

Advanced Science and Partnerships for Integrated Resource Development (ASPIRED) Project

Invitation for Bids (IFB) For Supply and Installation of Flow Meters and Data Loggers in the Ararat Valley

IFB Name: Advanced Science & Partnerships for Integrated Resource Development (ASPIRED) Project; Supply and Installation of Flow Meters and Data Loggers in the Ararat Valley

IFB Number: IFB # 010218-01

The USAID/Armenia Advanced Science & Partnerships for Integrated Resource Development (ASPIRED) Project is funded by the U.S. Agency for International Development (USAID), Contract No. AID-OAA-I-14-00070/AID-111-TO-15-00001. ASPIRED is a Task Order Issued under USAID Water and Development IDIQ (WADI). USAID Terms and Conditions of the WADI IDIQ and the ASPIRED Task Order are applicable to the anticipated subcontract. Excerpts from the WADI IDIQ and the ASPIRED Task Order are included as Annex C.

The goal of the ASPIRED five-year project is to assist the Government of Armenia in reducing the rate of groundwater extraction in the Ararat Valley to sustainable levels. It shall be achieved through the use of science, technology, innovation and partnership approaches in a support to more sustainable management of water resources and water user practices at the core of water-energy nexus. ASPIRED is implemented by ME&A (Mendez England & Associates).

ASPIRED is soliciting Bids for the supply and installation of flow meters and data loggers on 20 groundwater abstraction wells in the selected 4 large fisheries, as part of the automated online centralized management system for selected fish farms in Armenia's Ararat Valley.

A detailed description of required goods and services, and technical specifications is included in Annex A.

Bidders are invited to submit their Bids in response to this IFB in accordance with the Instructions to Bidders provided below.

Issuance of this IFB does not in any way obligate ME&A to award a subcontract or a purchase order, nor does it commit ME&A to pay for costs incurred in the preparation and submission of a Bid.

INSTRUCTIONS TO BIDDERS

- 1. Offer Deadline, Submission Instructions, and Bidding Procedures:** Bids must be received no later than **17:00, Eastern Daylight Time, on Sunday, February 25, 2018**. Bidders must submit an electronic copy of their Bid to aspired@engl.com with a copy to skline@engl.com. The first page of the bid should indicate the IFB number (ASPIRED – IFB # 010218-01) and “**Supply and Installation of Flow Meters and Data Loggers in the Ararat Valley**”.

Interested bidders or representatives shall visit the four identified fish farms – selected by the

Ministry of Nature Protection (MNP) of the Republic of Armenia – at their own expense for field measurements to formulate a budget for flow meters as well as for installation works. The Bids shall contain a detailed description of the installation of the flow meters and data loggers for each groundwater abstraction point. For those groundwater abstraction points where installation of the flow meter requires dewatering of a pipe and/or its separate section for the purpose of creating conditions for fullness of the pipe, the Bidder shall provide an estimated duration of the dewatering, detailed description of alternative technical solutions for providing water to the fish ponds that are fed by the dewatered pipe and/or its separate section, and implementation of the proposed solutions. The proposed technical solutions shall be designed in a way that provide the uninterrupted and safe operation of the fish farms, as well as prevent any likely harm to aquaculture. The bidder assumes all technical responsibility and shall be liable for any damage resulting from any interruption of the fishery operation.

The proposed price for these works shall be included in Annex B.

To get more information on the date and details of the site visit interested bidders must send an E-mail to ASPIRED Project office at aspired@engl.com. Conducting the site visit is mandatory for Bidders who plan to submit bids in response to this IFB.

On February 07, 2018, at 11:00am a pre-bid meeting with interested Bidders (hereinafter referred to as “pre-bidding meeting”) will be held at the ASPIRED Project office (address: Citadel Business Center, 105/1 Teryan Street, Suite 204, Yerevan, Armenia) to receive and answer questions of potential Bidders and provide clarifications regarding the Bid. At the end of the meeting, a protocol with all questions and answers will be prepared and sent to the interested Bidders who are present at the meeting. Attendance of the pre-bid meeting is mandatory for Bidders who will submit bids in response to this IFB.

