



U.S. TRADE AND DEVELOPMENT AGENCY

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**U.S. Prime Contractor Form**

This form is designed to enable the U.S. Trade and Development Agency ("USTDA") to obtain information about entities and individuals proposed for participation in USTDA-funded activities. Information in this form is used to conduct screening of entities and individuals to confirm that potential partners meet USTDA's requirements, and to ensure compliance with legislative and executive branch prohibitions on providing support or resources to, or engaging in transactions with, certain individuals or entities.

USTDA Activity Number [To be completed by USTDA]

Activity Type [To be completed by USTDA]		Feasibility Study		Technical Assistance		Other (specify)
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Activity Title [To be completed by USTDA]

1. Full Legal Name of U.S. Prime Contractor (as stated in articles of incorporation or equivalent legal document)

2. U.S. Prime Contractor Business Address

3a. U.S. Prime Contractor Telephone

3b. U.S. Prime Contractor Website

4. Year U.S. Prime Contractor Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.

5. Type of Business Entity (e.g., corporation, LLC, Partnership, Sole Proprietor, Other)

6. Type of Ownership	Publicly Traded Company (i.e., offers securities for sale to the general public through a U.S. stock exchange and is subject to SEC reporting requirements)
	Private Company (including subsidiaries of publicly traded companies)
	Other (specify)

7. If the U.S. Prime Contractor is not a publicly traded company and has owners (e.g., shareholder, partner, parent company), provide a list of such owners and the percentage of their ownership. Please complete an <b>Attachment A</b> for each parent company whose ownership percentage is 10% or more. Attachment A does not need to be completed for individual people who own shares of the U.S. Prime Contractor, even though such individuals must be listed here. <u>The sum of the percentages listed here must equal 100%.</u>  If available, please attach <b>corporate organization chart</b> that includes the corporate relationships listed here.	Name of Owner	Percentage (%) Ownership (Column total must equal 100%)

8. Is the U.S. Prime Contractor proposing to subcontract some of the proposed work to another firm?

Yes	No
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9. Please list the legal names of the proposed subcontractors (if applicable). An Attachment B is required for each proposed subcontractor.

**U.S. Prime Contractor Project Manager (Point of Contact for USTDA)**

10. Full Legal Name (First, Middle, Last)

11. Business Address

12. Telephone

13. Email

*U.S. Prime Contractor may attach additional sheets, as necessary.*





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<b>U.S. Prime Contractor's Representations</b>		Initial below	
<p>U.S. Prime Contractor shall certify the following (or provide an explanation as to why any representation cannot be made):</p>			
<p><b>A.</b> U.S. Prime Contractor is a [check one]:</p>	<p> <input type="checkbox"/> Corporation              <input type="checkbox"/> LLC              <input type="checkbox"/> Partnership              <input type="checkbox"/> Sole Proprietor              <input type="checkbox"/> Other         </p> <p>duly organized, validly existing and in good standing under the laws of the State of: <b>15.</b> <input style="width: 150px;" type="text"/></p> <p>The U.S. Prime Contractor has all the requisite corporate power and authority to conduct its business as presently conducted, to submit this proposal, and if selected, to execute and deliver a contract to the Grantee for the performance of the USTDA Activity. The U.S. Prime Contractor is not debarred, suspended, or to the best of its knowledge or belief, proposed for debarment or ineligible for the award of contracts by any federal or state governmental agency or authority.</p>		
<p><b>B.</b> The U.S. Prime Contractor has included herewith a copy of its Articles of Incorporation (or equivalent charter or document issued by a designated authority in accordance with applicable laws that provides information and authentication regarding the legal status of an entity) and a Certificate of Good Standing (or equivalent document) issued within one (1) month of the date of signature by the State of: <b>16.</b> <input style="width: 300px;" type="text"/></p> <p>The U.S. Prime Contractor commits to notify USTDA and the Grantee if it becomes aware of any change in its status in the state in which it is incorporated. USTDA retains the right to request an updated certificate of good standing at any time. <b>(U.S. publicly traded companies need not include Articles of Incorporation or Certificate of Good Standing.)</b></p>			
<p><b>C.</b> Neither the U.S. Prime Contractor nor any of its directors or principal officers have, within the ten-year period preceding the submission of these representations, 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 federal, state, or local government contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating state or federal criminal tax laws, or receiving stolen property.</p>			
<p><b>D.</b> Neither the U.S. Prime Contractor, nor any of its directors or principal officers, is presently indicted for, or otherwise criminally or civilly charged with, commission of any of the offenses enumerated in paragraph C above.</p>			
<p><b>E.</b> There are no federal or state tax liens pending against the assets, property, or business of the U.S. Prime Contractor. The U.S. Prime Contractor has not, within the three-year period preceding the submission of these representations, been notified of any delinquent federal or state taxes in an amount that exceeds US\$10,000 for which the liability remains unsatisfied. Taxes are considered delinquent if (a) the tax liability has been fully determined, with no pending administrative or judicial appeals; and (b) a taxpayer has failed to pay the tax liability when full payment is due and required.</p>			
<p><b>F.</b> The U.S. Prime Contractor has not commenced a voluntary case or other proceeding seeking liquidation, reorganization, or other relief with respect to itself of its debts under any bankruptcy, insolvency, or other similar law. The U.S. Prime Contractor has not had filed against it an involuntary petition under any bankruptcy, insolvency, or any similar law.</p>			
<p><b>G.</b> The U.S. Prime Contractor certifies that it complies with the USTDA Nationality, Source, and Origin Requirements and shall continue to comply with such requirements throughout the duration of the USTDA-funded activity. The U.S. Prime Contractor acknowledges that the USTDA Nationality, Source, and Origin Requirements apply to the delivery of goods and professional services funded by USTDA, including, but not limited to, the use of subcontractors. The U.S. Prime Contractor commits to notify USTDA and the Grantee if it becomes aware of any change which might affect the U.S. Prime Contractor's ability to meet the USTDA Nationality, Source, and Origin Requirements.</p>			
<p><b>The U.S. Prime Contractor shall notify USTDA if any of the representations are no longer true, correct, and complete.</b></p>			
<p>U.S. Prime Contractor certifies that the information provided in this form is true, correct, and complete. U.S. Prime Contractor understands and agrees that the U.S. Government may rely on the accuracy of this information in processing a request to participate in a USTDA-funded activity. If at any time USTDA has reason to believe that any person or entity has willfully and knowingly provided incorrect information or made false statements, USTDA may take action under applicable law. The undersigned represents and warrants that he/she has the requisite power and authority to sign on behalf of the U.S. Prime Contractor.</p>			
<p><b>17.</b> Name</p>		<p><b>20.</b> Signature</p>	
<p><b>18.</b> Title</p>			
<p><b>19.</b> Full Legal Name of U.S. Prime Contractor</p>		<p><b>21.</b> Date</p>	
<p><b>If U.S. Prime Contractor is Private or Other, please attach a copy of the U.S. Prime Contractor's Articles of Incorporation (or equivalent document) and Certificate of Good Standing (or equivalent document).</b></p>			







