

Amendment 1 to
Request for Proposals
RFP-UESP-2021-008

Activity Title: “Enterprise Complex Automated Financial Management System”

Issuance Date: February 25, 2021
Deadline for Receipt of Questions: March 11, 2021 at 14:00
Amendment 1 Issuance Date: March 25, 2021
Closing Date and Time: March 29, 2021 at 14:00

Issuance of this RFP does not constitute an award commitment on the Tetra Tech ES, Inc., nor does it commit to pay for any costs incurred in preparation or submission of comments/suggestions of a proposal. Proposals are submitted at the risk of the offerors. All preparation and submission costs are at the offeror’s expense.

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1. INTRODUCTION

The purpose of this RFP is to solicit proposals for **Enterprise Complex Automated Financial Management System** within the Scope of Work (SOW) specified in the Attachment A – Technical Specification within the Energy Security Project implementation funded by the U.S. Agency for International Development (USAID) and implemented by Tetra Tech ES, Inc. (Tetra Tech).

2. OFFEROR'S QUALIFICATIONS

Offeror must provide the following information and references in order to be qualified for the procurement process:

1. Company's information, including official registered title, type of business, address, and contact person information.
2. A short description of the company and of past similar experience in providing the services described in the Attached A -Technical Specification.
3. Overall technical approach to fulfill the specifications defined in Attachment A – Technical Specifications.
4. Certification that company is not owned or controlled in total or in part by any entity of any government.
5. Certification by any subcontractor engaged by the company for this project that the subcontractor is not owned or controlled in total or in part by any entity of any government.
6. The Offeror shall complete and sign the Representation and Certifications found in Attachments C to this document and include them with the Offeror's proposal. Proposals that do not include these certifications will not be considered.
7. A certificate of current cost or pricing data – Attachment D
8. Offerors listed in the Excluded Parties List System will not be considered. The Excluded Parties List can be found at <https://www.sam.gov/SAM/pages/public/searchRecords/searchResults.jsf>

3. SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS

The USAID authorized geographic code for the Energy Security Project is 935. Code 935: Consists of any area or country including the cooperating country, but excluding the “prohibited sources”

Reference: USAID ADS Chapter 310, and all its sub-sections. These documents are available on the Internet.

4. SUBMISSION OF PROPOSALS

All proposals are due on **March 29, 2021** by no later than **14:00** local time in Ukraine. Proposals must be submitted via e-mail at the address **UESPprocurement@tetrattech.com** in the following formats: Adobe Acrobat and Microsoft Word and/or Excel.

All proposals must fully respond to the Technical Specifications enclosed as **Attachment A** and must include quotes in the format provided in the **Attachment B - Table 1 – Detailed Budget**. Proposals received after the above-stated due date and time will not be considered for this procurement.

5. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFP must be in writing and submitted, in English, to **UESPprocurement@tetrattech.com** on **March 11, 2021** no later than **14:00** local time in Ukraine. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients.

Only written answers from ESP Procurement Office of Tetra Tech will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Tetra Tech, or any other party, will not be considered official responses regarding this RFP.

6. PROPOSALS PREPARATION INSTRUCTIONS

All Offerors must follow the instructions set forth herein in order to be qualified for the procurement process. If an Offeror does not follow the instructions set forth herein, the Offeror's proposal may be eliminated from further consideration or the proposal may be downgraded and not receive full credit under the applicable evaluation criteria.

Separate Technical and Cost Proposals must be submitted. All proposals should be submitted in English and be signed by Offerors.

I. TECHNICAL PROPOSAL

The technical proposal (excluding CVs) shall not exceed **11** pages. Proposals will be scored on a 100-point scale. Available points for each evaluation factor are given below. Offerors must address each evaluation factor.

The suggested outline for the technical proposal is stated below:

A. Organization's Information (maximum 2 pages)

- Organization's information, including official registered title, type of business, list of offices if applicable, address, telephone, fax and website.
- Organization's DUNS number.
- Authorized point of Contact with phone number(s) and email address.

B. Company Technical Capability (maximum 2 pages)

Description of organization, including activities/qualifications carried out like the scope of work requested.

C. Technical Approach (maximum 3 pages)

Present a narrative that describes how the Offeror would implement the tasks identified in the scope of work. This narrative must also include:

- A management approach which describes how the Offeror will manage the delivery of the services and how the Offeror will interact with ESP.
- A draft work plan that outlines the proposed activities over the course of the period of performance.
- Proposed performance indicators to measure the impact of the Offeror's planned activities and the progress of the Awardees as a result of the Offeror's assistance.

