To: Prospective Quoters

Subject: Request for Quotations number 19MK8022Q0028.

Enclosed is a Request for Quotations (RFQ) for purchase of Evaluation Bilateral Youth Cooperation Office Project for American Embassy Skopje. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the email address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting technically acceptable quotation at the lowest price. We intend to award a contract based on initial quotations.

If purchase exceeds $30,000 the vendor must be registered in SAM (System For Award Management) Instructions can be found on US Embassy Skopje web page under business/contract-solicitations or directly on www.sam.gov.

The quotations are due by 11:30 hrs., on Friday September 2, 2022. No quotations will be accepted after this time.

Direct any questions regarding this solicitation to Ivan Tashovski, Procurement Agent by an email to skopjegsoprocurement@state.gov or by telephone +389 (0)2 310 2186, during regular business hours.

Sincerely,

Erin Concors
Contracting Officer
**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**

**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

<table>
<thead>
<tr>
<th>1. REQUISITION NUMBER</th>
<th>2. CONTRACT NO.</th>
<th>3. AWARD/EFFECTIVE DATE</th>
<th>4. ORDER NUMBER</th>
<th>5. SOLICITATION NUMBER</th>
<th>6. SOLICITATION ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR11022901</td>
<td></td>
<td></td>
<td></td>
<td>19MK8022Q0028</td>
<td>08/17/2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. FOR SOLICITATION INFORMATION CALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. NAME: Ivan Tashovski</td>
</tr>
<tr>
<td><a href="mailto:skopje@state.gov">skopje@state.gov</a></td>
</tr>
<tr>
<td>b. TELEPHONE NUMBER: +389 (2) 310-2186</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. OFFER DUE DATE/LOCAL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/02/2022, 11.30 hrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. DELIVERY FOR FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESTINATION UNLESS BLOCK IS MARKED</td>
</tr>
<tr>
<td>SEE SCHEDULE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. DISCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12a. THIS CONTRACT IS A RATED ORDER</td>
</tr>
<tr>
<td>12b. RATING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. DELIVER TO: Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN EMBASSY SKOPIJE</td>
</tr>
<tr>
<td>UL. SAMOILLOVA # 21, 1000, ATTN: GSO/WAREHOUSE</td>
</tr>
<tr>
<td>SKOPIJE</td>
</tr>
<tr>
<td>NORTH MACEDONIA</td>
</tr>
</tbody>
</table>

| 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED _ SEE ADDENDUM |

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- SEE LINE ITEMS –</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Use Reverse and/or Attach Additional Sheets as Necessary)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only) USD/MKD

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-2. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA __ ARE X ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA __ ARE X ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO Issuing Office. Contractor agrees to furnish and deliver all items set forth or otherwise identified above and on any additional sheets subject to the terms and conditions specified herein.

29. AWARD OF CONTRACT: REF. OFFER DATED. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)

30c. DATE SIGNED

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

31b. NAME OF CONTRACTING OFFICER (Type or Print)

31c. DATE SIGNED

Erin E. Concors

19MK8022Q0028
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SCHEDULE OF SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE MKD</th>
<th>AMOUNT MKD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Evaluation services of the Bilateral Youth Cooperation Office Project. Please find the SOW furthermore below in this RFQ.</td>
<td>1</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE**

A. All prices are in MKD Denars (local currency).
B. The prices should include VAT TAX.

Please **fill** clause **52.204-26 Covered Telecommunications Equipment or Services-Representation** (DEC 2019) located in the clauses section below. **Send** the filled clause **52.204-26** together with your quote.
Nature and Purpose of the Evaluation

The Public Affairs Section of the U.S. Embassy in Skopje (PAS) seeks the services of a research organization for a performance evaluation of the Public Diplomacy (PD) activities supported by the Bilateral Youth Cooperation Office Project (hereinafter the Project). This project is funded through the PAS Assistance for Europe, Eurasia, and Central Asia (AEECA) budget.

The objective of this evaluation is to measure or evaluate:
1) the impact of the activities on the project beneficiaries, i.e., the target audiences;
2) the degree of effectiveness or success of those activities in achieving the overall objectives of the Project; and
3) the degree of effectiveness or success of the project in achieving the higher Program Objectives, as spelled out in the logic model (Attachment 1) and Democracy Commission Small Grants Program (hereinafter DemCom Program) Annual Program Statement (APS) (Attachment 2).

This information will, in turn, help PAS to consider the plausibility of supporting the Project in the future. The selected vendor would also, based on the evaluation findings, provide recommendations to PAS.