2. **Eligibility:** Firms who meet USAID Geographic Codes 937 and 110 and who are technically qualified and demonstrate experience with similar projects and are not included in USAID list of debarred, suspended, or proposed for debarment firms are eligible for submitting Bids in response to this IFB.
3. **Bidders Technical Qualifications and Experience:** Interested Bidder shall submit the following:
 1. A brief note (not to exceed 3 pages) to demonstrate the technical qualifications and past experience of the Bidder;
 2. Contacts (telephone number, E-mail address, and address) of at least three previous clients to provide reference related to the quality of services and goods delivered by the Bidder.
4. **Questions/Clarifications:** All questions and/or clarifications regarding this IFB must be made via email and submitted to aspired@engl.com with a copy to skline@engl.com. No phone calls or personal meetings will be accepted in response to this IFB
5. **Specifications:** Annex A contains the minimum technical specifications of the requested products and services.
6. **Time for Performance:** The total time for performance shall be 65 Calendar Days. Expected start date is February 28, 2018 and completion date is May 7, 2018. In the event of delay in

completing the work, the Successful Bidder shall pay a penalty of 0.2 (zero point two) percent of the Total Bid Price for each day of delay, but not more than 10 (ten) percent of the Total Bid Price, unless the delay is a result of inclement weather conditions or force majeure circumstances.

7. **Bid Amount:** The Bid amount must be expressed in US Dollars. All bidders shall submit their Bid Price on the form provided in Annex B. Armenian Companies shall submit their Bids in US Dollars, but in case of receiving award, the resulting subcontract and payments shall be in Armenian Drams (AMD). Bidders must ensure that all elements of the Bid amount are accurate and reasonable. ASPIRED project is USAID funded, and as such is exempt from VAT. Bid prices shall not include VAT.
8. **Contract Type:** ME&A will issue a Firm Fixed Price subcontract to the Successful Bidder. The subcontract format will follow USAID requirements and will include USAID mandatory contract clauses.
9. **Payment Schedule:** The payment schedule shall be as follows:
 1. 40 % of the total Bid Price will be paid to the Successful Bidder as the first installment to secure needed equipment and materials within three working days after signing the subcontract.
 2. 60 % of the total Bid Price will be paid within three working days after the completion of all elements of the Scope of Work by the Successful Bidder, signing of the Act of Acceptance by the representatives of ASPIRED and the Successful Bidder, and receipt of an invoice and any required documentation.

ASPIRED reserves the right to refuse acceptance of the work, if the quality of implemented work does not correspond to the requirements of the Client.

10. **Bid Validity Period:** Bids must remain valid for a period of (30) calendar days from the date of Bid submission.
11. **Evaluation and Award:** It is anticipated that one award will be made to the Bidder who demonstrates that it is technically qualified, possess the relevant experience, has a good record of performance, meets all IFB requirements, and submits the lowest responsive and responsible Bid. However, ME&A reserves the right to conduct negotiations and/or request clarifications prior to awarding a sub- contract and to reject any or all bids.
12. **Data Universal Numbering System (DUNS):** There is a mandatory requirement for your organization to provide a DUNS number to ME&A. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, ME&A cannot deem a Bidder "responsible" to conduct business with and therefore, ME&A will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a Successful Bidder resulting from this IFB is contingent upon the winner providing a DUNS number to ME&A. Bidders who fail to provide a DUNS number will not receive an award and ME&A will select an alternate Bidder.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the

agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. ME&A requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.

ANNEX A: TECHNICAL SPECIFICATIONS/STATEMENT OF WORK AND DELIVERABLES

Minimum Technical Specifications

Supply and Installation of Flow Meters and Data Loggers in the Ararat Valley

USAID/Armenia Advanced Science & Partnerships for Integrated Resource Development (ASPIRED) Project

I. Purpose

The USAID-funded Advanced Science & Partnerships for Integrated Resource Development (ASPIRED) Project is a five-year initiative implemented by Mendez England & Associates (ME&A). The objective of the ASPIRED Project is to support sustainable water resource management and the sustainable practices of water users at the core of the water-energy nexus through the use of science, technology, innovation and partnership approaches. The goal is to reduce the rate of groundwater extraction in the Ararat Valley to sustainable levels.

II. Statement of Work:

ASPIRED requires the services of a technical service provider to supply and install flow meters and data loggers on 20 groundwater abstraction points in the selected 4 large fisheries, as part of the automated online centralized management system for selected fish farms in Armenia's Ararat Valley. The selected fisheries are: Alex Grig, Inter Aqua, Max Fish, and Unifish companies with limited liability.

