



SAVE THE CHILDREN
REQUEST FOR PROPOSAL (RFP) FOR SCALE PERMAGARDENS GRAPHIC DESIGN
AND VIDEO PRODUCER

RELEASED JUNE 1, 2022

Save the Children Federation, Inc.

Headquarters

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Key Contact for Questions and Responses:

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STATEMENT OF CONFIDENTIALITY AND NON DISCLOSURE

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission by Save the Children Federation, Inc. (SCUS). This RFP and the information contained and referred to therein, whether verbally communicated or in written form, include confidential information about SCUS which is provided for proposal purposes only. Your firm shall regard and preserve as confidential this RFP and all non-public information related to the operations of SCUS and its affiliated organizations that may be obtained from any source as a result of this RFP process.

SCUS is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Introduction:

Save the Children Federation, Inc. (hereafter “SCUS”) is the world’s leading independent organization for children. In 2015, we reached an estimated 185 million children, achieving lasting, large-scale results around the world. We worked in 120 countries, including the United States. Our signature programs in 13 countries have contributed to increasing newborn survival, giving children a healthy start and improving learning outcomes on a national scale. We work with our donors and partners to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

SCUS is requesting competitive proposals from qualified vendors to help develop a permagarden foundations online course. The objective of this proposal is to stylize/design the current permagarden presentation slides and a series of 2-page “how-to” sheets; create graphics and animate graphics; source and integrate voiceover for the narration; and compile the various elements (i.e., presentation slides including b-roll, photos, animated graphics, and voiceover) into finalized videos for a contract beginning on or about June 30, 2022 through September 30, 2022.

SCUS requests all prospective vendors to submit proposals as defined in the Request for Proposal (RFP). Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content. Unless otherwise stated all proposals will remain valid for a period of 90 days after submission. Proposals are not to exceed **15** pages in length and this includes charts, appendices and attachments.

Objectives: The selected vendor will compile various elements, including presentation slides, b-roll, photos) and develop graphics and animation, source and integrate voiceover for narration, into finalized videos designed for USAID/ BHA implementing partners.

Provisional Calendar of Events:

6/1/2021	Request for Proposal issued
6/10/2022	Deadline to submit any questions related to RFP
6/15/2022	Answers to any questions related to RFP issued to all vendors
6/22/2022 “Closing Date”	Electronic copies of the proposal should be submitted to jcrowley@savechildren.org by 5 pm EST. The email subject line should be “Response to RFP for SCALE PERMAGARDENS GRAPHIC DESIGNER AND VIDEO PRODUCER”.
6/24/2022	Short list of finalists determined and communicated out to vendors (no more than 3 firms)
6/28/2022	Contract winner determined and notified
6/30/2022	Effective date of contract and/or transfer of services

Evaluation Criteria:

After the final evaluation of the proposals, Save the Children will make the award to the offeror whose

proposal provides the best value, considering both technical and cost factors. Technical and cost factors will be evaluated relative to each other, as described herein. The technical evaluation factors, taken as a whole, are of greater importance than cost or price in determining best value.

Offerors should note that these criteria: (1) serve as the standard against which all proposals will be evaluated, and (2) serve to identify the significant matters which offerors should address in their proposals. Each proposal will be evaluated on the criteria listed below and the criteria will be weighted according to the following allocations:

Criterion	Points Possible
1. Cost Reasonableness	
Bidder offers lowest true cost of services while upholding required services or Bidder's prices demonstrate an economically advantageous position for SCUS.	30
2. Technical Approach	
This will evaluate the offeror's proposed methodology and narrative. In the methodology it includes the understanding of the scope of work; appropriateness of the proposed intervention and clarity of the proposed deliverables. Under the Work plan it includes the organization of the tasks, maximization of time and clarity in the assignment of personnel.	35
<ul style="list-style-type: none"> a. Is the proposed timeline realistic and fit within SCALE's timeline? b. Does the proposal show a collaborative approach to management and working with different partners (eg Save the Children and Mercy Corps)? 	
3. Previous experience and/or quality of samples provided	
Past experience in relevant field and corporate capabilities: This will include an evaluation of the capacity of the organization to perform the scope of work, review of previous experience in similar jobs, references about quality deliverables, etc. i.e:	
<ul style="list-style-type: none"> a. Does the vendor have experience in graphic design, including presentations, promotional materials (eg two pagers) and animations? b. Does the vendor have experience in video production, including combining various elements (eg PPTs, animations, b-roll, animations) to produce and narrate videos? c. Do other organizations/vendors recommend this vendor? d. Does the quality of similar videos fit SCALE's needs? 	35
Total points possible	100

Essential Criteria: Vendor submitting bids must meet the following:

1. Assurance that the Bidder is insured/certified to operate in the country of registration.
2. Bidder's confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase.
3. All documents are submitted in accordance with the Request for Information section.

