

COMPETITIVE DESK STUDY COST QUOTATION SHEET
Governments Estimate \$15,000

All documents sent to you regarding the project are CONFIDENTIAL and are the property of USTDA. Please return them to USTDA upon completion of the assignment or upon your determination that you cannot accept the assignment. Any circumstances, which arise at any time during the life of the contract relating to conflicts or potential conflicts of interest, shall immediately be brought to the Contracting Officer's attention. . **Attach one page that describes capability and availability along with this quote. Please complete the cost quotation sheet as indicated below and RETURN BY Thursday, November 6, 2008 @ 4:00pm Attn. Tyrone In Contracts Office by email to www.contract@ustda.gov**

PROJECT NAME	India: Desk Study – DGCA Aviation Activities
PROJECT NUMBER	200931002A
OBLIGATION NUMBER	PO2009310001
COUNTRY MANAGER PROJECT OFFICER	Jason Nagy /Henry Steingass

OFFEROR NAME	
ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
FAX NUMBER/E-MAIL	
DUNS NUMBER	
TAX IDENTIFICATION NUMBER	

1. PROFESSIONAL SERVICE SCHEDULE AND HOURLY RATE (\$ _____)

ANTICIPATED START AND END DATES: _____
CONSULTANT LABOR COST: _____

2. COMMUNICATIONS AND MISCELLANEOUS EXPENSES

COST APPLIED TO PHONE, FAX, COPIES	
COST APPLIED TO SERVICES RENDERED	

3. TOTAL COST OF THE STUDY

TOTAL DESK STUDY COST	
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Signatures of proposed contractor indicate to the USTDA Contracting Office that the contractor understands the work requirement, but this document does not constitute a contractual agreement. **FINAL AUTHORIZATION TO PROCEED WITH THE WORK WILL COME FROM USTDA'S CONTRACTING OFFICE BY PURCHASE ORDER.** Proposed contractors should contact USTDA Contracts Office on 703-875-4357 if not notified to proceed with work within 3 business days from date of fax submittal.

Signature of Contractor		Date	
Initial/Receipt Date of TDA Contracts Office		Date PO issued.	

Please return completed form to Contracting Officer by Fax on 703-875-4009 ASAP. (REV3/00)



U.S. TRADE AND DEVELOPMENT AGENCY

Non-Disclosure Agreement
Project Number: **200931002A**

- (a) To the extent that the work under this contract requires that the contractor be given access to confidential information or proprietary data from the Government or other companies, the Contractor agrees to treat such information and data as confidential and to use the information only for the contemplated purpose. The Contractor also agrees not to use such information for any other purpose or to disclose such information to any third party, unless specifically authorized by the Contracting Officer in writing. The foregoing requirements, however, shall not apply to:
- (1) Information that, at the time of receipt by the Contractor, is in the public domain;
 - (2) Information that becomes part of the public domain through no fault of the Contractor;
 - (3) Information received by the Contractor without breach of this agreement from a third party without restriction as to the use and disclosure of the information; or
 - (4) Information that was independently developed by the Contractor without use of the confidential information or proprietary data.
- (b) The Contractor agrees that confidential information or proprietary data obtained from the Government or other companies shall not be disclosed to any Contractor employee unless the employee agrees in writing not to discuss, divulge or disclose such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.
- (c) The Contractor agrees, if requested by the Government, to sign an identical agreement in all material aspects, with each company supplying information to the Contractor under this contract and to supply a copy of such agreement to the Contracting Officer. The Contractor shall report to the Government any confidential or proprietary information received in performance of this contract, and the companies from which the Contractor received such information.
- (d) This clause shall flow down to all subcontracts.

Signature:

Type of Print Name:

Date:

Revised: April 2004

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

1. Name (Last, First, Middle)		2. Contractor's Name	
3. Employee's Address (include ZIP code)		4. Contract Number	5. Position Under Contract
		6. Proposed Salary	7. Duration of Assignment
8. Telephone Number (include area code)	9. Place of Birth	10. Citizenship (If non-U.S. citizen, give visa status)	

1. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment

12. EDUCATION (include all college or university degrees)				13. LANGUAGE PROFICIENCY		
NAME AND LOCATION OF INSTITUTION	MAJOR	DECREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
					2/S	2/R
					2/S	2/R
					2/S	2/R

14. EMPLOYMENT HISTORY

1. Give lasts three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.
2. Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (mm/dd/yyyy)		Annual Salary
		From	To	Dollars

15. SPECIFIC CONSULTANT SERVICES (give last three (3) years)

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (mm/dd/yyyy)		Days at Rate	Daily Rate In Dollars
		From	To		

16. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee	Date
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Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative	Date
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INSTRUCTIONS

Indicate your language proficiency in block 13 using the following numeric interagency Language Roundtable levels (Foreign Service Institute levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability. For more in-depth description of the levels refer to USAID Handbook 28.

2. Limited working proficiency

S Able to satisfy routine social demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects.

3. General professional proficiency

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.

R Able to read within a normal range of speed and with almost complete comprehension.

4. Advanced professional proficiency

S Able to use the language fluently and accurately on all levels.

R Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang.

5. Functional native proficiency

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate overseas logistic support and allowances; the educational information provides an indication of qualifications; the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary.

