

Annex 1            Cover Letter

[Offeror: Insert date]

**Shane McGee  
Managing Director**

**Global Health Supply Chain Program – Procurement and Supply Management (PSM) project  
Chemonics International Inc.**

Reference:        Request for Proposals System Development and Implementation Services, No.  
PSM-UGA – FOPSM – 2025-01

Subject:           **[Offeror: Insert name of your organization]**'s technical and cost proposals

Dear Mr./Mrs. **[Insert name of point of contact for IQS RFP]**:

**[Offeror: Insert name of your organization]** is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

|                                       |       |
|---------------------------------------|-------|
| Name of Organization's Representative | _____ |
| Name of Offeror                       | _____ |
| Type of Organization                  | _____ |
| Taxpayer Identification Number        | _____ |
| UEI Number                            | _____ |
| Address                               | _____ |
| Address                               | _____ |
| Telephone                             | _____ |
| Fax                                   | _____ |
| E-mail                                | _____ |

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for **90** calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the IQS RFP.:

**[Offerors: It is incumbent on each offeror to clearly review the IQS RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]**

- I.     Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II.   Copy of company tax registration, or equivalent document.
- III.   Copy of trade license, or equivalent document.
- IV.   Evidence of Responsibility Statement.

Sincerely yours,

\_\_\_\_\_  
Signature

**[Offeror: Insert name of your organization's representative]**

**[Offeror: Insert name of your organization]**

## **Annex 2      Guide to Creating a Financial Proposal for an IQS**

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Step 1: Each offeror must determine a list of labor categories required to implement the SOW in this RFP.

Establish the level of seniority for each labor category, minimum qualifications, and list of responsibilities for the labor category required to implement the scope of work. These labor categories, qualifications, and responsibilities will be included in the resulting IQS subcontract.

Step 2: Establish Fixed Daily Rates in USD for each labor category. Each proposed daily rate must be "burdened" and must only include the following:

- Salary cost or consulting fee of the individual providing the services;
- Payroll costs (e.g. fringe benefits, social insurance, bank fees);
- Indirect costs applicable to labor (e.g. corporate overhead or management/administrative fee);
- Indirect costs applicable to non-labor costs (e.g. corporate overhead or management/administrative fee applied to other direct costs/materials);
- Reasonable profit or fee, if any.
- If the Offeror, has commercial rates, they should provide them per instructions in this RFP.

The subcontract resulting from this RFP will be an Indefinite Quantity Subcontract (IQS). The IQS will have labor categories and levels linked to minimum qualifications and responsibilities for each position and corresponding Fixed Daily Rates (FDRs). The FDRs incorporated in the IQS will be used to inform the creation of individual firm fixed price STOs. A sample budget for labor categories and FDRs is shown below.

Step 3: Write Cost Notes. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable.

### **Sample Budget**

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this IQS RFP.

| <b>Labor Category</b> | <b>Fixed Daily Rate</b> | <b>Cost Notes</b> |
|-----------------------|-------------------------|-------------------|
|                       |                         |                   |
|                       |                         |                   |
|                       |                         |                   |

## Annex 3 Required Certifications

*All subcontracts and purchase orders should have this signed certification.  
The offeror is, in summary, describing internal policies and procedures and stating that the company is able to comply with the terms and conditions of the subcontract. The offeror should be advised to edit the text of this form as appropriate and sign to certify accuracy and completeness.*

### EVIDENCE OF RESPONSIBILITY

#### 1. Offeror Business Information

**Company Name:** Full Legal Name

**Address:** Address

**DUNS Number:** Enter the Data Universal Numbering System reference (DUNS) assigned to the company (Instructions to Offerors: Offerors will provide their registered DUNS number for subawards valued at USD\$30,000 and above with Chemonics unless exempted. Exemption may be granted by Chemonics or based on a negative response to Section 3(a) below (ie, the offeror, in the previous tax year, had gross income from all sources under USD\$300,000). Dun & Bradstreet regulates the system and registration may be obtained online at <http://fedgov.dnb.com/webform>. If Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not applicable or not possible. Additional guidance on obtaining a DUNS number is available upon request.)