The proposal submitted will be the primary document upon which each Bidder will be evaluated. All proposals will first be screened to determine if the vendor meets the minimum qualifications outlined. Proposals that do not meet the minimum requirements will be automatically rejected and may not undergo further evaluation. SCUS reserves the right to waive any minor or technical defects or irregularities, and reserves the right to reject any or all bids.

The award for the successful bidder will be administered in accordance with USAID policies and procedures contained in 2 CFR Part 200, 2 CFR 700, 22 CFR 228 and USAID Standard Provisions.

Request for Information: The proposal shall include the following:

- A. Cover page, including company name, contact information, company biography, and a proposal summary
- B. Proposed Project Narrative Plan that includes:
 - a. Ability and availability of the vendor to undertake this work between July- October 2022, a tentative timeline for completion of the work, and their an approach to project management in working with a variety of partners, including Save the Children and Mercy Corps, and other consultants as needed
 - b. Related Project Experience, including demonstration of ability to work collaboratively with project partners, and developing videos and graphics
 - c. Details and responsibilities for the different team members, including copies of all CVs
- C. Names and contact details of at least two references of past work (Attachment D)
- D. Links to at least two samples of relevant work
- E. Detailed Cost Proposal (budget and budget narrative) in US Dollars including all costs expected to complete the Scope of Work. Costs may be budgeted in local currency but should include a conversion to US Dollars (and the exchange rate used should be explained).
- F. Fill out the Small Business certification form, if applicable; (Attachment E).

Attachment A: Scope of Work

1. BACKGROUND

The Strengthening Capacity in Agriculture, Livelihoods and Environment (SCALE) Award is a capacity strengthening, applied research and knowledge sharing initiative working to ensure that communities and families fully benefit from the U.S. Government's investments in food security programs. Funded by the USAID Bureau for Humanitarian Assistance (BHA), SCALE works to strengthen the impact, sustainability and scalability of BHA-funded agriculture, natural resource management, and off-farm livelihood activities in both emergency and development contexts. Implemented by Mercy Corps in collaboration with Save the Children, SCALE partners with food security implementers and the broader research community to capture, generate, apply and share knowledge to foster more resilient agricultural systems and enhance income opportunities for the world's most vulnerable.

Over the last several years, implementing partners from organizations such as Catholic Relief Services, Mercy Corps and others have implemented permagardens using the existing [Permagarden Technical Manual](#) and 3- and 5-day training guidelines. In light of COVID-19 travel restrictions over the last 18 months, the SCALE Award had to adapt much of its in-person capacity strengthening support to online options. One such adaptation was an introduction to Permagardens, which consisted of a series of six online technical sessions including recorded video presentations, short activities and reflection questions. SCALE received positive feedback from the final evaluations of this series, and from further discussions with the SCALE Technical Committee and other implementing partners. Given this feedback, and in an effort to make Permagarden technical materials available to a wider set of practitioners after the end of the Award, SCALE is creating an online Permagarden Foundations course. The course will be a series of 9 short videos that introduce the technical elements of how to design a permagarden. The aim is to introduce participants to the foundations of the Permagarden Method (concepts, terms, practices) and how they can be applied to the homestead level. SCALE has technical consultants who are building out the course overview and details. The details will include detailed narratives for each session; draft slide/presentation (PowerPoint) materials; potential photo and b-roll footage to be integrated into the presentations; and a list of specific graphics or animated graphics that need to be developed for each session.

The anticipated audience for the course includes the following:

- Technical staff, with or without previous Permagarden training, who implement programs with a homegarden/ nutrition component.
- Technical staff (e.g. agriculture, nutrition, WASH, resilience) who are implementing USAID/BHA funded emergency and non-emergency programs and are responsible for implementing and training others on permagardens within their program area
- Individuals interested in PG Method who want to learn more and may/may not implement a program with Permagardens.

The course will be posted to the FSN Network website and disseminated widely to partners through social media outlets and via emails/newsletters.