Background and status of the program

This evaluation will assess two grants issued as part of our Bilateral Youth Cooperation Office Project, all implemented by the Youth Alliance from Krushevo during 2019-2022:

1. Bilateral Youth Cooperation Office – First Phase (Inception): $72,800.00 (SMK80019GR0044 09.30.2019-02.28.2021); and

On March 1, 2022, PAS issued an award of $37,145 to Youth Alliance to implement the third project phase, Strategy for Establishment. In addition, on August 3, 2022, PAS issued a $41,000 award to Youth Alliance for the implementation of the fourth project phase, Spaces for Connection. Because of their recent start, these awards will not be subject to the performance evaluation; however, the full scope of work of the awards will
be shared with the evaluator so that they will better understand and evaluate the impact of the previous phases on the implementation of the third and fourth phases.

All four awards address the DemCom Program’s focus area of Civic Participation. Under this focus area, the DemCom Program supports civil society organizations (CSOs) with tailored grants and technical assistance to:

- Strengthen linkages between citizens and their government;
- Monitor government performance and public spending;
- Advance public policy reforms; and
- Promote civic engagement across the country.

This component of the DemCom Program contributes to the PAS Citizen Participation Project.

The goal of the Bilateral Youth Cooperation Office Project is to establish and foster cooperation among young people from North Macedonia and Greece by creating bilateral youth cooperation offices in both countries. These offices will lead and coordinate the youth cooperation processes between the two countries. The project supports exchanges and sharing ideas for future cooperation among the young people from both countries; coordinates bilateral cooperation and networking; and enables long-term implementation of joint youth initiatives and projects in democratic governance, sustainable economic development, education, and innovation.

The project has four phases:

1. **Phase 1: Inception Phase (September 2019 – February 2021)**
   1.1. Preparatory meeting of the teams from Skopje and Thessaloniki
   1.2. Fundraising activities for the next phases of the project
   1.3. Official start of the initiative through organizing a cultural event (exhibition and music with artists from both countries)
   1.4. Establishing youth information offices in Skopje and Thessaloniki in cooperation with the American Corners from Skopje and Athens
   1.5. Presentation of the Bilateral Youth Cooperation Offices concept to the central and local governmental institutions and relevant international organizations
   1.6. Study visits of similar projects in Germany, France, Poland (cancelled due to Covid -19 restrictions)
   1.7. Conducting research about current opinions among youth on bilateral cooperation
   1.8. Developing draft policies and actions and presenting them to the two ministries of foreign affairs and all other relevant stakeholders
   1.9. Creating a cooperation team with relevant representatives from the governments, parliaments, and youth organizations from both countries. This team will work on establishing the bilateral youth cooperation offices in the two countries.
2. **Phase 2: Operationalization and Internal Structure Phase (November 2020 – April 2022)**
   2.1. Bottom-up approach in creating the bilateral youth cooperation offices through civic youth engagement activities (educational, promotional/informative, and cultural)
   2.2. Networking and cooperation activities (organizing youth forums and establishing a “Youth Ambassadors of North Macedonia and Greece” program)
   2.3. Advocacy and internal activities to strengthen the cooperation team
   2.4. Visibility and dissemination activities
   2.5. Project management activities

   3.1. Draft strategic plan, action plan, annual program, and joint declaration for establishing the bilateral youth cooperation offices created by the cooperation and facilitation teams
   3.2. Consultations about the drafts with relevant stakeholders, organized by the facilitation team, which will conclude with the official signing event of the joint declaration

4. **Phase 4: Establishment of the Bilateral Offices – Spaces for Connection (May 2023 - April 2024)**
   4.1. Establishment of focus group and a panel of young people
   4.2. Formation of Board of Directors, Advisory Board, Supervisory Board, and Secretariat
   4.3. Establishment of the bilateral youth cooperation offices

**Objective of This Evaluation**

The objective of this evaluation is to measure or evaluate: 1) the impact of the activities on the project beneficiaries; 2) the degree to which the project’s model is successful in producing the desired result; and 3) the degree of effectiveness or success of the project in achieving the Long-term Outcomes, as spelled out in the PAS Citizen Participation Logic Model.

This evaluation needs to answer the following overarching questions:

1. Have grant beneficiaries experienced any changes because of their participation in the AEECA-funded grant activities? If so, which changes? (See “Change in Beneficiaries” below.)
   a. To what degree do these changes correspond to Bilateral Youth Cooperation Office Project objectives and results?
   b. How significant are these changes from the perspective of the beneficiaries?
c. To what extent do beneficiaries credit the AEECA-funded grant program for these changes?