Information which the Offeror considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such.

D. Proposed Staff (maximum 2 pages, excluding CVs)

Present a narrative that includes the following:

- Team composition (names, specialties/area of expertise, position/role, etc.), with detailed bios, and task assignments to perform the activities described in the SOW.
- Curriculum Vitae (CV) for all labor categories named in the Attachment A. (CVs shall be limited to 3 pages each) that describes their experience and lists the following:
 - Affiliation/Organization
 - Education
 - Years of Professional Experience
 - Relevant Experience to the SOW in this RFP
 - Fluency in English

In addition to presenting the CVs, offerors should complete and include the table below:

Proposed Personnel’s Name, Last Name	Proposed Position Under This Assignment	Qualification	Years of Professional Experience

E. Company Past Performance (maximum 2 pages)

Offerors should provide a summary of relevant studies or other assignments including the Title, Client, Date, and a brief description. The qualifications section is limited to 5 of the most relevant studies or other assignments performed in the last 5 years, presented in the following table format. If the client is confidential, simply list “confidential”.

Project (task) name (title)	Description of the project (task) and services provided	Client name, phone number and email address	Dates of execution

II. FINANCIAL PROPOSAL

a. Detailed Budget

Offeror shall complete the **Table 1 of the Attachment B “Detailed Budget”** in order to allow Tetra Tech ES, Inc. to compare all quotes and make a competitive selection. The budget should be provided in Excel format with unlocked cells and formula.

A price must be provided for each project component to be considered compliant with this request. The price proposal should include the individual line items shown in the template, e.g., fully-burdened daily rates, travel costs, and other direct costs. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. The price proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Tetra Tech reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an Offeror’s proposed price.

Offeror shall provide unit pricing in **US dollars (USD)**. Prices quoted in this document shall be valid for a 60-day time period, include all taxes and other costs but excluding the VAT tax originated in Ukraine.

b. Proposed Billing Rates Certification

Document on company letterhead certifying the labor rates being proposed are standard rates and have been previously billed to clients for similar work.

c. Representations and Certifications

These documents can be found in Attachments C of this RFP and must be submitted as part of the Cost Proposal.

d. Non-government owned certification

Certification that company is not owned or controlled in total or in part by any entity of any government.

e. Certificate of current cost or pricing data

These documents can be found in Attachments D of this RFP and must be submitted as part of the Cost Proposal.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

7. EVALUATION CRITERIA

Award will be made to the offeror representing the best value in consideration of past performance, qualifications, and price factors. Technical criteria are more important than cost, although prices must be reasonable and will be considered in the evaluation. Offeror are encouraged to provide a discount to their standard commercial rates.

Tetra Tech reserves the right to conduct discussions with selected offeror (s) in order to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Tetra Tech on a best value basis. Tetra Tech reserves the right to request a test assessment from offerors to assess their qualifications.

The submitted technical information will be scored by an evaluation committee using the following technical evaluation criteria (70 points) and cost proposal (30 points).

Given the specific expertise required to perform the services in question only offers with a technical score of 50 points or more will be considered for evaluation of their cost proposals.

Proposals will be scored on a 100-point scale. Available points for each evaluation factor are given below.

TECHNICAL PROPOSAL (70 POINTS)

Evaluation Criteria for Technical Proposal		Points
I.	Technical Approach	20
II.	Proposed Staff	20
III.	Company Past Performance	30
TOTAL		70

FINANCIAL PROPOSAL (30 POINTS)

The lowest qualified financial proposal will receive the maximum score of 30 points.

The other proposals will be scored inversely proportional to their price and computed as follows:

$$S_f = 30 * F_m / F$$

where

S_f = financial Score of the proposal evaluated

F_m = price of the lowest priced Financial Proposal among those qualified

F = price of the Financial Proposal under consideration

Offeror should submit a Detailed Budget reflecting the cost of completing the scope. Offerors shall complete the Attachment B – Detailed Budget. Labor rates quoted in this document shall be fully-burdened with all indirect costs, taxes and fee, if any. The period of performance is **184 days**.

Tetra Tech reserves the right to conduct discussions with selected offeror(s) in order to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Tetra Tech on a best value basis, with evaluation of proposed price as well as proposed services and implementation schedule.