III. Background

The ASPIRED Project cooperates with key stakeholder groups on establishing a comprehensive and reliable data system, as well as analytical tools for an informed decision-making process on water resources in the Ararat Valley. ASPIRED is currently working with the Ministry of Nature Protection (MNP) of the Republic of Armenia to introduce an automated online system for groundwater use monitoring in selected fisheries.

IV. Minimum Technical Specifications

1. FLOW METERS

- The flow meter system shall consist of an electronic unit (block) and clamp-on or built-in electro-acoustic transducer(s) to measure flows in one or several pipes simultaneously plus a data logger with built-in GSM/GPRS modem to transmit real time flow data to a remote server.
- The flow meter shall be designed to measure the flow and volume of acoustically penetrable liquids (particularly fresh water) in fully filled pressure pipes.
- The flow meter shall meet the following minimal technical specifications.

General

Parameter Name	Parameter Specification
Liquid Types	Most clean liquids or liquids containing small amounts of suspended solids or gas bubbles
Velocity Range	Bi-directional up to 10 m/s
Flow Measurement Accuracy	±1.5%
Sensitivity	0.01m/s
Repeatability	0.5% of reading
Number of transducers	Clamp-on: 1 pair or more Internal: 1 pair or more
Pipe Size Range and Types	Clamp on: 70 – 3200 mm. Type: Steel, cast iron or PVC Internal: 100 – 1800 mm. Type: Steel or cast iron
Thickness of Pipe Wall	Clamp-on: 1.5 – 20 mm Internal: Any
Installation	Clamp-on: Non-invasive to the pipe Internal: Flange coupling or welding

Flow Meter Block with Display and Key Pad

Parameter Name	Parameter Specification
Power Requirements	AC: 187-242 V @ 17VA max or DC: 12/24 V Protection: Auto resettable fuse, reverse polarity and transient voltage suppression (TVS).
UPS	Built-in or external back-up battery power supply
Display	Two rows or more LCD, LED backlit display Minimum display: Flow rate, flow volume, flow accumulation.
Keypad	Minimum of numbers (0-9) and directions (up, down, left and right), enter keys for setting parameters.
Enclosure	Ingress protection-65 (IP-65) rated as dust tight and protected against water projected by a nozzle (6.3mm) from any direction shall have no harmful effects.
Operating Temperature Range	-20 to + 50 C
Configuration	Via PC/laptop running specific utility software provide by the flow meter manufacture
Engineering Units	Meters, cubic meters, liters, million liters OR Feet, gallons, cubic feet, million gallons, acre-feet.
Inputs/Outputs	RS232, Ethernet or USB: For connection of a PC/laptop running the configuration utility RS485: Modbus RTU command set and network - baud rates 4800, 9600, 19200, 38400, 57600 and 115200 4-20 mA: 12-bit, internal power, can span negative to positive flow/energy rates

	Input: Allow to reset flow accumulation
	Frequency Output: Open collector, 10-28V DC, 100 mA max, 0-1000 Hz; square wave or turbine meter simulation
	Two Alarm Outputs: Open-collector, 10-28V DC, 100 mA max, configure as rate alarm, signal strength alarm or totalizer pulse (100 ms pulse width up to 1 Hz max)
Data Archiving Option	No less than 12 logs per hours
Time Error per Day	Less than ± 2 seconds

Flow Meter Transducer/Sensor

Parameter Name	Parameter Specification
Enclosure	IP 67 rated as dust tight and waterproof up to 1 m depth.
Operation Temperature Range	-20 to 120 C
Frequency	500 KHz up to 2 MHz
Cable types and Length	Cable type: PK-50, PK-75 or similar Length: up to 200 m max

Flow Meter Software

Parameter Name	Parameter Specification
Software Utility	Used to configure, calibrate and troubleshoot. Connection: RS232, Ethernet or USB. Software is compatible with MS Windows Operating System

2. DATA LOGGER WITH INTEGRAL GSM/GPRS MODEM

Parameter Name	Parameter Specification
Measurement	4-20 mA or RS485
Sample Rate	Max sample rate 1 minute, max web update rate 1minute or on change of threshold
Power Supply	12/24V DC or 7-8 V battery
UPS	Internal battery back-up power
Inputs	Analogue 4 inputs and digital 4 inputs
Outputs	Digital 1 or 2 outputs
Operating Temperature Range	-20 to +50 C
GSM/GPRS Modem	Quad-band 850, 900, 1800 and 1900 Direct connect to GSM/GPRS with a SIM card
Communication Ports	RS 232, Ethernet, USB or RS 485; ModBus RTU - baud rates 4800, 9600, 19200, 38400, 57600, and 115200 bit/second for programming and configuration
Data Communication	Enable to upload data to a remote server on a programmable schedule and connect to a remote server database via dynamic domain name or static IP

	address
Internal data storage	No less than 10,000 readings should the GSM/GPRS connection be lost and uploads readings when the connection is re-established
Enclosure	IP-65 rated construction
Antenna	External
Software	Utility software for setting up input parameters for both analogue and digital inputs for the data logger. Software compatible with MS Windows Operating System