2. What AEECA-funded activity methodologies, techniques, or elements have been proven as most and least effective in evoking changes in grant beneficiaries, and why?

3. To what degree has the Project been able to gain support and political commitment for bilateral youth cooperation by the key stakeholders in both countries?

4. To what degree has the Project been able to mobilize young people from both countries to take an active role in building good neighborly relations?

5. To what degree has the Project been able to implement the planned fundraising strategy?

6. Has the program demonstrated results that are consistent with PAS Skopje’s logic model (see below)?
   a. What changes should PAS consider in its logic model for this project, and why?
   b. What reforms or refocusing might be needed in terms of defining the problem to be addressed, target audiences, goals, and objectives?

7. How could PAS Skopje improve the efficacy of the project in creating change in beneficiaries?

Change in Beneficiaries: Below are the illustrative changes connected to our grant program that we are looking for in our grant beneficiaries:

- **Behavior**: Beneficiaries can give examples of how the grant activity led them to take some concrete action; e.g., incorporate what they learned into their daily work, implement some program or activity, share what they learned with others, advocate for change in their institution or community, develop or strengthen ties with key counterparts or stakeholders, etc.

- **Attitudes/Opinions/Beliefs**: Beneficiaries self-report changes in their opinions or attitudes, e.g., towards an issue or group, because of the grant activity; or, similarly, such changes are reflected in data collected by the vendor.”

- **Skills**: Beneficiaries can demonstrate that they have acquired new skills (professional, interpersonal, etc.), which they are ready to apply.

- **Awareness/Knowledge**: Beneficiaries have become aware of or receive new information on a subject during the PAS-funded project. They can demonstrate that they recognize and understand new concepts presented during the grant activity. They can recite or summarize new information received in their own words.

For the purpose of this evaluation, the term “beneficiary” means the primary target audiences or participants involved in grant activities.

Using the information from the initial document review, the selected vendor, in cooperation with PAS Skopje (and the grantee), is expected to develop a set of more specific evaluation questions. This evaluation will inform how PAS structures future citizen participation grant programs. PAS will use this evaluation to define future topics
and themes, target audiences, relevant types of activities, types of measurable outcomes that PAS will strive to achieve, etc. This will be reflected in the development of logic models for future programs and the design of notices of funding opportunity (NOFOs), including the criteria used by the grant review panel to make award decisions.

Therefore, the purpose of this evaluation is to inform and improve future programming by measuring the effectiveness of AEECA-funded grant programs in terms of their impact on the grant beneficiaries.

**Evaluation Design**

**Evaluation Questions:** The selected vendor, in collaboration with the PAS team (and the grantee), is expected to develop more specific evaluation questions. The wording of the overarching questions may be amended in consultation with the PAS team.

**Methods:** The selected vendor is expected to propose an appropriate design to conduct this evaluation. However, PAS expects the use of qualitative and quantitative methods to inform this evaluation work.

**Data Collection:** The selected vendor is expected to propose appropriate evaluation methods and tools. The selected vendor will work closely with PAS to agree on the methods and to develop the tools.

Data collection tools and instruments will be developed in English and will receive prior approval by PAS before being tested and rolled out.

We expect the selected vendor to collect data directly from primary target beneficiaries and the grantees, i.e., the staff of the grant recipient organizations. In addition, we expect the selected vendor to conduct desk research, i.e., reviewing the original applications of funded project proposals, comparing that with final reports submitted by the grantees, and analyzing any internal monitoring and evaluation documents.

**COVID-19 implications:** The selected vendor should indicate that they will take all necessary measures to protect their staff and interlocutors while conducting this evaluation. As far as this assignment requires in-person interactions, the selected vendor is expected to show flexibility in adapting quickly to the government’s changing COVID-19 measures.

**Technical tools:** The selected vendor should show evidence of using appropriate professional tools and software to process and analyze quantitative and qualitative data.
**Evaluation Team**

The selected vendor will provide an experienced Evaluation Team Leader who is an expert on evaluation design, methods, management, and implementation. Given that the PAS team and the grantee must be actively involved in finalizing the questions, the sample, and the methodology for this evaluation, as well as in interpreting the evaluation findings and developing recommendations, the Evaluation Team Leader must have demonstrated experience in facilitating a participatory evaluation process. The vendor will also provide a technical expert who is knowledgeable about and experienced in U.S. government-funded programs.

