

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

Date:	3/2/2021
Campus:	Byblos
Title:	TL Personnel Professional Development and Training
Reference Number:	PRs# 74466-74459-74461-74462-74465-74463
Project:	Tomorrow's Leaders
Award Number:	
Sponsoring Agency	MEPI

Dear Sir/Madam,

The Lebanese American University (LAU) invites you to participate in the tender for the provision of professional services as detailed in the attached document.

Kindly submit your bid as per detailed instructions and within the set deadline. Only bids submitted in conformity with the requirements of this tender will be considered.

LAU reserves the right to accept or reject all or any part of the quotation submitted.

This tender includes two sections: Section A detailing the solicited services, and Section B detailing the proposal submission method.

For inquiries or regrets, please respond back to the provided email address within the set period for clarifications. LAU reserves the right to amend or cancel this tender at any time.

Respectfully,

Joumana Aghnatis
Senior Procurement Associate
LAU Purchasing office - Byblos Campus

Section A – Solicited Services

A1. Organizational Information

The Lebanese American University (LAU) is an American institution of higher education that has been operating in Lebanon since 1924, with initial roots as the first school for girls in the Ottoman Empire. Committed to serving Lebanon, the Arab world and beyond, LAU offers diverse academic opportunities in the fields of arts and sciences, business, engineering, architecture and design, pharmacy, medicine and nursing. The university is accredited by the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC), and many of its academic programs have received accreditation from field specific organizations. LAU operates in two campuses, one in Beirut and another in Byblos.

The Middle East Partnership Initiative – Tomorrow's Leaders office at LAU manages 8 LAU TL grants, and supports TL students enrolled at LAU on the grants. The team consists of 25 highly qualified members of faculty and staff.

A2. Project Synopsis

Tomorrow's Leaders grants at LAU provide funding for talented needy students from Lebanon and the MENA region at different academic levels (undergraduate and graduate). The grants foster leadership, civic engagement, citizenship values, and Gender equity.

The project fulfills Middle East Partnership Initiative (MEPI) strategic framework objectives in a) providing economically deserving individuals opportunities to build leadership skills, effectively engage with civil society, the private sector, and/or government actors; and b) increase workforce employability, and improve access to higher value opportunities through demand-driven professional training and targeted, localized job placement, primarily in the private sector.

A3. Project Objective

LAU would like to assess the skill needs of the TL team working on the TL grants to identify possible gaps and address them specifically in the following areas following areas:

- Leadership training
- Conflict management training
- Gender Sensitization training
- Project Management training
- Grant Management training

A4. Scope of Required Services

LAU is looking for consultant(s) to support in the following areas, illustratively and not exclusively, such as:

1. Capacities Needs Assessment: **one** consultant is expected to conduct a rapid assessment of the leadership and soft skill needs of the targeted LAU personnel team aimed at personal professional development and growth while maximizing the team cohesion to deliver under stress and within deadlines. It is worth noting that the assessment consultant is not eligible to deliver or bid for any of the trainings and must not be related to any of the training delivery consultant(s). The consultant is expected to identify his/her assessment approach including who needs to be interviewed and how gaps will be identified;
2. Training Development, Delivery and Assessment in at least the following areas noting that the consultant(s) may bid for any or all of the below yet training plans, costs and proposals for each should be presented distinctly as LAU reserves the right to commission any set of topic to any consultant(s) or none:
 - Personal development such as recognizing personality traits and opportunities/challenges of each trait/type and fostering conflict resolution depending on the various personal traits;
 - Leadership training;

- Soft skills training focused on team cohesion such as illustratively: communication skills, stress management, time management, conflict resolution;
- Team building training aimed at fostering more effective and professional team dynamics including approaches to motivating team members, building effective relationships, and delegation;
- Gender integration and sensitization training aimed at raising the team's awareness of gender matters and at including gender in the project's life cycle from conceptualization to implementation, monitoring and evaluation and closeout including definitions, addressing gender gaps in planning programs, catering to gender sensitivities in activity planning and overcoming barriers to participation, disaggregating data and indicators based on gender, creating feedback loops with beneficiaries and stakeholders to ensure constant evaluation of their input and perceptions, etc;
- Grants management training including managing for results, ensuring time-bound implementation and participatory approaches to maximize beneficiaries' satisfaction. PMP may be offered to a select number of participants and therefore LAU requests proposing the PMP, in addition to any brief grant management training developed for the specific purpose of this solicitation;
- Monitoring and evaluation training including principles of effective monitoring and evaluation including the conceptual framework, definitions, tools to set definitions, baselines and targets, data sources, data quality assessments, data collection tools and methods and the sort of required supportive documents to track data, and interactive exercises to help the team develop output, outcome, impact indicators, etc.