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

United States Agency for International Development
Procurement Policy Division (M/OP/P)
Washington, DC 20523-1435;
and
Office of Management and Budget
Paperwork Reduction Project (0412-0520)
Washington, DC 20503

Desk Study on DGCA Aviation Activities

Scope of Work

Overview

The U.S. Trade and Development Agency (USTDA) is a foreign assistance agency that delivers its program commitments through grants and contracts. The projects supported by USTDA activities represent strong and measurable development priorities in the host country and offer opportunities for the sale of U.S. goods and services. Requests for USTDA assistance are made by either public or private sector project sponsors for implementation in developing and middle income countries.

USTDA requires services under this non-personal services Contract to support or improve its decision-making relative to the funding of a project or activity in a developing or middle-income country. The Contractor shall provide a report to USTDA, which will:

- Assess and justify whether or not USTDA should provide funding for the proposed study, technical assistance or other trade capacity building activities, herein after referred to as “studies”
- Provide supporting analysis and recommendation on the above information in a final report that analyzes all the relevant issues

Specifically, USTDA has received a request for funding from the Directorate General of Civil Aviation in India for technical assistance to be conducted by U.S. firms on the following three projects:

1. Aviation Standards and Procedures Technical Assistance
2. Aircraft Pilot Capacity Assessment Technical Assistance
3. Aircraft Maintenance Engineer Capacity Technical Assistance

In support of that request, USTDA has received detailed proposals from U.S. firms to perform the technical assistance. USTDA is now considering whether to provide funding for these studies.

The Contractor’s recommendations shall be based upon USTDA funding criteria, which are that the project must: (1) be likely to receive implementation financing, and in addition, have a procurement process that provides “equal access” to U.S. firms; (2) represent an opportunity for sales of U.S. goods and services that is many times greater than the initial investment of USTDA assistance; (3) be a development priority of the project sponsor and country where the project is located and have the endorsement of the U.S. Embassy in that nation, and (4) involve U.S. companies that are facing market entry problems and/or strong competition from foreign companies which often receive subsidies and other support from their governments.

USTDA intends to contract with a U.S. firm (Contractor) to perform a Desk Study to assess: (1) whether or not the projects meet USTDA’s basic funding criteria (above); (2) recommend the

appropriate Terms of Reference (TOR) for the studies; and (3) develop appropriate budgets for the TOR recommended for the study.

The Desk Study Contractor shall also be required to verify U.S. industry and competitiveness, U.S. export potential, development and environmental impacts. The Desk Study Contractor shall work closely with the three U.S. firms selected to perform the three technical assistance activities and the Directorate General of Civil Aviation to come to mutually acceptable TORs and budgets that are in line with USTDA's program objectives.

The Contractor shall submit all deliverables under this Contract to the Contracting Officer's Technical Representative (COTR) on or about January 15, 2009. The Period of Performance for this Contract shall be eight months from the date of the Contracting Officer's signature on the Contract.

Project Profiles

USTDA received three proposals, each endorsed by the U.S.-India Aviation Cooperation Program (ACP), for USTDA grant funding consideration to support capacity building initiatives for India's rapidly growing aviation sector. The Directorate General of Civil Aviation (DGCA), India's civil aviation regulatory body responsible for regulation of air transport services and for enforcement of civil air regulations, air safety and airworthiness standards, is the prospective grantee for all three of the proposed activities.

Project 1: Aviation Standards and Procedures

The DS would review a proposal from HEICO (Hollywood, FL), endorsed by the U.S.-India ACP, for USTDA grant funding to share the cost of technical assistance (TA) for an aviation standards and procedure cooperation program. The objective of the TA is to promote the commercial interests of varied U.S. aviation manufacturing, product and service-oriented companies in India's growing aviation sector by providing TA and training to relevant civil aviation standards and certification authorities. The 70-day training program would be conducted on various topics and would be offered to manufacturing and maintenance, repair and overhaul (MRO) vendors, component manufacturers (e.g., related to required offsets), the Directorate General of Civil Aviation (DGCA), Indian public sector units and others. Six other ACP member companies, consisting of Boeing, GE Aviation, Honeywell, Moog, Pratt and Whitney, and Vaughn College, have formed a committee to help plan and compile logistics and training materials. The TA is estimated at \$711,875, of which \$353,500 is proposed to be contributed in-kind by ACP member companies.

Project 2: Aircraft Pilot Capacity Assessment

The DS would review a proposal from Paulk Aviation Services, Inc. (Canton, GA), endorsed by the U.S.-India ACP, for USTDA grant funding to share the cost of a technical assistance (TA) program for an Aircraft Pilot Capacity Assessment for DGCA. The program would address the ongoing and projected shortage of commercial aircraft pilots, which serves as a key constraint to safe growth of the sector particularly given the ambitious aircraft delivery schedule of Indian airlines. The TA would assess the present system for pilot training in India, share the pilot training system best practices of the U.S, suggest practical changes with commercial incentives for stakeholders in the Indian aviation training systems to expand the supply of well-trained Indian pilots to Indian air carriers in a cost effective and efficient manner. The TA would also provide regulatory recommendations for the pilot program to ensure that quality and safety

priorities of Indian aviation standards are in accordance with global best practices. The TA is estimated at \$440,340, of which \$35,000 is proposed to be contributed in-kind by ACP member companies. The cost share structure will be developed in the course of the DS.

