

Request for Proposal



RFP #: 401-05-01
For: YouthPower Learning Website Development
Issuance Date: January 08, 2018
Issued Under: USAID YouthPower Learning Contract No. AID-OAA-I-15-00034/AID-OAA-TO-000011
Questions Deadline: January 16, 2018 5:00 pm ET
Answers Provided By: January 30, 2018 5:00 pm ET
Proposal Deadline: February 07, 2018 5:00 pm ET

Making Cents International (Making Cents), under the United States Agency for International Development (USAID)-funded contract YouthPower Learning, is seeking proposals from qualified entities to develop a new iteration of its project website.

This Request for Proposal (RFP) is posted on <http://www.makingcents.com/single-post/YouthPower-Learning-Request-for-Proposals> and may be amended. Potential offerors should check the website regularly to ensure they have the latest information pertaining to this RFP.

Any questions regarding this RFP from offerors must be submitted in writing, in English, via <https://goo.gl/forms/XEoYc9mrwcokcJsu2> no later than the date and time specified in the Questions Deadline stated above. This will allow sufficient time for a reply/amendment to reach all potential offerors before the proposal submission deadline. Answers to all questions will be posted to www.makingcents.com by the date specified above. Any information that substantially changes the requirements of this RFP shall be released through the issuance of an amendment to the RFP. Making Cents may, at its own discretion, extend the deadline for the submission of proposals.

Note that any business or organization (“Entity”) wishing to submit a proposal for this RFP must be registered in the System for Award Management (SAM). Information about registration procedures may be found at <https://www.sam.gov/portal/SAM/##11>.

YouthPower Learning staff, Making Cents employees, and employees of YouthPower Learning subcontractors may not ask for, and potential offerors are prohibited from offering any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a program employee should be reported to BusinessConduct@makingcents.com.

Table of Contents

INTRODUCTION	3
BACKGROUND	3
PURPOSE	3
PERIOD OF PERFORMANCE	3
CONTRACT MECHANISM	3
SCOPE OF WORK.....	4
“MUST HAVE” REQUIREMENTS FOR PHASE 1	5
DELIVERABLES FOR PHASE 1	13
PROPOSAL SUBMISSION INSTRUCTIONS.....	14
(A) COVER LETTER.....	14
(B) TECHNICAL PROPOSAL	14
(C) COST PROPOSAL.....	15
(D) PAST PERFORMANCE REFERENCES	16
(E) REPRESENTATIONS AND CERTIFICATIONS.....	16
EVALUATION CRITERIA	16
QUESTIONS AND REQUESTS FOR CLARIFICATIONS.....	16
PROPOSAL DELIVERY INSTRUCTIONS	16
RFP TERMS AND CONDITIONS	17
EQUAL EMPLOYMENT OPPORTUNITY	17
EXECUTIVE ORDER ON TERRORISM FINANCING	17
LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS	17
FALSE STATEMENT IN OFFER	17
SOLICITATION TERMS	17
CLAUSES TO BE INCORPORATED INTO THE CONTRACT AS APPLICABLE	18
NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE	20
REQUIRED REPRESENTATIONS AND CERTIFICATIONS	23
CERTIFICATION REGARDING TERRORISM FINANCING, IMPLEMENTING EXECUTIVE ORDER 13224.....	23
CERTIFICATION REGARDING LOBBYING	25
CERTIFICATION OF INDEPENDENT PRICE DETERMINATION	26
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR PROPOSED DEBARMENT	27
ANNEX A: USAID EXTERNAL WEB SITE REQUIREMENTS	28
ANNEX B: DRAFT COMPONENTS FOR PAGE TEMPLATES	29
ANNEX C: ADDITIONAL OPTIONAL FEATURES FOR PHASE 2	31

INTRODUCTION

BACKGROUND

Making Cents International (“Making Cents”) is the prime contractor for the YouthPower Learning contract (“the Project”) issued under YouthPower, a USAID initiative to strengthen local, national, and global youth systems and programs to achieve sustainable, positive youth outcomes in health, education, and political and economic empowerment, and to increase youth engagement in development efforts. As part of support to learning and knowledge sharing for the YouthPower initiative, the Project manages a Learning Hub (via a website) and communities of practice, and undertakes research and evaluation in positive youth development, amongst other activities.

The Project currently manages YouthPower.org, a microsite launched on the shared platform of the Global Innovation Exchange, which originally was developed in Drupal 7. The Project now desires to establish a standalone platform (“the Platform”) that includes both YouthPower.org and a new microsite for young changemakers, YouthLead.

PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain the services of a vendor to develop the shared Drupal-based platform for YouthPower.org and a new microsite for young changemakers (the Platform). The goal is to create a site that allows youth to connect with each other, find information, people and resources, and have opportunities to learn. The Project seeks a base platform that leverages the existing functionality developed for YouthPower.org, expands that functionality, and customizes and tailors it for YouthLead, a new microsite for young changemakers. As part of these services, the vendor will migrate the content of YouthPower.org to the new Platform.

The Platform will be managed by the Project’s staff and should allow for different levels of content managers, as well as contributions from end users. Hosting options, including third-party cloud options that conform to USAID external website requirements, should be proposed for review.

The Platform must adhere to all USAID external website requirements, as described in Annex A of this RFQ and in USAID XWeb design requirements (https://www.usaid.gov/info_technology/xweb).

PERIOD OF PERFORMANCE

The anticipated period of performance is from contract award through September 30, 2018.

CONTRACT MECHANISM

Making Cents anticipates issuing a fixed price purchase order to the successful offeror.