8. TERMS OF PAYMENT

Payment terms for the awarded Subcontract Agreement shall be forty-five (45) days after satisfactory completion and acceptance and of services and deliverables according to the schedule



in the Table 2. Payment shall be made by Tetra Tech ES, Inc. via bank wire transfer in **Ukrainian Hryvnias** per National Bank of Ukraine exchange rate on the effective date of the subcontract **or US dollars**.

9. DUNS NUMBER AND SAM.GOV REGISTRATION

Active DUNS number or evidence of process of registering for DUNS number is required at stage of submitting proposal. DUNS Number shall be active and SAM.gov registration completed before finalization of subcontract agreement. All second-tier subcontractors must comply with the requirements outlined in the RFP, including obtaining DUNS and SAM numbers if the proposed second-tier subcontract price is above \$30,000. Only legal entities need DUNS numbers.

Information regarding obtaining a DUNS number may be found here:

<https://fedgov.dnb.com/webform>

10. NEGOTIATIONS

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Tetra Tech reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract.

Furthermore, Tetra Tech reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range.

11. MULTIPLE AWARDS/NO AWARD

Tetra Tech ES, Inc. reserves the right to issue multiple awards. Tetra Tech ES, Inc. also reserves the right to issue no awards.

ATTACHMENT A – TECHNICAL SPECIFICATION

SCOPE OF WORK: Enterprise Complex Automated Financial Management System

PERIOD OF PERFORMANCE: 184 days

PLACE OF PERFORMANCE: Kyiv, Ukraine

1. Background

KIEVTEPLOENERGO cogenerates heat and power; generates, transports and supplies heat, etc. KP Kievtploenergo keeps accounting records of revenues and expenses by licensed activities using the software package “1C: Enterprise 8. Production Enterprise Management for Ukraine”.

The current version of SP package “1C: Enterprise 8. Production Enterprise Management for Ukraine” used by KTE features the following functionality:

- Keeping accounting records by expense items, structural units, financial responsibility centers, counterparties, contracts, inventory equipment and supplies and warehouses, fixed assets, and the sources of its purchase
- Making up financial reporting – a financial statements report (balance sheet), trial balances with credit and debit subtotals per account, an income tax return
- Keeping fiscal records by cash method (VAT charging)
- Charging and accounting amortization (depreciation) by tax accounting rules
- Making up and accounting an inventory equipment and supplies impairment costs under the IAS;
- Making up an uncollectable accounts receivable reserve.

Today, the enterprise’s budget is prepared in MS Excel spreadsheets. Revenues and expenses are accounted by the Enterprise’s structural units and financial responsibility centers (FRC). Also, the software package does not make up revenue and expense reports by the Enterprise’s activities. Such a report is made up in MS Excel spreadsheets.

In view of the above, there is a need to develop and implement KTE’s Enterprise Complex Automated Financial Management System (hereinafter – KTE’s CAFMS), integrated with the software package “1C: Enterprise 8. Production Enterprise Management for Ukraine”, to ensure the planning (budgeting) of the enterprise’s economic and financial activities, control and analyze financial performance results, provide information support in managerial decision making. The implementation of KTE’s CAFMS will significantly improve the efficiency and effectiveness of the collection, processing, analysis, and storage of analytical information on financial or technical and economical matters. It will ensure the stability and transparency of business-processes, the required levels of authentication and access to information.

2. Objectives

KTE’s CAFMS aims to create an information and hardware package combining different KTE activity areas and business tasks. The development is based on the existing SP “1C: Enterprise 8. Production Enterprise Management for Ukraine” by the installation, interaction and customized configuration of additional modules, a program code and hardware solutions.

The system must ensure the automation by the following KTE’s areas of activity:

- Budgeting (forecasting the Enterprise’s financial result and an actual plan performance report)
- Treasury (forecasting the Enterprise’s cash flow management and an actual plan performance report, the Enterprise cash management)
- Management accounting.

All the modules must be interconnected and connected with existing modules of SP “1C:Enterprise 8”, and the data added to a module must be used in others. Based on the primary documents of a module, derivative documents must be created for others with a possibility to download in the Excel, pdf, and txt formats.

The CAFMS must be implemented in Ukrainian language.