U.S. TRADE AND DEVELOPMENT AGENCY

**ATTACHMENT B**

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**Subcontractor Information Form**

This form is designed to enable the U.S. Trade and Development Agency ("USTDA") to obtain information about entities and individuals proposed for participation in USTDA-funded activities. Information in this form is used to conduct screening of entities and individuals to ensure compliance with legislative and executive branch prohibitions on providing support or resources to, or engaging in transactions with, certain individuals or entities with which USTDA must comply.

USTDA Activity Number [*To be completed by USTDA*]

Activity Title [*To be completed by USTDA*]

1. Full Legal Name of U.S. Prime Contractor for USTDA Activity

2. Full Legal Name of Subcontractor (as stated in articles of incorporation or equivalent legal document)

3. Business Address of Subcontractor

4a. Subcontractor Telephone Number

4b. Subcontractor Website

5. Year Subcontractor Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.

**Subcontractor Point of Contact**

6. Full Legal Name (First, Middle, Last/Family)

7. Family Name or Last Name

8. Address

9. Telephone

10. Email

*Subcontractor may attach additional sheets, as necessary.*



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<b>Subcontractor's Representations</b>				<b>Initial below</b>		
<p>The Subcontractor shall provide the following (or provide any explanation as to why any representation cannot be made), made as of the date of these representations:</p>						
<p><b>A.</b> Subcontractor is a [check one]</p>	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Other (specify):	
<p>duly organized, validly existing and in good standing under the laws of:</p>				<p><b>11.</b> <input style="width: 150px;" type="text"/></p>		
<p>The Subcontractor has all the requisite corporate power and authority to conduct its business as presently conducted, to participate in this USTDA-funded activity, and if the U.S. Prime Contractor is selected, to execute and deliver a subcontract to the U.S. Prime Contractor for the performance of the USTDA- funded activity. The Subcontractor is not debarred, suspended, or to the best of its knowledge or belief, proposed for debarment or ineligible for the award of contracts or multilateral assistance under the laws of the U.S. or any other law.</p>						
<p><b>B.</b> Neither the Subcontractor nor any of its directors or principal officers have, within the ten-year period preceding the submission of these representations, been convicted of or had a judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating federal or state criminal tax laws, or receiving stolen property.</p>						
<p><b>C.</b> Neither the Subcontractor, nor any of its directors or principal officers, is presently indicted for, or otherwise criminally or civilly charged with, commission of any of the offenses enumerated in paragraph B above.</p>						
<p><b>D.</b> There are no federal or state tax liens pending against the assets, property, or business of the Subcontractor. The Subcontractor has not, within the three-year period preceding the submission of these representations, been notified of any delinquent federal or state taxes in an amount that exceeds US\$10,000 for which the liability remains unsatisfied. Taxes are considered delinquent if (a) the tax liability has been fully determined, with no pending administrative or judicial appeals; and (b) a taxpayer has failed to pay the tax liability when full payment is due and required.</p>						
<p><b>E.</b> The Subcontractor has not commenced a voluntary case or other proceeding seeking liquidation, reorganization, or other relief with respect to itself of its debts under any bankruptcy, insolvency, or other similar law. The Subcontractor has not had filed against it an involuntary petition under any bankruptcy, insolvency, or any similar law.</p>						
<p><b><i>The selected Subcontractor shall notify the U.S. Prime Contractor and USTDA if any of the representations are no longer true, correct, and complete during the period of the Subcontractor's involvement in the above-captioned Activity.</i></b></p>						
<p>The Subcontractor certifies that the information provided in this form is true, correct, and complete. The Subcontractor understands and agrees that the U.S. Government may rely on the accuracy of this information in processing a request to participate in a USTDA-funded activity. If at any time USTDA has reason to believe that any person or entity has willfully and knowingly provided incorrect information or made false statements, USTDA may take action under applicable law. The undersigned represents and warrants that he/she has the requisite power and authority to sign on behalf of the Subcontractor.</p>						
<b>12.</b> Name	<input style="width: 95%;" type="text"/>			<b>15.</b> Signature	<input style="width: 95%;" type="text"/>	
<b>13.</b> Title	<input style="width: 95%;" type="text"/>					
<b>14.</b> Full Legal Name of Subcontractor	<input style="width: 95%;" type="text"/>			<b>16.</b> Date	<input style="width: 95%;" type="text"/>	