SCOPE OF WORK

Services will be requested in two phases. Phase 1 will include creation of the Platform, migration of the YouthPower.org content and web pages, and creation of the YouthLead microsite with “must-have” functionality enhancements. Phase 2 will add and enhancement functionality.

The Platform will match all current functionality on Youthpower.org and provide additional functionality, described below.

Vendors may choose to use a license with the code from YouthPower.org (a Drupal-based platform that is a microsite on the Global Innovation Exchange), or develop the code ‘from scratch’ with equivalent functionality.

Phase 1, to be completed by May 31, 2018, must include:

- Design and coding of the Platform and new YouthLead microsite;
- Migration of YouthPower.org content and webpages;
- Creation of “must have” functionalities, as outlined in Table 1; and
- Any functionality from the “should have” or “could have” list in Annexes B and C that would be implemented more efficiently if included in Phase 1 and can be accomplished within the Phase 1 timeframe.

Phase 2 should include remaining “should have” and “could have” functionality (see Annex B: Draft Components for Page Templates and Annex C: Additional Optional Features for Phase 2). The vendor should propose a timeframe for Phase 2 implementation.

The Platform must meet the requirements listed in Table 1; additional details regarding functionality are outlined in Annex B. Most of these required features apply to the whole Platform (P). Design-specific requirements apply only to the new YouthLead microsite (M). Unless marked with an “M”, the requirements apply to the Platform.

Request for Proposal



Table 1: Phase 1 requirements for the Platform

"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Platform	<p>The vendor must provide a platform that can be populated and edited by Project staff using a content management system. The Client suggests a Drupal-based system to match the current YouthPower.org, but will consider other options if the Vendor can provide a compelling argument and detailed cost analysis and level of effort documentation for consideration. The proposal needs take into account required YouthPower.org content migration. The open-source platform (including the CMS) must use the most current software release and applicable security settings for USAID compliance. It must be optimized for use by mobile devices. Necessary plugins (including SEO) must be mobile-responsive and account for smartphone capabilities in low- and middle-income countries (LMICs). The Platform must be low-bandwidth responsive (or be able to adjust to low-bandwidth); 508 compliant; and follow WC3 guidelines, including for use in multiple browsers.</p> <p>The Platform must be able to support multiple microsites. Platform functionality must be available for all microsites; platform administrators should be able to turn certain functionality on or off for each microsite.</p> <p>The Platform's content management system must be compatible with Drupal (unless a different software is proposed by the Vendor) and be shared across multiple YouthPower Learning microsites.</p>	

Request for Proposal



"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Administrative access and interface	<p>The user administrative ("admin") interface will be used in two ways:</p> <ul style="list-style-type: none"> • Site administration by Project staff • Page administration by designated content providers, to maintain specific pages for which they have been given admin rights <p>The Platform will have at least three levels of admin access: (1) overall Platform admin, (2) microsite-specific admin for each microsite, and (3) page admin for adding and changing content on specific pages. Microsite admin rights include the creation of new navigation items, static page creation (including content creation for the pages), registering new users, and changes on all microsite pages (static and dynamic).</p> <p>Platform administrators can create accounts for microsite administrators, and both, platform and microsite administrators can create accounts for page administrators.</p> <p>Platform admins will have the right to delete any content or page on the Platform; microsite admins have the same right for their respective microsite. Other admins and users can only change or delete content that they have created.</p>	

Request for Proposal



"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Design (M)	<p>The YouthLead microsite will be designed with a modern look and demonstrate good usability principles.</p> <p>The microsite can leverage YouthPower.org design components, but should be attractive for an audience of 18–29 years and reflect the expectation that primary access by these users will be via mobile phones.</p> <p>The vendor will provide three different design options for the YouthLead microsite and its mobile rendition, and two subsequent rounds of revisions. With input from potential users, the most appropriate design will be chosen. The vendor will develop the custom static and dynamic page and search results page templates and meet Project-relevant USAID branding and compliance requirements.</p> <p>Browser compatibility must include the two top browsers in Latin America, the two top browsers in Africa, and the two top browsers in Asia (as identified by ITU). The Platform will be compatible with the two most recent browser versions.</p> <p>The Platform must be mobile-responsive and optimized for smartphone capabilities in LMICs. The designs should start with a "mobile first" approach.</p>	
Navigation	<p>Navigation will be provided through top-level navigation, with mobile-enabled "drop-down"/secondary navigation, and enhanced through tagging and robust search functionality.</p> <p>Navigation should be easy for microsite administrators to update with future content changes.</p> <p>Top-level YouthLead microsite navigation will include these or similar items (details to be confirmed after the award¹): Home, Members, Needs, Innovations, Ideas, Good, Resources, Events, News, Expertise, Service Offerings, Funding. (M)</p>	

¹ Naming of the content types is not finalized and will be discussed with the vendor during implementation.

Request for Proposal



"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Site pages	<p>Microsites will include static website pages that project staff can set up manually and add to the site's navigation as needed, as well as dynamic pages ("list pages") that are populated from the repository (online resources) and automatically updated when new content is posted.</p> <p>The microsite Home pages will include both static components and dynamic components.</p>	
Page templates ² (M)	<p>The vendor will develop at least two page templates for each page type³ for the YouthLead microsite, based on the new design, including the different list pages, as well as the static website page types. The vendor will take into account two rounds of Project feedback and create revised templates if needed.</p> <p>The Project will select the final templates.</p> <p>All list pages will include filtering options and a search bar specific to the respective type of content.</p> <p>The Home page top banner area should include a microsite-specific menu, branding; global search; language selection (for the navigation); Login/out, Signup links; and My dashboard (profile).</p>	

² More details about components for the major page templates can be found in Annex B.