#### 2. Authorized Negotiators

Company Name proposal for Proposal Name may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to RFP No.

List Names of Authorized signatories

These individuals can be reached at Company Name office:

Address

Telephone/Fax

Email address

#### 3. Adequate Financial Resources

Company Name has adequate financial resources to manage this contract, as established by our audited financial statements (OR list what else may have been submitted) submitted as part of our response to this proposal.

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the

organization's five most highly compensated executives. By submitting this proposal, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

a. In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes No

b. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes No

c. Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

Yes No

d. Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes No

#### 4. Ability to Comply

**Company Name** is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

#### 5. Record of Performance, Integrity, and Business Ethics

**Company Name** record of integrity is (Instructions: Offeror should describe their record. Text could include example such as the following to describe their record: "outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal."

#### 6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Instructions: Offeror should explain their organizational system for managing the subcontract, as well as the type of accounting and control procedure they have to accommodate the type of subcontract being considered.)

#### 7. Equipment and Facilities

(Instructions: Offeror should state if they have necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW.)

## 8. Eligibility to Receive Award

(Instructions: Offeror should state if they are qualified and eligible to receive an award under applicable laws and regulation and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Offeror should state whether they have performed work of similar nature under similar mechanisms for USAID. )

## 9. Commodity Procurement

(Instructions: If the Offeror does not have the capacity for commodity procurements - delete this section. If the Offeror does have the capacity, the Offeror should state their qualifications necessary to support the proposed subcontract requirements.)

## 10. Cognizant Auditor

(Instructions: Offeror should provide Name, address, phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.)

## 11. Acceptability of Contract Terms

(Instructions: Offeror should state its acceptance of the proposed contract terms.)

## 12. Recovery of Vacation, Holiday and Sick Pay

(Instructions: Offeror should explain whether it recovers vacation, holiday, and sick leave through a corporate indirect rate (e.g. Overhead or Fringe rate) or through a direct cost. If the Offeror recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number of working days in a calendar year it normally bills to contracts to account for the vacation, holiday, and sick leave days that will not be billed directly to the contract since this cost is being recovered through the corporate indirect rate.)

## 13. Organization of Firm

(Instructions: Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

*One of the authorized negotiators listed in Section 2 above should sign*

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Subcontractor Size Self-Certification Form

Reference Number: PSM-XXX-XXX

**Project Name:** GHSC-PSM XXX

**Primary NAICS Code:** [enter the [NAICS](#) code that best describes the work being performed under the subcontract. i.e: for technical assistance provision use 541990 or management consulting use 541611. For HHE use 484210 and for GIS use 541360. The NAICS codes most commonly used by Chemonics is 541611, 541618, 541620, 541990]

**Company Name:** Full legal name

**Address:** Street address

**City, State, Zip:** City, State Zip

**DUNS Number:** [enter the [Data Universal Numbering System \(DUNS\)](#) here. Subcontractors must have a DUNS, unless exempted, as a part of receiving a subcontract with Chemonics]

**Contact Person:** Name, Title

**Contact Phone Number:** (555) 555-5555

### Type of Entity

If you have difficulty ascertaining the business size status, please refer to SBA's website ([www.sba.gov/size](http://www.sba.gov/size)) or contact your local SBA office.

Small Business Large Business Nonprofit/Educational Government Non-US

If "Small Business" is checked above, and if applicable, please identify any additional small business designations under which the company qualifies. You may wish to review the definitions for the below categories in the Federal Acquisition Regulation 19.7 or 52.219-8 ([www.acquisition.gov/far/](http://www.acquisition.gov/far/)) to determine applicability.

Small Disadvantaged Business

8(a)

HUBZone

Woman Owned Small Business

Veteran Owned

Service Disabled Veteran Owned

Alaskan Native Corporation

Indian Tribe

By signature below, I hereby certify that the business type and designation indicated above is true and accurate as of the date of execution of this document, and I further understand that under 15 U.S.C. 645(d), any person who misrepresents a business' size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Signature and Title (required)

Date

\*\*\*\*\*CHEMONICS INTERNAL USE ONLY\*\*\*\*\*

HUBZone Status has been verified in the [System for Award Management database](#) or [Dynamic Small Business Database Search](#) as of \_\_\_\_/\_\_\_\_/\_\_\_\_ conducted by: \_\_\_\_\_.

