

INVEST Document Checklist for Subcontracting

Note to Partners: This document checklist is included with each award notification. It includes the package of compliance documentation, along with templates for some of the items, that are required before DAI/INVEST can issue a subcontract. We typically require the documentation back within 1-2 weeks of the award notification.

| | Input Name | Description | |
|---|---|--|--|
| A | Cost/Price Information | Provide all that apply: <ul style="list-style-type: none"> Your firm's Negotiated Indirect Cost Rate Agreement (NICRA) or other documentation from your cognizant Government Audit Agency (if applicable) Fixed daily rates, commercial daily rates, or other documentation backing up daily rate information built into deliverable schedule. Documentation demonstrating price reasonableness of direct costs (flights, per diem, communications, etc.) Deliverable or price list with accompanying past contract information | No template provided |
| B | Evidence of Responsibility | In accordance with FAR 9.104-1, a prospective contractor or subcontractor must meet or be able to meet the criteria defined therein. | Template provided at award stage |
| C | Proof of SAM UEI | Proof of active Unique Entity ID (UEI) in the System for Award Management (www.sam.gov). Firms are required to obtain a UEID in order to receive a subcontract under INVEST. To start the process or to view frequently asked questions visit https://sam.gov/content/entity-registration . | Template provided at award stage |
| D | DBA Certification Template | Awareness of Defense Base Act (DBA) requirements, per USAID regulations, in the instances when DBA is required | Template provided at award stage |
| E | Evidence of General Liability Insurance | In accordance with Subcontract Article 8.5, Proof of Insurance, please provide proof of insurance in the form of a Certificate of Insurance and/or related documents. | No template provided |
| F | Supplier Onboarding Instructions | Please follow the instructions included in the document to register your firm as a DAI supplier (if your firm is not a registered supplier already) | Form provided at award stage |
| G | Subcontractor Anti-Human Trafficking Certification [Required for subcontracts with value of at least \$550,000] | In accordance with FAR 52.222-50, any subcontract with an estimated value exceeding \$550,000 requires the subcontractor to maintain a compliance plan to prevent TIP prohibited activities. Subcontractor shall submit the compliance plan for INVEST records (template for plan included for use if needed) and complete Section III of the attached form and sign. See attached form for details. | Template provided at award stage |
| H | Executive Compensation Certification | In accordance with FAR 52.204-10, DAI is required to collect the Executive Compensation Certification form to support required reporting to the Federal Funding Accountability and Transparency Act Sub-Award Report System. | Included as part of subcontract template |