposed research approach demonstrates understanding and ability to provide necessary support identified in the SoW. 	30 points
Management Approach	<ol style="list-style-type: none"> 1. Management plan details an efficient and comprehensive oversight plan that ensures quality control and responsiveness to client needs. 2. A workplan that demonstrates how the consultant(s)/firm will approach and achieve the work in the required timeframe. 3. Narrative summary of Offeror's technical capabilities and proposed management plan demonstrate the ability to complete the scope of work. 	25 points
Past Performance	<ol style="list-style-type: none"> 1. At least 3 past relevant project examples in past performance matrix demonstrating capabilities in line with SOW; 	20 points
Personnel Qualifications	<ol style="list-style-type: none"> 1. Narrative summary of consultant(s)' technical capabilities demonstrating the ability to complete the scope of work. This summary includes a management plan with named personnel within the 3-5-page limit. 2. CVs of key named personnel that include relevant qualifications for selected position(s) the SOW. Proposed personnel demonstrate at least 5 years of experience working in ICT policy, technology policy, and/or labor force policy in the development context. 3. Demonstrated experience working on AI policy and knowledge of US government positions and perspectives on AI. 4. Proposed personnel possess excellent written and oral communication skills in English. 5. Proposed personnel possess excellent knowledge of ASEAN and ASEAN Member States (preferably with experience working in the ASEAN region and/or working with ASEAN Member States). 6. Proposed personnel possess relevant experience in conducting cross-sectoral research, conducting qualitative research and analysis and writing reports, presenting research findings and building consensus around evidence-based policy, diplomatically conducting substantive stakeholder engagement and incorporating critical feedback. 	25 points
Total Points		100 points

4. Instructions for the Preparation of Cost Proposals

4.1 Cost Proposals

Cost proposals shall be in a separate attachment from technical proposals and shall be clearly labeled as "VOLUME II: COST PROPOSAL".

Offerors should use their previous experience and knowledge to inform a cost proposal that reflecting unit prices reasonable for the local market. The final number and type of events will be determined during the convening design phase of the scope of work. Offerors should note that, while the United States Department of State will provide the logistical and operational support for the convenings themselves, offerors will be responsible for budgeting for all other costs related to attending the convenings.

Provided in Attachment C is a template for the cost proposal. Offerors shall complete the template including as much detailed information as possible. The Contractor 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.

4.2 Budget Narrative

The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of the SOW in Attachment A. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Attachment C.

5. Basis of Award

5.1 Best Value Determination

DAI 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 DAI. DAI 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. DAI 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.

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

5.2 Responsibility Determination

DAI 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. Evidence of a DUNS number, CAGE/NCAGE code, and SAM.gov registration (explained below and instructions contained in Attachment D).
2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Offeror has adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
4. Ability to comply with required or proposed delivery or performance schedules.
5. A satisfactory past performance record.
6. A satisfactory record of integrity and business ethics.
7. Offeror has the necessary organization, experience, accounting and operational controls and technical skills.
8. Is qualified and eligible to perform work under applicable laws and regulations.

6. Inspection & Acceptance

The designated DAI 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 equipment or supplies are of acceptable quality and standards. The contractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Project Director as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 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 F.

7.2 Prohibited Technology

Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with 2 CFR 200.216.

7.3 Source and Nationality

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the exclusions for prohibited countries outlined above.

Under the authorized geographic code for its agreement DAI may only procure goods and services from the following countries. DAI has the option to seek a waiver to these requirements if selected Offeror is registered in a country outside of Geographic Code 937.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

7.4 US Government Registrations

There is a **mandatory** requirement for your organization to provide evidence of the following registrations to DAI prior to being awarded an agreement. Without registering in the required databases, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a contract or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a DUNS number, CAGE/NCAGE Code, and evidence of SAM.gov registration to DAI. Offerors who fail to provide these will not receive an award and DAI will select an alternate Offeror.

- Offerors need to obtain the following before award of an agreement:
 - DUNS Number
 - Registration with SAM
 - CAGE/NCAGE

For detailed information on registration in the above USG databases, see Attachment D - Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and DUNS Number

Restricted/Sanctioned Groups or Individuals

U.S. Executive Orders and U.S. law prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. These requirements apply to Vendor/Subcontractor. No material support or resources may be provided to individuals or entities that appear on the following lists¹:

- a. Office of Foreign Assets Control (OFAC) (Department of Treasury) Sanctions List: <https://sanctionssearch.ofac.treas.gov/>
- b. OFAC's List of Specially Designated Nationals (SDN) and Blocked Persons, and the database formerly known as EPLS, now searchable at www.sam.gov
- c. Consolidated United Nations Security Council Sanctions List, available at <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>

The term "material support" includes "any property, tangible or intangible, or service, including currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, and transportation, except medicine or religious materials."