The implementation of KTE’s CAFMS will allow to:

- Improve the transparency and controllability of business
- Create the justified medium-term and short-term revenue and expense plans
- Automatically and immediately receive reporting in the form of plan/actual by financial responsibility centers (hereinafter – FRC), types of the licensed activity and other analytic characters
- Make multi-scenario plans for the Enterprise’s financial performance results.

3. Scope of Work

I. Development Sources

The implementation of KTE’s CAFMS requires a special approach at all stages:

1. Audit of the software part of the current information system and its components.
2. Audit of hardware.
3. Analysis of KTE’s business processes.
4. Assessment of the current and planned amounts of data.
5. Audit of the Company’s staff against the required level of knowledge for the implementation, operation and use of KTE’s CAFMS. Creation of a working team and the appointment of designated staff members.
6. Approved scheme and channels for the interaction between KTE’s specialists and the Contracting Company.
7. Heightened requirements are set to the qualification of technical specialists of the Contracting Company doing the complex implementation and ensuring the complete succession and interconnectivity of the current SP and new components. The successful implementation requires experience and knowledge allowing to:
 - a. Avoid mistakes at the stage of improving the automation system and application solutions
 - b. Choose equipment ensuring a sufficient performance of the system
 - c. Ensure a full-fledged load testing of the system
 - d. Perform the implementation successfully
 - e. Correctly administer the working system

- f. Conduct monitoring and an analysis of the working system performance
- g. Solve technological problems that may arise in the implementation and operation of the system.

II. Technical Requirements

1.1. Security Requirements

As KTE's CAFMS is developed using the existing KTE's IT-infrastructure, the created system will not have a security level higher than that of the basic one. In this respect, the below security criteria can be satisfied in KTE's CAFMS and inherited from the mother environment.

KTE's CAFMS must be developed considering the requirements of a Complex Information Security System (CISS) and be in line with the following information security requirements.

1. The operational security of an information system envisages measures on data storage, access, and security, including the granting of permits for access to applications, the rules regulating data storage locations and a data transfer process, and:
 - Using reliable passwords and a password management system, in particular the requirement on a regular change of the password and the requirements on the password strength.
 - If possible, using the two-factor authentication.
 - Automatic request for a re-authentication of the user after a specific period of inactivity by the user in the session with the information system
 - Keeping access logs, the logs of changes in rights and permissions (roles), and monitoring user actions.
2. KTE's CAFMS envisages the methods for keeping the integrity and confidentiality of data, both in the process of its storage and in the process of its transfer, in particular:
 - Using a data access differentiation system.
 - Ensuring operation transactionality.
 - Providing for a regular critical data and information backup of various types.
3. KTE's CAFMS network security is more based on the correctly built security system of the basic infrastructure, but it can envisage such security measures and means against unauthorized login attempts:
 - a. Using antivirus programs, firewalls, and internal security monitors.
 - b. Regular software and hardware micro-codes updating.
 - c. Timely reminding on the need to update software.
 - d. Limitation for the number of connections and the geolocation of connections.
 - e. Binding to the allowed hosts.
 - f. Encrypting data transfer channels and sessions.
4. The Manual for KTE's CAFMS contains recommendations on emergency mitigation and the restoration of the system normal operation.

1.2. Unification and Standardization Requirements

The Enterprise Complex Automated Financial Management System (CAFMS) will be integrated with the software package '*1C: Enterprise 8. Production Enterprise Management for Ukraine*'. The new system will support export/import of data, reports at all levels and other

documents in MS Excel (xls). CAFMS will support the export of reports in TXT format and Portable Document Format (PDF) at all levels.

1.3. Patent Certification

The successful offeror confirmed the successful offeror's ownership of all IP rights associated with the CAFMS software. The successful offeror will deliver possession of the mentioned CAFMS software to the Communal Enterprise KYIVTEPLOENERGO, including all associated licenses, through a tripartite Agreement. The Transfer Agreement will be signed between the Tetra Tech ES, Inc. (USAID Energy Security Project), Communal Enterprise KYIVTEPLOENERGO (the Recipient), and the successful offeror (the software developer). The associated licenses without a time limit will be provided to the Recipient. The offered price covered all costs/values associated with the licenses.

1.4. Operating, Service and Repair Requirements

The technical services to support the CAFMS software will be provided on free of charge basis throughout three years following the transfer date. The cost of such support services is included in the price offer. Following the 3-year warranty period, KTE will be able to extend the warranty term by signing a separate contract for such services on a paid basis.