Collectively, the team must demonstrate the skills and experience necessary to evaluate U.S. government funding schemes. Fluency in English is required. The team must also demonstrate experience in remote data collection. The team must demonstrate experience in organizational management and in the monitoring and evaluation of U.S.-funded programs or similar large scale funding schemes. The team should also demonstrate experience in using a gender-sensitive approach in data collection and analysis. The team should be free of any conflict of interest related to the grant recipients to be evaluated.

Offerors should provide short resumes of each of their key Evaluation Team members in their technical proposal. Any addition to, removal from, or replacement of the Evaluation Team requires prior approval from PAS.

**Deliverables**

**Timeline:** The selected vendor will submit a timeline for the project.

**Work Plan:** The selected vendor will provide a detailed work plan, which will include the proposed evaluation methodology; draft schedule and logistical arrangements; members of the evaluation teams (including their roles and responsibilities); evaluation milestones; a plan for testing instruments that collect data; and the evaluation report outline, if different from the format below under Final Report. The work plan requires PAS’s approval.

**Evaluation Design:** The selected vendor will submit an evaluation design for review and approval to PAS. The design will become an annex to the evaluation report.

The evaluation design will include:

- A detailed evaluation design matrix that links the evaluation questions (in their finalized form) to data sources, methods, and a data analysis plan (including any software proposed to be used);
- Draft questionnaires, interview protocols, and other data collection instruments;
A list of potential interviews and sites to be visited, and proposed selection criteria and/or a sampling plan (must include sampling methodology and methods, including a justification of sample size and any applicable calculations); and

Limitations of the evaluation design.

Regular Meetings with PAS: The selected vendor is expected to meet with PAS (by phone or video call) every two weeks, with a short (~1 page) update submitted to PAS the day prior.

Workshop with PAS and grantees: The selected vendor is expected to hold a meeting with PAS and the grantee to discuss the findings and jointly come up with ways to implement the conclusions and recommendations.

Draft Evaluation Report(s): A first draft report of the findings, conclusions, and recommendations should be submitted to PAS following the workshop with PAS. PAS will provide comments on the first draft report within two weeks of submission. The selected vendor should submit a second draft to PAS. PAS will provide any comments on the second draft report within two weeks.

Final Report: The selected vendor will submit a final report that incorporates PAS comments and suggestions. Once this report is submitted, it becomes the property of the U.S. Embassy in North Macedonia, which includes the ability to share this within the U.S. government and to external partners. Likewise, the other elements of the project, from the pre-planning phase to data collection and analysis, also become property of the U.S. Embassy, and a copy of the evaluation instruments and the raw data (quantitative and qualitative; e.g., recordings of conversations or transcriptions) are requested to be submitted electronically to PAS in addition to the final report.

The outline or format for the final evaluation report is as follows:

1. **Executive Summary**: should concisely state the most salient findings and recommendations and be able to stand on its own.

2. **Table of Contents**

3. **Introduction**: purpose, audience, and synopsis of task.

4. **Background**: brief overview of the AEECA grant program in North Macedonia, U.S. Embassy objectives for North Macedonia, activities implemented in response to the problem, and purpose of the evaluation.

5. **Methodology**: describe evaluation methods, including constraints and gaps.

6. **Findings/Conclusions/Recommendations**: for each evaluation question.

7. **Issues**: provide a list of key technical and/or administrative issues, if any.

8. **References**: including bibliographical documentation, meetings, interviews, and focus group discussions.

9. **Annexes**: annexes that document this statement of work, evaluation design, data collection instruments, schedules, sites visited, interview lists and tables; should be succinct, pertinent, and readable.
The final version of the evaluation report will be submitted to PAS electronically. The report format should be restricted to Microsoft products and 12-point type font should be used throughout the body of the report, with page margins 1” top/bottom and left/right. The report should not exceed 30 pages, excluding references and annexes.

Two-Page Brief: Similar in content to the Executive Summary; should be able to share with a wider audience.

**Timeline**

The vendor shall complete the evaluation, with final reports delivered, no later than nine months after the contract has been made. Offerors should include a detailed timeline of their workplan. The timeline should be realistic given data collection procedures and possible COVID-19 restrictions and should allow for sufficient time for PAS to review and provide input to draft deliverables.

**Budget**

Offerors should submit a separate cost proposal in Microsoft Excel in response to this statement of work. The budget should take into consideration all necessary expenses to carry out this evaluation activity. Offerors should provide a realistic and justified budget.

**Logistics and Support**

PAS will provide the selected vendor all the necessary documentation and contact information to carry out its work in a timely fashion. The rest of logistics are the responsibility of the selected vendor, such as transportation and scheduling visits and appointments.