### Annex 4 UEI and SAM Registration Guidance

## **What is UEI?**

The Unique Entity Identifier, or the UEI, is the official name of the “new,non-proprietary identifier” that will replace the DUNS number. The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov). Businesses and organizations who receive funding from the US government will have to use a Unique Entity Identifier (UEI) created in SAM.gov. The UEI number helps the USG to identify companies.

## **Why am I being requested to obtain a UEI number?**

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses UEI numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding UEI number.

## **Is there a charge for obtaining a UEI number?**

No. Obtaining a UEI number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

## **How do I obtain a UEI number?**

UEI numbers can be obtained online at sam.gov.

## **What information will I need to obtain a UEI number?**

To request a UEI number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location
- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

## **How long does it take to obtain a UEI number?**

The UEI number is issued immediately upon completion of the request process.

### Are there exemptions to the UEI number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

### What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

### When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public have **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

### Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities

Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

c.

### **What benefits do I receive from registering in SAM?**

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

### **How do I register in SAM?**

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: [https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)

Follow the step-by-step guidance for contracts registrations at:

[https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Contract\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf)

*You must have a UEI number in order to begin either registration process.*

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

### **What data is needed to register in SAM?**

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

- \* General Information - Includes, but is not limited to, UEI number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.
- \* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.
- \* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
- \* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.
- \* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact.
- \* Electronic Data Interchange (EDI) Information\* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (\*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)

## **Annex 5 Past Performance, and Minimum Technical Requisites**

### **A. Past Performance Template**

The following table must be completed and included in the Technical Volume. Include at least 3 projects that best illustrate experience relevant to this RFP or similar activities. The projects included must have been completed within the past 3 years.

| # | Client Name,<br>Address/Location<br>, Telephone<br>Number, Email | Contract or<br>Purchase Order<br>Number | Description of<br>Activities or<br>Work | Date of Work | Cost in<br>(insert<br>currency) |
|---|------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|--------------|---------------------------------|
| 1 |                                                                  |                                         |                                         |              |                                 |
| 2 |                                                                  |                                         |                                         |              |                                 |
| 3 |                                                                  |                                         |                                         |              |                                 |

Chemonics reserves the right to contact provided references to verify and, if applicable, request further information. Chemonics reserves the right to obtain past performance information obtained from sources other than those identified by the offeror. Chemonics shall determine the relevance of similar past performance information.

## B. Minimum Technical Requisites

The table below outlines the core technical domains and associated programming languages relevant to the NMS ERP Oracle Systems Implementation.

Offerors are required to replicate and complete the table format provided, demonstrating their capabilities in the four areas of expertise defined in Section 2 of the IQS Technical Proposal. For each referenced project completed within the past five (5) years and aligned with the minimum technical requirements, offerors must submit a **completion certificate** issued by the client organization for which the system or application was developed.

- Each client-issued certificate must include the following details:
- Full name of the point of contact who can verify the completed work
- Name and physical address of the client organization
- Email address and phone number of the point of contact
- Year of project completion

These certificates will be used to validate technical experience and assess relevance to the scope of work outlined in this solicitation.

