



## **Request for Proposals (RFP)**

### **Accessibility and Section 508 Compliance Document Remediation Services**

**RFP No: 2022-06-508**

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#### **Part A: Cover Page**

**Issuance Date:** July 15, 2022  
**Questions Due Date/Time:** July 26, 2022, 5:00pm, EST  
**Proposal Due Date/Time:** August 12, 2022, 5:00pm, EST

JSI Research & Training Institute, Inc. (JSI) and John Snow Inc. (JSI) are soliciting proposals from qualified vendors to provide remediation services to ensure that all publicly-available documents and multimedia files produced by our U.S. federal government-funded projects meet Section 508 standards for accessible technology. We support projects that are funded by the United States Agency for International Development (USAID) and other US Government Agencies and are subject to all applicable Federal Acquisition Regulations (FAR) and AID Acquisition Regulations (AIDAR).

Please submit your most competitive proposal in accordance with the instructions to offerors and terms of reference. Any award issued as a result of this RFP will be subject to all instructions, terms of reference/ specifications, certifications, terms and conditions and funder required clauses. This RFP document includes the following parts:

PART A: Cover Page  
PART B: Instructions to Offerors  
PART C: Terms of Reference  
PART D: Certifications  
Attachment A: General Terms & Conditions  
Attachment B: Funder Required Clauses

All proposals, inquiries, and correspondence pertaining to this solicitation are to be directed to the attention of:

Elizabeth Costello  
Technology Experience Advisor  
44 Farnsworth St.  
Boston, MA 02210  
[elizabeth\\_costello@jsi.com](mailto:elizabeth_costello@jsi.com)

JSI is committed to the highest standards of ethics and integrity in procurement. JSI has zero tolerance for fraud and strictly prohibits bribes, kick-backs, gratuities, and any other gifts in-kind or in monetary form. JSI also strictly prohibits collusion (bid rigging) between vendors and between vendors and JSI staff. JSI selects vendors on merit and will only engage vendors who demonstrate strong business ethics. Vendors must not participate in bid-rigging
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or attempt to offer any fee, commission, gift, gratuity or any compensation in-kind or in monetary form to JSI employees. Vendors who do so will be disqualified from doing business with JSI. Additionally, JSI has a conflict of interest policy that requires staff to disclose when there is a potential conflict of interest due to the staff-member's relationship with a vendor, and if necessary, to refrain from participation in a procurement involving that vendor. If at any time your organization has concerns that an employee has violated JSI policy, you may submit a report via JSI's Code of Conduct Helpline at: [www.jsi.ethicspoint.com](http://www.jsi.ethicspoint.com).

## **Part B: INSTRUCTIONS TO OFFERORS**

### **1. DEFINITIONS**

**Offeror:** The individual or firm providing proposals for the supplies or services requested under this RFP.

**Sub-Contractor/Vendor:** The individual or firm awarded the services requested under the RFP in the form of a sub-contract/purchase order.

**Buyer:** JSI Research and Training Institute, Inc. (JSI) OR John Snow Inc. (JSI).

### **2. PROPOSAL SUBMISSION AND REQUIREMENTS**

Offerors are encouraged to read the RFP document in its entirety and ensure that their proposal addresses all of the items cited in the proposal instructions and meets the selection criteria. All proposals must be submitted by the deadline established on the cover page of this RFP. Offers received after this due date and time will not be accepted for consideration.

#### **Questions:**

All questions or clarifications regarding this RFP must be in writing and submitted to [elizabeth\\_costello@jsi.com](mailto:elizabeth_costello@jsi.com), no later than July 26, 2022 by 5:00pm EST. Questions and requests for clarification, and the responses thereto, will be posted on the JSI website or circulated to all RFP recipients who have indicated interest in this RFP.

Only written answers from JSI's authorized representative will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees of JSI, or any other party, will not be considered official responses regarding this RFP.