**PAS Team Members**

The selected vendor will work with and report to the following PAS team members:

- Aleksandar Jovanovic, Resource Coordination Specialist, as the main evaluation liaison.
- Gabriela Aleksova, Resource Coordination Assistant, back-up to Aleksandar Jovanovic.
- Nadica Zakula, Public Engagement Specialist, as a Grant Officer Representative for the Bilateral Youth Cooperation Office Project.
- Jaewon Oh, Assistant Public Affairs Officer, as a Grants Officer, or her Designee.
**Attachments:**

1. PAS Skopje Logic Model for Citizen Participation Program
2. PAS Skopje Notice of Funding Opportunity

**Attachment 1: PAS Skopje Logic Model for Citizen Participation Project**

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Activities</th>
<th>Outputs</th>
<th>Short-Term Outcomes</th>
<th>Long-Term Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the resources invested to start and maintain the program?</td>
<td>What activities will you implement?</td>
<td>What are the immediate results of those activities?</td>
<td>What are the intermediate results of the intervention?</td>
<td>What are the long-term results due to the program intervention?</td>
</tr>
<tr>
<td>Funding</td>
<td>Grant solicitation for issuing small grants program to fund civil society efforts to increase youth, women, and minority participation in civic life and environmental protection (Democracy Commission Small Grants Program).</td>
<td>Number of DemCom small grants (3-4) focused on strengthening of democratic institutions in North Macedonia and increased participation and representation of citizens from all different backgrounds in civic life.</td>
<td>Citizen participation in civic life increased.</td>
<td>Transparent and accountable government demonstrated through improved public service delivery, public financial management, governance, social inclusion, and empowerment.</td>
</tr>
<tr>
<td>Technical assistance</td>
<td>Student advising, English language learning, workshops that equip young people to access and be more competitive for higher education opportunities, and lectures by U.S. scholars on topics such as media literacy, current U.S. issues, and civic activism. Young adults will gain exposure to U.S. voices and values, and critical</td>
<td>Growth in attendance by young adults ages 18-24 of the regular online and in-person events and programs organized at the five American Corners in the country, including the mobile programming outside of the cities with Corners.</td>
<td>Youth understanding about the importance and benefits of civic engagement enhanced.</td>
<td>Citizens play a critical role in advocating and helping make public institutions more transparent, accountable, and effective.</td>
</tr>
<tr>
<td>Training and workshops</td>
<td></td>
<td></td>
<td>Networking and activism among citizens across the political spectrum to promote reforms and best practices in key areas amplified.</td>
<td></td>
</tr>
</tbody>
</table>
thinking skills that buffer potential malign influence and radicalization (American Corners).

Small grants to the national American Alumni Association and other alumni associations to support round-table discussions, workshops, and community service projects that encourage networking and activism among alumni in fields that promote democratic advancement across the political spectrum and economic reform (Alumni Programs).

community service projects that encourage networking and activism among alumni in fields that promote democratic advancement across the political spectrum.

Problem Statement

The PAS Citizen Participation project helps institutionalize transparent government practices and increase citizen involvement and oversight of government. By strengthening democratic institutions, the project contributes to North Macedonia’s full acceptance of Euro-Atlantic values and integration into Euro-Atlantic institutions and makes the country and society less vulnerable to interethnic tensions and outside malign influence. The project supports citizens from all different backgrounds to take a more active role in society and to better understand and advocate for democratic reforms, so that the government will be more accountable and responsive to citizens’ needs.

Through the DemCom small grants program, PAS will provide civil society organizations (CSOs) with tailored grants and technical assistance to strengthen linkages between citizens and their government; monitor government performance and public spending; advance public policy reforms; and promote civic engagement across the country.

The Democracy Commission Small Grants Program is one of several activities contributing to “PAS Citizen Participation Project.”
The **Democracy Commission Small Grants Program** supports the development of democratic institutions and civil society by competitively awarding small grants to indigenous nonprofit and nongovernmental organizations (NGOs) and associations, to nonprofit CSOs, and to independent local media organizations. Citizen Participation is one of the five priority areas that the program supports. In this area, the program funds civil society efforts to increase youth, women, and minority participation in civic life.

Expected results: Democracy Commission grantees implement experimental projects that approach issues from new perspectives, subsequently sharing their lessons learned with the greater CSO community; Democracy Commission grants are successfully implemented, with grantees building their capacity to plan and implement projects that increase citizen involvement and oversight of government; Democracy Commission grantees continue with the same, similar activities, or actions taken as project results/recommendations beyond the timeframe of the DemCom grants.