³ 'List page' refers to dynamic pages that are automatically populated based on content posted in the repository. Examples on the current YouthPower.org website include Events and Resources.

Request for Proposal



"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Content posting, editing	<p>The Platform must:</p> <ul style="list-style-type: none"> ○ Have a WYSIWYG editor—creating pages on the site has to be easy, to accommodate microsite administrators with little or no knowledge of html or coding. ○ Provide easy ways for microsite administrators and registered site users (Members) to add content—resources, news, events, threaded discussions, requests for help and offerings of help. ○ Enable all Members to post and tag content in the repository (e.g., resources). ○ Be able to store and tag a wide variety of content (e.g., Word, PPT, pdf, photos). <p>The microsite administrators will be able to select specific content <i>types</i> to display on the Home page and determine which content <i>items</i> (e.g., a specific resource, event) get pushed to the Home page.</p>	
Online repository	<p>The repository must be able to store and tag all major web content types (e.g., Word, PowerPoint, pdf, photos).</p> <p>The repository will allow tagging or labeling of all major web content types. The Project will provide the taxonomy/ies to use.</p> <p>When content is posted, the system will automatically assume that it should be displayed on the microsite where it was originally posted (e.g., YouthPower.org or YouthLead microsite). Platform and microsite administrators should be able to make that content available across other microsities on the Platform.</p> <p>The repository will be full-text searchable.</p>	
Video embedding	<p>The Platform must support embedded video on all web pages (dynamic and static).</p>	

Request for Proposal



"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Search	<p>The Platform must have user-friendly, reliable, Platform-wide full-text search. Indexing must include static website pages, dynamic pages, and content in the repository.</p> <p>Search functionality must include keyword search in both public and password-protected sections of the website, as well as across the static website pages of the site. Password-protected content should only be included in search results if the user is registered and has logged in.</p> <p>The repository will be shared across microsites; users will be able to select the scope of the search and filter content according to the microsite where the content was posted, in addition to other filtering options.</p> <p>Search must function in multiple languages,⁴ as a faceted search. In Phase 1, stemming will be available for text/content in English. In Phase 2, stemming in additional languages will be added (French and Spanish).</p> <p>The search results interface must be user friendly, well designed, provide filtering options (filter search results by tags, including language), and sort according to different criteria (e.g., date, relevance).</p> <p>The Platform must include a search bar and the ability to filter and sort all dynamic "list pages" by content type. While the platform search results will cover the content of all microsites, the users shall be able to filter by microsite.</p>	

⁴ See also Annex C for additional desired "should have" or "could have" functionality.

Request for Proposal



"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Tagging	<p>Administrators must be able to add tags to all content types in the repository, based on the taxonomy. Users must be able to add tags to the content they post.</p> <p>Platform administrators will be able to add new tags to the taxonomy.</p> <p>The pages will include a clean/simple display of core meta-data attributes for each document/content type.</p> <p>The Platform will use tags that leverage the existing YouthPower.org tags, but also take into account the need for changes to the taxonomy, and additions specific to YouthLead requirements (M⁵).</p>	
Workflow (M)	<p>To post resources, Members should only have to attach the document and complete minimum information/tags. Microsite administrators should be able to add additional tags and information. The document should be published when posted by a Member and not require administrative review.</p> <p>For "Needs" (i.e., discussion forum) YouthLead functionality, Member postings should not require review by an administrator before going live.</p> <p>The platform and microsite administrators must have the ability to delete any document or page. Members and page administrators only can delete documents that they themselves have posted.</p>	
Subscription to content updates	<p>The Platform must offer users the ability to subscribe to content updates by microsite, and within microsities by topic (users should be able to choose between RSS feeds or email). Subscription changes should be managed via their profile pages.</p>	
Social media integration	<p>The Platform will have the ability to pull in feeds from social media platforms (Twitter, Facebook). The Platform and microsite administrators will be able to select the feeds and determine where they appear on the Platform.</p>	

⁵ Tagging functionality needs to be available on the whole site, but the YouthLead microsite is likely to have site-specific tags. The vendor should support automatic tagging with new tags for existing content (e.g., through cross-walking or inference), if needed and possible.

Request for Proposal



"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Content and page permissioning	<p>The YouthLead website will include open-access pages and a password-protected area for Members. Almost all pages and content will be visible to non-Members. Discussion areas and content should only be visible to Members (M⁶).</p> <p>Only Members and administrators can post documents, events, resources, contribute to discussions, and "like" or comment.</p>	
User registration, log-in and profile	<p>The Platform will allow Open ID, Google, Facebook and LinkedIn logins.</p> <p>The Platform will allow users to select their preferred method for registration. Members can use their social media profiles (LinkedIn, Facebook at minimum) to log in where possible, or choose to create a site-specific user id and password.</p> <p>The Platform will pull information from the log-in form or from the social media site used for log in, as permitted (e.g., name and email) and will allow the user to enter additional profile information.</p>	
Localization, languages	<p>The Platform site navigation (including tags and filters) will be in English and Spanish (translated by professional translators, not machine translated), enable Members to select the preferred default navigation language in their user profile, and include functionality and a visual cue/icon to switch navigation languages on each page. The site will use data from non-Members' IP addresses to determine the default language.</p> <p>The Platform will also offer page translation ("translate this page") equal to or better than Google Translate capability. (Phase 1 goal: machine translation between English and Spanish, and from English or Spanish into Portuguese and French).</p>	

⁶ While this functionality should exist on the whole Platform, initially, this will be used by the YouthLead microsite only.