It is up to the consultant(s) to develop their methodology and approach to deliver the trainings noting the following:

- Trainings may be individual sessions or in the form of a comprehensive retreat (LAU will manage in this case all logistical aspects of the retreat and the consultant(s) propose only their training costs);
- Training might be in person or online and LAU will address any Covid-19 requirements based on the Government of Lebanon requirements and applicable LAU protection guidelines (An offer shall be submitted for options).
- Except for the PMP, proposed trainings topics should not be too extensive or too length in duration as LAU is looking primarily at succinct, focused, and targeted trainings rather than an extensive training schedule that extends over weeks;
- Based on the results of the assessment, LAU will finalize the selection of the consultant(s) for the trainings and therefore bidders to the training section should expect a delayed response until the assessment draft is completed;
- The training must be interactive, participatory building on role play, games, exercises rather than pure conceptual and theoretical approaches;
- Training should be delivered in English;
- Training sessions outlined above are expected to target the entire team, which includes junior staff members with few years of experience and faculty members with PhD degrees (total participants around 20 prs.). Training should not be proposed by segregating the delivery into groups as LAU intends to maximize team cohesion irrespective of the education and experience background. The PMP only may be offered to a very select number of personnel, probably a couple, and therefore LAU expects proposing cost per individual.
- The final training schedule will be agreed upon with the consultant(s) and is expected to be fully completed by May 2021. Training may be delivered over weekends or holidays to minimize disruption of the management team's working schedule.
- Consultant(s) must factor content development if needed, and training evaluation and reporting including any recommendations for prospective additional training, improvements to be made, observations, etc.

A5. Expected Deliverables

The bidder is expected to include a brief overview about the general tasks to be completed by the contractor. More specifically, the bidder is expected to provide the following deliverables:

Task	Deliverable	Terms and Conditions	Delivery Schedule	Quantity
Capacities Needs Assessment	Initial draft report and final report	Detailed report identifying methodology of the assessment, results and recommendations for training based on the terms of this RFP	Within 30 calendar days after LAU issues a purchase order.	An initial draft report submitted 15 calendar days after LAU issues a purchase order.
Training Development, Delivery and Assessment	Other than PMP which is offered distinctly and separately, interactive training workshops	Each workshop should cover one of the above topics and based on the terms and conditions, and should be evaluated at the end and duly covered in a comprehensive report	All trainings must be completed by March 2021	Other than PMP, around 8 workshops, each covering one of the above topics. Each workshop is offered only once to the entire targeted management team. Workshops must not extend beyond 2-3 days at best noting that LAU will favor cost effective and efficient approaches to trainings.

A6. Period of Performance

The selected bidder will perform the services starting possibly February 2021 to be completed no later than May 2021.

Work may only start after LAU issues a purchase order.

A7. Location of Performance

All services must be completed at the following location at the Beirut campus at the LAU premises, or if the consultant(s) propose a retreat, then at a third-party location that LAU will secure and cover its costs.

Section B – Proposal Submission

B1. Deadline for Submission and Schedule

Proposals, as per set requirements henceforth, are required no later than February 15, 2021.

When proposals are due by email, the system-generated timestamp will be considered the time of submission.

B2. Changes to this Tender

LAU reserves the right to cancel this tender at any time.

Such cancellation may be made by through a notice at the same site where the tender was released.

Furthermore, LAU reserves the right to modify this tender at any time prior to the submission deadline. A public notice will be released to that effect as well and LAU may consider, up to the discretion of the University, an extension of the deadline for the proposals submission.

B3. Eligibility of Applicants

Applicants to this request for proposals may be:

- Individuals;
- Single organization;
- Group of individuals.

All bidders must ensure that at the time of the submission of their proposal they are not bankrupt, suspended, debarred, sanctioned, and/or subject to legal proceedings that may affect their course of business or their insolvency. Bidders with proven conflict of interest will be disqualified.