#### **Submission of Proposals:**

The offeror's proposal must be accompanied by a cover letter typed on official organizational letterhead and signed by an individual who has signatory authority for the offeror. The offeror must submit a complete proposal package on or before the due date and time to Elizabeth Costello at [elizabeth\\_costello@jsi.com](mailto:elizabeth_costello@jsi.com). Proposals must be submitted by email only with the subject line "RFP No: 2022-06-508"

The proposals must be prepared in two separate volumes: Technical Proposal; and Cost Proposal. The technical and cost proposal must be kept separate.

The written proposal must contain the following information and documentation:

a) **Technical Proposal Requirements/ Proposed Plan and Approach**

The Technical proposal shall describe how the offeror intends to carry out the Terms of Reference as stated in Part C. It should be concise, specific, complete, and demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. It must demonstrate the offeror's eligibility, as well as their capabilities and expertise in conducting each step of the activity.

Offeror's shall include only information necessary to provide a clear understanding of the proposed action and the justification for it. Greater detail than necessary, as well as insufficient detail may detract from a proposal's clarity. Assume that the reader is not familiar with the particular context in which the project will be implemented. Minimize or avoid the use of jargon and acronyms as much as possible. If acronyms or abbreviations are used, include a separate page explaining the terms.

b) **Capabilities and Past Performance**

The offeror must submit a capabilities statement along with documentary evidence of past performance.

The capabilities statement should not exceed five (5) pages in length and will be used to evaluate the offeror's organizational, financial, and technical capacity, in relation to the Terms of Reference in Part C. The Capabilities Statement must include, but is not limited to: size of the agency, financial resources available to complete this work, staffing competencies and capabilities, past experience performing similar work with other donor organizations, and a company profile and/or brochure.

c) **Cost Proposal Requirements**

1. The offeror should submit their most competitive and complete cost proposal.
2. A fixed unit rate schedule for the completion of works as described in the terms of reference (Part C). Offerers can provide a page or format rate schedule for objective A and a daily/hourly rate/estimated level of effort for objective B.
3. All costs must be stated in USD.
4. Please indicate all prices exclusive of VAT, Excise, or other taxes.
5. If needed, the offeror can submit a cost proposal budget narrative to explain costs.

d) **Other Requirements**

Contact information for three past performance references conducting similar work.

e) **Certifications**

The proposal shall be accompanied by all required Certifications in Part D, signed by an authorized official of the offeror.

- a. Representations and Certifications
- b. Certification Regarding Debarment, Suspension, or Proposed Debarment

### 3. AWARD

JSI intends to issue a task order contract to the offeror(s) who best meet the criteria specified in this RFP and are determined to be responsible and eligible vendor(s) to provide the required services. JSI may choose more than one vendor at its discretion, if it is more advantageous for the organization and its projects.

### 4. EVALUATION CRITERIA

Proposals will be evaluated first to ensure that they meet all mandatory requirements and are responsive. To be determined responsive, a proposal must include all documentation as listed in section 2. Proposals that fail to meet these requirements will receive no further consideration. A non-responsive proposal to any element may be eliminated from consideration.

Responsive proposals will be evaluated and ranked by a committee according to the criteria below. Those proposals that are considered to be technically acceptable shall then be evaluated in terms of cost.

For the purpose of selection, the evaluation will be based on the following weighted point scale (totaling 100 points) of the proposal in its entirety, including, but not limited to, the following:

No.	Criteria	Points
1	<b>Technical Approach and Timeline</b> <ul style="list-style-type: none"><li>• Comprehensiveness of proposal approach and capacity to fully comply with tasks</li><li>• Proposed procedures to ensure full compliance with Section 508 standards</li><li>• Proposed timeline for completion of activities and staffing capacity to respond in a timely way</li><li>• Responsiveness to Terms of Reference</li></ul>	30
2	<b>Capabilities and Past Performance</b> <ul style="list-style-type: none"><li>• Organizational and technical capabilities and resources to implement this work</li><li>• Previous successful past experience implementing similar activities</li><li>• In-depth understanding of section 508 updated compliance requirements and relevant experience</li></ul>	30
3	<b>Proposed Costs</b> <ul style="list-style-type: none"><li>• Reasonableness of rates based on scope of activities proposed</li><li>• Comparative lowest price</li><li>• Clarity of cost proposal</li></ul>	40
	<b>Total</b>	100

### 4. TERMS OF AWARD

This document is a request for proposals only, and in no way obligates JSI or its donor to make any award. Please be advised that under a fixed price task order the work must be completed within the specified total price. Any expenses incurred in excess of the agreed upon amount in the contract and subsequent PO for each activity will be the responsibility of the vendor and not that of JSI or its donor. Therefore, the offeror is duly advised to provide its most competitive and realistic proposal to cover all foreseeable expenses related to providing requested goods/services.