Project 3: Aircraft Maintenance Engineer Capacity Study

This DS would review a proposal from Hi-Tec Systems, Inc. (Egg Harbor Township, NJ), endorsed by the U.S.-India ACP, for USTDA grant funding to share the cost of a technical assistance (TA) for an aircraft maintenance engineer (AME) capacity study. The study would assess whether the national aviation law and regulations conform to the requirements of the International Civil Aviation Organization (ICAO), FAA, and the European Aviation Safety Agency (EASA), and provide the Director General of Civil Aviation (DGCA) with the means of assessing the compliance of its industry with regards to training and licensing of AMEs. The TA would evaluate the status of the Government of India's AME training, licensing, and certification system and provide analysis on the current state of maintenance and engineering resources, the external environment, and the gaps that exist in realizing world-class maintenance and technical standards. The TA is estimated at \$482,680, and the cost sharing structure will be developed in the course of the DS.

Methodology

In the course of carrying out this Desk Study, the Contractor must take the following steps:

1. After reviewing the proposals, contact Country Manager Jason Nagy at (703) 875-4357 to discuss initial observations and raise any questions or concerns about the proposals and the projects. At this time, USTDA will provide the Contractor with additional guidance on agency requirements for the preparation of Terms of Reference and budgets. The Contractor shall also consult with USTDA's Evaluations Department regarding the drafting of host country development impact measures for the Desk Study Final Report (see Attachment 1 below, Section L.7 of the Desk Study Report Outline).
2. Review the proposals in detail and, if necessary, request additional information or clarifications from the U.S. firms and/or DGCA. A copy of any such request should be provided to Country Manager Jason Nagy.
3. Based on the proposals and any additional information or clarifications provided by the U.S. firms, prepare and provide to Country Manager Jason Nagy a first draft report (fax or email attachment is acceptable) within three weeks of receipt from USTDA Contracting Officer of notice of contract award. The draft report must be clearly marked "First Draft" on the cover. If it is anticipated that the draft cannot be provided within three weeks, immediately contact Country Manager Jason Nagy to discuss the reasons for the delay. USTDA will review the first draft report and provide comments.
4. Provide to USTDA and to the U.S. firm for its review and comment a second draft report, which incorporates USTDA's comments on the first draft report (again, fax or email attachment is acceptable) within one week of receipt of USTDA's comments. This draft report must be clearly marked "Second Draft" on the cover. The U.S. firm will provide its comments on the second draft report to the Contractor.

5. The Contractor shall discuss the comments from the U.S. firm with Country Manager Jason Nagy and, based on that discussion, prepare and provide to USTDA within one week a Final Report. Five (5) original hard copies of the Final Report (fax is **not** acceptable), an electronic version of the Final Report (preferably on CD-ROM), along with an invoice, must be provided to USTDA. The Final Report shall be grammatically correct and free of typographical errors. Any hard copies of project proposal materials must be returned to USTDA at this time.

Deliverables

The Contractor shall review the proposals and prepare a report to USTDA. Each draft of the Desk Study report **must** conform to the outline found in Attachment I and provide the requested information and analysis, unless otherwise agreed in writing by USTDA.

Confidentiality

The proposals of the U.S. firms are proprietary documents and should not be distributed without permission from USTDA and the U.S. firms.

Impartiality

It is essential that the Desk Study be conducted with complete impartiality and objectivity and that the Contractor and its Subcontractors not obtain an unfair competitive advantage in USTDA-funded activities resulting from this contract. In accordance with the principles of FAR Subpart 9.5 and USTDA policy, the Contractor and its Subcontractors, if any, for this contract shall be ineligible to compete for, as a prime or subcontractor or otherwise, USTDA-funded activities that result from this contract, unless USTDA through its Contracts Office, shall have granted a waiver, based upon FAR 9.503, that preclusion of the Contractor or its Subcontractors from the follow-on activity would not be in the Government's interest. This restriction shall remain in effect for three (3) years from the termination of this contract. The Contractor is responsible for including this restriction in all subcontracts under the contract.

Attachment I

Desk Study Report Outline

A. Executive Summary.

An executive summary of the report's findings and recommendations.

B. Project Description.

A brief description and history of the project, including, among other things, host country and/or other project sponsors, sector, project location, source of raw materials, infrastructure requirements, proposed technological approach, legal and regulatory framework (licenses, permits, etc.), implementation schedule, economic fundamentals (estimated capital cost, operating costs, interest expense, taxes, expected revenues, etc), the specific objectives of the proposed study, any other variables or issues the Contractor deems critical as part of a thorough activity/project evaluation.

C. Project Sponsor's Capabilities and Commitment.

A description of the host country project sponsor's business/government operations or authority and an assessment of the project sponsor's commitment and ability to implement the project. This should include a description of the project sponsor's previous commitments, responsiveness, business activities, and government mandate.

D. Implementation Financing.

A review of the financing options for project implementation, including an assessment of the overall cost estimate of the project and, for projects involving potential U.S. equity investment, the project's proposed debt-equity structure to ensure that it corresponds to the requirements of the prospective lenders (this aspect is critical to USTDA's decision making). As part of this review, the Contractor is required to contact officials from the potential financing institutions, including, where appropriate, multilateral lending institutions, Ex-Im Bank, OPIC and private/commercial sources, to assure that the project sponsors have adequately explored their financing options. The Contractor shall provide names and phone numbers of contacts at the potential lending institutions and summarize their comments. The Contractor must determine the most likely source(s) of implementation financing and ensure that the terms of reference for the study fulfill the requirements of the most likely source(s), or suggest appropriate revisions to ensure that they do.