2. OBJECTIVES

SCALE seeks to hire a qualified who can work with the technical consultants to stylize/design the presentation slides and a series of 2-page “how-to” sheets; create graphics and animate graphics; source and integrate voiceover for the narration; and compile the various elements (i.e., presentation slides including b-roll, photos, animated graphics, and voiceover) into finalized videos. There are 9 sessions totaling approximately 70 minutes of content. The vendor will use the draft narratives and presentations developed by the technical consultants and the SCALE team to create a) 9 videos that will require building presentation slides and then animating them, and b) a series of 15 "how-to" 2-page documents.

For the 9 videos, the consultant will need to: design a presentation template; create graphics and animate existing graphics; source and integrate voiceover for the narration; and compile the various presentation elements (i.e., presentation slides including b-roll, photos, animated graphics, and voiceover) into finalized videos. There are 9 sessions totaling approximately 70 minutes of content.

For the 15 ‘how-to’ documents, the vendor will need to design a template that follows the same brand theme as the presentations; then finalize the 15 2-page documents based on the technical content provided.

Both the presentation/videos and “how-to” documents will be in English and in French (i.e., two sets of each deliverable). SCALE will provide any translated presentation, narrative, and 2-pager text to the designer. The selected vendor will need to source English and French voiceover actors.

The vendor will collaborate with Save the Children and Mercy Corps staff and technical consultants to stylize/design the presentations; create graphics and animate graphics; source and integrate voiceover for the narration; and compile the various elements into finalized videos in French and English. The materials will be in both English and French, so the selected company will need to source English and French voiceover actors.

3. DUTIES AND RESPONSIBILITIES

The selected vendor will work closely with the Save the Children and Mercy Corps staff and technical consultants to complete the anticipated activities below:

- Design an overall theme for the presentations/series, building from existing SCALE, Permagarden and Resilience Design resources and ensuring alignment with SCALE’s branding guidelines. SCALE will send the presentation with slides, photos, text, video clips, written narrative, and specific instructions on arrangement.
- Create images of a garden with the ability to animate elements (e.g., water flowing, wind blowing, etc.) to accompany SCALE’s online permagarden foundations series. These graphics should complement the hand-drawn style of existing graphics. Animation will be on an illustration that has already been drawn as well as custom illustrations that the consultant will create.

- Organize the content on the slides (i.e., text, photos, graphics/images, video clips) in a compelling way so they are easy and interesting for users to watch.
- Format a series of 2-page “how-to” sheets (e.g., how to conduct a soil test; how to measure the contour of the land; etc.)
- Source any voiceover needed in the video, including suggesting a speaker for SCALE’s review & approval, recording the speaker, and overlaying the voice with the visual recording.
- Compile the video elements together using Adobe Premier Pro, including sourcing voiceover for the narration and adding closed captioning in English and French.

The vendor will complete the deliverables below:

- Deliverable 1: Draft the video/visual “theme” for review/inputs by SCALE
 - The vendor will draft a theme for the videos that will review/inputs by the SCALE team, including Save the Children, Mercy Corps, and technical consultants as needed.
 - The videos ultimately need to be compliant with SCALE’s approved branding and marking plan, which will be submitted to the vendor prior to starting work.
 - It is anticipated there will be two rounds of feedback.
 - The drafts will be sent over email to jcrowley@savechildren.org and alove@mercycorps.org.
- Deliverable 2: Draft the graphics/ animated images (approximately 15 total) for review and inputs by SCALE.
 - The format of the graphics/ animated images will be determined in collaboration with Save the Children, Mercy Corps, and any technical consultants as needed.
 - The graphics/animated images should be in high resolution images and usable in videos and printed documents. If they are graphics, they should be sent in PDF and InDesign.
 - It is anticipated there will be two rounds of feedback on any graphics/animated images.
 - The graphics will be sent over email to jcrowley@savechildren.org and alove@mercycorps.org.
- Deliverable 3: Final versions of all drawings in agreed to format.
 - The vendor will revise the graphics/ animated images based on feedback received from SCALE stakeholders, including Save the Children, Mercy Corps, USAID/BHA, and technical consultants as needed.
 - The final submissions will be sent over email to jcrowley@savechildren.org and alove@mercycorps.org and all drawings/graphics will be appropriately cited and/or licensed for use.
 - The final graphics/animated images will be owned by Save the Children.
- Deliverable 4: 9 sets of formatted/ designed storyboards in English and French.
 - It is anticipated that there will be 9 sessions on different technical content. For each session, the vendor will review the storyboard and narrative created by SCALE, suggest changes and create a final storyboard which compiles/arranges photos, text, short video clips, and graphics, with guidance from SCALE’s technical consultants.
 - These will then be animated into a video including narration voice over (i.e., layering voice over with images, text, graphics, etc)
 - The draft videos will be sent to jcrowley@savechildren.org and alove@mercycorps.org.