All deliverables produced under the future contract shall be considered the property of JSI. JSI may choose to award a purchase order for part of the activities in the RFP. JSI may choose to award a purchase order contract to more than one offeror for specific parts of the activities in the RFP.

**5. PROPOSAL VALIDITY**

The Offeror's technical and cost proposals must remain valid for a minimum of one calendar year or agreed upon period, if extended mutually. Proposals must be signed by an official authorized to bind the offeror to its provisions.

**6. PAYMENT TERMS**

JSI payment cycle is net 30 days upon receipt of deliverables, services, inspection and acceptance of services/deliverables as in compliance with the terms of the award and receipt of vendor invoice. Full cooperation with JSI in meeting the terms and conditions of payment will be given the highest consideration.

**7. FINANCIAL RESPONSIBILITY**

Offerors which are firms and not individuals must include in the capabilities statement that they have the financial viability and resources to complete the proposed activities within the period of performance and under the terms of payment outlined below. JSI reserves the right to request and review the latest financial statements and audit reports of the offeror as part of the basis of the award.

**8. LANGUAGE**

The proposal, as well as correspondence and related documents should be in English.

**9. Source/Nationality:**

All services offered in response to this RFQ must meet the source and nationality requirements set forth in United States Code of Federal Regulations, 22 CFR 228. Cuba, Iran, Iraq, Laos, Libya, North Korea, and Syria are prohibited source countries and no goods can be produced or sourced from those countries.

**10. NEGOTIATIONS**

The offeror's most competitive proposal is requested. It is anticipated that any award issued will be made solely on the basis of an offeror's proposal. However, JSI reserves the right to request responses to additional technical, management, and cost questions which would help in negotiating and awarding a PO/sub-contract. JSI also reserves the right to conduct negotiations on technical, management, or cost

issues prior to the award of a PO/sub-contract. In the event that an agreement cannot be reached with an offeror, JSI will enter into negotiations with alternate offerors for the purpose of awarding a PO/contract without any obligation to previously considered offerors.

**11. REJECTION OF PROPOSALS**

JSI reserves the right to reject any and all proposals received, or to negotiate separately with any and all competing offerors, without explanation.

**12. INCURRING COSTS**

JSI is not liable for any cost incurred by offerors during preparation, submission, or negotiation of an award for this RFP. The costs are solely the responsibility of the offeror.

**13. MODIFICATIONS**

JSI reserves the right, in its sole discretion, to modify the request, to alter the selection process, and/or to modify or amend the specifications and scope of work specified in this RFP.

**14. CANCELLATION**

JSI may cancel this RFP without any cost or obligation at any time until issuance of the award.

## Part C: Terms of Reference

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Purpose:	<b>Accessibility and Section 508 Compliance Document Remediation Services</b>
Activity Manager:	<b>Elizabeth Costello</b>
Period of Performance:	<b>September 26, 2022 – September 25, 2023 (with option for 2 year extension)</b>
Place of Performance:	<b>United States</b>

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### DESCRIPTION OF REQUIREMENT (GOODS OR SERVICES):

#### I. Background

JSI seeks a vendor to provide remediation services to ensure that all publicly-available documents and multimedia files produced by our U.S. federal government-funded projects meet Section 508 standards for accessible technology. Under Section 508 of the Rehabilitation Act of 1973, as amended, U.S. Federal government agencies must offer access to information and communication technology for people with disabilities. This access must be comparable to that which is offered to others who do not have disabilities. Standards for complying with this law are prescribed by the U.S. Access Board.