Individual applicants (if individual application is allowed) must clearly indicate their Ministry of Finance (MOF) Tax ID number and provide a copy of their registration at the MOF, specify their full street address, phone number and submit a copy of their ID. Firms must present a copy of their commercial registration, commercial circular and VAT certificate as applicable.

Organizations must present a copy of their commercial registration and VAT certificate as applicable.

B4. Required Qualifications

LAU is looking for qualified eligible applicants who demonstrate the following experience:

Elaborate the required experience in terms of education (years and field), years of experience, experience in what field, language abilities, specific knowhow or experience, specific years of experience in a particular domain.

Among the minimum requirements favorable for consideration, it is preferable if applicants have:

- At least an MA degree in a relevant field;
- At least 10 years of experience in professional training and assessment;
- Have completed at least 10 previous similar assignments;
- Fluent in English and Arabic;

B5. Proposal Requirements, Submission & Language

The bidder is expected to present two proposals, a technical one, and a distinct financial one. The technical proposal must **not** contain any budgetary or financial information. The financial proposal must be put on official letterhead of the bidder and duly signed and stamped. The financial proposal must include all information confirming the eligibility of the bidder including the Ministry of Finance Tax Number, VAT Number, registration number and date and any other documents listed under B3 as applicable. The financial proposal must clearly show costs distinctly and clearly related to Taxes, VAT, overheads, etc.

Only one offer may be submitted by a single bidder (when applying to multiple training topics, topics must be presented clearly and separately and budgeted for distinctly but they must all be submitted in one single offer).

All proposals must be developed in English unless otherwise clearly specified under particular sections.

The proposals must be sent as following electronically by email as per instructions under B6 and B7, and to the designated email address at purchasing.byblos@lau.edu.lb.

B6. Technical Proposal Requirements

The technical proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

- CV of bidder (for all proposed trainers)
- Detailed technical proposal covering the following areas:
 - Background
 - Proposed Implementation Methodology for the overall assignment, for the individual trainings including proposed agenda for each topic, learning objectives, delivery approach and training tools that will be adopted, etc.
 - Training Monitoring and Evaluation and Reporting
 - Timeline
 - Overview of Deliverables
 - Company Profile (if an organization is applying)
 - Training team or assessment consultant Qualifications

Overview of Relevant and Demonstrated Past Experience reflecting similar previous assignments in the past three years including names, contacts (phone and email), position, organization name, and summary of work completed for each reference

Other requirements as specified here:

Sample training agenda completed with at least three other clients (will not be used by LAU, this is strictly for evaluation purposes);

Copy of the MOF registration;

Copy of the commercial registration (firms);

Copy of the VAT registration (firms).

Submission instructions of the technical proposal:

- 1- The technical proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory. **The technical proposal must not include any financial information related to the costing of the assignment.**
- 2- **The PDF file must be named: Technical Proposal – Company Name – Reference Number (as per cover page of this RFP).**
- 3- **The PDF file must be submitted in a separate email to the designated email address with the following subject: Technical Proposal – Company Name – Reference Number**

B7. Financial Proposal Requirements

The financial proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

Detailed financial proposal with breakdown of costs per training topic, reflecting clearly and distinctly any applicable taxes. If PMP is offered, its individual cost should be clearly and distinctly presented. The bidder should not factor any logistical costs in their offer such as meals, refreshments, coffee breaks, hotel, etc... only trainer/consultant fees are allowable. LAU will handle all logistical costs associated with the delivery, especially if the training is a retreat, and including the printing of the training material, etc.

Submission instructions of the financial proposal:

- 1- The financial proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory.
- 2- The financial offer must clearly indicate the validity of the offer as per terms of this request for proposal;
- 3- The PDF file must be named: Financial Proposal – Company Name – Reference Number (as per cover page of this RFP).
- 4- **The financial proposal should be protected by password to be declared if the bidder passed the technical evaluation.**

The technical and financial proposals should be submitted by email to the designed email address under B5 with a subject line: Proposals – Company Name – Reference Number.

B8. Costing

All costs must be presented in United States Dollars (USD). As reflected earlier, bidders who are subject to VAT should clearly and separately reflect the VAT in their financial proposal.