- for further review
- The videos will be compliant with SCALE’s approved branding and marking plan, which will be sent to the vendor upon the start of the contract.
- Deliverable 5: 9 finalized videos in English and French
 - The vendor will make changes to the videos based on feedback from SCALE
 - The videos will be in both English and French and in a format that can be posted to youtube and SCALE’s [website](#)
 - The vendor will insert French captions in the video corresponding to translated text
 - The final videos will be shared via email to jcrowley@savechildren.org
- Deliverable 6: Up to 15 completed ‘How to Guides’ in English and French
 - These ‘How to Guides’ are anticipated to be 2 pages per guide and will follow the same theme as the presentations
 - The vendor will send the draft ‘How to’ Guides to jcrowley@savechildren.org and alove@mercycorps.org for review and will make revisions based on one round of review.
 - Once the English version is finalized, the vendor will be provided the text in French and then will be responsible for converting the ‘How to Guides’ in French.
 - The ‘How to Guides’ will be in A4 size and sent in PDF and Indesign versions

EXPENSES AND PAYMENT

- The budget should be detailed and itemized and include a breakdown of project expenses by deliverables, type of cost, and unit costs needed to complete this scope of work.
- The budget should include the time allotted for each staff member/s to complete the needed activities for each deliverable.
- Payment will be based upon approved completion of the Deliverables included above

3. ANTICIPATED TIMELINE

Tasks	June	July	August	September
Project Kickoff	X	X		
Draft templates, including presentation design template (using Session 1) and the “How to Guide” (2 pager design template)		X		
Second version of templates, based on feedback from SCALE, technical consultants, and BHA if needed		X		
Final version of template		X		
Creation of first draft graphics/animations		X	X	

Final graphics/animations based on feedback from SCALE, technical consultants, and BHA if needed			X	
Draft Session 1-9 storyboards in English. This will include: a) compiling/arranging photos, text, short video clips, and graphics, with guidance from technical consultants; b) sourcing narration voice over; and c) compiling the above elements into a video (i.e., layering voice over with images, text, graphics, etc.) for each Session			X	
Finalize Session 1-9 presentations in English based on feedback from SCALE			X	X
Draft versions of the “how-to” 2-pagers, English			X	X
Final versions of the “how to” 2-pagers, English based on one round of feedback from SCALE			X	X
Final versions of each session, French. The vendor will be provided the translated materials (i.e., translated presentation text, narrative text). The vendor will then adjust the presentation designs to accommodate the French; source French voiceover artist; and compile the video Sessions into French.				X
Final versions of the “How to” Guide, French. The vendor will be provided the translated text, and the vendor will adjust the 2-pager designs to accommodate the French and submit the final designed versions in PDF and InDesign.				X

4. QUALIFICATIONS

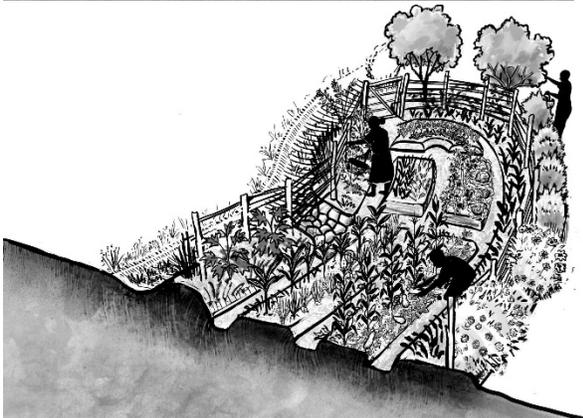
The team should have the proposed expertise requirement as described below:

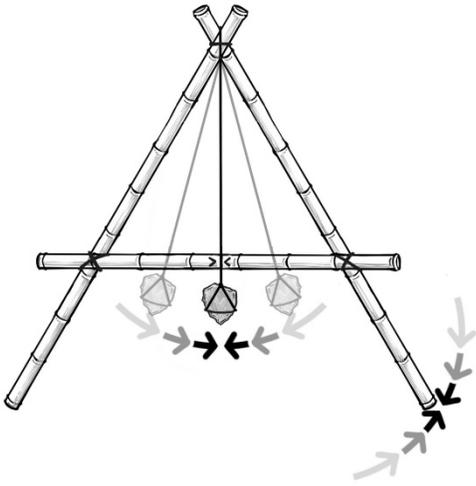
- Excellent verbal and written communication skills
- Experience designing and formatting visually compelling presentations
- Experience drawing and animating graphics, icons and images
- Experience compiling video elements in Adobe Premiere Pro
- Previous experience with donor-funded international development programs preferred

ATTACHMENT B: SAMPLE GRAPHICS

Anticipated graphics that the vendor will develop are anticipated to be similar to those shown below.