**Theory of Change**

If citizens from all different backgrounds take a more active role in society, government will be more accountable and responsive to citizens’ needs.

**Attachment 2: PAS Skopje Notice of Funding Opportunity**

**U.S. Department of State**  
**U.S. Embassy Skopje, Public Affairs Section**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** Annual Program Statement for Democracy Commission Small Grants Program 2022  
**Funding Opportunity Number:** SMK800-22-PAS003  
**Deadline for Applications:** June 1, 2022  
**CFDA Number:** 19.900 – Assistance to Eastern Europe and Central Asia  
**Total Available Funding:** $435,000  
**Type of Funding:** FY21/22 Assistance to Europe, Eurasia, and Central Asia (AEECA) under the Foreign Assistance Act  
**Anticipated Award Date:** May/September 2022  
**Funding Instrument Type:** Grant, Fixed Amount Award, Cooperative Agreement  
**Length of Performance Period:** 12 months  
**Number of Awards Anticipated:** At least 18 depending on amount of each grant  
**Award Amounts:** Awards may range from $1,000 to $24,000

**THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING.**

**A. PROGRAM DESCRIPTION**
The U.S. Embassy Skopje Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce a funding opportunity through its Democracy Commission Small Grants Program. This is an Annual Program Statement outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Abstracts/executive summaries may be submitted at any time for consideration before the closing date of this annual program statement on June 1, 2022. Awards will be made on a rolling basis, pending the availability of funds. Applicants are encouraged to apply early. Please carefully follow all instructions below.

Background
The U.S. Embassy Public Affairs Section (PAS) in Skopje is soliciting proposals for grants from not-for-profit, non-governmental organizations and independent media in North Macedonia that focus on one of the priority areas specified below.

Grant Priority Areas
Funding will be available for projects that address the priority areas below:

Rule of Law and Government Accountability – These projects should address improving the rule of law, judicial independence, good governance, and the fight against corruption. By addressing these issues, projects should contribute to a more robust citizen-responsive government with strong democratic institutions.

Citizen Participation – These projects should support the strengthening of democratic institutions in North Macedonia, including increasing the participation and representation of citizens from all different backgrounds in civic life.

Cybersecurity and Disinformation – These projects should promote cybersecurity, media literacy, and efforts to counter propaganda and disinformation.

Youth Development and Women Empowerment – These projects should prepare young people, and especially women, to start their own businesses; combat youth emigration; and promote greater minority participation in North Macedonia’s economy. By addressing these issues, projects should contribute to an improved business climate and improved economic policies; promote private sector growth and entrepreneurship; attract foreign investors; and create jobs.

Environmental Protection – These projects should promote solutions to environmental issues through joint efforts by individuals (youth), community organizations, association of citizens, and local governments.

The abstracts/executive summaries will be reviewed in several rounds: received by February 15, 2022; received by April 1, 2022; received by May 1, 2022; and received by June 1, 2022.

What projects are not funded?
The Democracy Commission Grants Program cannot fund:

- Projects supporting partisan political activity;
- Humanitarian/social aid and charities or charitable activities;
- Professional development for individuals, including conferences and trips abroad;
- Commercial or trade activities;
- Fundraising campaigns;
- Scientific research;
- Institutional development or support of an organization;
- Activities that duplicate existing projects; and
- Individuals or organizations from outside of North Macedonia.
**Evaluation criteria**
The Democracy Commission will evaluate proposals according to the following criteria:
- Relevance of topic.
- Clarity in goals, activities, and target group.
- Please explain how you will measure success. What are the expected outcomes of your project?
- Sensible budgeting.
- Longer-term sustainability, where applicable.
- The ability of the applying organization to successfully carry out the project aims.

**What is the maximum amount for a grant?**
The maximum amount for a Democracy Commission grant is $24,000.

**How do organizations apply for grants?**

**Pre-application phase,**
All interested organizations must send an abstract/executive summary and a simple budget by one of the due dates listed above. The summary must be no longer than 400 words, and should contain basic information on the project audience, locations, activities, and expected outcomes.

Herewith is a sample of a pre-application submission:
1. Name of the organization:
2. Point of contact:
3. Contact information:
4. Summary of the project (400 words or less):

<table>
<thead>
<tr>
<th>Description of the project activities: …</th>
</tr>
</thead>
<tbody>
<tr>
<td>… … … … … … … … … … … … … … … …</td>
</tr>
</tbody>
</table>
5. Period of implementation:
6. Potential partners:
7. Budget:

<table>
<thead>
<tr>
<th>Type of cost</th>
<th>Description of the cost</th>
<th>Amount in $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies and equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Successful applicants will be informed by email and invited to send a full application. Full instructions will be given at that stage of application. The applicant will have three weeks to prepare a full application.