E. U.S. Export Potential.

A best estimate of potential procurement of U.S. goods and services for project implementation. This estimate should be supported by a breakdown by category and dollar value of goods and services likely to be imported for the project and an illustrative list of potential U.S. suppliers of the goods and services for those goods and services listed as likely U.S. exports. A report of discussions with a reasonable number of U.S. companies that could be exporters, and their level of interest in the project should also be included.

F. Foreign Competition and Market Entry Issues.

A discussion of the foreign competition for goods and services likely to be procured for project implementation by category, including a discussion of U.S. industry competitiveness in each category, taking into account geographic factors, local industry capabilities, technology and licensee issues, past procurement tendencies of the project sponsor, and how the procurement is likely to be conducted. Where relevant, the Contractor shall discuss the extent to which market entry issues impede trade and how the project will help overcome these obstacles.

G. Developmental Impact.

The DS Contractor shall discuss the most important benefits that the project will provide to the host country. Items of primary interest to USTDA include: Infrastructure (including any positive environmental impacts); Human Capacity Building (including jobs and training); Technology Transfer and Productivity Improvements; and Market Oriented Reforms. Other host country economic development benefits such as financial revenue enhancements, increased good governance and others should also be mentioned where appropriate (For more detail see the Guidance on USTDA Development Impact Measures in Annex VI below).

H. Impact on the Environment.

A statement regarding the likely consequences the proposed project may have on the environment and ensure that the Terms of Reference for the study include, at a minimum, a preliminary review of the project's impact on the environment, with reference to local requirements and those of potential lending agencies. The study should identify potential negative impacts and discuss the extent to which they can be minimized.

I. Impact on U.S. Labor.

An assessment of the impact of the project on U.S. labor addressing the legislative prohibitions on the use of Foreign Assistance funds described in Annex I.

J. Qualifications.

A review of the capabilities of the U.S. company submitting the proposal and the qualifications of the proposed study team.

K. Justification.

An evaluation of the explanation of why USTDA's grant funding is needed, including a description of how the project would support U.S. government policy priorities and promote trade, how USTDA's participation would add value to the project's development, and how the success of the project would be measured in terms of trade capacity and development impact.

L. Terms of Reference.

A review of the appropriateness of the Terms of Reference (TOR) and budget for the study. If necessary, provide suggested revisions to the TOR and budget to conform to USTDA's

requirements. The TOR, which must be endorsed by the project sponsor, shall include, at a minimum, the following:

1. **Purpose and objective of the study.** This section should contain a concise statement.
2. **A technical assessment.** This section should include relevant background information that is pertinent to the technology selection.
3. **An economic analysis of the project.** This section will usually include a cash flow analysis, attention to market conditions, raw material availability, supply agreements, off-take agreements, and competing alternative methods of achieving the same or similar project objectives.
4. **A financial analysis of the project.** This section should consider the availability of equity and debt financing as well as the views of potential public and private financing organizations, such as the World Bank, relevant regional multilateral development bank(s), Ex-Im and OPIC.
5. **An appropriate environmental analysis of the project.** A preliminary review of the project's anticipated impact on the environment with reference to local requirements and those of multilateral lending agencies (such as the World Bank). This review would identify potential negative impacts, discuss the extent to which they can be mitigated, and develop plans for a full environmental impact assessment if and when the project moves forward to the implementation stage. This includes the identification of steps that will need to be undertaken by the project sponsor subsequent to the study's completion and prior to project implementation.
6. **A review of regulatory issues related to the project.** This should include a discussion of any regulations that would impact the project's viability or prognosis to move forward.
7. **An analysis of key host country development impacts.** (Infrastructure, Human Capacity Building, Technology Transfer and Productivity Improvement and/or Market-Oriented Reform). These Development Impact factors are intended to provide the project's decision-makers and interested parties with a broader view of the project's potential effects on the Host Country.

The analysis shall focus on what Development Impact is likely if the project is implemented according to the study recommendations. While specific focus shall be paid to the immediate impact of the project, analysis shall include any additional developmental benefits that may result from the project's implementation, including spin-off and demonstration effects.

Accordingly, the analysis shall be an assessment of each of the following categories with respect to the project's potential Development Impact:

(1) Infrastructure: Provide a statement on the infrastructure impact, giving a brief synopsis. For example, "The project would result in the construction of a power plant that would provide 500MW of power. This plant would serve ___ [number] additional households in ___ [area]."

(2) Market- Oriented Reform: Provide a description of any regulation, laws, or institutional changes that are recommended and the effect they would have if implemented.

(3) Human Capacity Building: Assess the number and type of local positions that would be needed to construct and operate the proposed project, as well as the number of local people who would receive training; describe such potential training program.

(4) Technology Transfer and Productivity Enhancement: Provide a description of any advanced technologies that would be utilized as a result of the project. A description of any efficiency that would be gained (e.g. "By upgrading the power plant's old boilers, efficiency will be increased from x% to y%").

(5) Other: Describe any other developmental impacts or benefits that would result from the project, for example, follow-on or replication projects, safer workplace, increased good governance or improved financial revenue flows to the Host Country.