### i. Experience in Oracle ERP Systems Implementation

| #  | Field                                                                       | Information Required |
|----|-----------------------------------------------------------------------------|----------------------|
| 1. | Developer's/Implementation Lead Name                                        |                      |
| 2. | ERP System Name                                                             |                      |
| 3. | Countries in which the ERP system is being used                             |                      |
| 4. | Link to system (if accessible) or documentation                             |                      |
| 5. | Year in which the ERP system was launched for users                         |                      |
| 6. | Software, platforms and operating systems used to develop/implement the ERP |                      |
| 7. | Description of the ERP system functionalities                               |                      |
| 8. | Client for which this ERP system was developed                              |                      |
| 9. | Is the system still in use?                                                 |                      |

### ii. Design and Implementation of Web-Based Supply Chain Management Systems

| #   | Field                                                                                              | Information Required |
|-----|----------------------------------------------------------------------------------------------------|----------------------|
| 1.  | Designer's/Developer's Name(s)                                                                     |                      |
| 2.  | Health Information /Supply Chain System Name(s)                                                    |                      |
| 3.  | Countries in which the system operates                                                             |                      |
| 4.  | What sector is this system supporting? (e.g., healthcare, pharmaceuticals, medical supplies, etc.) |                      |
| 5.  | Year in which the system was launched for users                                                    |                      |
| 6.  | Software, platforms and operating systems used to develop the system                               |                      |
| 7.  | Description of the system functionalities                                                          |                      |
| 8.  | Client for which this system was developed                                                         |                      |
| 9.  | Is the system still in use?                                                                        |                      |
| 10. | Was the system scaled post pilot?                                                                  |                      |

### iii. Vendor Programming Language Proficiency Assessment

Complete the table below to indicate your proficiency level (Basic, Medium, or High) for each system development programming language, database management, and integration technology. For each item, list the project(s) where it was applied. All technologies marked (Required) must be addressed.

| Component Area           | Software / Framework                               | Proficiency Level<br>(Select one)                                                            | Project(s) Where Applied |
|--------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|
| Systems Development      | JavaScript (Node.js, React, Angular)<br>(Required) | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | Python (Django, Flask)<br>(Required)               | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | Java (Spring Boot)<br>(Required)                   | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | PHP (Laravel)                                      | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
| Database Management      | SQL (Required)                                     | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | PL/SQL (Required)                                  | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | PostgreSQL (Required)                              | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | MySQL (Required)                                   | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | MS SQL Server                                      | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | Oracle SQL (Required)                              | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
| Integration Capabilities | REST APIs (Required)                               | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | GraphQL                                            | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | JSON Processing<br>(Required)                      | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          | XML Processing                                     | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                          |                                                    |                                                                                              |                          |

#### iv. Mobile Compatibility Proficiency Assessment

Complete the table below to indicate your proficiency level (Basic, Medium, or High) for each mobile technology. For each item, list the project(s) where it was applied. All technologies marked (Required) must be addressed.

| Component Area       | Software / Framework                      | Proficiency Level<br>(Select one)                                                            | Project(s) Where Applied |
|----------------------|-------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|
| Mobile Compatibility | HTML5 / CSS3 (Required)                   | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                      | JavaScript (Responsive Design) (Required) | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                      | React Native                              | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                      | Flutter                                   | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |

#### v. Security Standards Proficiency Assessment

Complete the table below to indicate your proficiency level (Basic, Medium, or High) for each security standard. For each item, list the project(s) where it was applied. All technologies marked (Required) must be addressed.

| Component Area     | Software / Framework                         | Proficiency Level<br>(Select one)                                                            | Project(s) Where Applied |
|--------------------|----------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|
| Security Standards | Python Security (OWASP) (Required)           | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                    | Java Security (Required)                     | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                    | JavaScript Security (JWT, OAuth2) (Required) | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                    | C# Security                                  | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |

#### vi. Cloud Deployment Proficiency Assessment

Complete the table below to indicate your proficiency level (Basic, Medium, or High) for each cloud deployment technology. For each item, list the project(s) where it was applied. All technologies marked (Required) must be addressed.

| Component Area   | Software / Framework       | Proficiency Level<br>(Select one)                                                            | Project(s) Where Applied |
|------------------|----------------------------|----------------------------------------------------------------------------------------------|--------------------------|
| Cloud Deployment | Python (Cloud) (Required)  | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                  | Java (Cloud) (Required)    | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |
|                  | Node.js (Cloud) (Required) | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |                          |

|  |                                 |                                                                                              |  |
|--|---------------------------------|----------------------------------------------------------------------------------------------|--|
|  | Docker Containers<br>(Required) | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |  |
|  | Kubernetes                      | <input type="checkbox"/> Basic <input type="checkbox"/> Medium <input type="checkbox"/> High |  |

## Annex 6. Minimum Labor Qualifications

Offerors are required to complete the tables provided below for each proposed key and non-key labor position.