Request for Proposal



"MUST HAVE" REQUIREMENTS FOR PHASE 1		
Item	Desired Platform Features	Proposal Response
Analytics	The Platform will include analytics (Google Analytics) that track user behavior to help the project team better understand specific users' needs, assess the impact of outreach and dissemination campaigns to specific audiences or geographic areas, and compile data for monitoring and evaluation purposes. The Project team must have access to the analytics and receive analytics reports equivalent to current Google Analytics reports. The vendor must provide access to a monthly document download report.	
Identification of unnecessary code	If the existing code license is used, the vendor will identify existing code that is not required for the functionality of YouthPower.org or the new microsite, and will turn it off.	
Site performance	The Platform will offer ease of access for users around the globe with fast page/content, at a speed at least equal to the current YouthPower.org.	

The vendor must provide documentation of key website management tasks, including content updates and addition of new pages from templates. The vendor also must provide step-by-step instructions and online demonstration/training for relevant Project staff to perform key tasks, including a walkthrough of CMS configuration and back end.

The vendor must provide testing of all features and the Platform before launch of the site, and build in an appropriate time period for user testing and changes based on feedback from user testing.

For Phase 1, the vendor must provide ongoing Platform maintenance—including security patches and module changes, as well as 20 hours of additional development time to address minor feature enhancements—between the launch and September 30, 2018. The proposal should make clear any assumptions regarding services to be provided, including service level, support hours of operation, maintenance level, expected frequency of scheduled updates and back-ups, scheduled maintenance, and system response times. A final service-level agreement will be drafted with the selected vendor.

Site hosting options for final selection, including third-party cloud solutions, are to be included in cost proposal for consideration by Making Cents prior to completion of site design and in time for live hosting. Hosting recommendations must include options for ongoing security and software patches. The Platform will be up 99% of the time or higher (but does not require 24/7 monitoring). The vendor will provide monthly uptime reports.

DELIVERABLES FOR PHASE 1

1. Wireframe and design, including 2 rounds of revisions, for YouthLead microsite, including access from YouthPower.org, look and feel, visual cues to differentiate, etc., i.e., three different design

options for the YouthLead microsite and its mobile rendition that meet Project-relevant USAID branding and compliance requirements, and two subsequent rounds of revisions.

2. Mock ups of sample web pages for major functionality, including static and dynamic page templates and search results page template for YouthLead (and any updates required to align YouthPower.org's and YouthLead's functionality).
3. Inline code documentation, where needed, and site administration documentation.
4. Maintenance and support for the Platform during the contract period of performance.
5. Hosting recommendations, including core applications support and updates.
6. User manual/documentation sufficient for the Project staff to manage the site.
7. Content migration for YouthPower.org, including testing of content after migration.
8. Fully functional Platform supporting YouthPower.org and YouthLead microsite, per the Phase 1 "Must-Have" requirements of this RFQ, including selection, installation, and testing of necessary modules and plugins.

DELIVERABLES FOR PHASE 2

1. Enhanced functionality on the platform to implement remaining requirements as outlined in Appendices B and C as "could have" and "should have" functionality.

PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must contain the following components:

- (A) Cover Letter
- (B) Technical Proposal
- (C) Cost Proposal
- (D) Past Performance References
- (E) Representations and Certifications

These components are described in detail below.

(A) COVER LETTER

Include the vendor's name; DUNS number; contact person for the proposal, including his/her name (both typed and signed) and title or position with the vendor; address; telephone; and email address. Also state whether the contact person is the person with authority to contract for the offeror, and if not, that person should also be listed. Note that any business or organization ("Entity") wishing to submit a proposal for this RFP must be registered in the System for Award Management (SAM). Information about registration procedures may be found at sam.gov.

(B) TECHNICAL PROPOSAL

The Technical Proposal should contain the offeror's:

1. Technical approach to the statement of work
The technical approach to the statement of work must provide enough information to permit a thorough evaluation of the proposal pursuant to the evaluation criteria listed below. The offeror must demonstrate a clear understanding of the SOW requirements and detail approach and methodology to achieve these requirements, including insights that can proactively improve the design and deployment or reduce costs. A brief description of how each of the tasks specified in the table in the SOW will be implemented is required. The proposed solution, including flexibility and extensibility to accommodate future feature and function development—in particular those

outlined as “could have” or “should have” requirements in Appendices B and C—must be included. The offeror should also specify which development methodology will be used.

2. Proposed project schedule

The proposed project schedule must include a detailed timeline with milestones for the project, clearly separated for the deliverables in Phase 1 and Phase 2, using a Gantt chart.

The technical proposal is limited to 10 pages, must be written in Times New Roman 11 font size, and must be submitted on 8.5 inch by 11 inch paper, with one-inch margins all around. This page limitation includes all required documents for the technical proposal. A page in the technical proposal that contains a table, chart, graph, etc. is subject to the page limitation. All required aspects of the technical proposal as noted below must be combined into a single PDF or MS Word file. The pages must be numbered consecutively, and the PDF file must be searchable.

The technical proposal must be concise, comprehensive, and responsive to the instructions contained herein. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal in response to this RFP are not desired and may be construed as an indication of the offeror’s lack of cost consciousness. Elaborate art work and expensive visual or other presentation aids are neither necessary nor wanted.

Technical proposals must not make reference to cost data so that the technical evaluation may be made strictly on the basis of technical merits.

These same requirements exist for the submission of subsequent revised technical proposals and technical clarifications.