For specific information regarding USTDA's Development Impact goals and measures, please contact the COTR at USTDA, or see the Guidance on USTDA Development Impact Measures in Annex VI below.

8. **U.S. sources of supply.** While aiming at optimum specifications and characteristics for the project, there shall be an assessment of the availability of potential U.S. sources of supply. Business name, point of contact, address, telephone, e-mail, and fax numbers shall be included for each source.
9. **An implementation plan** (anticipated next steps necessary to implement the project), and
10. **Final Report.** The FS/TA Contractor shall prepare and provide to the Grantee and to USTDA a Final Report in accordance with Clause ___ of Annex II of the Grant Agreement. Each of the above tasks in this Terms of Reference must be distinctly set forth in the Final Report in a substantive and comprehensive manner, and shall include all corresponding deliverables. The Final Report shall contain an executive summary. In addition to any other required deliverables in accordance with Clause ___ of Annex II of the Grant Agreement, the Contractor will

provide both the Grantee and USTDA with 6 copies (each) of the final report on CD-ROM. The CD-ROM version of the final report will include:

- Adobe Acrobat readable copies of all documents;
- Source files for all drawings in AutoCAD or Visio format; and
- Source files for all documents in MS Office 2000 or later formats.

The TOR must be designed to meet the requirements of the most likely source(s) of implementation financing. The requirements of some of the potential financing sources may be found at the following web sites:

www.opic.gov/finance.home.html

www.exim.gov/tools.index.html

www.ifc.org/proserv

www.adb.org/PrivateSector/finance/default.asp

www.ebrd.com/applyindex.html

www.iadb.org

www.afdb.org/opportunities/business_generic_proc_notices_country.htm

STUDY BUDGET (2-3 PAGES)

Study Budget Format

The DS Contractor shall provide a detailed budget that is divided into three parts: a line item budget and task breakdown (Annex III), a Task Completion Schedule (Annex IV), and a budget narrative (Annex V). All costs in the budget should be reasonable and allocable to the work being performed, and should support the study TOR. The budget should be supported with sufficient detail to enable USTDA staff or others reviewing the material to understand completely, not only the budgeted amounts, but also the methodology that justifies the budget amounts. The budget should be provided in accordance with the format in Annex III and should include:

- Labor, budgeted by position title and task for each of the positions on the study team. Positions should be identifiable, with descriptions of the positions and proposed team members included in the proposal. Person-Days should reflect the proposed number of days of work effort proposed for each position for each task. The labor cost shall be derived as set forth in Annex III. The proposed budget may not include fee or profit.
- Itemization for per diem, transportation, communications, purchased services/contracts, translation of Final Report, and other direct costs. Per diem must be based on U.S. Government rates, which are available on the State Department web site (<http://www.state.gov/m/a/als/prdm/>).

The Task Completion Schedule should list each major task to be performed in support of the study TOR. The duration of each task is to be graphically presented in a bar chart as illustrated in Annex IV.

The budget narrative should provide a detailed budget explanation and justification presenting how all costs have been derived in accordance with the sample provided in Annex V. The narrative must include an explanation for every line item. In general, each narrative statement should describe, in as much detail as possible:

- What the specific item is
- How the specific item relates to the project
- How the amount shown in the budget was arithmetically determined

M. Recommendations.

Provide recommendations as to:

1. Whether or not the project meets USTDA's basic funding criteria;
2. The appropriate TOR for the proposed study; and
3. The appropriate budget for the TOR recommended for the proposed study.

If the recommendation is that USTDA should fund the study, but in a phased approach or only if certain outstanding issues are resolved or conditions met, those phases, issues or conditions should be clearly delineated in the recommendation.

N. Contacts.

A list of individuals contacted during the Desk Study with their addresses, phone and fax numbers, and e-mail addresses.

Annex I

IMPACT ON U.S. LABOR STATEMENT

The Foreign Operations, Export Financing and Related Programs Appropriations legislation restricts U.S. foreign assistance from being used to provide: (a) any financial incentive to a business enterprise currently located in the United States for the purpose of inducing such an enterprise to relocate outside the United States if such incentive or inducement is likely to reduce the number of employees of such business enterprise in the United States because United States production is being replaced by such enterprise outside the United States; (b) assistance for any project or activity that contributes to the violation of internationally recognized workers rights; and (c) direct assistance for establishing or expanding production of any commodity for export by any country other than the United States, if the commodity is likely to be in surplus on world markets at the time the resulting productive capacity is expected to become operative and if the assistance will cause substantial injury to United States producers of the same, similar, or competing commodity.

Annex II

USTDA Nationality Requirements

The purpose of USTDA's nationality, source, and origin requirements is to assure the maximum practicable participation of American contractors, technology, equipment and materials in the pre-feasibility, feasibility, and implementation stages of a project.

The **Desk Study** rule is as follows: Award is limited to U.S. firms or U.S. individuals. Contractor and U.S. subcontractor employees used shall be either U.S. citizens or non-U.S. citizens lawfully admitted for permanent residence in the United States. Contractor use of subcontractors is limited to less than fifty percent of the proposed price. International transportation and insurance must have their nationality, source and origin in the United States. Local lodging, food, and transportation in the host country are not subject to this restriction.