Please email one (1) copy of your abstract electronically to: DemComSkopje@state.gov; Subject: Democracy Commission Application/ Project Topic
Phone: +389 2 310-2082, POC: Nadica Zakula

E-mail: Public Affairs Section

**What happens when the project is completed?**
Upon completion of the project, all grantee organizations must submit progress reports as well as a final narrative with a complete accounting of all grant funds. After the implementation is completed, the grantee will be asked to send narratives about the outcomes of the project over the course of three years. If required, the grantee will conduct surveys, focus groups, and/or other forms of after-action reporting.
SECTION 2 - CONTRACT CLAUSES

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following 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 address: Acquisition.gov this address is subject to change.

DOSAR clauses may be accessed at: https://acquisition.gov/dosar

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.204-7</td>
<td>SYSTEM FOR AWARD MANAGEMENT</td>
<td>OCT 2018</td>
</tr>
<tr>
<td>52.204-9</td>
<td>Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)</td>
<td>JAN 2011</td>
</tr>
<tr>
<td>52.204-13</td>
<td>SYSTEM FOR AWARD MANAGEMENT MAINTENANCE</td>
<td>OCT 2018</td>
</tr>
<tr>
<td>52.204-18</td>
<td>COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE</td>
<td>JUL 2016</td>
</tr>
<tr>
<td>52.212-4</td>
<td>Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)</td>
<td>OCT 2018</td>
</tr>
<tr>
<td>52.225-19</td>
<td>Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)</td>
<td>MAY 2020</td>
</tr>
<tr>
<td>52.227-19</td>
<td>Commercial Computer Software License (if order is for software)</td>
<td>DEC 2007</td>
</tr>
<tr>
<td>52.228-3</td>
<td>Workers’ Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)</td>
<td>JUL 2014</td>
</tr>
<tr>
<td>52.228-4</td>
<td>Workers’ Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)</td>
<td>APR 1984</td>
</tr>
<tr>
<td>52.246-26</td>
<td>REPORTING NON CONFORMING ITEMS</td>
<td>JUN 2020</td>
</tr>
</tbody>
</table>

The following clause is provided in full text:

52.212- 5  CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS-COMMERCIAL ITEMS (AUG 2020)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the
Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(2) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (JUL 2018) (Section 1634 of Pub. L. 115-91).

(3) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2020) (Section 889(a)(1)(A) of Pub. L. 115-232).

(4) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (NOV 2015).


(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:


__ (5) [Reserved].


(10) [Reserved].


(12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Mar 2020) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

(13) [Reserved]

(14) (i) 52.219-6, Notice of Total Small Business Set-Aside (Mar 2020) of 52.219-6 (15 U.S.C. 644).


(16) 52.219-8, Utilization of Small Business Concerns (Oct 2018) (15 U.S.C. 637(d)(2) and (3)).

(17) (i) 52.219-9, Small Business Subcontracting Plan (Jun 2020) (15 U.S.C. 637(d)(4)).
(v) Alternate IV (JUN 2020) of 52.219-9

(18)

(i) 52.219-13, Notice of Set-Aside of Orders (MAR 2020) (15 U.S.C. 644(r)).

(ii) Alternate I (MAR 2020) of 52.219-13.

(19) 52.219-14, Limitations on Subcontracting (MAR 2020) (15 U.S.C. 637(a)(14)).


(22)

(i) 52.219-28, Post Award Small Business Program Rerepresentation (MAY 2020) (15 U.S.C. 632(a)(2)).

(ii) Alternate I (MAR 2020) of 52.219-28.

(23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (MAR 2020) (15 U.S.C. 637(m)).

(24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (MAR 2020) (15 U.S.C. 637(m)).


(26) 52.219-33, Nonmanufacturer Rule (MAR 2020) (15 U.S.C. 637(a)(17)).


(28) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (JAN 2020) (E.O.13126).

(29) 52.222-21, Prohibition of Segregated Facilities (APR 2015).

(30)

(i) 52.222-26, Equal Opportunity (SEP 2016) (E.O.11246).

(ii) Alternate I (FEB 1999) of 52.222-26.

(31)
(i) **52.222-35**, Equal Opportunity for Veterans (Jun 2020) (**38 U.S.C. 4212**).

   __ (ii) Alternate I (Jul 2014) of **52.222-35**.

   __ (32)

(i) **52.222-36**, Equal Opportunity for Workers with Disabilities (Jun 2020) (**29 U.S.C. 793**).