END OF ANNEX A

ANNEX B: BID PRICE FOR SUPPLY AND INSTALLATION OF FLOW METERS AND DATA LOGGERS

**Advanced Science & Partnerships for Integrated Resource Development
(ASPRIED) Project**

**Invitation for Bids (IFB)
For**

Supply and Installation of Flow Meters and Data Loggers in the Ararat Valley

	<u>Item</u>	<u>Number of Units</u>	<u>Unit Price</u>	<u>Total Price</u>
Alex Grig LLC	1. <u>Flow Meters</u>			
	2. <u>Data Loggers</u>			
	3. <u>Installation works</u>			
	<u>Total Alex Grig LLC</u>			
Inter Aqua” LLC	1. <u>Flow Meters</u>			
	2. <u>Data Loggers</u>			
	3. <u>Installation works</u>			
	<u>Total Inter Aqua LLC</u>			
<u>Max Fish LLC</u>	1. <u>Flow Meters</u>			
	2. <u>Data Loggers</u>			
	3. <u>Installation works</u>			
	<u>Total Max Fish LLC</u>			
<u>Unifish</u>	1. <u>Flow Meters</u>			
	2. <u>Data Loggers</u>			
	3. <u>Installation works</u>			
	<u>Total Unifish</u>			
<u>Total Bid Price</u>				

ANNEX C:**Part I - Flow-down Clauses from USAID IDIQ Contract# AID-OAA-I-14-00070****SECTION H – SPECIAL CONTRACT REQUIREMENTS****H.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

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

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
AIDAR 752.7027	PERSONNEL	DEC 1990

H.4 DEFENSE BASE ACT (DBA) INSURANCE

Pursuant to AIDAR 752.228-3 Worker's Compensation Insurance (Defense Base Act), USAID's DBA insurance agent is:

AON Risk Insurance Services West, Inc.
 199 Fremont St., Suite 1400
 San Francisco, CA 94105
 Primary Contact: Fred Robinson
 Phone: (415) 486-7516
 Fax: (415) 486-7059
 Email: Fred.Robinson@aon.com
 Hours: 8:30 A.M. to 5:00 PM, Pacific Time

OR

AON Risk Insurance Services East, Inc.
 1120 20th St., N.W., Suite 600
 Washington D.C. 20036
 Primary Contact: Ellen Rowan
 Phone: (202) 862-5306
 Fax: (202) 429-8530
 Email: Ellen.Rowan@aon.com
 Hours: 8:30 A.M. to 4:00 P.M., Eastern Time

H.10 ORGANIZATIONAL CONFLICTS OF INTEREST: PRECLUSION FROM FURNISHING CERTAIN SERVICES AND RESTRICTION ON USE OF INFORMATION (Indefinite Quantity Contract) (Evaluation Services)

(b) In addition, BY ACCEPTING THIS CONTRACT, THE CONTRACTOR AGREES THAT IT WILL NOT USE OR MAKE AVAILABLE ANY INFORMATION OBTAINED ABOUT ANOTHER ORGANIZATION UNDER THE CONTRACT IN THE PREPARATION OF PROPOSALS OR OTHER DOCUMENTS IN RESPONSE TO ANY SOLICITATION FOR A CONTRACT OR TASK ORDER.

(c) If the contractor gains access to proprietary information of other company (ies) in performing this evaluation, the contractor must agree with the other company (ies) to protect their information from unauthorized use or disclosure for as long as it remains proprietary, and must refrain from using the information for any purpose other than that for which it as furnished. **THE CONTRACTOR MUST PROVIDE A PROPERLY EXECUTED COPY OF ALL SUCH AGREEMENTS TO THE CONTRACTING OFFICER.**

H.11 EXECUTIVE ORDER ON TERRORISM FINANCING (FEB 2002)

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract.