Nationality:

Definitions

A "U.S. individual" is (a) a U.S. citizen, or (b) a non-U.S. citizen lawfully admitted for permanent residence in the United States (a green card holder).

A "U.S. consultant" is (a) a U.S. citizen whose principal place of business is in the United States, or (b) a non-U.S. citizen lawfully admitted for permanent residence in the United States (a green card holder) whose principal place of business is in the United States.

A "U.S. firm" is a privately owned firm which is incorporated in the United States, with its principal place of business in the United States, and which is either (a) more than 50% owned by U.S. individuals, or (b) has been incorporated in the United States for the last three (3) year period; employs U.S. citizens in more than half of its permanent full-time positions in the United States; and has the existing capability in the United States to perform the work in question.

A partnership, organized in the United States with its principal place of business in the United States, may also qualify as a "U.S. firm," as would a joint venture organized or incorporated in the United States consisting entirely of U.S. firms and/or U.S. individuals.

A nonprofit organization, such as an educational institution, foundation, or association may also qualify as a "U.S. firm" if it is incorporated in the United States and managed by a governing body, a majority of whose members are U.S. individuals.

Annex III

Required Budget Format

DIRECT LABOR COSTS:

<u>TOR Task</u>	<u>TOR Task Name</u>	<u>Primary Contractor (Employee) Labor</u>		
		<u>Total Person Days</u>	<u>x Daily Rate*</u>	= <u>TOTAL COST</u>
I	Task _____	(Position A) _____	_____	_____
		(Position B) _____	_____	_____
	TOTALS:	_____	_____	_____

<u>TOR Task</u>	<u>TOR Task Name</u>	<u>Non-Employee Labor</u>		
		<u>Total Person Days</u>	<u>x Daily Rate **</u>	= <u>TOTAL COST</u>
I	Task _____	(Position A) _____	_____	_____
		(Position B) _____	_____	_____
	TOTALS:	_____	_____	_____

TOTAL DIRECT LABOR COSTS: _____

OTHER DIRECT COSTS:

<u>Purchased Services/Contracts***</u>	<u>Tasks</u>	<u>TOTAL COST</u>
_____	_____	_____
_____	_____	_____

<u>Travel</u>	<u>Trips</u>	<u>Trip Cost</u>	<u>TOTAL COST</u>
International Air Travel	_____	_____	_____
In Country Air Travel	_____	_____	_____
Ground Transportation	_____	_____	_____

	<u>Trip Days</u>	<u>Per Diem Rate</u>	<u>TOTAL COST</u>
Per Diem	_____	_____	_____
Other (local travel, etc.)	_____	_____	_____
Interpreters	_____	_____	_____

<u>Other</u>	<u>TOTAL COST</u>
Reproduction and Binding	_____
Courier Services	_____
Visa Services	_____
Communication	_____

TOTAL OTHER DIRECT COSTS: _____

TOTAL COSTS (DIRECT LABOR COSTS + OTHER DIRECT COSTS): _____

TOTAL U.S. COMPANY COST SHARE: _____

PROPOSED USTDA GRANT: _____

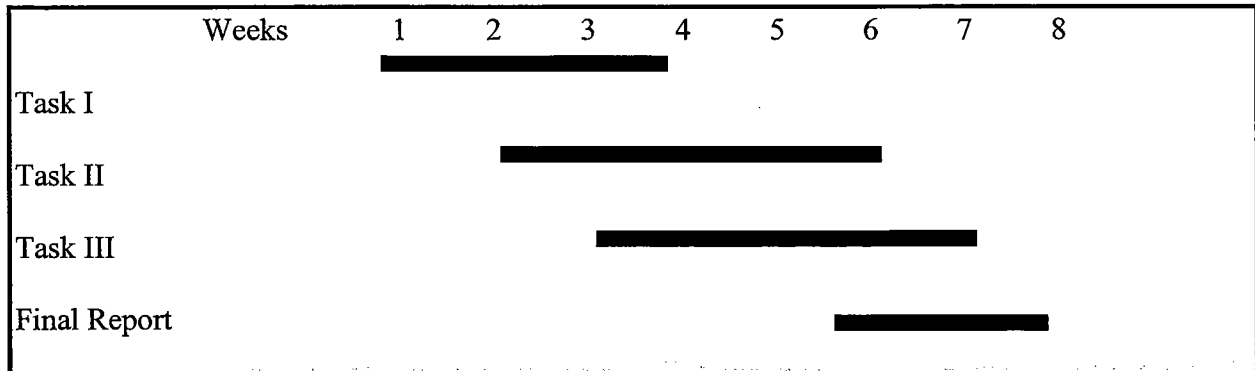
* Primary Contractor (Employee) Labor Costs = Salary + Overhead + Benefits (no fee or profit).

** Non-Employee Labor Cost = Salary + Overhead + Benefits + Reasonable Fee or Profit.

*** Purchased Services/ Contracts may include engineering drawings, lab work, surveys, translation, etc., which would not be included in Non-Employee Labor Cost above.

Annex IV

Task Completion Schedule



Instructions

List each major task to be performed. The duration of each task is to be graphically represented. For example, in the illustrative schedule, Task 1 is to begin in Week 1 and end in Week 4. Preparation of the Final Report begins in Week 6 and is completed in Week 8.