   __ (ii) Alternate I (Jul 2014) of **52.222-36**.

   __ (33) **52.222-37**, Employment Reports on Veterans (Jun 2020) (**38 U.S.C. 4212**).

   __ (34) **52.222-40**, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

   __ (35)


   __ (36) **52.222-54**, Employment Eligibility Verification (Oct 2015). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in **22.1803**.)

   __ (37)

   (i) **52.223-9**, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (**42 U.S.C. 6962(c)(3)(A)(ii)**). (Not applicable to the acquisition of commercially available off-the-shelf items.)

   __ (ii) Alternate I (May 2008) of **52.223-9** (**42 U.S.C. 6962(i)(2)(C)**). (Not applicable to the acquisition of commercially available off-the-shelf items.)

   __ (38) **52.223-11**, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693).

   __ (39) **52.223-12**, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).

   __ (40)

   (i) **52.223-13**, Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514).

   __ (ii) Alternate I (Oct 2015) of **52.223-13**.
(41) 52.223-14, Acquisition of EPEAT®-Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).
   (i) Alternate I (Jun 2014) of 52.223-14.

   (43)
   (i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).
   (ii) Alternate I (Jun 2014) of 52.223-16.

(44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Jun 2020) (E.O. 13513).
   (45) 52.223-20, Aerosols (Jun 2016) (E.O. 13693).
   (46) 52.223-21, Foams (Jun 2016) (E.O. 13693).
   (47)
   (ii) Alternate I (Jan 2017) of 52.224-3.

   (49)
   (ii) Alternate I (May 2014) of 52.225-3.
   (iii) Alternate II (May 2014) of 52.225-3.
   (iv) Alternate III (May 2014) of 52.225-3.

   (51) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.’s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

(54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

(55) 52.229-12, Tax on Certain Foreign Procurements (Jun 2020).


(59) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).


(62) 52.242-5, Payments to Small Business Subcontractors (Jan 2017) (15 U.S.C. 637(d)(13)).

(63)

(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

(ii) Alternate I (Apr 2003) of 52.247-64.

(iii) Alternate II (Feb 2006) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:


(d) **Comptroller General Examination of Record.** The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, as defined in FAR 2.101, on the date of award of this contract, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor’s directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This
does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)

(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-


(ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iii) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).


(v) 52.219-8, Utilization of Small Business Concerns (Oct 2018) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds the applicable threshold specified in FAR 19.702(a) on the date of subcontract award, the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(vi) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(vii) 52.222-26, Equal Opportunity (Sep 2015) (E.O.11246).


(xi) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.


(B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).


(xvi) 52.222-54, Employment Eligibility Verification (OCT 2015) (E.O. 12989).

(xvii) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015).


(B) Alternate I (JAN 2017) of 52.224-3.

(xxi) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (Aug 2020)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v) of the provision at 52.212-3, Offeror Representations and Certifications—Commercial Items.

(a) Definitions. As used in this provision—

*Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component* have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition.

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal
Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

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

(d) Representation. The Offeror represents that—

(1) It □ will, □ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It □ does, □ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds “does” in paragraph (d)(2) of this section.

(e) Disclosures.

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded “will” in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.
(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded “does” in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

52.204-26 Covered Telecommunications Equipment or Services-Representation (Dec 2019)

(a) Definitions. As used in this provision, “covered telecommunications equipment or services” has the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.
(c) Representation. The Offeror represents that it □ does, □ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(End of provision)

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>652.225-71</td>
<td>Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.229-70</td>
<td>Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)</td>
<td>JUL 1988</td>
</tr>
<tr>
<td>652.229-71</td>
<td>Personal Property Disposition at Posts Abroad</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.237-72</td>
<td>Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)</td>
<td>FEB 2015</td>
</tr>
<tr>
<td>652.239-71</td>
<td>Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)</td>
<td>SEP 2007</td>
</tr>
<tr>
<td>652.242-70</td>
<td>Contracting Officer’s Representative (if a COR will be named for the order) Fill-in for paragraph b: “The COR is”</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.242-73</td>
<td>Authorization and Performance</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.243-70</td>
<td>Notices</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.247-71</td>
<td>Shipping Instruction</td>
<td>FEB 2015</td>
</tr>
</tbody>
</table>

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD POLICY AND PROCEDURES (FEB 2015)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Policy and Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert the substance of this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Policy and Procedures may be accessed at: http://www.state.gov/m/ds/rls/rpt/c21664.htm.

(End of clause)