The Section 508 law is broad in scope, applying to all technology the federal government buys, builds, maintains, and uses. As an implementer of federally-funded projects, JSI is also required to comply with Section 508 standards for accessible technology, including but not limited to:

- Any documents files shared electronically via websites, applications, or email (including MS Office Word documents, PowerPoint presentations, Excel spreadsheets, and PDFs)
- Websites and web-based applications
- Email and other electronic correspondence
- Software applications and operating systems
- Video and multimedia products (including social media posts)

The vendor will provide remediation services for documents and multimedia files created by a range of projects. Remediation shall consist of applying all changes necessary to a document or multimedia file so that it conforms to the requirements of Section 508 of the U.S. Rehabilitation Act and Web Content Accessibility Guidelines (WCAG 2.1 AA).

Documents and multimedia files in need of remediation may:

- Differ in length, format, complexity, design, and branding

- Include a variety of images, hyperlinks, graphics, diagrams, charts, data tables, and lists
- Include form controls
- Be created in languages other than English or Spanish

We also seek a vendor that can provide occasional ad-hoc consultation support or training to build our internal capacity to build accessibility and 508 compliance standards into all stages of developing new documents and multimedia.

## **II. Objectives**

In alignment with our organizational commitment to diversity, equity, and inclusion, and in accordance with our donor policies, the successful implementation of this initiative will ensure that the information and resources contained in our project deliverables are accessible to users of all abilities.

Objectives:

1. Ensure that all publicly-available project deliverables (e.g., documents and multimedia) created with U.S. government funding meet Section 508 standards for accessibility.
2. Ensure that JSI staff have the necessary knowledge, skills, and attitudes to develop accessible documents and multimedia for a range of audiences and abilities.

These accessible materials may be disseminated via email, social media, or websites.

## **III. Activities/Tasks (Services) or Specifications (Goods)**

Throughout this document, “deliverable” refers to any document or file type in need of remediation, including but not limited to: PDF; MS Office Word, PowerPoint, Excel; .mp4, .mp3, etc.

**Objective 1:** Ensure that all technical and communication materials (e.g., documents and multimedia) created with U.S. government funding meet Section 508 standards for accessibility.

**Activities:**

1. Review periodic deliverable submissions to:
  - a. Provide a schedule and pricing for remediation (if schedule and pricing are not standardized or if the deliverable is beyond the standard scope/complexity for remediation).
  - b. Note if the final deliverable format differs from the submitted format (for example, if the submitted source file for remediation is a PPT, but the final format for dissemination will be a PDF, ensure that this information is part of the intake workflow).
2. Apply all changes necessary to each deliverable provided by JSI/RxT so that it conforms to the requirements of Section 508 of the U.S. Rehabilitation Act and Web Content Accessibility Guidelines (WCAG 2.1 AA).



3. Electronically provide accessible deliverable(s) with an accompanying accessibility checklist specific to the document/file type (e.g., PAC 3, Acrobat accessibility checklists).
4. Respond to ad-hoc requests for consultation support to discuss accessibility needs on in-progress deliverables before they are submitted for remediation.

**Objective 2:** Ensure that JSI staff have the necessary knowledge, skills, and attitudes to develop accessible documents and multimedia for a range of audiences and abilities.

**Activities:**

1. Review existing JSI accessibility training (a 96-page PPT presentation) for staff to provide comments, identify gaps, and suggest areas for improvement.
2. Provide one general training for product developers to build their capacity to understand the importance of accessibility and develop deliverables that are inherently accessible.
3. Provide a second training tailored specifically for graphic designers to build their capacity to select compliant color palettes and design accessible graphics, PDFs, and other deliverables.

**IV. Deliverables and Schedule**

The final deliverables and schedule will be determined by the documents and multimedia files in need of remediation via this contract. The vendor will provide a standard turnaround timeline/expectation for deliverables, as well as a means to determine if/when a deliverable will require additional time for remediation and how that will be determined.

## Part D: Certifications

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### **A. Representations & Certifications**

#### **1. Certification Regarding Trafficking in Persons Compliance Plan (MAR 2015)**

(a) The term “commercially available off-the-shelf (COTS) item,” is defined in the clause of this solicitation entitled “Combating Trafficking in Persons” (FAR clause 52.222-50).