H.13 INTERNATIONAL TRAVEL APPROVAL AIDAR 752.7032 INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION REQUIREMENTS (APR 2014)

(Class Deviation OAA-DEV-14-01c)

Prior written approval by the Contracting Officer (CO), or the Contracting Officer's Representative (COR) if delegated in the Contracting Officer's Representative Designation Letter, is required for all international travel directly and identifiably funded by USAID under this contract. The Contractor shall therefore present to the CO or the COR, an itinerary for each planned international trip, showing the name of the traveler, purpose of the trip, origin/destination (and intervening stops), and dates of travel, as far in advance of the proposed travel as possible, but in no event less than three weeks before travel is planned to commence. The CO's or COR's (if delegated by the CO) prior written approval may be in the form of a letter or may be specifically incorporated into the schedule of the contract. At least one week prior to commencement of approved international travel, the Contractor shall notify the cognizant Mission, with a copy to the CO or COR, of planned travel, identifying the travelers and the dates and times of arrival.

H.17 USAID DISABILITY POLICY - ACQUISITION (DEC 2004)

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: <http://www.usaid.gov/about/disability/DISABPOL.FIN.html>.

(b) USAID therefore requires that the contractor not discriminate against people with disabilities in the implementation of USAID programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing this contract. To that end and within the scope of the contract, the contractor's actions must demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

H.19 AIDAR 752.225-70 Source and Nationality Requirements. (FEB 2012)

(a) Except as may be specifically approved by the Contracting Officer, the Contractor must procure all commodities (e.g., equipment, materials, vehicles, supplies) and services (including commodity transportation services) in accordance with the requirements at 22 CFR Part 228 "Rules on

Procurement of Commodities and Services Financed by USAID Federal Program Funds." The authorized source for procurement is Geographic Code 937 unless otherwise specified in the schedule of this contract. Guidance on eligibility of specific goods or services may be obtained from the Contracting Officer.

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

- (1) Military equipment
- (2) Surveillance equipment
- (3) Commodities and services for support of police and other law enforcement activities
- (4) Abortion equipment and services
- (5) Luxury goods and gambling equipment, or
- (6) Weather modification equipment.

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

- (1) Agricultural commodities,
- (2) Motor vehicles,
- (3) Pharmaceuticals and contraceptive items
- (4) Pesticides, (5) Fertilizer,
- (6) Used equipment, or
- (7) U.S. government-owned excess property.

If USAID determines that the Contractor has procured any of these specific restricted goods under this contract without the prior written authorization of the Contracting Officer or fails to comply with required procedures under an applicable waiver as provided by the Contracting Officer, and has received payment for such purposes, the Contracting Officer may require the contractor to refund the entire amount of the purchase.

H.20 AIDAR 752.228-70 Medical Evacuation (MEDEVAC) Services (JUL 2007)

(a) Contractor must provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter "individual") while overseas under a USAID-financed direct contract. USAID will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under the contract. The Contracting Officer will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(b) Exceptions. (i) The Contractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by the Contracting Officer.

(ii) The Mission Director may make a written determination to waive the requirement for such coverage. The determination must be based on findings that the quality of local medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(c) Contractor must insert a clause similar to this clause in all subcontracts that require performance by contractor employees overseas.

H.25 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS

USAID reserves the right to terminate this Contract, to demand a refund or take other appropriate measures if the Contractor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

H.26 NONDISCRIMINATION

Most federal contractors are prohibited by law and regulation from discrimination with regard to race, color, religion, sex, national origin, disability, age, genetic information, or veteran status when work under their contract is performed in the U.S. or employees are recruited from the U.S. The requirements applicable to federal contracts are found in FAR Part 22, “Application of Labor Laws to Government Acquisitions” and the clauses in FAR Part 52.227.

Additionally, while not a mandatory requirement, the Agency encourages all organizations performing under USAID contracts, including those performed solely overseas, to apply these same standards of nondiscrimination to other bases, including sexual orientation, gender identity, pregnancy, and any other conduct that does not adversely affect performance, subject to applicable law.