Please note that the following are included in the list of sanctioned entities:

- Fuerzas Armadas Revolucionarias de Colombia (FARC)
- FARC Communes/Political Party
- The National Liberation Army (ELN) (Colombia and Venezuela)
- Shining Path (SL) (Peru)

Further information is available at:

<https://www.state.gov/j/ct/rls/other/des/122570.htm>

<https://www.treasury.gov/resource-center/sanctions/Programs/Documents/terror.pdf>

7.5 Fly America Act

The contractor must comply with Fly America Act restrictions for all international travel under this award. See Attachment G for the mandatory standard provision regarding international air travel.

8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or contractors/subgrantees/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 DAI staff may report violations to DAI's Ethics Hotline at +1-503-597-4328, Ethics@dai.com, or www.dai.ethicspoint.com. DAI 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 USAID, 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, DAI takes the payment of USAID 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 DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

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

9. Attachments

9.1 Attachment A: Scope of Work for Services

Technical and Policy Advisory Support for ASEAN AI Research Brief and Roadmap

Digital Frontiers is a \$74.4 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2023. DAI implements the Digital Frontiers program, which works closely with USAID's Technology Division, USAID Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

I. Summary

Digital Frontiers implements USAID's [Promoting American Approaches to ICT Policy and Regulation \(ProICT\) program activity](#). The ProICT activity, through the Digital Connectivity and Cybersecurity Partnership (DCCP), is designed to fund intensive, dedicated policy engagements to help countries adopt American models of telecommunications, internet, and ICT regulation, including promoting:

- Open, interoperable, reliable, and secure internet and communications networks;
- Multi-stakeholder models of internet governance;
- Pro-competitive and pro-investment spectrum, telecommunications infrastructure, and regulatory policies;
- Effective approaches to advancing cybersecurity frameworks, supply chain policies, and regulation of communications networks.

The program activity is implemented in coordination with the USAID Technology Division in the Bureau for Development, Democracy, and Innovation. ProICT can implement activities together with the Department of State, USAID Missions, and other USG agencies (like the FCC). The program activity coordinates closely with that of various bureaus within the Department of State.

Digital Frontiers is seeking a consultant or team of consultants to write a Research Brief as well as a subsequent AI Roadmap for The Association of Southeast Asian Nations (ASEAN) member countries, to share this work at two convenings (or as required to incorporate substantive feedback and generate buy-in), and regularly and proactively solicit and incorporate input from relevant stakeholders. Proposals will be accepted from organizations/firms or from independent consultants.

II. Background and Opportunity

ASEAN is a dynamic region with a population of 650 million, collectively representing the fifth-largest global economy. As one of the fastest growing regional economies in the world, the 10 member states of ASEAN represent an economy of more than \$3 trillion and an enormous market for U.S. products. Nearly 42,000 U.S. companies export to Southeast Asia, supporting 600,000 U.S. jobs.

As part of the United States' strategic approach to the Indo-Pacific, USAID prioritizes its cooperation with ASEAN. Partnering with ASEAN fosters regional economic growth, strengthens public health security, and reduces transboundary threats. USAID partners with ASEAN to promote unity, consensus-building, and solidarity to bolster ASEAN's credibility, coordination, and institutional capacity to create policies and frameworks to implement endorsed commitments at the national level across ASEAN member states.

USAID's flagship project working in the ASEAN economic pillar—the ASEAN-USAID Inclusive Growth in ASEAN through Innovation, Trade and E- Commerce (IGNITE) project—promotes close collaboration with ASEAN sectoral bodies and the regional and global private sector. This project will be a close collaboration between the consultant(s), the USAID-IGNITE team, US Mission for ASEAN, and technical staff in Washington, DC.

ASEAN is increasingly focused on the emergence of the Fourth Industrial Revolution (4IR). AI is one of the rapidly evolving technologies that is expected to have the largest impact on the region's economic outlook. In light of the potential economic gains—and challenges—that AI can offer, ASEAN must continue to work toward building AI ecosystems that are open, inclusive, and secure. As a whole, ASEAN lacks a coordinated regional approach and response to AI. As such, the ASEAN Secretariat (ASEC) requested USG assistance to tackle two main issues that ASEAN member states (AMS) are grappling with: how to train ASEAN human capital to both work with and respond to AI, as well as how AMS can respond to labor market impacts caused by the introduction of AI systems.