(C) COST PROPOSAL

The cost proposal must be compatible with Excel and include all unlocked formulas. The narrative for the cost proposal must be submitted in PDF or MS Word format.

The cost proposal should include a detailed budget and budget narrative explaining each line item in sufficient detail for cost evaluation purposes. The budget for the project should be presented in three parts: Phase 1, including the 20 hours of additional development time as described in the SOW, and Phase 2. Include a total price for each Phase and also an itemized list with costs for each.

An itemized list can include milestones towards delivery of the required deliverables that aligns with the proposed project schedule. The budget should make it clear which assumptions have been made regarding the service that will be provided, including service level, support hours of operation, maintenance level, expected frequency of scheduled updates and back-ups, scheduled maintenance and system response times.

The offeror should clearly indicate in its cost proposal if it is opting to leverage the existing YouthPower.org platform code to develop the new site.

These same requirements exist for the submission of subsequent revised cost proposals and cost clarifications.

(D) PAST PERFORMANCE REFERENCES

A minimum of three client references from entities to which similar services were provided during the last three years must be included. These references should include website address or URL, a brief description of the work delivered, and the client's contact person, telephone number, and email address.

(E) REPRESENTATIONS AND CERTIFICATIONS

Offerors must review, complete, and sign the representations and certifications included in this RFP. Proposals submitted without these signed representations and certifications will be considered incomplete.

EVALUATION CRITERIA

These criteria are intended to (a) serve as the standard against which all proposals will be evaluated and (b) serve to identify the significant areas offerors should address in their proposals. This will be a best value evaluation considering the factors below totaling 100 points.

1. Technical Approach - System capability: The scope of work: 40 points
2. Schedule and Delivery: Reasonable timeline: 15 points
3. Past Performance: 15 points
4. Price: Cost realism, completeness, and reasonableness: 30 points

Making Cents International may elect to interview potential offerors in addition to evaluating the written proposal.

Award will be made to the responsible and responsive offeror whose offer is determined to be the "Best Value" and responsive to the RFP terms. Cost and system integrity/compatibility being essentially equal, preference will be given to offerors offering the shortest delivery timeline.

A responsive offer is one which complies with all the terms and conditions of the RFP without material modifications. A material modification is one which affects the price, quantity, quality or delivery of the equipment or materials, or which limits in any way any responsibilities, duties or liabilities of the offeror or any rights of the Contracting Officer. .

The proposal of any offeror which does not conform to the foregoing instructions may be rejected.

QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Any questions or requests for clarification regarding this RFP from offerors must be submitted in writing, in English, via <https://goo.gl/forms/XEoYc9mrwcokcJsu2> no later than the date and time specified in the Questions Deadline stated on the cover page. Answers to all questions will be posted to www.makingcents.com by the date specified on the cover page. No telephone inquiries will be answered.

PROPOSAL DELIVERY INSTRUCTIONS

Proposals must be submitted electronically via email with attachments compatible with Adobe Acrobat (PDF) or MS Word 2010, except for cost spreadsheets, which are to be provided as Excel files with all formulas unlocked. Each email must not exceed 10MB in size, including all attachments. All emails containing proposal files should, in the address line, state the name of the offeror and the RFP number. If sending proposals by multiple emails, please indicate in the subject line the desired sequence of

multiple emails. Zip files are not permitted. Facsimile submission is not authorized and will not be accepted.

RFP TERMS AND CONDITIONS

EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of work resulting from this RFP, Offeror agrees not to discriminate against any employee or applicant for employment because of race, sex, color, religion, age or national origin. Offeror will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, color, religion, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

EXECUTIVE ORDER ON TERRORISM FINANCING

Offeror is reminded that US Executive Orders and US law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of Offeror to ensure compliance with these Executive Orders and laws.

LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS

At the discretion of Making Cents, any proposal received at the office designated in the solicitation after the exact date and time specified for receipt may not be considered unless it is received before award is made and it was determined by Making Cents that the late receipt was due solely to mishandling by Making Cents after receipt at its offices.

Proposals may be withdrawn by written notice or email received at any time before award.

FALSE STATEMENT IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

SOLICITATION TERMS

1. The cost of preparing the RFP response is the sole responsibility of the offeror, whether or not any award results from this solicitation. Making Cents will not provide any specific payment or reimbursement for such costs.
2. Issuing this RFP is not a guarantee that Making Cents will award a contract.
3. Making Cents reserves the right to issue a contract based on the initial evaluation of offers without discussion.
4. Making Cents may choose to award a contract for part of the activities in the RFP.
5. Making Cents may choose to award contracts to more than one offeror for specific parts of the activities in the RFP.
6. Making Cents may request from short-listed offerors a second or third round of either an interview or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFP.
7. Making Cents has the right to rescind an RFP, or rescind an award prior to the signing of a contract due to any unforeseen changes in the direction of Making Cents' client, be it funding or programmatic.

Request for Proposal



8. Making Cents reserves the right to waive any deviations by offerors from the requirements of this solicitation that in Making Cents' opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
9. Data produced by this solicitation belongs to Making Cents. Any distribution of data must first have written authorization from Making Cents or its designated representative.

CLAUSES TO BE INCORPORATED INTO THE CONTRACT AS APPLICABLE

The following clauses will be incorporated by reference in the Contract. The term "Making Cents" shall be substituted for the term "Government" and the term "Making Cents Vice President, Projects and Operations or his/her designee(s)" shall be substituted for the term "Contracting Officer" in such clauses for purposes of the Contract.