Annex V

BUDGET NARRATIVE REQUIREMENTS

DIRECT COSTS

Direct Labor - Only salaries and wages for employees of the proposing organization should be identified here. Provide the job title; the names of the individuals, if known; the experience and training that describes the individual's capabilities for the project and supports the proposed daily rate; and an explanation of how the individual will support the Terms of Reference. For each, provide the mathematics for how the loaded rate was developed.

Examples:

Project Manager/Senior Engineer – This individual will provide necessary guidance and support to the project to ensure successful completion of the System Design and oversee the completion of the Terms of Reference. The proposed individual has 15 years experience managing telecommunications projects. It is estimated that 130 days will be required at a daily rate of \$1455. The rate was calculated with a base salary of \$776 a day and includes a fringe benefit rate of 25% and an overhead rate of 50%.

Junior Engineer – This individual will work with the Senior Engineer to develop the system design and provide documentation for the feasibility study. It is estimated that 75 days will be required at a daily rate of \$728 a day. The rate was calculated with a base salary of \$388 a day and includes a fringe benefit rate of 25% and an overhead rate of 50%.

Other Direct Labor – Consultants and other Non-Employee Labor should be identified here. Provide the job title; names of the individuals, if known; primary organization affiliation, if applicable; experience and training that describes the individual's capabilities for the project and supports the proposed daily rate; and a justification of how the individual will support the Terms of Reference. For each, provide the mathematics for how the loaded rate was developed.

Example:

Independent Consultant – This individual will develop questionnaires and surveys to gather data from local participants and officials for the marketing plan. The individual will have experience developing and administering questionnaires and knowledge of the host country. It is estimated that 30 days will be required at a daily rate of \$577 a day. The rate was calculated with a base salary of \$300 a day and includes a fringe benefit rate of 30% and an overhead rate of 45%. A small profit/fee may be added, if justified.

OTHER DIRECT COSTS

Purchased Services/Contracts –

For each purchased service or contract, include a clear description of the work to be performed as it relates to the Terms of Reference and a separate detailed budget for each. If the contractor or vendor is known, provide a basis for selection.

Examples:

Translation Services – A translation service provider will be hired to translate the final report. It is estimated that 1000 pages will be translated at \$1.00 a page. The budget estimate is based on actual costs to translate similar documents in the past.

ABC Marketing, Inc. – This contractor was selected because they have 10 years experience developing marketing plans with significant experience in the host country. ABC Marketing will develop the marketing plan utilizing the data collected from questionnaires and surveys. Attached is ABC Marketing’s detailed budget of \$15,324.

Domestic and Foreign Travel

Include the destination and its relationship to the project and the Terms of Reference. Itemized costs must be included for each trip.

Examples:

The Project Manager/Senior Engineer and the Junior Engineer will travel to the host country for the Kick-Off Meeting and two subsequent trips for System Design Work. The Independent Consultant will travel to the host country for the Kick-Off Meeting and two subsequent trips for collection of data for the Marketing Plan.

One Kick-Off Meeting to be attended by the Project Manager/Senior Engineer, Junior Engineer, and Independent Consultant

Roundtrip Airfare (Economy Class): $\$2,973/\text{per Trip} \times 3 \text{ People} = \$8,919$

Per Diem: $\$182 \times 10 \text{ days} \times 3 \text{ People} = \$5,460$

Local Transportation: $\$250/\text{trip} \times 9 \text{ Trips} = \$2,250$

Transportation to/from Airport: $\$100/\text{Trip} \times 4 \text{ Trips} = \200

Two System Design Trips (10 days each) for the Project Manager/Senior Engineer and Junior Engineer

Roundtrip Airfare (Economy Class): $\$2,973 \times 2 \text{ Trips} \times 2 \text{ People} = \$11,892$

Per Diem: $\$182 \times 2 \text{ Trips} \times 10 \text{ days} \times 2 \text{ people} = \$7,280$

Local Transportation: $\$250/\text{trip} \times 18 \text{ Trips} = \$4,500$

Transportation to/from Airport: $\$100/\text{trip} \times 4 \text{ trips} = \200

Two Data Gathering Trips for the Marketing Plan (10 days each) for the Project Manager/Senior Engineer and Independent Consultant

Roundtrip Airfare (Economy Class): $\$2,973 \times 2 \text{ Trips} \times 2 \text{ People} = \$11,892$

Per Diem: $\$182 \times 2 \text{ Trips} \times 10 \text{ days} \times 2 \text{ people} = \$7,280$

Local Transportation: $\$250/\text{trip} \times 18 \text{ Trips} = \$4,500$

Transportation to/from Airport: $\$100/\text{trip} \times 2 \text{ trips} = \200

Other Expenses

Other expenses may include such items as reproduction, publishing costs, and telephone calls. Provide a detailed explanation for each as to how it relates to the Terms of Reference and include calculations on how the numbers have been derived.

Example:

Reproduction of the Final Report – Eight copies of the final report will be reproduced and bound in accordance with the final report specifications provided by USTDA.

Reproduction: $1000 \text{ Pages} \times \$0.10/\text{per Copy} \times 8 \text{ Copies} = \800

Binding and Final Report Specifications: $\$20/\text{per Copy} \times 8 \text{ Copies} = \160

Annex VI

Guidance on USTDA Development Impact Measures

USTDA has a dual mission of promoting US exports and advancing economic development in the host country. USTDA would like to re-emphasize the Agency's developmental mandate. Toward this goal, the Agency is collecting more detailed information regarding the impact of its activities on the economic development of the host country.