III. Scope of Work

At the request of USAID/ASEAN in coordination with Digital Frontiers, the consultant(s) will undertake the following activities:

- **Research Brief:** Develop a research brief that will complement the ASEAN Strategic Guidance on AI and Thailand's ASEAN initiative on Digital Workforce. The research brief will:
 1. Identify data and review and assess opportunities and challenges related to the development of an AI-ready workforce¹ and the labor market effects of the introduction and evolution of AI systems;
 2. Highlight national and regional AI policy best practices to maximize ASEAN's economic goals and ensure the protection of human rights; and
 3. Offer guidance on private sector coordination and partnership to responsibly and ethically develop and implement AI, leveraging examples from U.S. companies operating in the Indo-Pacific in coordination with US-ASEAN Business Council and U.S. government regional capacity building on AI (and/or other examples as relevant).

The Research Brief may focus on the fundamental building blocks of the AI ecosystem, including digital environment and data infrastructure, AI innovation system, AI and data-intensive sectors, data protection and privacy, governance and ethics, digital and data skills, technical AI workforce, government incentives, best regulatory practices, responsible design/deployment of AI, intellectual property/data ownership, and/or other topics as surfaced in the research process. The Research Brief should be based on a sound methodology, should contain a comprehensive annotated bibliography that can be used to better understand key issues and possible solutions, and should be contextualized within the U.S. Government's previous work on AI.²

¹ An AI-ready workforce includes technical AI expertise, but also the adjacent workforce required to ensure that AI technologies and designed and deployed responsibly: e.g. a government with the regulatory expertise to respond to AI, civil society actors equipped to hold AI systems to account, private sector actors incentivized to build and deploy human-centered AI systems, and others.

² This could include recent law and/or executive orders, significant publications, membership in multilateral organizations working on AI, and AI and development topics from USAID (<https://www.usaid.gov/digital-development/artificial-intelligence>)

- **AI Roadmap:** The AI Roadmap would equip ASEAN member state governments to implement and respond to the findings from the Research Brief, in areas such as regulation, policy design and implementation, AI and digital skills enhancement to prepare for the future of work, the responsible and ethical development and use of AI and big data, development of AI and big data innovation systems, and/or other topics surfaced in the Research Brief. The AI Roadmap will contain a clear set of recommendations for ASEAN as a whole (e.g., to promote a more coordinated response to AI), as well as appropriately scoped recommendations for different ASEAN member countries, including the stakeholders that would need to be involved, the actions these stakeholders would need to take, the timeline on which such actions should take place, and a brief summary of the rationale for those actions. The AI Roadmap should be rooted in findings of the Research Brief and developed through engagement with the implicated key stakeholders to ensure the feasibility of recommended actions and to facilitate ‘buy-in’ of key ASEAN actors.
- **Attend Convenings and Incorporate Feedback:** In parallel with the Research Brief and AI Roadmap development, a series of convenings will be organized by the U.S. State Department. The convenings are still being scoped, but the first convening will be a public symposium, wherein public and private stakeholders will hold substantive discussions on AI policy in ASEAN (notional May/June 2022). The second convening will likely be a working-level meeting among AMS policymakers to explore and exchange knowledge and experience on specific AI policy areas (notional July/August 2022, or on the sidelines of the ASEAN Digital Senior Officials' Meeting). The consultant will provide intellectual input into the content of these convenings, attend the convenings, share findings from the Research Brief and AI Roadmap, incorporate feedback from meeting attendees, and collaborate with the U.S. Department of State in the development of the agenda for each convening. In tandem with these meetings, the consultant(s) will be expected to facilitate side meetings with key policymakers in the region to talk through the research brief and roadmap to ensure the work is appropriately socialized with key stakeholders.