AIDAR 752.225-70 SOURCE AND NATIONALITY REQUIREMENTS (FEB 2012)

(1) Except as may be specifically approved by the Contracting Officer, the Contractor must procure all commodities (e.g., equipment, materials, vehicles, supplies) and services (including commodity transportation services) in accordance with the requirements at 22 CFR Part 228 "Rules on Procurement of Commodities and Services Financed by USAID Federal Program Funds." The authorized geographic code for procurement of all goods and services under these contracts is as follows:

- 935 for all activities in support of HIV activities
- 937 for all other activities

Geographic Codes are provided at: <http://www.usaid.gov/policy/ads/200/260.pdf> in Section B.9. Guidance on eligibility of specific goods or services may be obtained from the Contracting Officer.

(2) Ineligible goods and services. The Contractor must not procure any of the following goods or services under this contract:

- (a) Military equipment
- (b) Surveillance equipment
- (c) Commodities and services for support of police and other law enforcement activities
- (d) Abortion equipment and services
- (e) Luxury goods and gambling equipment, or
- (f) Weather modification equipment.

(3) Restricted goods. The Contractor must obtain prior written approval of the Contracting Officer or comply with required procedures under an applicable waiver as provided by the Contracting Officer when procuring any of the following goods or services:

- (a) Agricultural commodities,
- (b) Motor vehicles,
- (c) Pharmaceuticals and contraceptive items
- (d) Pesticides,
- (e) Fertilizer,
- (f) Used equipment, or
- (g) US government-owned excess property.

If USAID determines that the Contractor has procured any of these specific restricted goods under this contract without the prior written authorization of the Contracting Officer or fails to comply with required procedures under an applicable waiver as provided by the Contracting Officer, and has

received payment for such purposes, the Contracting Officer may require the contractor to refund the entire amount of the purchase.

CONDOMS (ACQUISITION) (SEPTEMBER 2014)

Information provided about the use of condoms as part of projects or activities that are funded under this contract shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled "USAID HIV/STI Prevention and Condoms". This fact sheet may be accessed at:

<http://www.usaid.gov/sites/default/files/documents/1864/CondomSTIIssueBrief.pdf>.

The contractor agrees to incorporate the substance of this clause in all subcontracts under this contract for HIV/AIDS activities.

PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ACQUISITION) (SEPTEMBER 2014)

(a) This contract is authorized under the United States Leadership Against HIV/AIDS, Tuberculosis, and Malaria Act of 2003 (Pub.L. No. 108-25), as amended. This Act enunciates that the U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. The contractor shall not use any of the funds made available under this contract to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

(b)(1) Except as provided in (b)(2), by its signature of this contract or subcontract for HIV/AIDS activities, a non-governmental organization or public international organization awardee/subawardee agrees that it is opposed to the practices of prostitution and sex trafficking.

(b)(2) The following organizations are exempt from (b)(1):

- (i) The Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.
- (ii) U.S. non-governmental organization recipients/subrecipients and contractors/subcontractors.
- (iii) Non-U.S. contractors and subcontractors are exempt from (b)(1) if the contract or subcontract is for commercial items and services as defined in FAR 2.101, such as pharmaceuticals, medical supplies, logistics support, data management, and freight forwarding.

(b)(3) Notwithstanding section (b)(2)(iii), not exempt from (b)(1) are non-U.S. contractors and subcontractors that implement HIV/AIDS programs under this contract or subcontract by:

- (i) Providing supplies or services directly to the final populations receiving such supplies or services in host countries;
- (ii) Providing technical assistance and training directly to host country individuals or entities on the provision of supplies or services to the final populations receiving such supplies and services; or

Request for Proposal



- (iii) Providing the types of services listed in FAR 37.203(b)(1)-(6) that involve giving advice about substantive policies of a recipient, giving advice regarding the activities referenced in (i) and (ii), or making decisions or functioning in a recipient's chain of command (e.g., providing managerial or supervisory services approving financial transactions, personnel actions).

(c) The following definitions apply for purposes of this provision:

- "Commercial sex act" means any sex act on account of which anything of value is given to or received by any person.
- "Prostitution" means procuring or providing any commercial sex act and the "practice of prostitution" has the same meaning.
- "Sex trafficking" means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act (22 U.S.C. 7102(9)).

(d) The contractor must insert this provision in all subcontracts for HIV/AIDS activities.

(e) Any violation of this provision will result in the immediate termination of this award by USAID.

(f) This provision does not affect the applicability of FAR 52.222-50 to this contract.

NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following Contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE". See <http://acquisition.gov/far/index.html> for electronic access to the full text of a FAR clause.

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	NOV 2013
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	MAY 2014
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	SEP 2006
52.203-7	ANTI-KICKBACK PROCEDURES	MAY 2014
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	MAY 2014
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	MAY 2014
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	OCT 2010
52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT	APR 2010
52.203-16	PREVENTING PERSONAL CONFLICTS OF INTEREST	DEC 2011
52.203-17	CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENTS TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS	APR 2014
52.203-98	PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY	APR 2015