*Key Personnel:*

| Position                                                                            | Minimum Qualifications                                                                                           | How the Proposed Personnel Meets the Minimum Qualifications | Meets the Minimum Requirement Yes/No |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------|
| <b>Technical Project Manager – [Insert proposed professional's name]</b>            | ▪ Bachelor's degree in Computer Science, Information Systems, Engineering, or related field                      |                                                             |                                      |
|                                                                                     | ▪ 7+ years of experience in Oracle ERP systems development and implementation                                    |                                                             |                                      |
|                                                                                     | ▪ 5+ years of experience managing multi-country ERP technology projects                                          |                                                             |                                      |
|                                                                                     | ▪ Experience with healthcare supply chain management systems or pharmaceutical logistics                         |                                                             |                                      |
|                                                                                     | ▪ Experience with Oracle E-Business Suite                                                                        |                                                             |                                      |
|                                                                                     | ▪ Previous experience with USAID or international development projects (preferred)                               |                                                             |                                      |
|                                                                                     | ▪ Previous experience with USAID or international development projects (preferred)                               |                                                             |                                      |
| Position                                                                            | Minimum Qualifications                                                                                           | How the Proposed Personnel Meets the Minimum Qualifications | Meets the Minimum Requirement Yes/No |
| <b>Business Analyst/Functional Consultant [Insert proposed professional's name]</b> | ▪ Bachelor's degree in business administration, Health Administration, Supply Chain Management, or related field |                                                             |                                      |
|                                                                                     | ▪ 5+ years of experience in Oracle ERP functional consulting                                                     |                                                             |                                      |
|                                                                                     | ▪ Experience with healthcare or pharmaceutical supply chain business processes                                   |                                                             |                                      |
|                                                                                     | ▪ Knowledge of inventory management, procurement, and distribution processes                                     |                                                             |                                      |

|  |                                                                               |  |  |
|--|-------------------------------------------------------------------------------|--|--|
|  | ▪ Experience with Oracle Order Management, Inventory, and Procurement modules |  |  |
|  | ▪ Strong analytical and documentation skills                                  |  |  |
|  | ▪ Experience in developing countries or healthcare systems (preferred)        |  |  |

**Technical Delivery personnel:**

| Position                                                                              | Minimum Qualifications                                                                                         | How the proposed personnel meet with minimum qualification | Meets the Minimum Requirement Yes/No |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------|
| <b>Senior Oracle ERP Developer/Architect</b><br>[Insert proposed professional's name] | ▪ Bachelor's degree in computer science, Information Technology, or related field                              |                                                            |                                      |
|                                                                                       | ▪ 5+ years of experience in Oracle ERP application development                                                 |                                                            |                                      |
|                                                                                       | ▪ Experience with Oracle E-Business Suite R12                                                                  |                                                            |                                      |
|                                                                                       | ▪ Proficiency in PL/SQL, Java, Oracle ADF, and Oracle Integration Cloud (OIC)                                  |                                                            |                                      |
|                                                                                       | ▪ Database design and optimization experience with Oracle Database 19c/21c                                     |                                                            |                                      |
|                                                                                       | ▪ API development and system integration experience (REST, SOAP, JSON)                                         |                                                            |                                      |
|                                                                                       | ▪ Experience with cloud platforms (Oracle Cloud Infrastructure preferred)                                      |                                                            |                                      |
| Position                                                                              | Minimum Qualifications                                                                                         | How the proposed personnel meet with minimum qualification | Meets the Minimum Requirement Yes/No |
| <b>ERP Implementation Specialist</b> [Insert proposed professional's name]            | ▪ Bachelor's degree in information systems, Business Administration, Supply Chain Management, or related field |                                                            |                                      |
|                                                                                       | ▪ 5+ years of experience in Oracle ERP system implementation and deployment                                    |                                                            |                                      |
|                                                                                       | ▪ Experience with healthcare or pharmaceutical supply chain systems                                            |                                                            |                                      |