IV. Minimum Expectations

- Timeline of engagement (notional): March 2022 – September 2023
- Location of Effort: Southeast Asia, with the ability to hold video conference meetings with USAID and State Department staff in the United States and locally. The consultant should be prepared to maintain working relationships and hold virtual and/or in person meetings with relevant stakeholders in the ASEAN region.
- Level of Effort: Approximately 200 days over the period of performance, with an estimated 100 days for the Research Brief and 100 days for the AI Roadmap.
- Minimum qualifications for personnel:
 - At least 5 years’ experience working in ICT policy, technology policy, and/or labor force policy in the development context
 - Demonstrated experience with AI policy, including US government positions/perspectives on AI
 - Demonstrated knowledge of ASEAN and ASEAN Member States (preferably with experience working in the ASEAN region and/or working with ASEAN Member States).
 - Ability to quickly synthesize information from literature reviews, write clearly and concisely for non-lawyers on policy and regulatory topics.
 - Experience conducting cross-sectoral research
 - Demonstrated experience presenting research findings and building consensus around evidence-based policy, and navigating
 - Demonstrated experience diplomatically conducting substantive stakeholder engagement and incorporating critical feedback

- Experience conducting qualitative research and analysis and writing reports
- Excellent English written and oral communication skills
- Demonstrated project management, organizational, and knowledge management skills
- Experience conducting client-facing projects
- Ability to communicate across diverse teams and cultures
- Delivery of reports, as outlined below.

V. Reports

1. **Work plan:** The consultant(s) should draft an updated work plan based on the version submitted during the technical proposal process but reflecting input from initial consultations with relevant USG agencies and project stakeholders. This work plan will describe how the consultant(s) expects to complete the activity described above. This work plan should identify the specific research methodologies underlying the project, including how the consultant aims to interact with various stakeholders and exchange information needed for completing items, including an illustrative list of contacts to be pursued, interviews to be conducted, timeline for completion of activities, and illustrative performance benchmarks. The work plan should be centered around drafting the Research Brief and AI Roadmap, with any other action items being conditional based on further guidance from Digital Frontiers and USAID.
2. **Regular Reports:** Consultant(s) will prepare weekly update reports indicating objectives, outcomes, and recommended changes (if any) in the work plan (with a possibility for switching to bi-weekly reports if agreed by USAID, Digital Frontiers, and the consultant).
3. **Final Research Brief:** Consultant(s) will prepare a Research Brief as described above. The Brief shall contain an executive summary, main body, and appropriate attachments (e.g., work plan, list of contacts made, synthesis of critical feedback from relevant stakeholders, recommended additional contacts, topical reports, and any additional information the consultant believes will add value to the Brief).
4. **Final AI Roadmap:** Consultant(s) will prepare an AI Roadmap as described above. The Roadmap will contain an executive summary for ASEAN, the main body with specific recommendations for AMS, including justifications for these recommendations, and any attachments that will further justify the Roadmap's suggested actions, illuminate specific insights from stakeholder feedback, and/or that the consultant believes will add value to the Roadmap.

VI. Coordination

Given the complexity of the operating environment and the range of stakeholders in this topic, efforts will be coordinated closely under a supervisory structure as designated by the USG. The consultant(s) will report directly to the DAI Digital Frontiers DCCP Project Director or a designated representative in close collaboration with the USAID Technology Division. Through weekly or bi-weekly updates, USAID will provide guidance, advice, and direction to the consultant(s) based on the consultant(s)'s preliminary findings. USAID will review and provide substantive comments/feedback. In addition, all consultant experts will coordinate efforts with the following parties:

- With and through one or more points of contact at USAID/ASEAN;
- AMS policymakers who can provide both critical feedback on the Research Brief and AI Roadmap, but also who will need to understand and appreciate the research findings in order to play a role in implementing them.
- With and through the ProICT Advisory Council and other U.S. Government interagency partners, especially State Department staff organizing the two convenings and associated implementing partners;
- Donors operating in the ICT4D environment, specifically those working on AI-relevant issues in the region.

9.2 **Attachment B: Proposal Cover Letter**

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.
DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of 60 days for the prices provided in the attached Cost Proposal. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

9.3 Attachment C: Budget and Budget Narrative Template

	Name	Rate	LOE/Units	Unit Type	Cost
I. Salaries and Wages					
Person 1	TBD	\$0.00	0		\$0
Person 2	TBD	\$0.00	0		\$0
Person 3	TBD	\$0.00	0		\$0
Total Salaries and Wages			0		\$0
II. Indirect Costs on Labor					
Fringe (full-time employees)					\$0
Overhead on Labor					\$0
Total Indirect Costs on Labor					\$0
III. Other Direct Costs					
1. Project Management Expenses					
Communications		\$0.00	0		\$0
Other (DESCRIBE)		\$0.00	0		\$0
Total Other Direct Costs					\$0
Total Program Expenses					\$0
Indirect Costs on All Costs			0		\$0
Grand Total					\$0

Budget Narrative Template

The following narrative follows the format of the budget. *Firm Name* has priced its proposal on a: (specify) Cost Reimbursable or Time and Materials (T&M) basis.