Request for Proposal



52.203-99	AGREEMENTS-REPRESENTATION PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS	APR 2015
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER	MAY 2011
52.211-5	MATERIAL REQUIREMENTS	AUG 2000
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.215-10	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA	AUG 2011
52.215-11	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA—MODIFICATIONS	AUG 2011
52-215-22	LIMITATIONS ON PASS-THROUGH CHARGES- IDENTIFICATION OF SUBCONTRACT EFFORT	OCT 2009
52-215-23	LIMITATIONS ON PASS-THROUGH CHARGES	OCT 2009
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	MAR 2007
52.222-35	EQUAL OPPORTUNITY VETERANS	JUL 2014
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUL 2014
52.222-37	EMPLOYMENT REPORTS ON VETERANS	JUL 2014
52.222-50	COMBATING TRAFFICKING IN PERSONS ALTERNATE 1	MAR 2015 MAR 2015
52.222-54	EMPLOYMENT ELIGIBILITY VERIFICATION	AUG 2013
52.222-55	ESTABLISHING A MINIMUM WAGE FOR CONTRACTORS (EO 13658)	DEC 2014
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.223-18	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING	AUG 2011
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-3 A2	BUY AMERICAN – FREE TRADE AGREEMENTS – ISRAELI TRADE ACT (MAY 2014) – ALTERNATE II	MAY 2014
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUN 2008
52.227-17	RIGHTS IN DATA--SPECIAL WORKS	DEC 2007
52.229-3	FEDERAL, STATE AND LOCAL TAXES	FEB 2013
52.232.39	UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS	JUN 2013
52.239-1	PRIVACY OR SECURITY SAFEGUARDS	AUG 1996
52.242-13	BANKRUPTCY	JUL 1995
52.242-15	STOP-WORK ORDER ALTERNATE I (APR 1984)	AUG 1989
52.243-1	CHANGES-FIXED PRICE ALTERNATE I	AUG 1987 APR 1984
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	MAR 2015
52.246-25	LIMITATION OF LIABILITY--SERVICES	FEB 1997
52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM)	APR 1984

Request for Proposal



52.249-8	DEFAULT (FIXED PRICE SUPPLY AND SERVICE)	APR 1984
52.252-2	CLAUSES INCORPORATED BY REFERENCE	FEB 1998

AIDAR 48 CFR CHAPTER 7

752.202-1	DEFINITIONS	JAN 1990
752.209-71	ORGANIZATIONAL CONFLICTS OF INTEREST DISCOVERED AFTER AWARD	JUN 1993
752.211-70	LANGUAGE AND MEASUREMENT	JUN 1992
752.227-14	RIGHTS IN DATA	OCT 2007
752.7101	VOLUNTARY POPULATION PLANNING ACTIVITIES ALTERNATE I	JUN 2008 JUN 2008

REQUIRED REPRESENTATIONS AND CERTIFICATIONS

The proposal shall be accompanied by the following required representations and certifications completed and signed by an official authorized by the offeror.

CERTIFICATION REGARDING TERRORISM FINANCING, IMPLEMENTING EXECUTIVE ORDER 13224

By signing and submitting this proposal, the offeror provides the certification set out below:

1. The Offeror, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3. The Certification in the preceding sentence will not be deemed applicable to material support or resources provided by the Offeror pursuant to an authorization contained in one or more applicable licenses issued by the US Treasury's Office of Foreign Assets Control (OFAC).
2. The following steps may enable the Offeror to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Offeror will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by OFAC and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Offeror.
 - b. Before providing any material support or resources to an individual or entity, the Offeror also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Offeror should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c. Before providing any material support or resources to an individual or entity, the Offeror will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d. The Offeror also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-
 - a. "Material support and resources" means 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, transportation, and other physical assets, except medicine or religious materials."
 - (i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.
 - (ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge

Request for Proposal



- b. "Terrorist act" means-
 - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Offeror has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- e. The Offeror's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Offeror that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

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 contracts, subawards, 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.

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) The offeror certifies that—

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

- (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) above; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that—

- (1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
- (2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

Request for Proposal: YouthPower Learning Website Development

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR PROPOSED DEBARMENT

By signing and submitting this certification, the Offeror provides the certification set out below:

By signing and submitting this certification, the Offeror provides the following assertion: to the best of its knowledge and belief, the Offeror and/or any of its Principals are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

Annex A: USAID External Web Site Requirements

ADS 302.3.5.19 USAID-FINANCED THIRD-PARTY WEB SITES (August 2013)

(a) Definitions: **“Third-party web sites”**

Sites hosted on environments external to USAID boundaries and not directly controlled by USAID policies and staff, except through the terms and conditions of a contract. Third-party Web sites include project sites.

(b) The contractor must adhere to the following requirements when developing, launching, and maintaining a third-party Web site funded by USAID for the purpose of meeting the project implementation goals:

- (1) Working through the COR, the contractor must notify the USAID Bureau for Legislative and Public Affairs/Public Information, Production and Online Services (LPA/PIPOS) of the Web site URL as far in advance of the site's launch as possible.
- (2) The contractor must comply with Agency branding and marking requirements comprised of the USAID logo and brandmark with the tagline “from the American people,” located on the USAID Web site at www.usaid.gov/branding, and USAID Graphics Standards manual at <http://transition.usaid.gov/branding/gsm.html>.
- (3) The Web site must be marked on the index page of the site and every major entry point to the Web site with a disclaimer that states: "The information provided on this Web site is not official U.S. Government information and does not represent the views or positions of the U.S. Agency for International Development or the U.S. Government."
- (4) The Web site must provide persons with disabilities access to information that is comparable to the access available to others. As such, all site content must be compliant with the requirements of the Section 508 amendments to the Rehabilitation Act.
- (5) The contractor must identify and provide to the COR, in writing, the contact information for the information security point of contact. The contractor is responsible for updating the contact information whenever there is a change in personnel assigned to this role.
- (6) The contractor must provide adequate protection from unauthorized access, alteration, disclosure, or misuse of information processed, stored, or transmitted on the Web sites. To minimize security risks and ensure the integrity and availability of information, the contractor must use sound: system/software management; engineering and development; and secure-coding practices consistent with USAID standards and information security best practices. Rigorous security safeguards, including but not limited to, virus protection; network intrusion detection and prevention programs; and vulnerability management systems must be implemented and critical security issues must be resolved as quickly as possible or within 30 days. Contact the USAID Chief Information Security Officer (CISO) at ISSO@usaid.gov for specific standards and guidance.
- (7) The contractor must conduct periodic vulnerability scans, mitigate all security risks identified during such scans, and report subsequent remediation actions to CISO at ISSO@usaid.gov and COR within 30 workdays from the date vulnerabilities are identified. The report must include disclosure of the tools used to conduct the scans. Alternatively, the contractor may authorize USAID CISO at ISSO@usaid.gov to conduct periodic vulnerability scans via its Web-scanning program. The sole purpose of USAID scanning will be to minimize security risks. The contractor will be responsible for taking the necessary remediation action and reporting to USAID as specified above.