(b) ☐ This sub-contract will NOT be for supplies, other than commercially available off-the-shelf items, to be acquired outside the United States, or services to be performed outside the United States; or DOES NOT have an estimated value that exceeds \$500,000. Vendor is exempt from this certification requirement.

(c) ☐ This sub-contract WILL be for supplies, other than commercially available off-the-shelf items, to be acquired outside the United States, or services to be performed outside the United States; and has an estimated value that exceeds \$500,000. Vendor certifies that—

(1) It has implemented a compliance plan to prevent any prohibited activities identified in paragraph (b) of the clause at 52.222-50, Combating Trafficking in Persons, and to monitor, detect, and terminate the contract with a subcontractor engaging in prohibited activities identified at paragraph (b) of the clause at 52.222-50, Combating Trafficking in Persons; and

(2) After having conducted due diligence, either—

(i) To the best of the offeror's knowledge and belief, neither it nor any of its proposed agents, subcontractors, or their agents is engaged in any such activities; or

(ii) If abuses relating to any of the prohibited activities identified in 52.222-50(b) have been found, the offeror or proposed subcontractor has taken the appropriate remedial and referral actions.

#### **2. Other Representations & Certifications**

(a) If the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (b) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) ☐ Paragraph (b) applies. Skip to “3” below

(ii) ☐ Paragraph (b) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(b) The offeror has completed the annual representations and certifications electronically via the SAM Web site accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the

last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference

(c) *Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352).* By submission of its offer, the offeror certifies to the best of its knowledge and belief that no 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 on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(d) *Certification Regarding Responsibility Matters (Executive Order 12689).* The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals—

(1) ☐ Are, ☐ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(2) ☐ Have, ☐ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property,

(3) ☐ Are, ☐ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) ☐ Have, ☐ have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.

(iii) Taxes are considered delinquent if both of the following criteria apply:

A. *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

B. *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded. (See FAR 52.209-5 for examples)

(e) *Prohibition on Contracting with Inverted Domestic Corporations.* (1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(2) Representation. The offeror represents that—

- (i) It [ ] is, [ ] is not an inverted domestic corporation; and
- (ii) It [ ] is, [ ] is not a subsidiary of an inverted domestic corporation.

(f) *Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.* (1) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, The Government will not enter into a contract with any corporation that—

- (i) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or
- (ii) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(2) The offeror represents that—

- (i) It is [ ] is not [ ] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (ii) It is [ ] is not [ ] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(g) *Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements—Representation.* By submission of its offer, the offeror represents that it will not require its employees or subcontractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting waste, fraud, or abuse related to the performance of a Government contract to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (e.g., agency Office of the Inspector General).

### 3. **Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment**

(a) Definitions. As used in this provision—

“Covered foreign country” means The People's Republic of China.

“Covered telecommunications equipment or services” means—

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
2. Telecommunications or video surveillance services provided by such entities or using such equipment;  
or
3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

“Substantial or essential component” means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. Section 889(a)(1) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Subcontractor/vendor is prohibited from providing to JSI/WEI any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system. Subcontractors/vendors are not prohibited from providing telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) Representation. The Offeror represents that it ☐ will, ☐ will not provide covered telecommunications equipment or services to JSI/WEI in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation.

**4. Certification of Vendor**

By signature hereon, or on an offer incorporating these Representations and Certifications, the offeror certifies that they are accurate, current, and complete, these Representations and Certifications are binding on the Vendor, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Vendor.