Errors in the budget are the sole responsibility of the bidder and may result in disqualifications. Alterations to the bid after submission are not allowable. LAU reserves the right to request clarifications as needed.

All costs must be reasonable, realistic, allowable and allocable to the work being undertaken and based on demonstrated daily rates as proven through a record of salary history/past performance (bio-data sheet).

If the bidder intends to offer any discount or special price, such offers must be clearly made at the proposal stage in the closed envelope containing the financial proposal only.

LAU will not cover the cost of any pre-award costs related to the preparation of proposals under this bid and therefore any bidder presenting a financial offer requesting the coverage of pre-award costs will be rejected.

Technical elements that are not costed in the financial proposal will be considered as free of charge. LAU reserves the right to reject the offer. The financial offer must clearly reflect and detail each deliverable distinctly and separately.

As specified earlier, only trainer/consultant fees are allowable and therefore the cost of supplies, printing, equipment, are not eligible. If the trainer/consultant needs specific suppliers for particular games during the training, then these must be clearly identified in the technical proposal but must not be budgeted for as LAU will look into these items internally.

B9. Evaluation Criteria

Proposals will be evaluated as follows:

- 1- Administratively for compliance and eligibility, and completeness of the overall offer, and reference checks as appropriate and applicable. Bidders who are not deemed eligible will not be given the chance to proceed to the technical and/or financial evaluation;
- 2- Technically for merit, completeness of all tasks and deliverables, feasibility of approach (if required), timeline, and meeting the required qualifications and capacity;
- 3- Financially for completeness, allowability, reasonableness, comparison to other eligible and qualified bidders, comparison to LAU's financial expectation.

LAU will make the final award based on:

Best value for money combining demonstrated and proven technical merit with cost effectiveness. LAU reserves the right to award to the bidder that does not have the lower bid if there is proven higher benefit to LAU. Value for money does not indicate that LAU will award expensive training proposals that do not bring demonstrated added value and clear competitive edged compared to other more cost effective proposals. LAU is looking at maximizing personnel development with the utmost minimum disruption of work and thus minimizing the training delivery span while maximizing the delivery outputs and results.

Lowest Price.

B10. Questions and Clarifications

For inquiries or regrets, you may reach out to the following:

: purchasing.byblos@lau.edu.lb; riyad.chahine@lau.edu.lb; : joumana.aghnatios@lau.edu.lb

No bidder shall communicate directly with LAU staff concerning this request for proposal. All communications must be in writing, within the open period for questions, and to the specified email only.

All questions must be received by one week before application deadline. Questions sent after the deadline will not be addressed.

Answers to the questions will be shared with all bidders if there is any additional and relevant information.

B11. Proposal Validity and Withdrawals

Proposals must be valid for at least 60 Days.

Bidders may withdraw their bids at any time after submission by submitting a written notice to the address specified under section B10. Nonetheless, bidders may not change or edit their proposal after submission even if the proposal is submitted way earlier than the deadline.

B12. Late Submissions

Proposals submitted after the official deadline as set in this document will not be considered and will be deemed ineligible and rejected.

B11. Award

LAU may award one or multiple bidders. LAU also reserves the right to break down the deliverables and make a partial award to a bidder based on a partial list of services. Accordingly, financial offers must clearly reflect each deliverable separately by presenting a clear breakdown of costs in the financial proposal for each deliverable distinctly. Only shortlisted/selected bidders will be contacted. LAU will make an award in writing only. LAU expects to make an award within the validity period. Additional documents may be required prior to award to demonstrate proof of eligibility.

B12. Terms and Conditions

LAU will apply the specific terms and conditions to any resulting service agreement out of this tender based on the sponsoring agency requirements and regulations.

It is worth noting that the service provider has no direct communication with the sponsoring agency during implementation and LAU is considered the source of direction, guidance and decisions only.

All information submitted by bidders under this tender is considered confidential as per LAU's applicable policies and procedures and will not be released publicly.

Any interference by a bidder in the tender process at any stage whether to influence or alter a decision making process will result in immediate disqualification of the bidder.

LAU performs business related to this tender in writing only and therefore, any communication related to this tender, received proposals, and resulting decisions are communicated solely in writing.