1.5. Requirements to Operating Capabilities

The system will be capable to:

- store historical data for a period no less than 5 years
- ensure simultaneous access of and use by no less than 300 users
- enable 100,000 or more records/data entries per directory
- ensure an operating speed for all and each core operations for maps and data registers at 3-5 sec.
- ensure production of all required/regulated reporting forms within no more than 60 sec.
- Import electronic data (including such format as XLS, XLSX).
- Export files in different formats (TXT, PDF, XLS, XLSX).

III. Functional Requirements

This section outlines the key requirements to the CAFMS functions.

1.1. General Functional Requirements

- Developing and introduction of the Budgeting Module.
Based on the software package '*1C: Enterprise 8. Production Enterprise Management for Ukraine*', this function will provide for the development of a complex automated system of budgeting for the licensed activities/operations; consolidation of budgets of various units/departments/divisions at various levels; consolidation of technical indicators of various units/departments/divisions and linking individual budget items to particular technical indicators; consolidation of budgets per activity/operation; plan/actual analysis per financial indicator, technical indicator and/or activity/operation; factor analysis; option/version analysis; and export/import of budget data to/from MS Excel spreadsheets.

- Developing and introduction of the Treasury Module.
Based on the software package '*1C: Enterprise 8. Production Enterprise Management for Ukraine*', this function will provide for an effective control over cash flows/movements of funds within the set budgets by unit/department/division and FRC; coordination, consolidation and clearance of requests for funds; monitoring of budgets; consolidation/alignment of payment requests with payment ledgers/registers with a subsequent payment authorization; automated data exchange with the client banks; reporting on actual payments based on bank account statements; and automated production of plan/actual reports per unit/department/division and FRC.
- Developing and introduction of the Management Accounting Module.
Based on the software package '*1C: Enterprise 8. Production Enterprise Management for Ukraine*', this function will provide for an automated management accounting system that will employ all available analytical data, including decoding and detailed break-down of primary documents, and will offer users a range of options for changing the existing reporting formats and designing new reporting formats. The reporting and other documents and their particular components will be editable and prepared for import/export in the Excel, pdf, and txt formats.

IV. Expected Outcomes, and Technical and Economic Indicators

1. Expected outcomes – Integration of FRC analytical data within the Financial and Tax Accounting Module to receiving actual data for plan/fact analysis.
All accounting data will indicate the relevant FRC, cost allocation center/site, and associated activity/operation. Other important indicators/data are the account, budget item and some other that may be available as a part of the management accounting.
2. Expected outcomes – Budgeting Module.
Set documents (standard forms) to key-in planning data (repair/refreshment budgets, investment/capital budgets, procurement budgets, sales, other costs, etc.) with an option for multi-scenario panning. There will be provided a mechanism to adjust budgets. The system will contain the relevant planning data and received scheduled reports by field/subject/operation.
3. Expected outcomes – Treasury Module.
Automated '*Coordination of Disbursement Requests*'. The system will provide for a mechanism of effective control over disbursements/release of funds within the approved budgets. The system will enable an automated coordination between the registers, creation of payment documents by register, mechanisms of exchange with the client-banks, and automated plan/actual reports for funds.
4. Expected outcomes – Management Accounting Module.
Automated submission/receiving of reporting documents by field/subject/operation. The settings are described and instructions for financial management are developed.
5. User instructions are prepared. Training events have been conducted in order to prepare the assigned KTE staff to configurate and adapt CAFMS.

V. Requirements to Documentation and Training

(User instructions, etc.)

Following the Project, the successful offeror will provide KTE with a CAFMS user manual in Ukrainian.

The successful offeror will train the KTE staff on the specifics of employment of this software product, including the techniques of setting the Budgeting Module. The assigned KTE staff will be equipped with skills to operate the system and adjust the system's settings in accordance with the company's current needs. Following the course, the trainees will be awarded completion certificates. The training will provide for testing and hands-on exercises.

VI. Control and Acceptance Procedures

Following the diagnostics of the proposed IT system and review of the associated KTE business processes, the successful offeror will compile a project implementation plan, which will contain the following:

- Project stages
- Project stage contents
- Outcomes per stage (reports, directories, testing results, and other docs.)
- Timeframes/deadlines per stage

The completion of each stage will be certified by a Completion Report with all required reports, testing results and other documents attached. Each Completion Report will be signed by:

- 1) CAFMS successful offeror
- 2) CAFMS Recipient (KTE)
- 3) Tetra Tech ES, Inc. representing the USAID Energy Security Project

The Parties will sign the Final Completion Report and Agreement for transfer of all associated licenses following the completion of the project, including the full testing stage.