[END OF SECTION H]

SECTION I - CONTRACT CLAUSES

I.1 FAR 52.252-4 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

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

- <https://acquisition.gov/far/>
- http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

Federal Acquisition Regulation (FAR) Clauses:

<u>NUMBER</u>	<u>TITLE (DATE)</u>
52.202-1	Definitions. (NOV 2013)
52.203-6	Restrictions on Subcontractor Sales to the Government. (SEP 2016)
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights (APR 2014)
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2013)
52.204-13	System for Award Management Maintenance. (JUL 2013)
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment. (AUG 2013)
52.215-2	Audit and Records - Negotiation. (OCT 2010)
52.222-26	Equal Opportunity. (MAR 2007)
52.222-35	Equal Opportunity for Veterans. (SEP 2010)
52.222-36	Affirmative Action for Workers with Disabilities. (OCT 2010)
52.222-37	Employment Reports on Veterans. (SEP 2010)
52.222-50	Combating Trafficking in Persons. (MAR 2015)
52.223-6	Drug-Free Workplace. (MAY 2001)
52.225-13	Restrictions on Certain Foreign Purchases. (JUN 2008)
52.227-3	Patent Indemnity. (APR 1984)
52.227-11	Patent Rights-Ownership by the Contractor. (MAY 2014)
52.227-14	Rights in Data-General. (MAY 2014)
52.232-33	Payment by Electronic Funds Transfer - System for Award Management. (JUL 2013)
52.232-40	Providing Accelerated Payments to Small Business Subcontractors. (DEC 2013)
52.242-1†	Notice of Intent to Disallow Costs. (APR 1984)
52.244-4	Subcontractors and Outside Associates and Consultants (Architect-Engineer Services). (AUG 1998)
52.247-63	Preference for U.S.-Flag Air Carriers. (JUN 2003)
52.249-2*	Termination for Convenience of the Government (Fixed-Price). (APR 2012)

U.S. Agency for International Development Acquisition Regulation (AIDAR) 48CFR CHAPTER 7 Clauses:

<u>NUMBER</u>	<u>TITLE (DATE)</u>
752.228-3	Worker's Compensation Insurance (Defense Base Act).
752.7002	Travel and Transportation. (JAN 1990)
752.7033	Physical Fitness. (JUL 1997)

*Applies only to fixed-price items.

†Applies only to cost-reimbursement items.

[END OF SECTION I]

Part II: Flow-down Clauses from Prime Contract Task Order AID-111-TO-15-00001**SECTION H - SPECIAL CONTRACT REQUIREMENTS**

This Task Order is issued to Mendez England & Associates Inc. under the Water and Development IDIQ (WADI) IDIQ Contract No. AID-OAA-I-14-00070.

All Contract Clauses by reference or in full text under the IDIQ as appropriate are applicable to this Task Order.

In addition the following clauses are incorporated to this Task Order:

H.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See <http://farsite.hill.af.mil/> for electronic access to the full text of FAR clauses, and https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf for the full text of AIDAR clauses.

NUMBER	TITLE	DATE
FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)		
52.228-3	WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT).	JUL 2014
52.227-14	RIGHTS IN DATA-GENERAL	MAY 2014
USAID ACQUISITION REGULATION (AIDAR)		
752.245-71	TITLE TO AND CARE OF PROPERTY	APR 1984
752.7027	PERSONNEL	DEC 1990

H.2 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic codes for procurement of goods and services under this Contract are 937 and 110.

[END OF SECTION H]

ANNEX D:

Branding Implementation Plan and Marking Plan

Branding Strategy

The primary purpose of the Advanced Science & Partnerships for Integrated Resource Development (ASPIRED) project is to assist USAID/Armenia to support sustainable water resource management and sustainable practices of water users in Armenia through the use of science, technology, innovation and partnership approaches. The underlying theme of the ASPIRED Branding Strategy is to deliver the message that “*this assistance is from the American people.*”

Program Name: “Advanced Science and Partnerships for Integrated Resource Development” (or ASPIRED)

In Armenian: Գիտական առաջադեմ տեխնոլոգիաների օգտագործում և համագործակցություն հանուն ռեսուրսների համալիր պահպանության (ԳUSO)

ME&A will use the USAID Identity on program materials and communications, with the tagline “From the American People” translated into Armenian as appropriate.

Desired Level of Visibility: ME&A will ensure that ASPIRED receives broad visibility amongst its beneficiaries and their communities, counterparts, and the general public with a focus on the Government of Armenia, community leaders, the civil society and the private sector. ME&A will identify additional groups/sub-groups of target audiences for project’s public communications, in consultation with USAID, and will ensure high levels of visibility for the project in Armenia integrating suitable communications and outreach as part of the policy reform. In the case of highly sensitive political issues, a lower profile may be required; this will be determined on a case-by-case basis, in consultation with the USAID Mission.