|                                                                                     | <ul style="list-style-type: none"> <li>▪ Experience with user training and change management in ERP environments</li> </ul>                  |                                                            |                                      |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------|
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Strong communication and interpersonal skills</li> </ul>                                            |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Experience working in developing countries or East Africa (preferred)</li> </ul>                    |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ English language skills (required)</li> </ul>                                                       |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Oracle ERP certification (preferred)</li> </ul>                                                     |                                                            |                                      |
| Position                                                                            | Minimum Qualifications                                                                                                                       | How the proposed personnel meet with minimum qualification | Meets the Minimum Requirement Yes/No |
| <b>Database Administrator/DevOps Engineer [Insert proposed professional's name]</b> | <ul style="list-style-type: none"> <li>▪ Bachelor's degree in computer science, Information Technology, or related field</li> </ul>          |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ 5+ years of experience in Oracle Database administration (19c/21c preferred)</li> </ul>             |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Experience with DevOps practices</li> </ul>                                                         |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ System monitoring and performance optimization experience with Oracle Enterprise Manager</li> </ul> |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Security and backup/recovery experience in healthcare environments</li> </ul>                       |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Experience with Docker, Kubernetes, and CI/CD pipelines</li> </ul>                                  |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Knowledge of HIPAA, USAID security standards, and data protection regulations</li> </ul>            |                                                            |                                      |
| Position                                                                            | Minimum Qualifications                                                                                                                       | How the proposed personnel meet with minimum qualification | Meets the Minimum Requirement Yes/No |
| <b>Systems Integration Developer [Insert proposed professional's name]</b>          | <ul style="list-style-type: none"> <li>▪ Bachelor's degree in computer science, Information Systems, or related field</li> </ul>             |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ 5+ years of experience in Oracle integration technologies</li> </ul>                                |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Experience with Oracle Integration Cloud (OIC), Oracle SOA Suite, or Oracle Service Bus</li> </ul>  |                                                            |                                      |
|                                                                                     | <ul style="list-style-type: none"> <li>▪ Proficiency in REST/SOAP web services, JSON, and XML</li> </ul>                                     |                                                            |                                      |

|                                                                          | <ul style="list-style-type: none"> <li>▪ Experience with healthcare system integrations (HL7 FHIR preferred)</li> </ul>                                  |                                                            |                                      |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------|
|                                                                          | <ul style="list-style-type: none"> <li>▪ Knowledge of supply chain management system interfaces</li> </ul>                                               |                                                            |                                      |
|                                                                          | <ul style="list-style-type: none"> <li>▪ Experience with Oracle Data Integrator (ODI) (preferred)</li> </ul>                                             |                                                            |                                      |
| Position                                                                 | Minimum Qualifications                                                                                                                                   | How the proposed personnel meet with minimum qualification | Meets the Minimum Requirement Yes/No |
| <b>Quality Assurance (QA) Lead [Insert proposed professional's name]</b> | <ul style="list-style-type: none"> <li>▪ Bachelor's degree in Computer Science, Information Systems, Software Engineering, or a related field</li> </ul> |                                                            |                                      |
|                                                                          | <ul style="list-style-type: none"> <li>▪ 5+ years of experience in QA testing and test management for enterprise systems</li> </ul>                      |                                                            |                                      |
|                                                                          | <ul style="list-style-type: none"> <li>▪ Experience with Oracle ERP testing or healthcare system testing</li> </ul>                                      |                                                            |                                      |
|                                                                          | <ul style="list-style-type: none"> <li>▪ Knowledge of functional, performance, and security testing methodologies</li> </ul>                             |                                                            |                                      |
|                                                                          | <ul style="list-style-type: none"> <li>▪ Experience with automated testing tools and frameworks</li> </ul>                                               |                                                            |                                      |
|                                                                          | <ul style="list-style-type: none"> <li>▪ Strong analytical and documentation skills</li> </ul>                                                           |                                                            |                                      |
|                                                                          | <ul style="list-style-type: none"> <li>▪ Experience with healthcare or pharmaceutical systems testing (preferred)</li> </ul>                             |                                                            |                                      |
|                                                                          | <ul style="list-style-type: none"> <li>▪ ISTQB certification or equivalent QA certification (preferred)</li> </ul>                                       |                                                            |                                      |