VII. Legislation and Regulatory Documents

- ✓ *Order dated 31.10.2019 № 880 On approval and implementation of the regulations on the accounting policy of «KP KYIVTEPLOENERGO»*
- ✓ *Order of 06.07.2020 № 460 On approval and implementation of the Procedure for formation and distribution of costs of KP «KYIVTEPLOENERGO»*
- ✓ *Order of 30.06.2020 № 451 On approval and implementation of the Regulations on the financial structure of KP «KYIVTEPLOENERGO»*
- ✓ *Order of 26.05.2020 № 369 On the formation of accounting for income and expenses for thermal energy of KP «KYIVTEPLOENERGO»*
- ✓ *Order of 12.09.2019 № 696 On approval and implementation of the Procedure for forming the balance of electricity of KP «KYIVTEPLOENERGO»*
- ✓ *Order of 23.10.2018 № 335 On approval and implementation of the Regulations on payments to KP «KYIVTEPLOENERGO»*
- ✓ *Law of Ukraine 'On the National Energy and Utility Regulatory Commission' # 1540- VIII of 09.22.2016 as amended and supplemented*

- ✓ Law of Ukraine 'On Heat Supply' # 2633-IV of 06.02.2005 № 2633-IV as amended and supplemented
- ✓ Law of Ukraine 'On Natural Monopolies' # 1682-III of 04.20.2000 № 1682-III as amended and supplemented
- ✓ Law of Ukraine 'On State Regulation of Utility Services' #2479-VI of 07.09.2010 as amended and supplemented
- ✓ Law of Ukraine 'On Accounting and Financial Reporting' # 996-XIV of 07.16.1999 as amended and supplemented
- ✓ Law of Ukraine 'On Electricity Market' # 2019-VIII of 04.13.2017 as amended
- ✓ Law of Ukraine 'On Housing and Communal Services' # 2189-VIII of 11.09.2017 as amended
- ✓ Resolution of National Energy and Utilities Regulatory Commission 'On Approval of License Conditions for Economic Activities in the Heat Supply Sector' # 308 of 03.22.2017 as amended and supplemented
- ✓ Resolution of National Energy and Utilities Regulatory Commission 'On Licensing conditions for power generation' # 1467 of 12.27.2017
- ✓ Resolution of National Energy and Utilities Regulatory Commission 'On Approval of the Methodology for the Formation, Calculation and Establishment of Tariffs for Electricity and (or) Thermal Energy Produced by Central Heating and Power Plants, Thermal Plants and Cogeneration Units' # 991 of 08.01.2017 as amended and supplemented
- ✓ Resolution of Cabinet of Ministers of Ukraine 'On Approval of the Procedure for Separate Accounting of Revenues and Expenditures of Enterprises Producing, Transmitting and Supplying Thermal Energy and Providing Central Water Supply Services and Water Disposal Services'# 584 of 06.01.2011 as amended and supplemented
- ✓ Resolution of Cabinet of Ministers of Ukraine 'On Unified Approach to Utility Tariffs' # 869 of 06.11.2011 as amended and supplemented
- ✓ Law of Ukraine 'On Commercial Metering of Heat Energy and Water Supply' # 2119- VIII of 06.22.2017 as amended and supplemented
- ✓ Resolution of National Energy and Utilities Regulatory Commission 'On Approval of the Procedure (Rules) for Organization and Maintenance of Accounting by the Licensed Types of Activities by the Subjects of Business in the Heating Sector' # 1223 of 10.10.2017 as amended and supplemented
- ✓ Decree of Ministry of Regional Development, Construction, Housing and Communal Services of Ukraine 'On Approved Methodology for Determination of Fees for Installation, Maintenance and Replacement of Commercial Metering Stations and Distribution of Commercial Metering Stations amongst Consumer of Utilities - Owners/Co-owners of Premises Equipped with Individual Heating and/or Water Heating Systems' # 129 of 06.05.2018
- ✓ Resolution of Kyiv City State Administration 'On Tariffs for Thermal Energy, Production of Thermal Energy, Supply of Thermal Energy, Services Associated with Supply of Thermal Energy and High Temperature Water Supply to the COMMUNAL ENTERPRISE OF THE EXECUTIVE BODY OF KYIV COUNCIL (KYIV CITY STATE ADMINISTRATION) KYIVTEPLOENERGO' as amended and supplemented

VIII. Development Stages and Implementation Schedule

The successful offeror will develop and launch the software product with consideration for KTE specifics and particular requests from the client. The successful offeror will provide a training for the KTE staff in order to equip the trainees with the knowledge and skills required to operate the new system. The introduction and adjustment of particular applications can be conducted by

solely the successful offeror, or jointly with the Client’s IT Specialist, or jointly with the partners. A comprehensive automation and large-scale sophisticated projects may involve partners with the ERP software solution competencies.