Positioning: The Program and all program-related communications and materials will be referred to as USAID’s and be exclusively marked with the USAID Identity. In all public events and public communications under ASPIRED, ME&A will acknowledge and make visible and understandable *that the project, all its activities and/or materials/deliverables are made possible through USAID support.* If grants are authorized under a specific activity, ME&A will clearly and conspicuously state in the small grants documentation and all delivered procurement that resources for the grant have been donated by USAID and make clear that the Contractor is acting as USAID’s agent. Any materials and communications produced by a Vendor shall also follow USAID branding requirements for contracts.

Branding Implementation Plan

Contract deliverables to be marked with the USAID identity must follow design guidance for color, type, and layout in the *Graphic Standards Manual*, available at www.usaid.gov/branding, or any successor branding policy.

Throughout the lifetime of the project, ME&A will continuously identify opportunities for public outreach. Communication tools and materials will include:

- Press Releases - provided to Armenian media.
- Press Conferences - for event launches, reports, and studies.
- Media Interviews - Interviews with local and national media.
- Site Visits - with USAID staff and GOA Officials.
- Success Stories – from project implementation published on website and social media.
- Beneficiary Testimonials – comments used in news releases and success stories.

- Professional Photography - for print and electronic publications.
- PSAs - promoting public awareness in sustainable water use on TV, radio, and print.
- Videos - electronic success stories for distribution on the Internet and DVDs.
- Websites/Social Media – 24/7 distribution of information to stakeholders & target audiences.
- Publications - brochures, leaflets, posters, factsheets, banners, etc.
- Project events - community events, workshops, conferences, launches etc.

ME&A will develop a branding strategy using a media mix to publicize the ASPIRED main program message across Armenia, and advising stakeholders of the urgency to address groundwater resources in the Ararat Valley. ME&A will provide success stories and other project information to USAID/Armenia for use on their website and in social media. ME&A will develop a dedicated page in its corporate and WADI IDIQ (wadi-mea.com) websites devoted to ASPIRED activities linking the primary and secondary audiences to resources including Success Stories, upcoming news/activities, videos, multimedia materials, etc. The section will feature the objectives of ASPIRED where the target audiences - media, national and local governments, NGOs, CSOs and other stakeholders can learn about project activities, and its impact in Armenia. ME&A's project team in Armenia will work closely with USAID/Armenia to develop long term relationships with Armenian media to expand the project's public outreach.

The expanded use of **social media** has become an important and efficient form of communications to stakeholders. ME&A working with USAID/Armenia will engage social media platforms such as Facebook, Twitter and LinkedIn, to promote activities events and publications of ASPIRED. ME&A will utilize social media in both English and Armenian. ME&A will designate an ASPIRED team member to oversee the branding strategy and will work closely with USAID/Armenia and ME&A's Home Office to maintain a sustainable outreach program.

Another opportunity for branding is often found in **workshops and conferences** developed by the project. Working with local governments and the USAID Mission, ME&A also employs townhall-style meetings and workshops at the local or regional level, often conducted by participating CSOs.

Key project milestones will include the project and key event launches, training programs, publication of reports, success story highlights, and other relevant activities.

Main program message:

To support Armenia's sustainable water resource management and sustainable water practices with the use of science, technology, and innovation.

In Armenian: Աջակցել Հայաստանի ջրային ռեսուրսների կայուն կառավարման գործընթացին գիտության, տեխնոլոգիաների և նորարարության կիրառմամբ:

Audiences: The ASPIRED Program will target the following audiences:

Primary audience: ASPIRED will specifically target communities in the Ararat Valley, owners of local fish farms, water user associations in Ararat Valley, Government of Armenia (including the Ministry of Nature Protection and its Water Resource Management Agency [WRMA], and the Basin Management Organizations [BMOs] covering the Ararat Valley, the Ministry of Energy and Natural Resources, and the Ministry of Agriculture), as well as local NGOs and the media.

Secondary audience: Water users in other basins of the country, the National Assembly, the Ministry of Economy, the Ministry of Finance, the Agribusiness Teaching Center (ATC), the American University of Armenia, and other donors (e.g. FAO, KfW).

Marking Plan

For all activities under ASPIRED, ME&A will use exclusive USAID marking in all public communications in print and electronic media, including but not limited to studies, reports, PowerPoint presentations, and informational and promotional products such as brochures, flyers, and videos.