Standard Mandatory Provisions. Consistent with 2 CFR 200.113, the non-federal entity must disclose, in a timely manner, in writing to the Office of the Inspector General (OIG) for the Department of State, with a copy to the cognizant Grants Officer, all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Sub recipients must disclose, in a timely manner, in writing to the OIG and to the prime recipient (pass-through entity) all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 "Remedies for Noncompliance", including suspension or debarment. 4 Forward disclosures to: U.S. Department of State Office of Inspector General P.O. Box 9778 Arlington, VA 22219 Phone: 1-800-409-9926 or 202-647-3320 Website: <https://oig.state.gov/hotline>].

Publication for Professional Audience. Any publications or articles resulting from the award must acknowledge the support of the Department of State and include a disclaimer of official endorsement as follows: "This [article] was funded [in part] by a grant from the United States Department of State. The opinions, findings and conclusions stated herein are those of the author[s] and do not necessarily reflect those of the United States Department of State". The recipient must ensure that this disclaimer be included on all brochures, flyers, posters, billboards, or other graphic artwork that are produced under the terms of the award.

Branding and Marking Strategy. The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award: 1) Fully funded by the award: 'Gift of the United States Government', 2) Partially funded by the award: 'Funding provided by the United States Government'. Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully

funded by the Department, should be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States

The Recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or program materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

The U.S. flag may replace or be used in conjunction with the Department of State seal, the U.S. embassy seal, or other DOS program logos.

Sub non-Federal entities and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the Non-Federal entity.

As a condition of receipt of this assistance award, the U.S. Flag and MEPI logo must be included in a prominent or easily visible place on all materials published or mass produced under this award.

All materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this agreement, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. must be marked appropriately with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity.

In the event the recipient does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action.

In the event that any public communications are produced, funded by the Department of State, in which the content has not been approved by the Grants Officer, the communication must contain the following disclaimer:

“This study/report/audio/visual/other information/media product is made possible by the generous support of the American people through the United States Department of State. The contents are the responsibility of [insert Recipient name] and do not necessarily reflect the views of the Department of State or the United States Government.”

Mandatory Disclosures

Consistent with 2 CFR 200.113, the recipient must disclose, in a timely manner, in writing to the Office of the Inspector General (OIG) for the Department of State, with a copy to the cognizant GO, all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting a Federal award.

Subrecipients must disclose, in a timely manner, in writing to the OIG and to the prime recipient (pass-through entity) all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 “Remedies for Noncompliance,” including suspension or debarment.

Forward disclosures to:
U.S. Department of State Office of Inspector General
P.O. Box 9778 Arlington, VA 22219

Conflict of Interest and Federal Assistance Awards

The recipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of sub-awards and sub-contracts. No employee, officer, or agent may participate in the selection, award, or administration of a subaward or subcontract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from another organization considered for a subaward or subcontract. The officers, employees, and agents of the recipient must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients, subcontractors, or parties to subawards and subcontracts. However, the recipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

If the recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the recipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the recipient is unable or appears to be unable to be impartial in conducting an award or procurement action involving a related organization.

The recipient must disclose in writing any potential conflict of interest to the Department or pass-through entity. If the effects of the potential or actual conflict of interest cannot be avoided, neutralized, or mitigated before award, the employee, officer or agent must recuse themselves from participating in the award. Where there is an organizational conflict, the prospective recipient is not eligible for the award.

If a potential or actual conflict of interest is identified after award and the effects cannot be avoided, neutralized or mitigated, the Department will terminate the award unless continued performance is determined to be in the best interest of the Federal government.

Debarment and Suspension

Debarment and suspension are discretionary actions that, taken in accordance with this subpart, are appropriate means to effectuate this policy.

1. The serious nature of debarment and suspension requires that these sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Agencies shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR Part 180 subparts A Through I and 2 CFR Part 601.
2. When more than one agency has an interest in the debarment or suspension of a recipient, the Interagency Committee on Debarment and Suspension, established under Executive Order 12549, and authorized by Section 873 of the National Defense Authorization Act, 2009 (P. L. 110-417), shall resolve the lead agency issue and coordinate such resolution among all interested agencies prior to the initiation of any suspension, debarment, or related administrative action by any agency.

The recipient certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to the award.

Certification Regarding Lobbying

As required by section 1352, title 31 of the U.S. Code, and implemented at 22 CFR Part 138, for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$20,134 and not more than \$201,340 for each such failure.

Trafficking in Persons

- a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.