What does USTDA mean by Development Impact?

USTDA's activities impact host country economic development in a variety of ways. There are four primary categories that are tracked and measured. However, the Agency recognizes that there are additional ways that activities can benefit the host country. Therefore, study contractors are encouraged to address any significant benefits.

Category	Explanation
Infrastructure	USTDA funds feasibility studies of and technical assistance for many critically important infrastructure projects such as power plants, roads, ports, airports, telecommunications systems, water and sewerage systems or environmental improvements or enhancements, as well as projects such as refineries and manufacturing plants. Implementation of these projects contributes to the improvement and security of the physical, financial and social infrastructure of the developing world.
Market-Oriented Reform	Many USTDA activities have as a primary objective the facilitation of market-oriented reforms in developing countries. These reforms include encouraging more transparent regulatory systems and institutions, privatization of state-owned economic entities, promotion of greater competition in non-competitive economic sectors, lowering of non-tariff barriers to trade, strengthening of intellectual property rights and modernizing international trade systems and regulations.
Human Capacity Building	When implemented, the Agency's projects often create new job opportunities, sustain employment for those in jeopardy of losing jobs and/or offer advanced training to upgrade the capability of the work force. USTDA considers a project to have Human Capacity Building impact if ten or more jobs are created and/or ten or more people receive significant training.
Technology Transfer and Productivity Improvement	The Agency's projects result in the introduction of advanced technologies (e.g. management information systems or process technologies) or licenses that improve processes and/or systems, resulting in greater economic productivity or more efficient use of resources.
Other	Other development benefits not captured by the above four categories - examples include enhanced government revenue, increased good governance or spin-off projects.

How Should the TOR of the FS/TA Address Development Impact?

The TOR should include a task that assesses the expected development benefits of the proposed project. For example:

The FS/TA Contractor shall report on the potential Development Impact of the project in the host country. In this section, the FS/TA Contractor should focus on what the economic development outcomes will be if the project is implemented according to the study recommendations. While specific focus should be paid to the immediate impact of the specific project that is being considered, the FS/TA contractor should include, where appropriate, any additional developmental benefits to the project, including spin-off and demonstration effects. The analysis of potential benefits of the feasibility study contractor should be as concrete and detailed as possible. The Development Impact factors are intended to provide the project's decision-makers and interested parties with a broader view of the project's potential effects on the host country. The FS/TA contractor will provide estimates of the project's potential benefits in the following areas:

- **Infrastructure:** a statement on the infrastructure impact giving a brief synopsis. For example “This project would result in the construction of a power plant that would provide 500MW of power. This plant would serve x additional households in the region.”
- **Market-Oriented Reform:** a description of any regulation, laws, or institutional changes that are recommended and the effect they would have if implemented.
- **Human Capacity Building:** The Contractor should address the number and type of positions that would be needed to construct and operate the proposed project as well as the number of people who will receive training and a brief description of the training program.
- **Technology Transfer and Productivity Enhancement:** a description of any advanced technologies that will be implemented as a result of the project. A description of any efficiency that will be gained (e.g. “By upgrading the power plant’s old boilers, efficiency will be increased from x% to y%).
- **Other:** any other developmental benefits to the project, including any spin-off or demonstration effects.

How Will This Affect the Final Report For the FS or TA?

A section in the final report will be devoted to the projected host country Development Impact of the FS or TA recommendations if they are implemented. The section should focus primarily on the key issues mentioned above (infrastructure and industrialization, human capacity building, technology transfer and productivity, and market oriented reform). Other host country development impacts (e.g. improved financial revenue flows to host government etc.) can be mentioned where appropriate. The discussion should be as detailed and concrete as possible, and the contractor may provide estimates in ranges as appropriate.

Please note that award is based upon “Best Value” and not “Lowest Offer”. The Government may: (1) reject any of all offers if such action is in the public interest; (2) accept other than the lowest offer; and (3) waive informalities and minor irregularities in offers received. The Government may award a contract on the basis of initial offers received, without further discussion or negotiations.

BELOW ARE THE FOLLOWING SELECTION CRITERIA:

SUBMIT RESUME AND INFORMATION THAT DESCRIBE YOUR CAPABILITY AND AVAILABILITY. PROVIDE BRIEF COMMENTS REGARDING YOUR QUALIFICATIONS FOR THIS WORK. LIST BELOW IS THE ORDER OF RELATIVE IMPORTANCE.

- 1. TECHNICAL EXPERIENCE IN SECTOR – NUMBER OF YEARS.**
- 2. EDUCATIONAL BACKGROUND (TO ASSESS PROJECT FINANCIAL VIABILITY) OR PRIOR EXPERIENCE TO ASSESS THE FINANCIAL VIABILITY OF PROJECTS IN THIS SECTOR.**
- 3. SUBMISSION OF DELIVERABLE IN TIMEFRAME REQUESTED BY STATEMENT OF WORK.**
- 4. PRIOR EXPERIENCE IN REGION.**
- 5. PRIOR PROJECT/SECTOR EXPERIENCE IN COUNTRY OF THIS PROPOSED PROJECT.**

(NOTE: UNSUCCESSFUL OFFEROR WILL NOT RECEIVE A DEBRIEFING)