Salaries and Wages

For our labor cost estimates, we have used the daily rates for personnel, as supported by actual salaries and/or prevailing labor rates (please explain and provide justification or backup for rates).

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

Level of Effort (LoE) allocations should be accompanied with brief technical justifications describing each position's roles and responsibilities (and requisite LoE) for each of the Tasks outlined in Attachment A.

Other Direct Costs

This category includes basic support costs for the project such as XXXX (Explain and provide backup for costs). Included within this cost category are all costs necessary for the successful operation of this activity.

Offerors should use their previous experience and knowledge to recommend the number of convenings within the budget. A variety of convenings (sizes, lengths, and virtual verse in-person) should be included in costs.

Indirect Costs on All Costs

All indirect costs must be in accordance with the Firm's policies (explain and provide justification). Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals.

9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and DUNS Number

Background:

Summary of Current U.S. Government Requirements

There are mandatory requirements for Contractors to obtain the following items/registration before a contract of any kind can be awarded. Without registering in the required databases, DAI cannot deem an Offeror to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of an IQC or Task Order contract resulting from this RFP is contingent upon the winner providing a DUNS number, a CAGE/NCAGE code, and proof of registration in the SAM.gov system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate Offeror.

CAGE/NCAGE Code

The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code **and** a DUNS number before registering in SAM.

- o Link to the CAGE/NCAGE Code request:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- o Link to CAGE/NCAGE code request instructions:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

System for Award Management (SAM) Registration

You must have an active registration with www.SAM.gov to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

- o U.S. Registrants:
 - 1) Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record
 - 2) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
 - 3) Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)
- o International Registrants:
 - 1) Your NATO Commercial and Government Entity (NCAGE) Code
 - 2) Your DUNS Number, Legal Business Name, and Physical Address from your D&B record; Make sure your DUNS information and NCAGE information match

Follow this link to create a SAM.gov user account and register your organization:
https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQApdmldzo5ZTNkNDA3MS1lYzZlLTRjZjgtYmQ2Ny03Mjg3Y2EyZjJhMzIA B19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-312126928af8&interactionstate=JBPNS_r00ABXcwABBfanNmQnJpZGdlVmlld0lkAAAAAQAPL2pzZi9iYW5uZXluanNwAAdfX0VPRI9f&portal:type=action##11

Data Universal Numbering System (DUNS)

The Data Universal Numbering System is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S.

Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

9.5 [Attachment E: Past Performance Table Template](#)

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

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

#	Project Title	Description of Activities	Reference(s) Name, email and/or phone	Client Name and Address	Cost in US\$	Start-End Dates	Problem(s) Encountered and Resolutions
1							
2							
3							
4							
5							

9.6 Attachment F: 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 DAI, 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) or the United Nations Security Designation List (online at: 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 DAII 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 DAI 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.

TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

a. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed reasonable charges normally allowed by the recipient in its regular operations as the result of the recipient organization's written travel policy and are within the limits established by the applicable cost principles.

In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the AO. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

b. FLY AMERICA ACT RESTRICTIONS

(1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.

(2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation pursuant to the Standard Provision, "Accounting, Audit and Records." The documentation must use one of the following reasons or other exception under the Fly America Act:

(i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU "Open Skies" agreement (<http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm>).

(ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see <http://apps.fas.gsa.gov/citypairs/search/>):

- a. Australia on an Australian airline,
- b. Switzerland on a Swiss airline, or
- c. Japan on a Japanese airline;

(iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;

(iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;

(v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or

(vi) If the US Flag Air Carrier does not offer direct service,

a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,

b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or

c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

c. DEFINITIONS

The terms used in this provision have the following meanings:

(1) "Travel costs" means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. "Travel costs" do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package that are consistent with the recipient's personnel and travel policies and procedures.

(2) "International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.

(3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at <http://ostpxweb.dot.gov/aviation/certific/certlist.htm>. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

(4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

9.8 [Attachment H: Proposal Checklist](#)

Offeror: _____

Have you?

- Submitted your proposal to DigitalFrontiers@dai.com as specified in General Instructions above?
- Submitted Separate Technical and Cost proposal email attachments?

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment B*)
- Technical Proposal not exceeding five (5) pages
- Past Performance Matrix (*use template in Attachment E*)
- CVs/bios of Team lead and staff
- Cost Proposal including budget and budget narrative (*use templates in Attachment C*)