## Annex 7. Illustrative General Key Performance Indicators (KPIs)

This section outlines the framework for selecting Key Performance Indicators (KPIs) to be incorporated into individual sub-Task Orders (sub-TOs), as applicable. KPIs will be drawn from the below illustrative pool of indicators and tailored or updated as needed to align with the specific scope and objectives of each sub-TO. The selection process ensures that performance metrics are relevant, measurable, and directly support the component of work being executed under the respective sub-TO.

### Cross Cutting KPIs:

| KPI                                 | Description                                                                          | Target                         |
|-------------------------------------|--------------------------------------------------------------------------------------|--------------------------------|
| Timely Delivery of STO Deliverables | Percentage of deliverables submitted within the defined calendar-day timelines       | ≥ 95% on-time                  |
| Compliance with Acceptance Criteria | Percentage of deliverables meeting all specified acceptance criteria on first review | ≥ 90% acceptance               |
| Stakeholder Satisfaction            | Feedback from NMS, MoH, and other stakeholders on vendor responsiveness and quality  | ≥ 85% satisfaction rating      |
| Issue Resolution Time               | Average time to resolve issues logged during UAT or hypercare                        | ≤ 5 business days              |
| Knowledge Transfer Completion       | Delivery of training and documentation prior to go-live                              | 100% completion before go-live |

### Module Implementation KPIs

| KPI                           | Description                                                       | Target         |
|-------------------------------|-------------------------------------------------------------------|----------------|
| System Functionality Accuracy | Percentage of implemented features functioning as specified       | ≥ 98% accuracy |
| Integration Success Rate      | Successful data exchange with external systems (e.g., IFMIS, EMR) | ≥ 99% success  |

### Critical Technical KPIs

| KPI                      | Category                       | Description                                                | Target |
|--------------------------|--------------------------------|------------------------------------------------------------|--------|
| Budget Monitoring Module | Real-Time Budget Sync Accuracy | % of transactions correctly reflecting budget availability | ≥ 99%  |
|                          | Approval Workflow Reliability  | % of budget overruns routed through approval workflows     | ≥ 98%  |
|                          | Auto-Booking Success Rate      | % of transactions auto booked without manual intervention  | ≥ 95%  |

|                                                          |                                   |                                                              |                   |
|----------------------------------------------------------|-----------------------------------|--------------------------------------------------------------|-------------------|
| Enhanced Donation Processing System                      | Automated Allocation Success Rate | % of donation orders allocated without manual override       | $\geq 95\%$       |
| Audit Trail Implementation                               | Activity Logging Coverage         | % of user actions and system events captured in audit logs   | 100%              |
|                                                          | Change Tracking Granularity       | Ability to trace field-level changes across modules          | Full traceability |
|                                                          | SoD Conflict Detection Rate       | % of potential SoD violations flagged during role assignment | $\geq 98\%$       |
| IFMIS Integration<br>NIRA integration<br>URA Integration | Data Synchronization Success Rate | % of transactions synced with the integrated Systems         | $\geq 99\%$       |
|                                                          | Integration Latency               | Average time for data exchange between ERP and IFMIS         | $\leq 5$ seconds  |

### Testing and Quality Assurance KPIs

| KPI                      | Description                                                 | Target                        |
|--------------------------|-------------------------------------------------------------|-------------------------------|
| Test Coverage            | Percentage of functional requirements covered by test cases | $\geq 95\%$ coverage          |
| Defect Closure Rate      | Percentage of identified defects resolved before go-live    | $\geq 98\%$ closure           |
| Automated Test Execution | Execution rate of automated test scripts (if in scope)      | $\geq 90\%$ execution success |