**Offeror Name**

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**Signature**

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**Signatory Name**

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**Signatory Title**

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**Date**

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## **ATTACHMENT A: GENERAL TERMS & CONDITIONS**

1. **GOODS AND RELATED SERVICES:** The contractor shall deliver the goods and services described on the Purchase Order (PO)/ sub-contract, of the type, in the quantity, at the delivery date and at the price as indicated on the PO/sub-contract. The quantity of the goods and services shall conform in all respects to the requirements of the PO/sub-contract. All goods (including but not limited to materials, parts, components and sub-assemblies thereof) shall be new, unused, non-remanufactured and non-refurbished.
2. **INSPECTION/ACCEPTANCE:** The Vendor shall tender for acceptance only those items that conform to the requirements of this purchase order/sub-contract. JSI reserves the right to inspect or test any supplies or services that have been tendered for acceptance. JSI may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in purchase order price. JSI must exercise its post acceptance rights: (1) Within a reasonable period of time after the defect was discovered or should have been discovered; and (2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item. JSI has unilateral authority to determine if the performance results have been met.
3. **INVOICE REQUIREMENTS:** Invoices shall be submitted prior to payment. Each invoice shall identify the Vendor's name, address, invoice number, dates of performance and specify the payment amount. It shall also include a reference to the purchase order number, and specify the goods that have been delivered or the services that have been rendered or the deliverables that have been submitted as a requirement for payment. Upon acceptance of the goods or deliverables by JSI, payment shall be made to the Vendor as per the payment terms and in the currency stated on the purchase order.
4. **TERMINATION FOR CONVENIENCE:** JSI reserves the right to terminate this purchase order/sub-contract, or any part, for its convenience. In the event of such termination, the Vendor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of the purchase order, the Vendor shall be paid a percentage of the purchase order price reflecting the percentage of the work performed prior to the termination.
5. **TERMINATION FOR CAUSE:** JSI reserves the right to terminate this purchase order/sub-contract, or any part, for cause in the event of any defaults by the Vendor, or if the Vendor fails to comply with the terms and conditions of the purchase order/sub-contract, or fails to provide JSI with adequate assurances of future performance. In the event of termination for cause, JSI shall not be liable for any amount of supplies or services not accepted, and the Vendor shall be liable to JSI for any and all rights and remedies provided by law.
6. **WARRANT:** Vendor warrants that the goods and/or services delivered and rendered hereunder conform to the purchase order/sub-contract requirements, are free of latent defects, and are merchantable and fit for use for the particular purpose described in the purchase order (or, if no such purpose is specifically described, for the purposes for which the goods or services, as applicable, are ordinarily used).
7. **CHANGES:** Changes in the terms and conditions of this purchase order may be made only by written amendment issued by JSI.
8. **RISK OF LOSS:** Unless the purchase order/sub-contract specifically provides otherwise, risk of loss or damage to the supplies provided under this purchase order shall remain with the Vendor until, and shall pass to JSI upon delivery of the supplies to JSI at the destination specified in the purchase order. This clause is applicable to goods only.
9. **CONFLICT OF INTEREST:** Vendor agrees that there is no conflict of interest in accepting this purchase order/sub-contract, which might affect the ability to conduct fair and useful technical assistance on behalf of JSI.
10. **CONFIDENTIALITY:** The Vendor agrees to treat all information provided by JSI or gathered during the course of providing services as confidential and privileged and to not publish or disseminate such information or otherwise share such information with any third party without the written consent of JSI.
11. **RIGHTS IN WORK PRODUCT:** Vendor agrees that JSI retains the entire right, title and interest in all deliverables, data, and other intellectual property produced by the Vendor under this agreement (collectively "Work Product"). Vendor agrees that the Work Product is specially commissioned and works made-for-hire, and that JSI is deemed the author for copyright purposes. To the

extent that any Work Product is not deemed work made-for-hire, Vendor hereby assigns to JSI all its rights, title and interest in such Work Product.

12. **PRICES:** The Prices (Unit Prices and extended prices) specified in the purchase order/sub-contract are firm, fixed, all-inclusive total prices including all taxes or duties as may be applicable, and covering performance of all of Vendor's obligations under the purchase order, including, but not limited to, delivery of the goods and/or services in accordance with the purchase order delivery term and performance of all associated and related services.