Graphics and icons developed by Evan Walbridge for Mercy Corps as part of the SCALE Award (www.fsnnetwork.org/scale).





Attachment C:

Conditions of Tendering

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply

- (a) **Evaluation Criteria** - the award criteria set out in the RFP.
- (b) **Bidder** - a person or organization who bids for the tender.
- (e) **Goods and/or Services** - everything purchased by SCUS under the contract.
- (f) **RFSA** – Resilience Food Security Activity
- (g) **SCALE** – Strengthening Capacity in Agriculture, Livelihoods and Environment. SCALE is a five year award focused on Award is a capacity strengthening, applied research and knowledge sharing initiative funded by the USAID Bureau for Humanitarian Assistance (BHA) to strengthen the impact, sustainability and scalability of BHA-funded agriculture, natural resource management, and off-farm livelihood activities in both emergency and development contexts.
- (h) **SCUS** – Save the Children Federation Inc., a non-profit organization with headquarters in 501 Kings Hwy East, Suite 400, Fairfield, CT 06825.
- (i) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCUS to the Supplier, or specifically produced by the Supplier for SCUS, in connection with the tender.

2. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in SCUS' sole discretion exceptional circumstances which have caused the delay.

3. Correspondence

All communications from Bidders to SCUS relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Responses to questions submitted by any Bidder will be circulated by SCUS to all Bidders to ensure fairness in the process.

4. Acceptance of tenders

SCUS may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCUS so wishes. SCUS is under no obligation to accept the lowest or any tender.

5. Alternative offer

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve SCUS' Specification) these may, at SCUS' discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. SCUS is under no obligation to accept Alternative Offers.

6. Prices

Tendered prices must be shown as both inclusive of and exclusive of any sales tax chargeable or any similar tax (if applicable).

7. No reimbursement of quote expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

8. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCUS' employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognize the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCUS by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCUS' prior written consent, for any purpose except that of tendering for business from SCUS;
- not disclose the Confidential Information to third parties without SCUS' prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCUS;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCUS immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

9. Award Procedure

SCUS' Procurement Committee will review the proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one of them.

10. Information and Record Keeping

SCUS shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why their proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCUS receives the request.

11. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labor law or labor tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

12. Conflict of Interest

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCUS which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCUS and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCUS the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

13. SCUS and Affiliates

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCUS or any other Save the Children entity if so required.

Attachment D:

**SAVE THE CHILDREN REQUEST FOR PROPOSAL (RFP) FOR SCALE PERMAGARDENS
GRAPHIC DESIGN AND VIDEO PRODUCER**

BIDDER REFERENCE FORM

All references must be from customers for whom your company has completed work similar to the specifications of this bid, with particular attention given to public agency accounts and at least two of the references must be non-profit organizations. Attach additional page if necessary.

References for: _____
(Company Name)

1. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service:

2. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service:

3. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service:



Small Business Self-Certification (if applicable)

_____ hereby self-certifies as a Small Business according to the US Government’s definition in the Federal Acquisition Regulation (FAR) Part 19 Small Business Programs and 19.703 Eligibility Requirements for Participating in the Program¹.

_____ DUNS number is _____ and confirms it has a current registration.

_____ confirms it meets the small business administration’s size standard for category of industry and business.

NAICS CODE	NAICS Industry Description	Size Standard

Definition of industry: _____

Definition of Size Standard: _____

_____ confirms it meets the following categories (choose as many as apply):

- Minority Small business
- Small disadvantaged business
- Veteran-owned small business
- Service-disabled veteran-owned small business
- Women-owned small business

I hereby certify that _____ qualifies as a small business as defined in FAR Part 19.703. I confirm I am the individual responsible for this self-certification and any further questions regarding these details can be directed to my attention. I agree to notify Save the Children in writing within 30 days if our small business status changes.

Signature: _____ **Date**

Name: _____ **Title:** _____