USAID online reference for web site requirements: <http://www.usaid.gov/egov/xweb/acquisition-instruments>

Annex B: Draft Components for Page Templates

The following tables outline the likely components for page templates. Most of these already exist on YouthPower.org, but some additional fields or buttons are new. Details will be discussed with the selected vendor.

Home page template

Home Page	Must have	Header and static text (e.g., welcome message)
Home Page	Must have	A small number of dynamic feeds from admin selected content types
Home Page	Must have	Dynamic updates that indicate change (e.g., number of certain postings)

Members and Profile templates:

Members - List Page	Must have	List of members. List to include picture, name and short description
Members - List Page	Must have	Filtering options
Members - List Page	Must have	Search box
Members - List Page	Must have	Join button
Members - List Page	Could have	Somehow see on the Member cards if they are already a connection.
Members - Detail page	Must have	See picture, basic details and links to their social profiles (based on log-in and additional links provided by users)
Members - Detail page	Must have	See, list of projects (Innovations) person is working on
Members - Detail page	Must have	See, list of opportunities (Needs) person has posted
Members - Detail page	Must have	See list of resources person has posted
Members - Detail page	Must have	See topics of interest
Members - Detail page	Should have	Ability to add contact (Like or friend)
Members - Detail page	Must have	Ability to message contact

Innovation template:

Innovation - List Page	Must have	List of Innovations. List to include picture, name and short description
Innovation - List Page	Must have	Filtering options
Innovation - List Page	Could have	Filtering options to include most liked and most viewed
Innovation - List Page	Must have	Search box

Request for Proposal: YouthPower Learning Website Development

Innovation - List Page	Must have	Add button
Innovation - List Page	Could have	A “see all” link or button
Innovation - Detail Page	Must have	Picture and short description of the innovation
Innovation - Detail Page	Must have	Detailed information about the innovation, location, resources
Innovation - Detail Page	Must have	Commenting capability
Innovation - Detail Page	Should have	Add videos, Gifs to page
Innovation - Detail Page	Should have	List of person/people involved in this innovation
Innovation - Detail Page	Should have	List of “needs” (opportunities) the innovation has
Innovation - Detail Page	Should have	Like / Follow innovation

Resources Template (and similar requirements for Needs, Events, Funding, with minor variations, e.g., for past events):

Resources - List Page	Must have	List of resources. List to include picture (If available), name and short description
Resources - List Page	Must have	Filtering options
Resources - List Page	Should have	Filtering options to include most liked or viewed
Resources - List Page	Must have	Search box
Resources - List Page	Must have	Add button
Resources - List Page	Must have	“See all” link/filter or button
Events - List Page	Must have	“See past events” as a link/filter or button
Resources - Detail Page	Must have	Picture, short description of the resource
Resources - Detail Page	Must have	Detailed information about the resource, ability to upload documents, link to pages, embed video, Add gifs
Resources - Detail Page	Must have	Commenting capability
Resources - Detail Page	Should have	List of person/people involved in this Resource
Resources - Detail Page	Could have	Like / Follow resource

Annex C: Additional Optional Features for Phase 2

PROFILE PAGE	
Could have	See icons related to interests
Should have	Ability to add Videos or Gifs to profile page
Should have	Ability to add contact (Like or friend)
Should have	Ability to message contact (incl. email, Skype), possibly with “presence” indication
PLATFORM	
Should have	The platform should offer the possibility for the microsite administrators to push select types of information (e.g., new events) out to Facebook;
Should have	The platform should offer the possibility for the microsite administrators to push select types of information (e.g., new events) out to Facebook.
Should have	Translation capability into additional languages (with quality at least equivalent to the level of Google Translate) (add French machine translation to above languages, and any of these languages into Arabic).
Should have	Add site navigation in French and Portuguese (in addition to the above languages, English and Spanish) with the ability to select in the user’s profile the preferred navigation language.
Should have	Faceted search in English, Spanish, Portuguese and French (with stemming in these languages).
Could have	Creative ways to share content between the Platform and key social media platforms (WhatsApp, Facebook and LinkedIn);
Could have	Add the ability for Members to add their own tags (“folksonomy”) for posted content (e.g., resources) with smartmatch (e.g., if someone types “DC”, it will offer up existing, equivalent tags, e.g., “Washington, D.C.”).
Could have	Translation capability (“translate this page”, with quality at least equivalent to the level of Google Translate) from English, Spanish, Portuguese and French into Arabic. Translation into other languages is desirable too.
SEARCH	
Should have	Icons to indicate the relevant microsite(s) where the content is posted/accessible.

Phase 2 should also include the creation of an app for mobile phones with a focus on the profile, “Needs” and other discussion functionality of the site.