13. **LIQUIDATED DAMAGES:** Both parties acknowledge that the time fixed for delivery in this Purchase Order/sub-contract is of the essence as well as the difficulty of ascertaining at the time of contracting the precise nature and amount of actual damages JSI will suffer in the event of Vendor's delayed performance. In the event of delay in performance, JSI reserves the right, in addition to any other remedies under this PO, to retain as liquidated damages from any payment due the Vendor an amount equal to one percent (1%) of the cost of the PO for every complete week of delay or a part thereof, reckoning from the time fixed by the PO. The total amount of the liquidated damages shall, however, be limited to ten percent (10%) of the value of the delayed contract. The parties agree that these amounts represent a reasonable estimate of the actual damages anticipated at the time of contracting, and confirm they have been negotiated and agreed upon.

14. **DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:** The Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for disbarment, excluded or otherwise disqualified from participation in this transaction by any U.S. Federal Government department or agency,

15. **IMPLEMENTATION OF E.O. 13224 – EXECUTIVE ORDER ON TERRORIST FINANCING:** The Vendor 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. This includes individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) or the United Nations Security designation list (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). It is the legal responsibility of the Vendor to ensure compliance with these Executive Orders and laws.

16. **MANDATORY DISCLOSURES/ANTI-TRAFFICKING:**

a. Vendor must disclose to JSI any credible evidence received that alleges fraud, conflict of interest, bribery, or gratuity violations potentially affecting this purchase order or the Prime Contract/Agreement. Vendor shall not discharge, demote, or otherwise discriminate against any employee as a reprisal for the employee's disclosing such information to JSI, a Member of Congress, or an authorized official of a Federal agency. Disclosures of credible evidence must be submitted to the JSI Code of Conduct Helpline via telephone number 1-855-715-2899 or online at [www.jsi.ethicspoint.com](http://www.jsi.ethicspoint.com).

b. JSI is committed to high standards of ethics and integrity including the prohibition of actions that would support trafficking in persons and procedures to prevent such acts and report any violations. As such, JSI's Anti-Trafficking Policy is incorporated into this purchase order. This policy prohibits JSI and its partners, consultants, vendors, and other agents from engaging in trafficking in persons, procurement of commercial sex acts, use of forced labor, and other acts that directly support or advance trafficking in persons. This policy also requires that Vendor immediately report to JSI any information obtained that alleges that any employee, subcontractor, or subcontractor employee has engaged in trafficking in persons, procured commercial sex acts, or used forced labor in the performance of this purchase order. Violations of the JSI Anti-Trafficking Policy must be reported to the JSI Code of Conduct Helpline via telephone number 1-855-715-2899 or online at [www.jsi.ethicspoint.com](http://www.jsi.ethicspoint.com).

c. By signing this Agreement, the Vendor confirms that the Vendor has read, understands and agrees to comply with the JSI/WEI Anti-Trafficking Policy attached or posted at [www.jsi.com](http://www.jsi.com).

17. **COMPLIANCE WITH LAWS:** Vendor explicitly warrants that it is in compliance with all applicable Federal, state and local laws, as amended, including, as applicable, 41 CFR 60-1.4, 41 CFR 60-250.4, and 41 CFR 60-741.4, with respect to nondiscrimination in employment on the basis of race, religion, color, national origin, or sex, equal opportunity, affirmative action, employment of disabled veterans, and veterans of the Vietnam era, and employment of the handicapped. If this is a Purchase Order for services, Vendor also shall not discriminate against any of the intended beneficiaries of the program for which services are provided, such as, but not limited to, by withholding, adversely impacting, or denying equitable access to the benefits provided through the program on the basis of any factor not expressly stated in this agreement.



18. **ANTI-LOBBYING:** The Vendor, by signing this purchase order/sub-contractor, hereby certifies to the best of its knowledge and belief that no 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 on its behalf in connection with the awarding of this purchase order.

19. **REMEDIES:** Violation of any of the terms and conditions of this agreement constitutes grounds for termination of the assignment and may result in the Vendor being barred from future assignments with JSI. The exercise of these rights does not limit JSI's right to also seek any and all other legal remedies.

20. **INDEMNIFICATION:** The Vendor shall indemnify and hold JSI harmless from any claim, suit, loss, damage, cost or expenses (including reasonable attorneys' fees) arising out of or in connection with the Vendor's negligence, willful misconduct, breach of this agreement, or other legal wrong-doing in any way connected with activities under this Agreement.