4. Deliverables and Due Dates

The successful offeror shall deliver to Tetra Tech the following, in accordance with the schedule set forth below.

No. s/p	Module	Time, days	Days following the date of subcontract
1	<i>Current accounting and budgeting processes/workflows and datasets analyzed</i>	20	20
2	<i>Budgeting Module</i>	60	80 (20-60)
2.1	Budgeting Module developed	10	30
2.2	Data entry forms set	15	45
2.3	Reporting settings completed	15	60
2.4	Testing and launch	20	80
3	<i>Treasure Module</i>	40	120 (20 x 60 x 40)
3.1	Treasure Module developed	5	85
3.2	System for matching/clearing payment requests set	10	95
3.3	Consolidation and alignment of payment registers set. Exchange with the client-bank established	10	105
3.4	Reporting settings completed		
3.5	Testing and launch	15	120
4	<i>Management Accounting Module</i>	60	180 (20-60-40-60)
4.1	Management Accounting Module developed	10	130
4.2	Determination of datasets associated with management reporting set	15	145

4.3	Management reports set	15	160
4.4	Testing and launch Description of the module and operating instructions prepared	20	180
5	<i>Trainings of KTE staff</i>	4	184
	Total	184	184

ATTACHMENT B – DETAILED BUDGET
PROPOSED DETAILED BUDGET
TABLE 1 – Overall Subcontract Detailed Budget

#	Description	Price \$
1	Budgeting Module	
2	Treasure Module	
3	Management Accounting Module	
4	Trainings of KTE staff	
5	technical support of 1 year	
Total Price		

Prices quoted must be valid for **60** days, and account for ALL remuneration, per diem, travel, communications, report reproduction and other out-of-pocket expenses, taxes and other costs, but excluding the VAT tax that may be originated in **Ukraine**. On this basis Tetra Tech will issue a **Fixed Price Subcontract**, and payment shall be based upon acceptance of services and deliverables described in the Table 2.

TABLE 2 – Payment schedule

Offeror Deliverable	Days following the date of subcontract	Fixed Price Payment Amount
1. Budgeting Module	80	25%
2. Treasure Module	120	25%
3. Management Accounting Module	180	25%
4. Trainings of KTE staff	184	10%
5. Technical support	The monthly basis during the one year upon successful installation of the modules	15%

ATTACHMENT C – REPRESENTATIONS AND CERTIFICATIONS

Offeror Representations and Certifications

1. Organizational Conflict of Interest Representation

The offeror represents, to the best of its knowledge and belief, that this award:

does [] or does not [] involve an organizational conflict of interest.

Please see FAR 52.209-8 for further explanation.

2. Data Universal Numbering System (DUNS) Number (required if cost proposal is more than USD \$30,000)

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(please use one box per number or dash)

3. Source and Nationality of Goods and Commodities

(i) This is to certify that the Offeror is:

- a. an individual who is a citizen or legal resident of _____.
- b. a corporation or partnership organized under the laws of _____.
- c. a controlled foreign corporation of which more than 50% of the total combined voting power of all classes of stock is owned by United States shareholders; or
- d. a joint venture or incorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe separately the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the percentage (%) of voting power of the corporations.

(ii) This is to certify that the **Source** (the country from which a commodity is to be shipped from) of the Equipment to be supplied under this Order is:

name of country or countries

4. 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.

By signing below, the Offeror certifies that the representations and certifications made, and information provided herein, are accurate, current and complete.

Signature: _____ Date: _____

Name of and title of authorized signature: _____



ATTACHMENT D – CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section 2.101 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to Tetra Tech in support of [Firm/Organization] are accurate, complete, and current as of [DATE]. This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between the offeror and the Government that are part of the proposal.

Firm: _____

Signature: _____