Deliverables to be marked include products, equipment, and inputs delivered; places where project activities are carried out; external public communications, training materials, studies, reports, publications, and informative and promotional products; and workshops and conferences as well as any media-related activities. Any infrastructure projects will have both temporary and permanent signage where appropriate to reflect the USAID presence.

All training courses, conferences, seminars, workshops, press conferences and other public activities produced under ASPIRED will be subject to a MP, and will contain visible signage with the appropriate USAID logo and tagline. This signage is always placed on podiums, hanging banners, table covers or posters, strategically located at the event and/or the entrance to the event. Also, publications associated with the event such as invitations, certificates, awards, press releases, publicity and media materials will contain the USAID marking.

TABLE 1. MARKING PLAN FOR MATERIALS TO BE PRODUCED	
Category	Type of Marking
Administrative	
Materials, Equipment/Furniture	The USAID identity will be printed on equipment when requested by USAID; design follows guidelines for full branding unless co- branding is acceptable or an exemption is provided for no branding.
Technical	
Technical Reports	The USAID identity will be printed on the cover of documents; design follows guidelines for full branding unless co-branding is acceptable or an exemption is provided for no branding.
PowerPoint Presentations	The USAID identity is required on title breaker slides; design follows guidelines for the full branding unless co-branding is acceptable or an exemption is provided for no branding.

TABLE 1. MARKING PLAN FOR MATERIALS TO BE PRODUCED

Category	Type of Marking
Program Materials: <ul style="list-style-type: none">• Brochures,• Press Releases,• Banners,• Studies	The USAID identity will be printed on the cover of the material; design follows guidelines for full branding unless co-branding is acceptable or an exemption is provided for no branding.
Website/Social Media	The USAID identity will be placed on the website/social media platform; design follows guidelines for full branding.
Conferences/Workshops	The USAID identity will be displayed in events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities.
Technical Equipment	The USAID Identity will be displayed on all equipment procured and provided to the partners and beneficiaries under the project, e.g. flow meters, computers, heaters, etc.

All project deliverables not authored, reviewed, or edited by USAID will include a provision substantially as follows:

“This project/study/report/website/TV program/film/PSA is made possible by the support of the American people through the United States Agency for International Development (USAID). The contents are the sole responsibility of the (name of organization) and do not necessarily reflect the views of USAID or the United States Government.”

In Armenian:

«Այս ծրագիրը/հետազոտությունը/հաշվետվությունը/կայքը/հեռուստահաղորդումը/ֆիլմը/հոլովակը ստեղծվել է Ամերիկայի ժողովրդի աջակցությամբ ԱՄՆ Միջազգային զարգացման գործակալության (ԱՄՆ ՄԶԳ) միջոցով: Հետազոտության/հաշվետվության/կայքի/հեռուստահաղորդման/ֆիլմի/հոլովակի բովանդակությունը միմիայն հեղինակներինն է և պարտադիր չէ, որ արտահայտի ԱՄՆ ՄԶԳ կամ ԱՄՆ կառավարության տեսակետները»:

ME&A will seek USAID’s review and clearance of all public communications materials prior to publication and/or dissemination.

ME&A and any vendors' corporate identities or logos will not be used on USAID-funded program materials. ME&A realizes that marking is not required on contractor vehicles, offices, office supplies or other commodities used solely for administration of the USAID-funded program.

In addition, marking is not required on any communications that are strictly administrative, rather than programmatic, in nature. USAID identity is also prohibited on contractor and recipient business cards and communications related to award administration, such as hiring/firing of staff or renting office space and/or equipment.

Acknowledgements: ME&A will include on USAID’s ASPIRED Program external publications and internal publications, such as monthly reports, as appropriate:

“This document was produced for review by the United States Agency for International Development. It was prepared by ME&A for the ASPIRED Project, Contract Number ___.”

Acknowledging Host-Country Government: In case of joint initiatives and public events with the Government of Armenia, ME&A will seek USAID’s guidance on the possibility of co-marking the respective event(s) and deliverable(s) with their logo(s), as applicable.

Acknowledging/Co-Branding With Other Organizations: ASPIRED anticipates collaboration with local entities and the private sector during the implementation of the program. In case of the partners’ substantial involvement and support to certain initiatives, ME&A will seek USAID’s guidance on the appropriateness of co-marking with their corporate logos.