



*Embassy of the United States of America
Bangui, Central African Republic*

Date: February 28, 2015

TO: Service Provider to American Embassy Bangui, Central African Republic
FROM: Jason Brown, GSO/Contracting Officer
SUBJECT: Bid and Contract Requirements for Economic and Political Reporting in the Central African Republic

The following are requirements for work to be performed for the American Embassy Bangui. Failure to comply with any of these requirements could jeopardize the contract and also the eligibility of the contractor to perform other work for the Embassy.

Embassy Bangui will solicit bids for this work until 1330, 6 March 2015. All bids should be submitted to brownjf@state.gov.

GENERAL REQUIREMENTS:

1. The work is to start only after the contract has been awarded and a valid purchase order has been issued for the work. The Contracting Officer (CO) is the only person authorized to make any changes to the scope of work of the project. If any detail or aspect of a project is found to have been overlooked or inadvertently omitted, that would otherwise be normally included; the contractor shall immediately bring it to the attention of the Contracting Officer Representative (COR) for clarification.
2. All work and funding is at the discretion of the US Congress and may be cancelled or altered as needed at any time. All bid prices submitted are to be good and valid for 120 days.
3. All employees of the contractor performing work for the American Embassy must have a security background check completed by our Security Office prior to beginning any work either at the Embassy or at any of the residences owned or

leased by the American Embassy or occupied by Americans working for the American Embassy. Appropriate identification papers and documents must be submitted for approval, including a copy of the National Identification card for each worker. Each worker must have a company issued ID.

4. Work shall be performed at the US Embassy or at locations directed by the COR. The embassy will provide a work space and supplies needed to complete the scope of this contract.
5. Work shall be conducted during regular embassy hours.
6. Contract shall be for one year with second and third year options.

QUALITY OF WORK:

7. A qualified supervisor for the job, capable of making decisions, knowing the scope of work, techniques and appropriate tradecraft shall be continuously at the job site throughout the duration of the project. The supervisor shall have a copy of these plans and specifications.
8. All work shall be performed in a professional manner, meeting all normally accepted standards of installation and performance. Any work performed under this contract shall be done at the direction of the Deputy Chief of Mission (DCM) or his designate.
9. The DCM shall perform the duties of the COR. Any work deemed unsatisfactory or unacceptable shall be corrected to the satisfaction of the COR. If the work cannot be properly corrected in a reasonable amount of time, the CO r or COR will give notice that another contractor may be brought onto the job to rectify the situation. If such action becomes necessary, the cost of the corrections shall be deducted from the contract price of the original contractor.

SCOPE OF WORK

10. The following is a list of tasks to be completed by the Contractor. Other duties may be assigned by the COR with advance notice.

- Preparing the:
 1. Annual Investment Climate Statement
 2. Annual Human Rights Report
 3. Annual Child Labor Report
 4. Annual Commercial Guide Report
 5. Annual Trafficking in Persons Report
 6. Annual International Religious Freedom Report
- Analyzing the Central African Government (CARG) annual national budget
- Preparing draft reports on the economic policies of the CARG and impacts of those policies on restoration of peace, general economic and social activities
- Reporting on the relationships of the CARG with international financial institutions such as IMF, World Bank, African Development Bank and other partners including UN based agencies in the Central African Republic, the French Development agency as well as the CARG's relationships with various partners
- Preparing reports on investment opportunities for American business and advocate on their behalf with officials to establish fair policies and procedures
- Completing Reports on the progress of the coming elections
- Following the political development, more specifically the Electoral Code, and the Transitional Constitution
- Following the electoral process preparation and observing the electoral operations for the purpose of briefing DCM and Chargé d'Affaires.
- Managing the democracy and Human Rights Fund II which provides an average of USD 100,000 annually to promote the strengthening of democracy and human rights in the Central African Republic. This requires an understanding of US policies and program objectives and the regulation to implement them. It also requires working relationships

with international and local NGOs and key officials in the executive, legislative and judicial branches of the government.

- Contractor may be tasked with some translation work
- Perform other duties as assigned, including assisting Chargé and DCM in organizing visits by USG officials, escorting visitors, providing briefings for official USG officials.

PAYMENT

11. Payment will be available approximately 30 days following the submission of the invoice and acceptance of the completed project.
12. A monthly invoice shall be submitted to the COR for work completed.
13. Payment will only be made by check or electronic funds transfer. If Contractor opts to receive electronic funds transfer, please submit all bank and account routing information with the invoice. Under no circumstances will an advance payment be made nor will petty cash/impress funds be used for payment.

I have read and understand these requirements and agree to adhere to them in the execution of this contract.

Contractor or Representative: _____ Date: _____

Joel Maybury (COR): _____ Date: _____

Jason Brown (CO): _____ Date: _____