21. **DISPUTES:** In the event of any claims or disputes arising from or relating to this Purchase Order, the parties shall use their best efforts to settle the claims or disputes. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they fail to reach such a solution within sixty (60) days, either Party may refer the matter to arbitration, which shall be the exclusive method of resolving such disputes. The arbitration shall be conducted in Boston, Massachusetts or, if JSI determines at its sole discretion it would be more convenient, in the country of performance. The arbitration shall be administered by the American Arbitration Association's International Centre for Dispute Resolution in accordance with its International Arbitration Rules before a single arbitrator appointed in accordance with such rules. The results of arbitration shall be final and binding on the Parties and shall be in lieu of any other remedy. Judgment may be entered upon the award in any court of competent jurisdiction.

22. **FORCE MAJEURE:** Neither party shall be liable in damages for any default in performing hereunder if such default is caused by a force majeure event, including, but not limited to Acts of God, Government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

23. **GENERAL:**

a. This Purchase Order/sub-contract is the sole and entire agreement between the parties relating to the subject matter hereof, and supersedes all prior understandings, agreements, and documentation relating to the subject matter hereof. This Purchase Order may be amended only by an instrument executed by the authorized representatives of both parties.

b. Every provision of this Purchase Order/sub-contract is intended to be severable. If any term or provision of this agreement is illegal or invalid for any reason, the illegality or invalidity shall not affect the legality or validity of the remainder of this agreement, and all other provisions of this agreement shall remain in full force and effect.

c. This Purchase Order shall be interpreted in accordance with the substantive law of the Commonwealth of Massachusetts.

**ATTACHMENT B: FUNDER REQUIRED CLAUSES****1. NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE.**

(a) This contract incorporates one or more clauses by reference. When applicable, these clauses are given the same force and effect as if they were given in full text. Upon request, JSI will make their full text available. Also, the full text of a clause may be accessed electronically at these address(es):

<http://farsite.hill.af.mil/vffara.htm>

<https://www.acquisition.gov/far/current/html/FARTOCP52.html>

[http://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

(b) For purposes of the those clauses that provide for rights, obligations and procedures affecting the Government's rights and JSI's obligations under the prime agreement, references to the "Contractor" shall mean "Vendor" and "Contract" shall mean "Purchase Order;" references to the "Government" shall mean the "Government and JSI", "the Contracting Officer" shall mean the "Contracting Officer and JSI." In all other instances, references to the "Government" shall mean "JSI;" references to the "Government Contracting Officer" shall mean the "JSI."

**Federal Acquisition Regulation (48 CFR Chapter 1)**

Number	Title	Date
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.219-8	Utilization of Small Business Concerns.	NOV 2016
52.222-21	Prohibition of Segregated Facilities.	APR 2015
52.222-50	Combating Trafficking in Persons.	MAR 2015
52.222-50	Alternate I	MAR 2015
52.224-3	Privacy Training.	JAN 2017
52.225-26	Contractors Performing Private Security Functions Outside the United States.	OCT 2016
52.228-3	Workers' Compensation Insurance (Defense Base Act)	JUL 2014
52.244-6	Subcontracts for Commercial Items	JAN 2017
52.247-64	Preference for Privately Owned U.S.-Flag Commercial Vessels.	FEB 2006
52.247-64	Alternate I	APR 2003

**USAID Regulations (AIDAR) (48 CFR Chapter 7)**

Number	Title	Date
752.222-71	Nondiscrimination	JUN 2012
752.225-70	Source and nationality requirements	FEB 2012
752.228-3	Workers' Compensation Insurance (Defense Base Act)	DEC 1991
752.7034	Acknowledgement and disclaimer.	DEC 1991
752.7037	Child safeguarding standards	AUG 2016
752.7038	Nondiscrimination against End-Users of Supplies or Services	OCT 2016
752.7101	Voluntary Population Planning Activities	JUN 2008

**2. 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

3. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (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.

(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.

(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

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 shall 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.